



**Board of Trustees - Regular Meeting
Tuesday, January 19, 2016 6:00 PM
Riverside City College, O.W. Noble Building,
Board Room AD122, 4800 Magnolia Avenue,
Riverside, California 92506**

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507 or online at www.rccd.edu/administration/board.

I. COMMENTS FROM THE PUBLIC

Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.

II. APPROVAL OF MINUTES

A. [Minutes of the Board of Trustees Regular/Committee Meeting of December 1, 2015](#)

Recommend approving the December 1, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

B. [Minutes of the Board of Trustees Special Meeting of December 8, 2015](#)

Recommend approving the December 8, 2015 Board of Trustees Special meeting minutes as prepared.

C. [Minutes of the Board of Trustees Regular Meeting of December 8, 2015](#)

Recommend approving the December 8, 2015 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Presentation of Student Trustee Scholarship Award for Fall 2015](#)

Information Only

C. [Presentation on RCC Marching Tigers](#)

Information Only

- D. [Proposed Naming of Riverside City College Quadrangle 16](#)
Recommend approving the Facilities Recognition and Naming Committee's recommendation to name the Forensics Learning Laboratory Quad 16 at Riverside City College in honor of Michael L. Joyce
- E. [Proposed Naming of the Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)
Recommend approving the Facilities Recognition and Naming Committee's recommendation to name the Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts in honor of Roger Rickson
- F. [Resolution Number 28-15/16 in Support of America's College Promise Proposal: Tuition-Free Community College for Responsible Students](#)
Recommend adopting Resolution Number 28-15/16 in Support of America's College Promise Proposal: Tuition-Free Community College for Responsible Students.
- G. [Resolution Number 29-15/16 in support of Kindergarten through Community College Public Education Facilities Bond Act of 2016](#)
Recommend adopting Resolution Number 29-15/16 in Support of Kindergarten through Community College Public Education Facilities Bond Act of 2016.
- H. [Memorandum of Agreement to Offer a Retirement Incentive Plan for Faculty](#)
Recommend approving the Memorandum of Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA and authorize the Chancellor to sign the Agreement.
- I. [Memorandum of Agreement to Offer a Retirement Incentive Plan for Classified Employees](#)
Recommend approving the Memorandum of Agreement between the Riverside Community College District and the Riverside Community College District Employees Chapter #535 and authorize the Chancellor to sign the Agreement.
- J. [Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential Employees](#)
Recommend approving the Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential employees.
- K. [Resolution No. 32-15/16 – Retirement Incentive Plan with California State Teachers’ Retirement System](#)
Recommend approving Resolution No. 32-15/16, for the Retirement Incentive Plan with California State Teachers’ Retirement System.
- L. [Resolution No. 33-15/16 and Administrative Services Agreement for the Proposed Public Agency Retirement Services Retirement Incentive Plan](#)
Recommend approving Resolution No. 33-15/16, Agreement for Administrative Services with Phase II Systems dba Public Agency Retirement Services to implement the retirement incentive plan for faculty, classified, management and confidential employees; and authorize the Vice Chancellor, Business and Financial Services to sign the implementing documents.
- M. [Healthcare Update](#)
Information Only
- N. [Update on Silver Centennial Celebration](#)
Information Only
- O. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only
- V. STUDENT REPORT
 - A. [Student Report](#)
Information Only

VI. CONSENT AGENDA ACTION

- A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
 - 3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
- B. District Business
 - 1. [Purchase Order and Warrant Report – All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,733,309 and District Warrant Claims totaling \$15,730,692.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 26-15/16 – 2015-2016 AB 86 Adult Education Block Grant](#)
Recommend approving the resolution and adding the revenue and expenditures of \$540,527 to the budget.
 - b. [Resolution No. 27-15/16 – 2015-2016 Disabled Students Programs and Services \(DSPS\)](#)
Recommend approving the resolution and adding the revenue and expenditures of \$593,680 to the budget.
 - c. [Resolution No. 30-15/16 – 2015-2016 CalWORKs Community College Set-Aside](#)
Recommend approving the resolution and adding the revenue and expenditures of \$100,000 to the budget.
 - d. [Resolution No. 31-15/16 – 2015-2016 Deputy Sector Navigator Grant](#)
Recommend approving the resolution and adding the revenue and expenditures of \$100,000 to the budget.
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. [RFP Award for Piano and Piano Lab Instruments for the Coil School for the Arts](#)
Recommend awarding the Piano and Piano Lab Instruments, RFP No. 2015/16-09, in the total amount of \$223,292.40 to SoCal Pianos.
 - b. [Bid Award for Tile Replacement for Buildings A & C Project](#)
Recommend awarding Bid No. 2015/16-08, Tile Replacement for Buildings A & C in the total amount of \$129,520 to Best Contracting Services, Inc.
 - 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$86,000 – All District Resources](#)
Recommend ratifying contracts totaling \$798,482.
 - b. [Contract for the California Work Opportunity and Responsibility to Kids \(CalWORKs\) set-aside fund.](#)
Recommend approving the contract for the period of November 1, 2015 through October 31, 2016 in the amount of \$100,000.
 - 7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
 - 8. Other Items
 - a. [2016-2017 Nonresident Tuition and Capital Outlay Surcharge Fees](#)

Recommend adopting a nonresident tuition Fee rate of \$211 per unit and a capital outlay surcharge fee rate of \$57 per unit for FY 2016-2017; and direct staff to promulgate these charges via the 2016-2017 catalog, schedule of classes, and other appropriate materials.

b. [Surplus Property](#)

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

c. [Notices of Completion](#)

Recommend accepting the projects listed on the attachment as complete and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

VII. CONSENT AGENDA INFORMATION

A. [Monthly Financial Report](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

A. Governance

1. [Board Policy for Second Reading and Approval](#)
Recommend approval of Board Policy and Administrative Procedure 3560.

B. Teaching and Learning

1. [Riverside City College Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)
Recommend approving Riverside City College's Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.
2. [Riverside City College Substantive Change Report on the Culinary Academy](#)
Recommend approving Riverside City College's Substantive Change Report on the Culinary Academy.
3. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

C. Planning and Operations (None)

D. Resources

1. [Budget Augmentation for Construction, FFE and Management Services for the Culinary Arts Academy and District Offices Project](#)
Recommend approving the budget augmentation for the Culinary Arts Academy and District Offices Project by \$1,853,515 for additional Construction, Group II and Construction Services.

E. Facilities

1. [Change Order No. 2 for Culinary Arts Academy and District Office Building with Kamran and Co., Inc.](#)
Recommend approving the Project Change Order No. 2 with Kamran and Co., Inc. in the amount of \$42,297.20; and the change order in excess of ten percent by a total of \$57,540.38.
2. [Agreement for Ben Clark Training Center Preliminary Site Analysis with Holt Architecture](#)
Recommend approving the agreement with Holt Architecture in the amount not to exceed \$15,280 to provide a Preliminary Site Analysis for a new classroom building for the Ben Clark Training Center.

- IX. ADMINISTRATIVE REPORTS
 - A. Vice Chancellors
 - 1. [Adult Education Block Grant Information Only](#)
 - B. Presidents
- X. ACADEMIC SENATE REPORTS
 - A. Moreno Valley College
 - B. Norco College/Riverside Community College District
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [CCCT Board Election Nominations for 2016](#)
Recommend consideration of nominees for the CCCT Board Election for 2016
 - B. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only
- XIII. CLOSED SESSION
 - A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
Recommended Action to be Determined.
 - B. [Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association](#)
Recommended Action to be Determined.
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	1/19/2016 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of December 1, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the December 1, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[120115MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES AND FACILITIES COMMITTEES
OF DECEMBER 1, 2015

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

CALL TO ORDER

Trustees Present

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

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Wolde-Ab Isaac, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Ms. Chris Carlson, Chief of Staff and Facilities Development
Ms. Sylvia Thomas, Associate Vice Chancellor, Educational Services
Mr. Mike Simmons, Director, Department of Risk Management, Safety & Police Services
Dr. Dyrell Foster, Vice President, Student Services, Moreno Valley College
Dr. Fabienne Chauderlot, Dean of Instruction, Riverside City College
Dr. Cordell Briggs, Dean, Public Safety Education, Moreno Valley College
Dr. Gustavo Ocegüera, Associate Dean, Norco College
Dr. Kristi Woods, Associate Professor History, Riverside City College

Guests Present

Mr. Kristopher Paluzzi, CPA, Ahern, Adcock, Devlin, LLP
Mr. Bill Rauch, CPA, Partner of Vavrinek, Trine, Day & Co.

Student Trustee Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Committee Chair Virginia Blumenthal convened the meeting at 6:05 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College/RCCD) and Dr. Mark Sellick (Riverside City College); CTA Representative: Dr. Dariush Haghghat; and Management Association Representative: Tenisha James.

GOVERNANCE COMMITTEE

Mr. Simmons led the committee in reviewing Board Policy and Administrative Procedure 3560 that will be presented to the Board for first reading at the December 8 regular Board meeting. Discussion followed.

Board Policy for First Reading

The committee adjourned the meeting at 6:25 p.m.

Adjourned

The Committee Chair Tracey Vackar convened the meeting at 6:26 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College/RCCD) and Dr. Mark Sellick (Riverside City College); and CTA Representative: Dr. Dariush Haghghat.

TEACHING AND LEARNING
COMMITTEE

Ms. Thomas led the committee review of the curricular changes for inclusion in the catalog and in the schedule of class offerings that will be presented to the Board for approval at the December 8 regular meeting. Discussion followed.

Proposed Curricular Changes

Dr. Foster, Dr. Chauderlot, Dr. Briggs, Dr. Ocegüera and Dr. Woods led the committee review of the 2015-2018 Student Equity Plan from each of the District colleges: Moreno Valley, Norco and Riverside City College that will be presented to the Board for approval at the December 8 regular meeting. Discussion followed.

Student Equity Plans for Moreno Valley, Norco and Riverside City College for 2015-2018

The committee adjourned the meeting at 7:14 p.m.

Adjourned

The Committee Chair Mary Figueroa convened the meeting at 7:15 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College/RCCD) and Dr. Mark Sellick (Riverside City College); and CTA Representative: Dr. Dariush Haghghat.

PLANNING AND OPERATIONS
COMMITTEE

Mr. Simmons led the review of Resolution No. 24-15/16 to establish the Riverside Community College District segment of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan that will be presented to the Board for approval at the December 8 regular meeting. Discussion followed.

Resolution No. 24-15/16 – Adopting the Local Hazard Mitigation Plan

The committee adjourned the meeting at 7:21 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 7:22 p.m. Committee members in attendance: Aaron Brown, Vice Chancellor, Business and Finance; Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College/RCCD) and Dr. Mark Sellick (Riverside City College); and CTA Representative: Dr. Dariush Haghghat.

RESOURCES COMMITTEE

Ms. Carlson reviewed the project budget in the amount of \$23,081 for the Student Academic Services Facility at Moreno Valley College and the Exterior Building signage services agreement with All Star Signs in the amount of \$20,980.24 that will be presented to the Board for approval at the December 8 regular meeting. Discussion followed.

Project Budget Approval and Professional Services Agreement for Exterior Building Signage for the Student Academic Services Facility with All Star Signs

Mr. Kristopher Paluzzi led the review of independent audit report for the RCCD Foundation for the year ending June 30, 2015 that the Board will be asked to receive at the regular meeting on December 8. Discussion followed.

2014-2015 Independent Audit Report for the Riverside Community College District Foundation

Mr. Bill Rauch led the review of the independent audit report for the District for the year ending June 30, 2015 that the Board will be asked to receive at the regular meeting on December 8. Discussion followed.

2014-2015 Independent Audit Report for the Riverside Community College District

The committee adjourned the meeting at 7:51 p.m.

Adjourned

The Board adjourned the meeting at 7:52 p.m.

ADJOURNMENT

Agenda Item (II-B)

Meeting	1/19/2016 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Special Meeting of December 8, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the December 8, 2015 Board of Trustees Special meeting minutes as prepared.

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

Attachments:

[120815_Special_Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF DECEMBER 8, 2015

President Blumenthal called the Board of Trustees meeting to order at 5:45 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

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

Staff Present

Michael L. Burke, Ph.D., Chancellor
Ms. Chris Carlson, Chief of Staff and Facilities Development
Mr. Aaron Brown, Vice Chancellor, Finance and Business Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Dr. Wolde-Ab Isaac, President, Riverside City College

President Blumenthal turned the gavel over to Chancellor Burke who presided over the election of the President of the Board.

ORGANIZATIONAL MEETING

Green/Miller nominated Trustee Blumenthal for President of the Board of Trustees. Motion carried by roll call vote. (5 ayes)

Election of President

Green/Vackar nominated Trustee Miller for Vice President of the Board of Trustees. Motion carried by roll call vote. (5 ayes)

Election of Vice President

Green/Miller nominated Trustee Vackar as Secretary of the Board of Trustees. Motion carried by roll call vote. (5 ayes)

Election of Secretary

Miller/Green moved that the Board of Trustees: Select Option B with Board of Trustees Regular and Regular/Committee meetings rotating to colleges, until April 2016 with Board of Trustees meetings at new District Office located at 3801 Market Street, Riverside, with a 6:00 p.m. start time. Board of Trustees discussed looking into

Selection of Day, Time and Place of Board and Committee Meetings

video conferencing meeting to colleges or broadcasting; Regular/Committee meetings taking place on the first Tuesday of each month; and, Regular meetings taking place on the third Tuesday of each month. Motion carried. (5 ayes)

However, the January Regular/Committee meeting will take place on January 12, 2016, in the Student Academic Services, General Assembly Room #121, Moreno Valley College. The December 6, 2016 Regular meeting will be held in the District Office at 3801 Market Street, Riverside. Motion carried. (5 ayes)

President Blumenthal made the following appointments to committees and associations:

Board Association and Board
Committee Appointments

Appointments to Committees: Trustee Blumenthal - Governance Committee chair; Trustee Figueroa - Planning and Operations Committee chair; Trustee Green – Resources Committee chair; Trustee Vackar – Teaching and Learning Committee chair; and Trustee Miller – Facilities Committee chair.

Appointments to Associations: Trustees Figueroa and Green – Association of Community College Trustees Liaison; Trustee Vackar – Association of Governing Board of Universities and Colleges Liaison; Trustees Figueroa and Miller - California Community College Trustees/Community College League of California Liaisons –Trustee Figueroa – Latino Trustees Association Liaison; Trustee Figueroa – Inland Valleys Trustees and CEO Association Liaison; Trustees Blumenthal and Vackar - African-American Organizations Liaison Riverside Branch – NAACP; Trustees Figueroa and Miller – Greater Corona Hispanic Chamber of Commerce; Trustees Figueroa and Vackar - Moreno Valley Hispanic Chamber of Commerce; Trustee Figueroa and Blumenthal - Riverside Hispanic Chamber of Commerce; Trustee Miller – Corona Chamber of Commerce; Trustee Vackar – Moreno Valley Chamber of Commerce; Trustee Miller – Norco Chamber of Commerce; Trustees Blumenthal and Green, Riverside Chamber of Commerce; Trustees

Vackar and Miller – Riverside County School Board Association Liaison; Trustees Miller and Green – Riverside County Committee on School District Organization Liaisons; Trustees Blumenthal and Figueroa – Alvord Unified School District Ad-Hoc Committee.

The Board adjourned the meeting at 6:13 p.m.

ADJOURNMENT

Agenda Item (II-C)

Meeting	1/19/2016 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular Meeting of December 8, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the December 8, 2015 Board of Trustees Regular meeting minutes as prepared.

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

Attachments:

[120815_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF DECEMBER 8, 2015

President Blumenthal called the Board of Trustees meeting to order at 6:13 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Nathan Miller, Vice President (left at 6:40 p.m.)
Tracey Vackar, Secretary
Janet Green, Board Member
Mary Figueroa, Board Member
Ryan Rudolph, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Paul Parnell, President, Norco College
Dr. Sandra Mayo, Moreno Valley College
Dr. Wolde-Ab Isaac, President, Riverside City College
Ms. Chris Carlson, Chief of Staff and Facilities Development
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications and Institutional Advancement
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, District/Norco College
Dr. Mark Sellick, Academic Senate Representative, Riverside City College
Dr. Kevin Fleming, Dean of Instruction, Career and Technical Education, Norco College
Mr. Jesse Lopez, Career and Technical Education Project Supervisor, Norco College
Ms. Quinton Bemiller, Art Professor, Norco College

Guests Present

Dr. Henry Shannon, Superintendent/President, Chaffey College
Dr. Lee McDougal, Immediate Past President, Board of Trustee, Chaffey College
Ms. Katie Roberts, Clerk, Board of Trustee, Chaffey College
Ms. Deborah Yorba, Senior Vice President, Keenan and Associates

Student Trustee Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Moment of Silence for December 2, 2015 tragedy in San Bernardino, CA

Vackar/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of November 3, 2015. Motion carried.
(5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING NOVEMBER 3, 2015

Vackar/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of November 17, 2015, with the following changes:

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

Page 6 of the Minutes, under “Board Committee Reports” and page 7 under “Business from Board Members.” Trustee Vackar’s name is misspelled. Also, under “Bargaining Unit Report,” change the title to “Dr. Fabian Biancardi.” Motion carried. (5 ayes)

PUBLIC HEARING

Figueroa/Vackar moved that the Board of Trustees accept the Collective Bargaining – 2015/2016 RCCD Faculty Association CCA/CTA/NEA Proposal for a Supplemental Early Retirement Program (SERP). Motion carried (5 ayes)

Public Hearing – Collective Bargaining – 2015/2016 RCCD Faculty Association CCA/CTA/NEA Proposal for a Supplemental Early Retirement Program (SERP)

Figueroa/Green moved that the Board of Trustees accept the Collective Bargaining – 2015/2016 RCCD California Schools Employees Associate (CSEA), Chapter 535 Proposal for a Golden Handshake. Motion carried (5 ayes)

Public Hearing – Collective Bargaining – 2015/2016 RCCD California Schools Employees Associate (CSEA), Chapter 535 Proposal for a Golden Handshake.

CHANCELLOR’S REPORTS

Dr. Fleming and Mr. Lopez presented information on the ACE program; courses are offered on each accelerated program for career pathways. Industrial automation will be offered in the next cohort. Students Edward Saenz and Suvanna Moua expressed confidence in their career path; met potential employers.

Presentation on the ACE Program at Norco College

Professor Bemiller presented on the exhibits currently featured at the Norco College Art Gallery. One of the exhibits features the art work of Professor emerita Karin Skiba-Russo.

Five to Thrive Presentation on Norco College's Art Gallery Exhibits

Green/Figueroa moved that Board of Trustees accept the proposal in the interest of commencing negotiations with Faculty Association beginning January 2016. Motion carried. (4 ayes, 1 absent, [Miller])

RCCD Request to Sunshine 2015/2016 Proposal to RCCD Faculty Association CCA/CTA/NEA for a Supplemental Early Retirement Program (SERP)

Green/Figueroa moved that Board of Trustees accept the proposal in the interest of commencing negotiations with CSEA, Chapter 535, beginning January 2016. Motion carried. (4 ayes, 1 absent, [Miller])

RCCD Request to Sunshine 2015/2016 Proposal for a Golden Handshake for California School Employees' Association (CSEA), Chapter 535.

Figueroa/Green moved that the Board of Trustees accept the proposal in the interest of commencing discussions with management and confidential employees beginning January 2016. Motion carried (4 ayes, 1 absent, [Miller])

RCCD Request to Sunshine 2015/2016 Proposal for a Golden Handshake for Management and Confidential Classified Employees

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

Update on Silver Centennial Celebration

Ms. Yorba gave an update and reported there are currently open issues being addressed.

Healthcare Update

The Board of Trustees received information on documents that are used to monitor and review upcoming action items, information items, and presentations, as well as planning for the monthly committee and Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

STUDENT REPORT

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

CONSENT ITEMS

Action

Green/Figueroa moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$2,427,186 and District Warrant Claims totaling \$4,382,147;

Purchase Order and Warrant Report
– All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$55,107 to the budget;

Resolution No. 23-15/16 – 2015-2016 TANF and CalWORKS Programs

Approve adding the revenue and expenditures of \$949,908 to the budget;

Resolution No. 25-15/16 – 2015-2016 State of California Employment Training Panel - #16-0217

Approve the purchase of office products from Office Depot, Inc. utilizing the Foundation for California Community Colleges Contract Number CB15-016 through October 2018, with option to renew for two (2) additional one-year periods;

Purchase office products from Office Depot, Inc., utilizing the Foundation for California Community Colleges Contract Number CB15-016

Ratify contracts totaling \$274,423 for the Period November 1, 2015 through November 19, 2015;

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

Approve agreement ET16-0217 with the Employment Training Panel for reimbursement of training costs not to exceed \$949,908;

Agreement ET16-0217 for Training Funds with Employment Training Panel

Ratify the agreement with Riverside County Fire Department, for an amount not to exceed \$206,793.00 annually from July 1, 2015 through June 30, 2017.

Agreement with County of Riverside Fire Department

Approve out-of-state travel;

Out-of-State Travel

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

Notices of Completion

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

Surplus Property

Authorize each Trustee and designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, change orders, and grant documents.

Signature Authorization

Motion carried (4 ayes,1 absent, [Miller])

BOARD COMMITTEE REPORTS

Governance

Vackar/Figueroa moved that the Board of Trustees accept Board Policy and Administrative Procedure 3560 – for first reading. Requested changes that Alcoholic beverages policy include distilled spirits. Committee to review for 2nd reading at the committee meeting on January 12, 2016. Motion carried. (4 ayes,1 absent [Miller])

Board Policy for First Reading

Teaching and Learning

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

Proposed Curricular Changes

Vackar/Figueroa moved that the Board of Trustees approve the Student Equity Plans from each of the district colleges: Moreno Valley College, Norco College and Riverside City College for 2015-2018. Motion carried (4 ayes, 1 absent [Miller])

Student Equity Plans for Moreno Valley, Norco, and Riverside City College for 2015-2018

Planning and Operations

Figueroa/Green moved that the Board of Trustees adopt Resolution No. 24-15/16 – to establish Riverside Community College District segment of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan. Motion carried. (4 ayes, 1 absent [Miller])

Resolution No. 24-15/16 – Adopting the Local Hazard Mitigation Plan

Resources

Green/Figueroa moved that the Board of Trustees approve project budget in the amount of \$23,081 for the Student Academic Services Facility at Moreno Valley College and approve the Exterior Building signage services agreement with All Star Signs in the amount of \$20,980.24. Motion carried. (4 ayes, 1 absent [Miller])

Project Budget Approval and Professional Services Agreement for Exterior Building Signage for the Student Academic Services Facility with All Star Signs

Green/Figueroa moved that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2015 for the permanent file of the District. Motion carried. (4 ayes, 1 absent [Miller])

2014-15 Independent Audit Report for the Riverside Community College District Foundation

Green/Figueroa moved that the Board of Trustees receive the Riverside Community College District independent audit report for the year ended June 30, 2015 for the permanent file of the District. Motion carried. (4 ayes, 1 absent [Miller])

2014-15 Independent Audit Report for the Riverside Community College District

ADMINISTRATIVE REPORTS

Vice Chancellors

Green/Figueroa moved that the Board of Trustees approve the 2015-2016 holiday schedule for classified, confidential and management employees (subject to CSEA ratification processes). Motion Carried. (4 ayes, 1 absent [Miller])

2015-16 Holiday Schedule

ACADEMIC SENATE REPORTS

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

Moreno Valley College

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

Norco College/District

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

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

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

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Trustee Vackar wished everyone a happy holiday and happy new year.

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

Trustee Figueroa conveyed the ACCT review on students and stereotypes; and related issues that need to be addressed. Trustee Figueroa congratulated Dr. Hampton on her Ph.D. and for providing grief counseling after recent tragic events in San Bernardino. She inquired about the status of ethnic/diversity data for the District. Wished all a memorable Christmas and New Year.

Trustee Green thanked the Foundation for the luncheon for retired faculty. She attended the Hanukkah festival and was very impressed with event; 1,200 people attended. Wished everyone a healthy holiday season.

Trustee Blumenthal complimented Tigerbackers on their successful event. Will be accompanying RCC Band to Paris. Wished all happy holidays.

The Board adjourned to closed session at 8:11 p.m. and reconvened at 8:19 p.m. after considering the following closed sessions items:

The Board announced no action was taken.

The Board announced no action was taken.

The Board adjourned the meeting at 8:20 p.m.

ADJOURNED TO CLOSED
SESSION/RECONVENED

Pursuant to Government Code
Section 54957, Public Employee
Discipline/Dismissal/Release

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

ADJOURNED

Agenda Item (IV-A)

Meeting 1/19/2016 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

Chancellor will share general information to the Board of Trustees, including federal, state and local interests and District information.

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

Attachments:

None.

Agenda Item (IV-B)

Meeting 1/19/2016 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation of Student Trustee Scholarship Award for Fall 2015

College/District District

Information Only

Background Narrative:

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

Prepared By: Michael Burke, Ph.D., Chancellor
Debbie McDowell, Administrative Assistant IV

Attachments:

None.

Agenda Item (IV-C)

Meeting 1/19/2016 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Presentation on RCC Marching Tigers
College/District Riverside

Information Only

Background Narrative:

Nearly 1 million Parisians and other European and USA tourists turned up on the Champs~Elysees, to bring in the New Year, and leading the parade was the Riverside City College "All Star" Band! The 1.5 parade route, from the Place de Concord to the Arc di Triomphe, held on the most famous boulevard in the world, was overrun with revelers and well-wishers, many who shouted "thank you for being here" and "God Bless America" as the 225-member "Marching Tigers" made their way up – and then back. (that was also a first!)

The "All Star" Band was made up of performers from the RCC Band and RCC Band Alumni, as well as musicians and flags from Riverside King, Riverside Poly, John North, Ramona and Redlands High School. One of the highlights was performing at the Eiffel Tower, alongside Thousand Oaks HS and Great Oak HS, creating a 'massed band grand finale' of over 450 performers – all from Southern California!

Presenter:

RCC Marching Band Director, Gary Locke

Prepared By: Wolde-Ab Isaac, President, Riverside
Michelle Davila, Executive Administrative Assistant

Attachments:

None.

Agenda Item (IV-D)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Proposed Naming of Riverside City College Quadrangle 16
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the Facilities Recognition and Naming Committee's recommendation to name the Forensics Learning Laboratory Quad 16 at Riverside City College in honor of Michael L. Joyce

Background Narrative:

In accordance with BP/AP 3950, the Facilities Naming and Recognition Committee makes recommendations to the Chancellor and Board of Trustees regarding the naming of buildings, facilities, outdoor spaces and other physical features on RCCD colleges or other education sites. In November, 2014, the Committee received a nomination for Michael Joyce, who served as an Administration of Justice adjunct faculty member at Riverside City College from 1984 until his passing in 2014. On December 17, 2015, the Committee met and unanimously voted to recommend this naming to the Chancellor. If approved by the Board of Trustees, this action will result in the naming of Riverside City College Quad 16 in honor of Michael L. Joyce.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Amy Cardullo, Director, RCC Foundation and Alumni Affairs

Attachments:

[Michael D Joyce](#)

Michael D. Joyce

Recommendations:

To name the Forensics Learning Laboratory Quadrangle classroom 16 at Riverside City College on honor of Michael D. Joyce.

Brief Background:

Michael D. Joyce was a gifted instructor who taught Administration of Justice courses at Riverside City College for over 30 years. After a difficult childhood, Michael worked in Saudi Arabia in the oil industry for several years. He returned to the United States, and in 1964 he enrolled in his first Administration of Justice class at RCC. After his first class, he knew that law enforcement was his career goal.

He was hired by Riverside County in 1965 as a Deputy Sheriff, worked his way up to Homicide Detective after making it to the District Attorney's office, retiring in 1996 as Assistant Chief Investigator of the Bureau. Following his retirement, he fulfilled his dream of creating a hands-on Criminalistics Learning Lab at Riverside City College, developing curriculum, internship opportunities, and often donating his own funds to equip the lab.

Throughout his career, he counseled many students encouraging them to stay in school and succeed in life. To continue his legacy of support for students, this scholarship was established by his family and colleagues following his passing in February 2014 after a long battle with pneumonia.

Letters/Background Received from the Following:

Richard P. Davin	Professor Emeritus, Riverside City College Professor, Sociology – Administration of Justice (Retired)
Augie De La Rosa	Professional Colleague Supervising Investigator, Retired San Diego District Attorney
Lawyer Keith Gordon	IT Computer Forensics Examiner Riverside District Attorney's Office Bureau of Investigations
Dr. Laura Greathouse	Chair, Behavioral Sciences, Riverside City College
Arthur J. Haber	Professional Colleague Assistant Chief Investigator (retired) Riverside County District Attorney's Office
Clay W. Hodson	Instructor, Riverside City College

Lisa Joyce	Wife
David Lewandowski	Former Student Senior Audio Video Technician/Forensics Unit Bureau of Investigations County of Riverside, District Attorney's Office
Gwenn Perez	Adjunct Instructor, Department of Behavioral Sciences Riverside Community College
Ed von Pingel	Retired Police Officer, Riverside CA
Agnieszka Podgorska	Former Student
John Sack	Retired Law Enforcement Riverside County District Attorney Retired Los Angeles Police Department Retired
Julie Taylor	Former Student Current Instructional Department Specialist Math and Science Department, Riverside City College
Oliver M. Thompson	Professor, Administration of Justice Riverside City College
Cassandra Trevino	Family Friend
Kelly Webb	Daughter

Additional Letters and Clippings

Agenda Item (IV-E)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	Proposed Naming of the Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the Facilities Recognition and Naming Committee's recommendation to name the Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts in honor of Roger Rickson

Background Narrative:

In accordance with BP/AP 3950, the Facilities Naming and Recognition Committee makes recommendations to the Chancellor and Board of Trustees regarding the naming of buildings, facilities, outdoor spaces and other physical features on RCCD colleges or other education sites. In May, 2015, the Committee received a nomination for Roger Rickson, who served as a faculty member in Music at Riverside City College from 1973 to 1996. On December 17, 2015, the Committee met and unanimously voted to recommend this naming to the Chancellor. If approved by the Board of Trustees, this action will result in the naming of the Roger Rickson Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Amy Cardullo, Director, RCC Foundation and Alumni Affairs

Attachments:

[Roger Rickson](#)

Roger Rickson

Recommendations:

To name the Band and Orchestra Room at the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts in honor of Roger Rickson.

Brief Background:

Roger Rickson was a native of Redlands, California. He received his Bachelor of Arts from California State University San Diego and Master of Arts from the University of Redlands. He was the band director at Corona High School from 1964-73 where he put Corona High in the national spotlight with his award winning jazz bands. Roger later joined the faculty at RCC in 1973 and served as the Director of the Wing Ensemble, Jazz Ensemble, Jazz Singers, Community Jazz Ensemble and Community Wind Ensemble. He wrote "The Comprehensive guide to Jazz Ensemble Literature" and "fortissimo", a Bio-Discography of Fredrick Fennell, Ludwig Music, 1993. Roger conducted and directed numerous county and state-wide honor groups, including the 1st and 20th editions of the prestigious "Southern California School Band and Orchestra Association Jazz All-Stars". From 1985-88 he served as the conductor of the Riverside Light Opera Orchestra and later create the Riverside Winds, a wind ensemble comprised of local musicians that regularly performed and recorded fine wind literature. Roger was also a proud member of the faculty of the Kenton Clinics at Redlands University where he developed a lifelong friendship with Stan Kenton. Roger proudly served as a faculty member at RCC from 1973-1996.

Roger passed away in 2003. An endowed scholarship was established in his name that was moved to the RCCD Foundation in 2010.

Letters/Background Received from the Following:

Virginia Baker	Adult Student and Friend
Dan Bernstein	Musician / Colleague
Dennis J. Brandt	Friend and Colleague
Gary Foster	Musician/Educator, Colleague
Brad Hinkson	Friend and Colleague Band Director, Temecula Middle School
Judy Horan	Partner, Retired Educator, CNUSD Member of RCCD Foundation Board
Jerry Lees	Former Student, Professional Colleague
Mark Masters	Former Student

Kris Parish Professional Colleague
Director of Bands, Performing Arts Department Chair, Santiago High School

Janet & Guy Parks Professional Colleagues
Charter Members, The Riverside Winds, Retired Music Teachers, CNUSD

Michael Ridgeway Personal Friend
Principal, Lee V. Pollard High School, CNUSD

Sam L. Spiegel Personal Friend
Chief of Police - Retired
CEO, General Manager Public Safety Partners, LLC

Terry Summa Professional Colleague
Foothill College, Director of Bands, Emeritus

Agenda Item (IV-F)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-F)
Subject	Resolution Number 28-15/16 in Support of America's College Promise Proposal: Tuition-Free Community College for Responsible Students
College/District	District
Funding	
Recommended Action	It is Recommended that the Board of Trustees Adopts Resolution Number 28-15/16 in Support of America's College Promise Proposal: Tuition-Free Community College for Responsible Students.

Background Narrative:

There is growing support and interest in providing tuition-free community college to students that are responsible and progressing towards success. As such, staff is proposing for the Board's consideration Resolution Number 29-15/16 in support of America's College Promise Proposal.

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

Attachments:

[Resolution No 28 15_16_Support of America's College Promise Proposal_Tuition Free Community College for Responsible Students](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE RIVERSIDE COMMUNITY COLLEGE DISTRICT IN
SUPPORT OF AMERICA'S COLLEGE PROMISE PROPOSAL:
TUITION-FREE COMMUNITY COLLEGE FOR RESPONSIBLE STUDENTS**

RESOLUTION NO. 28-15/16

WHEREAS, President Barack Obama has acknowledged the importance of community colleges to the nation's economic health; and

WHEREAS, the attainment of post-secondary degrees and certificates is necessary in order for students to be prepared for and competitive in the workforce; and

WHEREAS, American higher education, including community colleges, has increased in cost, requiring students to take on years of debt before embarking on a career, thereby limiting their access to educational opportunity; and

WHEREAS, President Obama has proposed that the first two years of a community college be free; and

WHEREAS, the national College Promise Campaign and local, state-based campaigns have been established to further this concept; and

WHEREAS, the California College Promise Campaign has determined that California Community Colleges Board of Governors (BOG) Fee Waivers have already removed the enrollment fee cost for almost two-thirds of all students enrolled in California's community colleges; and

WHEREAS, 56.2 percent of students enrolled in the Riverside Community College District during 2014-15 received BOG Fee Waivers.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Riverside Community College District hereby supports the President's initiative to provide tuition-free education for qualified community college students; and

BE IT FURTHER RESOLVED, that the Board of Trustees of the Riverside Community College District supports the California College Promise initiatives to extend this opportunity to California students; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the Chancellor to engage business and community leaders, legislators, student leaders, faculty, staff, and administrators in efforts to further these goals.

PASSED AND ADOPTED this 19th day of January 2016, at the regular meeting of the Riverside Community College District Board of Trustees.

President of the Board of Trustees
Riverside Community College District

Agenda Item (IV-G)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-G)
Subject	Resolution Number 29-15/16 in support of Kindergarten through Community College Public Education Facilities Bond Act of 2016
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 29-15/16 in Support of Kindergarten through Community College Public Education Facilities Bond Act of 2016.

Background Narrative:

The Kindergarten through Community College Public Education Facility Bond Act 2016 would provide \$2 billion to community colleges over four-years. A lack of state education bonds since 2006 to fund facilities and equipment has impeded community college districts' ability to meet student success and student equity requirements, and growing workforce trends and demands.

Since 2006, there has been no state bond financing for California community colleges, and most CCDs essentially have completed capital construction programs funded by prior state bonds. Riverside Community College District's last state-funded projects include the following critical facilities:

- Riverside City College: (RCC): Nursing, Science & Math Complex (opened in 2012)
- Norco College (NC): Industrial Technology building (opened in 2009)
- Moreno Valley College (MVC): Student Academic Services building (opened in 2013)

Key future projects for the District include:

- RCC: Remodel of outdated Physical & Life Sciences buildings to house Business Information Systems
- NC: Multimedia & Arts Center
- MVC: Library & Learning Resource Center

Resolution Number 29-15/16 in support of Kindergarten through Community College Public Education Facilities Bond Act of 2016 is for the Board's consideration.

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

Attachments:

[Resolution No 29-15_16 in support of Kindergarten through Community College Public Education Facilities Bond Act of 2016](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE RIVERSIDE COMMUNITY COLLEGE DISTRICT IN
SUPPORT OF KINDERGARTEN THROUGH COMMUNITY
COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016**

RESOLUTION NO. 29-15/16

WHEREAS, the California Community College system is the largest postsecondary system of education in the world, enrolling approximately 2.1 million students each year at 72 districts; and

WHEREAS, Article 1, Section 28 of the California Constitution states that public schools, including community colleges, shall be safe, secure and peaceful; and

WHEREAS, the primary mission of the California Community Colleges is to offer academic and vocational instruction, colleges grant associate in arts degrees, associate in science degrees, and select Baccalaureate Degrees; and

WHEREAS, California Community Colleges also perform essential functions in the State's interest by providing workforce training and improvement services, remedial instruction, English as a Second Language courses, adult noncredit instruction, and community service courses; and

WHEREAS, the State has met its historic policy of access to higher education by providing consistent State bond capital outlay resources; and

WHEREAS, the California Community College Chancellor's Office estimates unmet community college facilities needs of approximately \$29.2 billion through 2020-21; and

WHEREAS, the State is out of community college capital outlay bond funds and is unable to provide \$478 million for 21 projects approved by the Board of Governors; and

WHEREAS, the Kindergarten Through Community College Public Education Facilities Bond Act of 2016 provides \$2 billion to community colleges for construction of new classrooms to accommodate enrollment growth, repair of health and safety issues, equipping classrooms with essential technology, and renovation of facilities; and

WHEREAS, the Riverside Community College District has \$301 million in facility needs outlined in the 5-year Capital Improvement Plan, which may be partially funded by State bonds; and

WHEREAS, passage of the Kindergarten Through Community College Public Education Facilities Bond Act of 2016 would provide the Riverside Community College District with \$36 million for Riverside City College Life Science/Physical Science Repurpose, \$29.6 million for Moreno Valley College Library Learning Center, and \$81 million for Norco College Multimedia and Arts Center on project list approved by the Board of Governors; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate, and Inland Empire has one of the highest unemployment rates in the state; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades;
and

WHEREAS, quality community college facilities enhance the education and training of a skilled 21st
Century workforce, in furtherance of the State's academic and economic goals; and

WHEREAS, the Kindergarten Through Community College Public Education Facilities Bond Act of 2016
will not raise State taxes; and

WHEREAS, the Kindergarten Through Community College Public Education Facilities Bond Act of 2016
State funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Riverside Community College
District hereby supports the Kindergarten Through Community College Public Education Facilities Bond Act of
2016.

PASSED AND ADOPTED this 19th day of January 2016, at the regular meeting of the Riverside
Community College District Board of Trustees.

President of the Board of Trustees
Riverside Community College District

Agenda Item (IV-H)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-H)
Subject	Memorandum of Agreement to Offer a Retirement Incentive Plan for Faculty
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Memorandum of Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA and authorize the Chancellor to sign the Agreement.

Background Narrative:

Attached for the Board of Trustees review and consideration is a Memorandum of Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA with details of the plan to offer a Retirement Incentive Plan for Faculty.

Prepared By: Michael Burke, Ph.D., Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[01192016_Memorandum of Agreement with RCCDFA CCA/CTA/NEA](#)

MEMORANDUM OF AGREEMENT
Between
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION
CCA/CTA/NEA

The Riverside Community College District (District) and the Riverside Community College District Faculty Association agree to offer a Retirement Incentive Plan based on the following:

1.0 CalSTRS and PARS Retirement Incentive Plan Eligibility

- 1.1 Those Contract or Regular Faculty who:
- a) Are employed by the District in a permanent, regular position in good standing as of January 19, 2016;
 - b) Are age 55 or older as of June 30, 2016;
 - c) Have 10 years of full-time equivalent District service as of June 30, 2016;

2.0 PARS Participation Requirements

- 2.1 Participation in the PARS retirement incentive plan requires:
- a) Submission of required PARS enrollment materials and a copy of the District Letter of Resignation to the PARS office between the dates of April 26, 2016 and May 13, 2016 (any materials received prior to April 26, 2016 will be returned to the submitting employee). All required materials must be received in the PARS office by 5:00 p.m. on May 13, 2016.
 - b) Resignation from District employment after completing the 2015-2016 academic year effective on or before June 30, 2016.
- 2.2 Participating employees shall not be eligible for any other District sponsored retirement incentive programs.
- 2.3 Participating employees shall not return to the District under a full-time contract without forfeiting the PARS benefit.

3.0 PARS Incentive Payments

- 3.1 Regarding the basic incentive under this plan:
- a) The District shall make non-elective employer contributions to the participant's 403(b) annuity contract held at Pacific Life Insurance Company ("Pacific Life").
 - b) The sum of the contributions shall equal 80% of Final Pay, according to the following schedule:

Contribution Date	Percent of Final Pay
July 10, 2016	16%
July 10, 2017	16%

July 10, 2018	16%
July 10, 2019	16%
July 10, 2020	16%
Total Contributions	80%

- c) For purposes of this plan, Final Pay shall be defined as the 2015-2016 Contract Salary multiplied by the participant's current FTE (full-time equivalence). Final Pay for Contract or Regular Faculty working on a reduced work load during 2015-2016 shall be calculated as if the faculty worked a full time workload during 2015-2016. Final Pay for Contract or Regular Faculty excludes such items of pay as special project pay, load bank payoff, and overload pay, as applicable.
- 3.2 Alternative monthly forms of payment, of equivalent present value to the basic benefit which shall be paid in the form of a life annuity, shall be offered. They shall include:
- a) Joint-and-survivor payments; and
 - b) Lifetime with a ten (10) year guarantee; and
 - c) Fixed term monthly payments from five (5) to fifteen (15) years. These payments are guaranteed to the participant for the full term selected.
- 3.3 The amount of monthly cash payment shall be fixed upon annuity purchase date and shall not be subject to increase thereafter.
- 3.4 The choice of form of payment (and the choice of payment beneficiary if choosing a joint and survivor form of payment) shall become final upon May 13, 2016 and shall not be subject to change thereafter.
- 3.5 Participants shall not have a cash option to the employer 403(b) contributions.
- 3.6 All contributions into the participant's 403(b) account must be made in accordance with applicable IRS Rules and Regulations.
- 3.7 District PARS benefits are scheduled to commence on August 1, 2016.

4.0 PARS Contract Administrator

- 4.1 The Contract Administrator for the Retirement Incentive shall be Public Agency Retirement Services (PARS).

5.0 PARS Enrollment Deadline and Requirements

- 5.1 There is no requirement for a minimum level of participation for the retirement incentive to be accepted by the District.
- 5.2 As of the enrollment deadline between April 26, 2016 and May 13, 2016, resignations of participants are irrevocable and may not be rescinded.
- 5.3 District email accounts for retiring employees will remain active subject to the terms and conditions of District email policies.

6.0 PARS Timeline:

- | | | |
|----|--|-------------------------------|
| 1. | Board approves Resolution adopting Plan | January 19, 2016 |
| 2. | District Announcement Letter Distributed to eligible employees | January 20, 2016 |
| 3. | Enrollment Packets Mailed/Distributed to eligible employees | Estimated January 20-22, 2016 |
| 4. | Enrollment Window Opens | January 20, 2016 |
| 5. | Employee Orientation Meetings | Week of February 29, 2016 |
| 6. | Enrollment Workshop | Week of May 2, 2016 |
| 7. | Enrollment Window Closes | May 13, 2016 |
| 8. | Employees Resign from District employment (after completing the 2015-2016 academic year) | On or before June 30, 2016 |
| 9. | Benefits Commence | August 1, 2016 |

7.0 Cal STRS Participation Requirements

- 7.1 Participation in the CalSTRS retirement incentive plan requires:
- a) Submission of the District Letter of Resignation to District Human Resources office no later than March 11, 2016.
 - b) Retirement from CalSTRS during the window period of May 1, 2016 to June 30, 2016.
- 7.2 Participating employees shall not be eligible for the PARS retirement incentive plan or any other District sponsored retirement incentive programs.
- 7.3 Participating employees are subject to AB 1207 post-retirement employment regulations associated with retirement under a CalSTRS retirement incentive program.

8.0 Cal STRS Incentive

- 8.1 The retirement incentive plan provides two additional years of service credit.
- 8.2 The District shall make non-elective employer contributions to the Teachers' Retirement Fund for the actuarial cost of the two additional years of service credit.

Michael L. Burke, Ph.D. Date
Chancellor, RCCD

Darius Haghghat, Ph.D. Date
President, RCCDFA/CCA/CTA/NEA

Agenda Item (IV-I)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-I)
Subject	Memorandum of Agreement to Offer a Retirement Incentive Plan for Classified Employees
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Memorandum of Agreement between the Riverside Community College District and the California School Employees Association and its Chapter 535 and authorize the Chancellor to sign the Agreement.

Background Narrative:

Attached for the Board of Trustees review and consideration is a Memorandum of Agreement between the Riverside Community College District and the California School Employees Association and its Chapter 535 with details of the plan to offer an Early Retirement Incentive for classified employees.

Prepared By: Michael Burke, Ph.D., Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[01192016_Memorandum of Agreement with CSEA Chapter 535](#)

MEMORANDUM OF AGREEMENT
Between
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 535

The Riverside Community College District (District) and the California School Employees Association and its Chapter 535 (CSEA) agree to offer a Retirement Incentive Plan based on the following:

1.0 CalPERS and PARS Early Retirement Incentive Eligibility

- 1.1 Those classified non-management employees who:
- a) Are employed by the District in a permanent, regular position in good standing as of January 19, 2016;
 - b) Are age 55 or older as of June 30, 2016;
 - c) Have 10 years of full-time equivalent District service as of June 30, 2016;

2.0 PARS Participation Requirements

- 2.1 Participation in the PARS retirement incentive plan requires:
- a) Submission of required PARS enrollment materials and a copy of the District Letter of Resignation to the PARS office between the dates of April 26, 2016 and May 13, 2016 (any materials received prior to April 26, 2016 will be returned to the submitting employee). All required materials must be received in the PARS office by 5:00 p.m. on May 13, 2016.
 - b) Resignation from District employment after completing the 2015-2016 academic year effective on or before June 30, 2016.
- 2.2 Participating employees shall not be eligible for any other District sponsored retirement incentive programs.
- 2.3 Participating employees shall not return to the District under a full-time contract without forfeiting the PARS benefit.

3.0 PARS Incentive Payments

- 3.1 Regarding the basic incentive under this plan:
- a) The District shall make non-elective employer contributions to the participant's 403(b) annuity contract held at Pacific Life Insurance Company ("Pacific Life").
 - b) The sum of the contributions shall equal 80% of Final Pay, according to the following schedule:

Contribution Date	Percent of Final Pay
July 10, 2016	16%
July 10, 2017	16%
July 10, 2018	16%
July 10, 2019	16%
July 10, 2020	16%
Total Contributions	80%

- c) For purposes of this plan, Final Pay shall be defined as the 2015-2016 annual salary multiplied by the participant's current FTE (full-time equivalence). Final pay excludes such items of pay as professional growth, special project pay, and overtime pay, as applicable.
- 3.2 Alternative monthly forms of payment, of equivalent present value to the basic benefit which shall be paid in the form of a life annuity, shall be offered. They shall include:
 - a) Joint-and-survivor payments; and
 - b) Lifetime with a ten (10) year guarantee; and
 - c) Fixed term monthly payments from five (5) to fifteen (15) years. These payments are guaranteed to the participant for the full term selected.
- 3.3 The amount of monthly cash payment shall be fixed upon annuity purchase date and shall not be subject to increase thereafter.
- 3.4 The choice of form of payment (and the choice of payment beneficiary if choosing a joint and survivor form of payment) shall become final upon filing of the PARS enrollment materials and District Letter of Resignation between the dates of April 26, 2016 and May 13, 2016 and shall not be subject to change thereafter.
- 3.5 Participants shall not have a cash option to the employer 403(b) contributions.
- 3.6 All contributions into the participant's 403(b) account must be made in accordance with applicable IRS Rules and Regulations.
- 3.7 District PARS benefits are scheduled to commence on August 1, 2016.

4.0 PARS Contract Administrator

- 4.1 The Contract Administrator for the Retirement Incentive shall be Public Agency Retirement Services (PARS).

5.0 PARS Enrollment Deadline and Requirements

- 5.1 There is no requirement for a minimum level of participation for the retirement incentive to be accepted by the District.
- 5.2 As of the enrollment deadline between April 26, 2016 and May 13, 2016, resignations of participants are irrevocable and may not be rescinded.
- 5.3 District email accounts of retiring non-classified employees will remain active subject to the terms and conditions of District email policies.

5.4 Participating employees shall not return to the District under a full-time contract or as a full-time employee without forfeiting their PARS benefit.

6.0 PARS Timeline:

- | | | |
|----|--|-------------------------------|
| 1. | Board approves Resolution adopting Plan | January 19, 2016 |
| 2. | District Announcement Letter Distributed to eligible employees | January 20, 2016 |
| 3. | Enrollment Packets Mailed/Distributed to eligible employees | Estimated January 20-22, 2016 |
| 4. | Enrollment Window Opens | January 20, 2016 |
| 5. | Employee Orientation Meetings | Week of February 29, 2016 |
| 6. | Enrollment Workshop | Week of May 2, 2016 |
| 7. | Enrollment Window Closes | May 13, 2016 |
| 8. | Employees Resign from District employment (after completing the 2015-2016 academic year) | On or before June 30, 2016 |
| 9. | Benefits Commence | August 1, 2016 |

7.0 CalPERS Participation Requirements

- 7.1 Participation in the CalPERS retirement incentive plan requires:
- Submission of the District Letter of Resignation to District Human Resources no later than February 26, 2016.
 - Resignation from CalPERS during the window period of April 1, 2016 to June 30, 2016.
- 7.2 Participating employees shall not be eligible for the PARS retirement incentive plan or any other District sponsored retirement incentive programs.
- 7.3 Participating employees are subject to the post-retirement employment regulations associated with retiring under a CalPERS retirement incentive program.

8.0 Cal PERS Incentive

- 8.1 The early retirement incentive provides two additional years of service credit.
- 8.2 The District shall make non-elective employer contributions to the Riverside County Superintendent of Schools for deposit into the CalPERS Retirement Fund for the actuarial cost of the two additional years of service credit.

9.0 CalPERS Timeline

1. Board approves Memorandum of Agreement with CSEA #535 and offer to Classified Confidential and Management Employees January 19, 2016
2. District Completes Intent to Implement Government Code 20904, CalPERS Retirement Incentive, Two Additional Years of Service Credit and submits to Riverside County Superintendent of Schools January 29, 2016
3. Board approves Resolution to Implement CalPERS Retirement Incentive, Two Additional Years of Service Credit February 16, 2016
4. Submission of Resolution to Implement Government Code 20904, CalPERS Retirement Incentive, Two Additional Years of Service Credit to Riverside County Superintendent of Schools February 17, 2016
5. Riverside County Superintendent of Schools Certifies Riverside Community College District CalPERS Retirement Incentive, Two Additional Years of Service Credit and submits to CalPERS February/March 2016
6. Employee Retirement Notification Deadline to Human Resources and Employee Relations February 26, 2016
7. Retirement Window Period April 1, 2016 to June 30, 2016
8. CalPERS process submission from Riverside County Superintendent of Schools. The additional service credit will be credited to each eligible member after he/she begins receiving a monthly retirement allowance. A subsequent adjustment to the member's allowance will be made to include an increase for the additional service credit and a one-time payment for the allowance due, retroactive to the effective date of retirement.

This MOA is subject to approval in accordance with CSEA Policy 610.

Michael L. Burke, Ph.D.
Chancellor, RCCD

Date

Gustavo Segura

President, RCCD Employees Chapter #535

Date

Agenda Item (IV-J)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-J)
Subject	Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential Employees
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential employees.

Background Narrative:

Attached for the Board of Trustees review and consideration is a Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential employees.

Prepared By: Michael Burke, Ph.D., Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[01192016_Retirement Incentive Plan for Academic and Classified Management, and Classified Confidential Employees](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
EARLY RETIREMENT INCENTIVE
For
ACADEMIC AND CLASSIFIED MANAGEMENT
AND CLASSIFIED CONFIDENTIAL EMPLOYEES**

The Riverside Community College District (District) agrees to offer a Retirement Incentive Plan to academic and classified management, and classified confidential employees based on the following:

1.0 Cal STRS, Cal PERS and PARS Early Retirement Incentive Eligibility

- 1.1 Those academic and classified management and classified confidential employees who:
- a) Are employed by the District in a permanent, regular position in good standing as of January 19, 2016;
 - b) Are age 55 or older as of June 30, 2016;
 - c) Have 10 years of full-time equivalent District service as of June 30, 2016;

2.0 PARS Participation Requirements

- 2.1 Participation in the PARS retirement incentive plan requires:
- a) Submission of required PARS enrollment materials and a copy of the District Letter of Resignation to the PARS office between the dates of April 26, 2016 and May 13, 2016 (any materials received prior to April 26, 2016 will be returned to the submitting employee). All required materials must be received in the PARS office by 5:00 p.m. on May 13, 2016.
 - b) Resignation from District employment after completing the 2015-2016 academic year effective on or before June 30, 2016.
- 2.2 Participating employees shall not be eligible for any other District sponsored retirement incentive programs.
- 2.3 Participating employees shall not return to the District under a full-time contract without forfeiting the PARS benefit.

3.0 PARS Incentive Payments

- 3.1 Regarding the basic incentive under this plan:
- a) The District shall make non-elective employer contributions to the participant's 403(b) annuity contract held at Pacific Life Insurance Company ("Pacific Life").
 - b) The sum of the contributions shall equal 80% of Final Pay, according to the following schedule:

Contribution Date	Percent of Final Pay
July 10, 2016	16%
July 10, 2017	16%
July 10, 2018	16%
July 10, 2019	16%

July 10, 2020	16%
Total Contributions	80%

- c) For purposes of this plan, Final Pay shall be defined as the 2015-2016 annual salary multiplied by the participant's current FTE (full-time equivalence). Final pay excludes such items of pay as professional growth, special project pay, and overtime pay, as applicable.
- 3.2 Alternative monthly forms of payment, of equivalent present value to the basic benefit which shall be paid in the form of a life annuity, shall be offered. They shall include:
 - a) Joint-and-survivor payments; and
 - b) Lifetime with a ten (10) year guarantee; and
 - c) Fixed term monthly payments from five (5) to fifteen (15) years. These payments are guaranteed to the participant for the full term selected.
- 3.3 The amount of monthly cash payment shall be fixed upon annuity purchase date and shall not be subject to increase thereafter.
- 3.4 The choice of form of payment (and the choice of payment beneficiary if choosing a joint and survivor form of payment) shall become final upon filing of the PARS enrollment materials and District Letter of Resignation between the dates of April 26, 2016 and May 13, 2016 and shall not be subject to change thereafter.
- 3.5 Participants shall not have a cash option to the employer 403(b) contributions.
- 3.6 All contributions into the participant's 403(b) account must be made in accordance with applicable IRS Rules and Regulations.
- 3.7 District PARS benefits are scheduled to commence on August 1, 2016.

4.0 PARS Contract Administrator

- 4.1 The Contract Administrator for the Retirement Incentive shall be Public Agency Retirement Services (PARS).

5.0 PARS Enrollment Deadline and Requirements

- 5.1 There is no requirement for a minimum level of participation for the retirement incentive to be accepted by the District.
- 5.2 As of the enrollment deadline between April 26, 2016 and May 13, 2016, resignations of participants are irrevocable and may not be rescinded.
- 5.3 District email accounts for retiring employees will remain active subject to the terms and conditions of District email policies.

6.0 PARS Timeline:

- 1. Board approves Resolution adopting Plan January 19, 2016

- | | | |
|----|--|---|
| 2. | District Announcement Letter Distributed to eligible employees | January 20, 2016 |
| 3. | Enrollment Packets Mailed/Distributed to eligible employees | January 20-22, 2016 |
| 4. | Enrollment Window Opens | January 20, 2016 |
| 5. | Employee Orientation Meetings | Week of February 29, 2016 |
| 6. | Enrollment Workshop | Week of March 14, 2016 |
| 7. | Enrollment Window Closes | Between April 26, 2016 and May 15, 2016 |
| 8. | Employees Resign from District employment (after completing the 2015-2016 academic year) | On or before June 30, 2016 |
| 9. | Benefits Commence | August 1, 2016 |

7.0 Cal STRS Participation Requirements

- 7.1 Participation in the CalSTRS retirement incentive plan requires:
- a) Submission of the District Letter of Resignation to District Human Resources office no later than March 11, 2016.
 - b) Retirement from CalSTRS during the window period of May 1, 2016 to June 30, 2016.
- 7.2 Participating employees shall not be eligible for the PARS retirement incentive plan or any other District sponsored retirement incentive programs.
- 7.3 Participating employees are subject to the AB 1207 post-retirement employment regulations associated with retiring under a CalSTRS retirement incentive program.

8.0 Cal STRS Incentive

- 8.1 The early retirement incentive provides two additional years of service credit.
- 8.2 The District shall make non-elective employer contributions to the Teachers' Retirement Fund for the actuarial cost of the two additional years of service credit.

9.0 Cal PERS Participation Requirements

- 9.1 Participation in the CalPERS retirement incentive plan requires:
- a) Submission of the District Letter of Resignation to District Human Resources no later than February 26, 2016.
 - b) Resignation from CalPERS during the window period of April 1, 2016 to June 30, 2016
- 9.2 Participating employees shall not be eligible for the PARS retirement incentive plan or any other District sponsored retirement incentive programs.
- 9.3 Participating employees are subject to the post-retirement employment regulations associated with

retiring under a CalPERS retirement incentive program.

10.0 Cal PERS Incentive

- 10.1 The early retirement incentive provides two additional years of service credit.
- 10.2 The District shall make non-elective employer contributions to the Riverside County Superintendent of Schools for deposit into the CalPERS Retirement Fund for the actuarial cost of the two additional years of service credit.

11.0 Cal PERS Timeline

- 1. Board approves Memorandum of Agreement with CSEA #535 and offer to Classified Confidential and Management Employees January 19, 2016
- 2. District Completes Intent to Implement Government Code 20904, CalPERS Retirement Incentive, Two Additional Years of Service Credit and submits to Riverside County Superintendent of Schools January 29, 2016
- 3. Board approves Resolution to Implement CalPERS Retirement Incentive, Two Additional Years of Service Credit February 16, 2016
- 4. Submission of Resolution to Implement Government Code 20904, CalPERS Retirement Incentive, Two Additional Years of Service Credit to Riverside County Superintendent of Schools February 17, 2016
- 5. Riverside County Superintendent of Schools Certifies Riverside Community College District CalPERS Retirement Incentive, Two Additional Years of Service Credit and submits to CalPERS February/March 2016
- 6. Employee Retirement Notification Deadline to Human Resources and Employee Relations February 26, 2016
- 7. Retirement Window Period April 1, 2016 to June 30, 2016

8. CalPERS process submission from Riverside County Superintendent of Schools. The additional service credit will be credited to each eligible member after he/she begins receiving a monthly retirement allowance. A subsequent adjustment to the member's allowance will be made to include an increase for the additional service credit and a one-time payment for the allowance due, retroactive to the effective date of retirement.

Agenda Item (IV-K)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-K)
Subject	Resolution No. 32-15/16 – Retirement Incentive Plan with California State Teachers’ Retirement System
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Resolution No. 32-15/16, for the Retirement Incentive Plan with California State Teachers’ Retirement System.

Background Narrative:

The District is proposing a retirement incentive plan with the California State Teachers’ Retirement System (CalSTRS) for faculty and academic management employees as an alternative to participation in the PARS retirement incentive plan. Participation in the CalSTRS retirement incentive plan precludes participation in the PARS retirement incentive plan.

The District has determined, pursuant to Education Code 22714, the best interest of the District would be served by encouraging certificated and academic employees to retire from District service to result in a net savings to the District. Employees’ resignation from District employment would be irrevocable.

Attached for the Board’s review and consideration is Resolution No. 32-15/16, Retirement Incentive Plan with CalSTRS. This Resolution has been prepared to implement the proposed retirement incentive plan for members of CalSTRS who are eligible to retire. The retirement incentive plan provides two additional years of service credit to eligible members. To receive the two additional years of service credit, members must retire during the window period of May 1, 2016 to June 30, 2016 and notify Human Resources of their retirement date no later than March 11, 2016.

Prepared By: Michael Burke, Ph.D., Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[01192016_Resolution No. 32-15/16_Early Retirement Incentive Program with CalSTRS](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD RESOLUTION NO. 32-15/16

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM
RETIREMENT INCENTIVE PLAN

BE IT RESOLVED by the governing Board of the Riverside Community College District and hereby ordered that:

WHEREAS Education Code section 22714, 22714.5, 44929, 44929.1, 87488, and 87488.1 provides that a school district may permit members of the California State Teachers' Retirement System (CalSTRS) who retire to receive up to two additional years of service credit at the time of retirement; and

WHEREAS the District shall pay to the California State Teachers' Retirement Fund an amount equal to the actuarial present value cost of the additional service credit, and a fee to cover administrative costs; and

WHEREAS the Riverside Community College District wishes to make this program available to members eligible for retirement;

WHEREAS it is understood that employee participation in the CalSTRS retirement incentive plan precludes the employee's participation in the PARS retirement incentive plan.

NOW, THEREFORE, BE IT RESOLVED that this plan is hereby adopted, and

BE IT FURTHER RESOLVED that the window period during which eligible employees may retire under this plan is designated as May 1, 2016 through June 30, 2016, and

BE IT FURTHER RESOLVED that in order to verify the individual cost savings, each CalSTRS eligible member shall submit a written application for retirement under the retirement incentive to the District through Human Resources no later than March 11, 2016.

APPROVED AND ADOPTED THIS 19th day of January, 2016, by the Governing Board of the Riverside Community College District of Riverside County, California.

STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

Tracey Vackar, the Secretary of the Board of Trustees of the Riverside Community College District of Riverside County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 19th of January, 2016, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2016.

Secretary of the Board

Agenda Item (IV-L)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-L)
Subject	Resolution No. 33-15/16 and Administrative Services Agreement for the Proposed Public Agency Retirement Services Retirement Incentive Plan
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Resolution No. 33-15/16, Agreement for Administrative Services with Phase II Systems dba Public Agency Retirement Services to implement the retirement incentive plan for faculty, classified, management and confidential employees; and authorize the Vice Chancellor, Business and Financial Services to sign the implementing documents.

Background Narrative:

Attached for the Board of Trustees review and consideration is Resolution No. 33-15/16 and Administrative Services Agreement between PARS and the District.

Prepared By: Michael Burke, Ph.D., Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[01192016_Resolution No. 33-15/16_PARS Administrative Services](#)
[01192016_PARS Administrative Services Agreement](#)

BOARD RESOLUTION NO. 33 -15/16

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE COUNTY, CALIFORNIA
PARS RETIREMENT INCENTIVE PLAN

WHEREAS it is determined to be in the best fiscal interest of the Riverside Community College District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District Service;

WHEREAS there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS Public Agency Retirement Services (PARS) has made available to the District a Retirement Incentive Plan supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Retirement Incentive Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Trustees of the District hereby adopts the PARS Retirement Incentive Plan, as part of the District Retirement Program, effective January 19, 2016; and
2. The Board of Trustees of the District hereby appoints the Vice Chancellor, Business and Financial Services, or his/her successor or his/her designee as the District's Plan Administrator; and
3. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulations issued.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

Tracey Vackar, the Secretary of the Board of Trustees of the Riverside Community College District of Riverside County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 19th of January, 2016, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2016.

Secretary of the Board

AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement ("Agreement") is made this 20th day of January, 2016, by and between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services and PARS (hereinafter "PARS") and the Riverside Community College District ("Agency").

WHEREAS, the Agency is desirous of retaining PARS to act as administrator to assist the Agency in the establishment of a retirement incentive plan through contributions to purchase an IRC 403(b) fixed annuity contract ("Plan"), for the benefit of Agency's eligible employees and their beneficiaries ("Participants"); and

WHEREAS, the Agency wishes for PARS to provide consulting, analytical, and administrative services necessary to implement the Plan; and

WHEREAS, in performance of the duties set forth hereinafter PARS shall designate from time to time a custodian and/or trustee to receive Employer Plan contributions ("Custodian") designated for Participants; and

WHEREAS, in performance of the duties set forth hereinafter, PARS shall designate from time to time an insurance company for the purpose of paying Participants a specified amount of money on a regular basis over a specified period of time ("Insurance Company") pursuant to the terms of the Plan.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as "Exhibit 1A" ("Services") in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as "Exhibit 1B".
3. **Payment Terms.** Payment for the Services will be remitted directly from contributions for the Plan that Agency has made to the Custodian unless otherwise stated in Exhibit 1B. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with a detailed description of the services, terms, and applicable rates for such services. Such services, terms, and applicable rates shall be agreed upon in writing and executed by both parties.
5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency's providing PARS the information specified in the exhibit attached hereto as "Exhibit 1C" ("Data"). It shall be the responsibility of the Agency to certify the accuracy, content and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility

of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for non-performance of Services to the extent such non-performance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.

6. **Suspension of Contributions.** In the event contributions are suspended, either temporarily or permanently, prior to the complete discharge of PARS' obligations under this Agreement, PARS reserves the right to bill the Agency for Services under this Agreement at the rates indicated in PARS' standard fee schedule in effect at the time the services are provided, subject to the terms established in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with written notice of the subject services, terms, and an estimate of the fees therefore.
7. **Records.** During the term of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of the Agency access to all records and material relating to calculation of PARS' fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
8. **Confidentiality.** Without the Agency's consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
9. **Independent Contractor.** PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.
10. **Indemnification.** PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors, employees, agents and attorneys, from any claim, loss, demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of PARS' or Agency's, as the case may be, acts, errors, or omissions with respect to the performance of their respective duties hereunder.
11. **Compliance with Applicable Law.** The Agency shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect

during the term of this Agreement, regarding Plan administrative services provided under this Agreement.

12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
13. **Force Majeure.** When satisfactory evidence of a cause beyond a party's control is presented to the other party, and nonperformance was unforeseeable, beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by such cause, including but not limited to: any incidence of fire, flood, acts of God, acts of terrorism or war, commandeering of material, products, plants or facilities by the federal, state or local government, or a material act or omission by the other party.
14. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to, and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
15. **Designees.** The Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Board of the Agency through adoption of a Resolution, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
16. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
 - (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660;
Attention: President
 - (B) To Agency: Riverside Community College District; 4800 Magnolia Avenue, Riverside, CA 92506;
Attention: Vice Chancellor, Business & Financial ServicesNotices shall be deemed given on the date received by the addressee.
17. **Term of Agreement.** This Agreement shall remain in effect for the period beginning January 20th, 2016 and ending January 20th, 2021 ("Term"). This Agreement will continue unchanged for successive twelve-month periods following the Term unless either party gives written notice to the other party of the intent to terminate prior to ninety (90) days before the end of the Term.
18. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.
19. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement. In the event a conflict arises

between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.

20. **Attorney's Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement, the prevailing party therein shall be entitled to receive its reasonable attorney's fees.
21. **Counterparts.** This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
22. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
23. **Effective Date.** This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.
24. **Further Acts.** The Parties shall execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this Agreement, including but not limited to any Custodial Agreement and/or Trust Agreement as shall be required by PARS and/or the Custodian/Trustee.

RIVERSIDE COMMUNITY COLLEGE DISTRICT:

BY: _____
Aaron S. Brown

TITLE: Vice Chancellor, Business & Financial Services

DATE: _____

PARS:

BY: _____
Tod Hammeras

TITLE: Chief Financial Officer

DATE: _____

EXHIBIT 1A
SERVICES

PARS will provide the following services for the Riverside Community College District:

1. Plan Consultation Services:
 - (A) Meeting with Agency personnel to discuss the impact to the Agency of implementing a Plan;
 - (B) If appropriate, completing a fiscal analysis, based on data and assumptions provided by Agency, to determine the fiscal feasibility of a Plan;
 - (C) Meeting with Agency personnel to discuss the fiscal analysis and receive feedback on the analysis, data, and assumptions made;
 - (D) Making appropriate revisions to the fiscal analysis as directed by Agency.

2. Plan Installation Services:
 - (A) Meeting with Agency personnel to finalize Plan provisions, implementation timelines, benefit communication strategies, data reporting and contribution submission requirements;
 - (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
 - (C) Providing the documentation needed to establish the Plan to be reviewed and approved by Agency legal counsel. Resulting final Plan documentation must be approved by the Agency prior to the commencement of PARS Plan Administration Services outlined in Exhibit 1A, paragraph 3 below.

3. Plan Administration Services:
 - (A) Monitoring the receipt of Plan contributions made by the Agency to the Custodian, based upon information received from the Agency and the Custodian;
 - (B) Performing periodic accounting of custodial assets, including the allocation of employer contributions, payments to the Insurance Company, investment activity and expenses (if applicable), based upon information received from the Agency and/or Custodian;
 - (C) Acting as ongoing liaison between the Participant and the Agency in regard to the Plan, which shall include use by the Participants of toll-free telephone communication to PARS;
 - (D) Producing benefit illustrations and processing enrollments;
 - (E) Coordinating the processing of contribution payments to the Insurance Company pursuant to authorized written Agency certification of eligibility, authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
 - (F) Coordinating actions with the Custodian as directed by the Plan Administrator within the scope of this Agreement.

4. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.

5. Any analysis provided by PARS is subject to the receipt of accurate information and assumptions as may be provided by Agency. The Agency is responsible for integrating the PARS analysis into any Agency budgetary analysis or decision-making processes. The fiscal projections in the PARS analysis are dependent upon future experience conforming to the assumptions used and the results will be

altered to the extent that future experience deviates from these assumptions. It is certain that actual experience will not conform exactly to the assumptions used in the analysis.

EXHIBIT 1B
FEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit 1A based upon the following schedule:

Upon implementation of the Plan associated with this Agreement, the Agency agrees to pay an administration fee equal to five and one-half percent (5.50%) of all premiums made by the Agency on behalf of Participants in the subject Plan, subject to a \$5,000.00 minimum per year for five years. Fees will be billed to the Custodian as contributions are made by the Agency, and it will be the responsibility of the Custodian to pay those fees from the custodial assets of the Plan.

EXHIBIT 1C
DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information:

1. Fiscal Analysis Data (provided by Agency):
 - (A) Participant's Legal Name
 - (B) Participant's Position
 - (C) Participant's Birth Date
 - (D) Participant's Hire Date
 - (E) Participant's Contract Salary
 - (F) Years of Agency Service
 - (G) Completed Request for Information Form, including applicable Salary Schedules, Collective Bargaining Agreements, and Board Policies

2. Participant Data (provided by Agency):
 - (A) Participant's Legal Name
 - (B) Participant's Position
 - (C) Participant's Address
 - (D) Participant's Birth Date
 - (E) Participant's Hire Date
 - (F) Participant's Contract Salary
 - (G) Years of Agency Service
 - (H) Retirement Date

3. Executed Legal Documents (provided by Agency):
 - (A) Certified Board Resolution
 - (B) Addendum for Supplementary Retirement Plan/Execution Agreement
 - (C) Custodial Agreements/Disclosure Forms
 - (D) 403(b) Annuity Contracts & Disclosures

4. Completed Funding Documents (provided by Agency):
 - (A) Authorization to Pay Benefits Form

5. Completed Enrollment Forms (timely submitted by Participant):
 - (A) Correction Form
 - (B) Enrollment Form
 - (C) Beneficiary Designation Form
 - (D) Tax Withholding Form
 - (E) Proof of Age
 - (F) Letter of Resignation

Agenda Item (IV-M)

Meeting 1/19/2016 - Regular
Agenda Item Chancellor's Reports (IV-M)
Subject Healthcare Update
College/District District
Information Only

Background Narrative:

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

Any new claims or concerns will be brought forward.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

None.

Agenda Item (IV-N)

Meeting	1/19/2016 - Regular
Agenda Item	Chancellor's Reports (IV-N)
Subject	Update on Silver Centennial Celebration
College/District	District
Information Only	

Background Narrative:

The Riverside Community College District's "Silver Centennial" marketing campaign is in its fourth month. The campaign involves faculty, staff, students, administrators, students, and the Board of Trustees and focuses on the district's "Excellence."

Media Partnership

The media partnership with the Press-Enterprise continues to be successful. The Silver Centennial media campaign launched on September 6, 2015. Since the campaign launched, the district has placed fourteen (19) half-page advertisements.

Since the December 2015 Board meeting, the following ads have been published:

- 12/13/15 – RCC Tiger Backers
- 12/20/15 – RCC Alumnus, Chester Carlson
- 12/27/15 – RCCD Young Alumnus
- 1/3/16 – MVC – Martin Luther King Jr. Breakfast
- 1/10/16 – NC Art Gallery/Faculty

Silver Centennial Websites

The college sites were developed in collaboration, and convey Moreno Valley College and Norco College's 25 years and Riverside City College's 100th anniversary, as well as District's "Century of Excellence." The sites are continued to be updated to include Alumni stories, history and news.

Centennial Ambassador

Trustee Janet Green, Centennial Ambassador, is working with Chris Carlson, Chief of Staff & Facilities Development and Peggy Cartwright, Associate Vice Chancellor, Strategic Communications and college leaders on anniversary events and activities.

District Silver Centennial Anniversary Event

Staff in the Office of Strategic Communications is working with college representatives on the District Silver Centennial events which include a preview opening of Centennial Plaza and celebrations of the anniversaries on Sunday, March 13, 2016 and public event on Monday, March 14, 2016.

Prepared By: Michael Burke, Ph.D., Chancellor
Peggy Cartwright, AVC, Strategic Communications and Institutional Advancement

Attachments:

[January Silver Centennial Report](#)

RCCD Silver Centennial Campaign

The Press-Enterprise Advertisement
December 13, 2015



RIVERSIDE CITY COLLEGE

BUILDING COMMUNITY SUPPORT FOR STUDENT ATHLETES



Tiger Backers a Key Ingredient to the Success of the Tiger Athletic Program

The Riverside City College Tiger Backers was established in 1978 when Dr. Charles A. Kane was installed as the College's president. In the late 70's and early 80's budgets were tight as expenditures outpaced state budget allocations and college generated income.

"The Tiger Backers have served the well-being of our student-athletes for the last 35 years, provided financial support to sport teams, and been the driving force to connecting athletics to the Inland Empire."

— Jim Wooldridge, interim athletic director

Therefore, Dr. Kane began a community outreach to local business leaders to help fund the 'Tigers' athletic program. Out of his efforts came the Tiger Backers, whose mission is to support and supply

resources to the College athletic program, in order to enrich the lives of student-athletes, and increase community involvement.



"Success begins long before a team takes to the field. There are many moving parts to help student-athletes become successful, on and off the field. The support generated by Tiger Backers each year plays a key role in the success of Tiger athletics. The funds the group generates allow coaches to focus on coaching, developing future community leaders and producing a product everyone in our community can point to with pride."

— Tom Craft, RCC football coach

• TIGER BACKERS GOALS •

- Tradition** Uphold the tradition of Tiger Backers
- Involvement** Encourage involvement in Tiger Backers
- Greatness** Encourage greatness in those we support
- Enrich** Enrich the lives of our student-athletes
- Results** Be goal-oriented and achieve desired results
- Success** Increase the success of the Tiger Backers organization and RCC Athletics

THE 21st ANNUAL RCC TIGER BACKERS CLASSIC



For sponsorship opportunities and information on participating in the Tiger Backers Golf Tournament, contact the Riverside Community College District Foundation at (951) 222-8626.

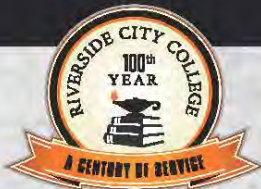
www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

RCCD Silver Centennial Campaign

The Press-Enterprise Advertisement
December 20, 2015



RIVERSIDE CITY COLLEGE

RCCD COLLEGES POWER INNOVATION AND EXCELLENCE IN THE WORKPLACE

College Alumnus Copied Einstein, but Invented an Original



Chester Carlson with early prototype.

Chester Carlson (Class of 1928) not only attended a one-room schoolhouse, he was the only student. While family poverty set Carlson back, curiosity and inventiveness drove him forward.

“Working outside of school hours was a necessity at an early age. I turned toward interests of my own devising, making things, experimenting, and planning for the future.”

And what a future Carlson created!

His 1937 invention of **xerography** caused a worldwide technology shift, propelled a small photographic supply company into a Fortune 500 multinational (Xerox), and changed millions of office workers’ lives.



Xerox model 914

Riverside Junior College (now RCC) provided a platform for young Carlson to develop his intellect and skills. A student in the College’s early workforce preparation Co-op Program, he completed a three-year chemistry program before transferring to Cal Tech.

Looking back, Carlson said, “You are successful the moment you start moving toward a worthwhile goal.”

Photos courtesy of Xerox Corporation, University of Rochester

DID YOU KNOW...



- At 15, Carlson scribbled ideas for a rotating billboard and a shoe cleaning machine; by 1930 he'd recorded more than 500 ideas for products.
- Xerography is a practical application of Albert Einstein's law of photoelectric effect. No one yet has invented a better way to make copies on plain paper.
- Carlson filed a second patent in 1939—for color copying.
- In 1950, Carlson worried that few businesses would need more than 500 copies a day. Fifty years later, an estimated 3,000,000,000,000 copies a year were made worldwide.
- RCC has a working Xerox model 914 (first automated copier) on display in the MLK Teaching and Learning Center.



Opening Technology Doors to the Workplace

Technology and innovation fuel career technical programs at RCCD: From simulation and gaming at Moreno Valley College to computer programming and applied digital media at Riverside City College to computer aided production and mobile application development at Norco College.

Norco College alumnus Naushad Huda is one of the new generation of inventor-entrepreneurs. As CEO and founder of XTOPOLOLY, Huda focuses on mobile technology and communications platforms. Like Chester Carlson, the UC Berkeley grad combines his law degree with tech savvy—seeking to change the way America works. Huda was named Norco College Young Alumnus of the Year (2012).

Visit the colleges' websites for information about career-focused certificate and degree programs.

• TOP MARKS •

Moreno Valley College Upward Bound students won **first and second place** in the Future Innovators of the Next Generation competition in October.

A three-student team from Riverside City College won the 2015 Association for Computing Machinery Southern California Programming Contest.

RCCD-affiliated TriTech Small Business Development Center hosted **Funding the Big Idea 2015** on April 21, 2015 for entrepreneurs, scientists and engineers. More info: tritechsbdc.org



www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

RCCD Silver Centennial Campaign

The Press-Enterprise Advertisement
December 27, 2015



RIVERSIDE COMMUNITY COLLEGE DISTRICT

HONORING STUDENT EXCELLENCE

RCCD YOUNG ALUMNUS

Students who have made notable contributions

Since 2011, the Riverside Community College District recognizes graduates under the age of 40 who are making significant contributions to society or within their respective professions, and whose accomplishments and careers reflect favorably upon the District or one of the three colleges.



"The education I received at Moreno Valley College is the foundation on which all my future endeavors were based. I enjoyed the small classes, friendly professors and guidance received as a first generation student. I've always loved to study and feel that the support from Moreno Valley College helped make my dream of attending medical school come true."

Jesus Fajardo
Resident Physician,
Harvard Medical School
2013 Moreno Valley College Young Alumnus



"Norco College was a stepping stone on my career path. Originally I intended to go into sports medicine. But then, I switched it up. I've gone from the bottom as a part-time employee to becoming general manager."

Rachel Spiegel
General Manager of Human Resources,
Chiropractic Network
2015 Norco College Young Alumnus



"My time as an RCC Film, Television & Video student helped me attain a career as a news reporter with ABC, Denver, CO. I began as a radio DJ and a reporter and anchor of news-talk radio in the Inland Empire. I credit RCC and Bud Tedesco for providing the resources and preparing me for this field."

Clayton Sandell
ABC News Correspondent
2011 Riverside City College Young Alumnus

ABILITY, INTEGRITY, EXCELLENCE

Young Alumnus of the Year Recipients

James Finley
Creative Director & CEO
Broken Circle Studios
Moreno Valley College, 2012

Naushad Huda
Founder & CEO
XTOPOLY Mobile Marketing
Norco College, 2012

Ryan Daniel Beck
Professional Dancer & Choreographer
Riverside City College, 2012

Omar Gonzalez
CEO
Reach Out
Norco College, 2013

Jeff Soto
Contemporary Artist & Muralist
Riverside City College, 2013

Jesus Oliver, Ph.D.
Mathematics Instructor
UC San Diego
Moreno Valley College, 2014

Jonathan Trdan-Schmidt
Analyst
Naval Surface Warfare Center
Norco College, 2014

Shawn Marshall
Int. Baccalaureate Program Coordinator
Norte Vista High School
Riverside City College, 2014

Steven John Casarez
Registered Nurse and Associate Faculty
Moreno Valley College, 2015

Matthew Shea
Sales Executive
Opower
Riverside City College, 2015

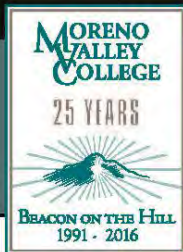
www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

RCCD Silver Centennial Campaign

The Press-Enterprise Advertisement
January 3, 2016



MORENO VALLEY COLLEGE

BECOME A DRUM MAJOR FOR EDUCATION

Dr. Martin Luther King, Jr. Scholarship Breakfast

Friday, January 15, 2016
Moreno Valley Conference and Recreation Center
14075 Frederick St., Moreno Valley, CA 92553

Proceeds benefit Moreno Valley College's scholarship fund. Sponsorship opportunities are available through the Riverside Community College District Foundation Office at (951) 222-8627. Scholarship Breakfast tickets are available for \$25; call the Admissions & Records Office at (951) 571-6358 or email specialevents@mvc.edu.



DID YOU KNOW...

Moreno Valley College hosts three scholarship breakfasts each year:

- ML King, Jr. (January)
- Cesar Chavez (March)
- Veterans (November)

Over the last year \$7,500 in financial support has been awarded to students at the College and local high schools.

Such companies as Cardenas Markets and Altura Credit Union, as well as community leaders and local school districts, have provided financial support.



Poet, Author to Deliver Address at Scholarship Breakfast

Aaron White, a native of Los Angeles, will be the featured speaker for Moreno Valley College's Dr. Martin Luther King, Jr. Scholarship Breakfast. He is known for bringing creative arts and life skills to at-risk youth. His one-man show called *The Blood They Shed* has been touring for over five years and in June 2014, White debuted his second theatrical experience — *Black and White Series*, which was birthed out of his creative writings. His work tackles controversial topics that live in the gray areas of society today.

Aaron White
Slingshot Media



Calling All Alumni!

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

To share your story, go to www.RCCD.edu/shareyourstory.

www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

RCCD Silver Centennial Campaign

The Press-Enterprise Advertisement
January 10, 2016



RIVERSIDE COMMUNITY COLLEGE DISTRICT

EXCELLENCE in ART



"I know few who can make a full-time living making art. Most artists you'll find are doing something else. I supported my art in part through a teaching career. I started teaching at Norco College in 1990 when there were just a couple buildings and in 2011, I delayed my retirement to open the art gallery. I hope my example can show art students that they, too, can sustain their dreams. I've been making art for 40 years and counting."

Professor Emerita Karin Skiba-Russo
Norco College



Each year, Norco College Art Gallery presents three professional exhibitions and one student exhibition. As a cultural center, the Gallery is committed to celebrating diversity and promoting collaboration among artists, community members and the students, faculty, staff and administration. Founded in Spring 2012 under the leadership of former Gallery Director/Professor Emerita Karin Skiba-Russo, the 2,500 square-foot gallery is designed to showcase visual and interdisciplinary arts. The Gallery is always free and open to the public.

Contact Art Gallery Director Quinton Bemiller for hours and questions at (951) 372-7031 or via email, quinton.bemiller@norccollege.edu. Visit the website at www.norccollege.edu/artgallery.



February 27 – April 8, 2016

Concurrent Exhibitions:

In Living Wood: Figurative Sculpture of Contemporary Highland Guatemala

From the Collection of Karl A. Taube, Ph.D, Chair of Anthropology, U.C. Riverside and Rhonda Taube, Ph.D, Chair of Art/Art History, Riverside City College.

Ana Montenegro: Paintings

Debut Exhibition by the Guatemalan-American Painter.

Opening Reception: Saturday, February 27, 2016, 2-5pm

College Hour Reception: Tuesday, March 1, 2016, 12:50-1:50pm



DID YOU KNOW...

Riverside City College has an art gallery? The faculty, many of them working artists as well as experienced teachers, are committed to providing students with a strong fundamental background in the practice and study of the visual arts.

Contact Art Gallery Coordinator Leslie Brown for hours of operation and questions at (951) 316-1311 or via email leslie.brown@rcc.edu. Visit the website at www.rcc.edu/Art-Gallery



Calling All Alumni!

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

To share your story, go to www.RCCD.edu/shareyourstory.

www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

Agenda Item (IV-O)

Meeting 1/19/2016 - Regular

Agenda Item Chancellor's Reports (IV-O)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar.

College/District District

Information Only

Background Narrative:

Monthly, the Board Committees meet to review upcoming action items or receive information items and presentations. Furthermore, annually the Board sees and takes action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings, the Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

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

Attachments:

[Future Monthly Committee Agenda Planner and Annual Master Planning Calendar_011916](#)

RECOMMENDED 2015-16 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
August	<ul style="list-style-type: none"> Proposed Curricular Changes
September	<ul style="list-style-type: none"> CCFS-311Q-Quarterly Financial Status Report (4th Quarter) Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget
October	<ul style="list-style-type: none"> Annual Master Grant Submission Schedule Emeritus Awards, Faculty Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee CCFS 311 Annual Financial and Budget Report
November	<ul style="list-style-type: none"> Annual CCFS-311 Financial and Budget Report (1st Quarter) Annual Proposition 39 Financial and Performance Audits
December	<ul style="list-style-type: none"> Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. Annual Board of Trustees Meeting Calendar for January-December Annual District Academic Calendar RCCD Report Card on the Strategic Plan Annual Independent Audit Report for RCCD Annual Independent Audit Report for RCCD Foundation Fall Scholarship Award to Student Trustee
January	<ul style="list-style-type: none"> Accountability Reporting for Community Colleges Grants Office Annual Winter Report Federal Legislative Update Annual Nonresident Tuition and Capital Outlay Surcharge Fees Proposed Curricular Changes
February	<ul style="list-style-type: none"> CCFS-311Q-Quarterly Financial Status Report (2nd Quarter) Presentation of Governor's Budget Proposal Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> Annual Adoption of Education Protection Account Funding and Expenditures
April	<ul style="list-style-type: none"> Academic Rank – Full Professors Annual Authorization to Encumber Funds (Resolution for RCOE) Presentation on Fiscal Year RCCD Budget Planning Proposed Curricular Changes
May	<ul style="list-style-type: none"> CCFS-311Q-Quarterly Financial Status Report (3rd Quarter) Summer Workweek College Closure – Holiday Schedule Resolution to Recognize Classified School Employee Week Board of Trustees Annual Self-Evaluation Chancellor's Evaluation
June	<ul style="list-style-type: none"> Administration of Oath of Office to Student Trustee Spring Scholarship Award to Student Trustee Department Chairs and Stipends, Academic Year Coordinator Assignments Extra-Curricular Assignments Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded Academic Administrator Employment Contracts Notice of Public Hearing on the Fiscal Year Budget Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals Moreno Valley College Catalog Norco College Catalog Riverside City College Catalog Board Self Evaluation – Reporting Out

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

February 2016

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div data-bbox="499 786 842 1177" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY &</p> </div>		<ul style="list-style-type: none"> ■ Information Technology Update (Brown/Herman) 	

Agenda Item (V-A)

Meeting 1/19/2016 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Michael Burke, Ph.D., Chancellor
Chris Carlson, Chief of Staff & Facilities Development

Attachments:

None.

Agenda Item (VI-A-1)

Meeting 1/19/2016 - Regular

Agenda Item Consent Agenda Action (VI-A-1)

Subject Academic Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the academic personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes academic personnel appointments and takes actions. The attached list of academic personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20160119_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: January 19, 2016

1. Appointments

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

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

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
Wooldridge, James	Interim Director, Athletics	12/19/15 - 06/30/16 (or until position is filled)	X-3

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
NORCO COLLEGE			
VISITING ASSISTANT PROFESSOR			
Duong, Nancy	Mathematics	02/05/16	D-3
Han, Steven	Chemistry	02/05/16	G-6
Rosales, Carolyn	English	02/05/16	D-5
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Buenviaje, Dino	History	02/05/16	H-6
Korn, Thomas	American Sign Language	02/05/16	C-1

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

Changes to the list submitted/approved by the Board of Trustees on June 16, 2015.

<u>Name</u>	<u>Activity</u>	<u>Change Type</u>	<u>Stipend</u>
Elton, Jim	Assistant Golf Coach	Addition	\$3,890

Subject: Academic Personnel

Date: October 20, 2015

2. Transfer Requests

It is recommended the Board of Trustees approve the following transfers beginning with the 2016-17 academic year. These requests have the support of the College Presidents.

<u>Name</u>	<u>Discipline</u>	<u>From/To</u>	<u>Salary Placement</u>
Freitas, Siobhan	Chemistry	Norco to Moreno Valley	H-16
Mulari, Jeffrey	Mathematics	Riverside to Norco	E-13

3. Salary Reclassification

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

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
VantHul, Tammy	G	H	02/1/16

4. Salary Placement Adjustment

At their meeting of December 8, 2015, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective February 5, 2016.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Paine, Kristy	G-6	F-6

5. Reorganization of Due to Significant Job Content Changes

In accordance with Board Policy 7232, a reorganization of a position may occur when any change in administrative structure affects the duties assigned to a position since the last time it was studied, when there is a creation of a new assignment for the employee, or when an increase or decrease in staffing causes a change in the assignment of the employee. This request has the support of the College President.

It is recommended the Board of Trustees approve the title change of the following employee(s), effective January 20, 2015.

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>
Yoshinaga, Ann	Associate Dean, Public Safety Education & Training	Associate Dean, Academic Support

Subject: Academic Personnel

Date: October 20, 2015

6. Separation(s) – Resignation(s) and Retirement(s)

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

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

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>
<u>RESIGNATION</u> Synodinos, Dimitrios	Student Activities Coordinator	01/20/16

Agenda Item (VI-A-2)

Meeting 1/19/2016 - Regular

Agenda Item Consent Agenda Action (VI-A-2)

Subject Classified Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the classified personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes classified personnel appointments and takes actions. The attached list of classified personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20160119_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: January 19, 2016

1. Appointments

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

The Chancellor recommends the Board of Trustees approve/ratify the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/Salary</u>	<u>Action</u>
a.	Management/Supervisory (None)			
b.	Management/Supervisory – Categorically Funded			
	NORCO			
	McMahon, James Grounds Supervisor	01/20/16	L-2	Promotion
c.	Classified/Confidential			
	DISTRICT			
	Chavez, Melinda Purchasing Specialist	01/20/16	K-4	Transfer
	MORENO VALLEY			
	Coston, Olayide Financial Aid Advisor	01/20/16	H-3	Appointment
	Crouse, Laurie Administrative Assistant I (Part-Time, 48.75%)	01/20/16	E-1	Appointment
	Pruitt, Cheryl Learning Center Assistant (Part-Time, 40%)	01/27/16	A-1	Appointment
	NORCO			
	Allingham, Charise Food Service III (Part-Time, 47.50%)	01/20/16	F-1	Appointment
	Bell, Travonne Custodian	01/26/16	C-1	Appointment
	RIVERSIDE			
	Davis, Sharon Admissions & Records Operations Assistant (Part-Time, 48.75%)	01/20/16	C-1	Appointment

Subject: Classified Personnel

Date: January 19, 2016

1. Appointments (Cont'd)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
d. Classified/Confidential – Categorically Funded				
MORENO VALLEY				
Serrato, Arlene	Academic Evaluations Specialist	01/20/16	K-5	Transfer
NORCO				
Darnell-Wallace, Jeanne	Academic Evaluations Specialist	01/20/16	K/LS-1	Transfer

2. Requests for Permanent Increase in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Gonzalez, Evelyn	Enrollment Services Asst	48.75% - 100%	12/21/15

3. Request(s) for Temporary Increase/Decrease in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Agamaite, Lauren	Admissions and Records Operations Assistant	47.5% to 72.5 %	01/20/16-06/30/16
Bonilla, Lisa	Instructional Media Asst.	75% to 100%	01/20/16-03/31/16
Garcia, Claudia	Upward Bound Outreach Specialist	48.75% to 100%	02/01/16-06/30/16
Johnson, Polly	Laboratory Technician II	100% to 90%	01/20/16-12/31/16
Uduman, Shazna	Student Services Specialist	72.5% to 100%	01/20/16-06/30/16
Warren, Jacquelynn	Admissions and Records Operations Assistant	48.5% to 73.75%	01/20/16-06/30/16

4. Request to Change Grade/Step

At their regular meeting of May 19, 2015, the Board of Trustees approved the promotion of Art Yalong, Warehouse Assistant, to be effective May 20, 2015. There is a necessity to change the Grade/Step from D-1 to D-2.

It is recommended the Board of Trustees approved the change for Mr. Yalong, Warehouse Assistant, to Grade/Step D-2.

5. Request for Leave Without Pay

Bradd Carey, Learning Center Assistant at Moreno Valley College, has requested a leave of absence without pay. The administrators at Moreno Valley College support this request.

It is recommended the Board of Trustees approve/ratify a leave without pay for Mr. Carey, Learning Center Assistant at Moreno Valley College, effective from February 8, 2016 through March 18, 2016.

6. Separation(s), Resignation(s) and/or Retirement(s)

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

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

<u>Name</u>	<u>Position</u>	<u>Last Date of Employment</u>
<u>RESIGNATION(S)</u>		
Alanis, Isabel	Assessment Specialist	01/31/16
Brooks, Kimberly	Disability Specialist	01/05/16
Rose, Lisette	Financial and Technical Analyst	12/31/15

Agenda Item (VI-A-3)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

Riverside Community College District Board of Trustees, pursuant to Board policies and education code requirements, routinely makes other personnel appointments such as hiring of non-classified substitute, short-term, professional expert, and student employees. The attached list of other personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20160119_Other Personnel](#)
[20160119_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: January 19, 2016

1. Substitute Assignments

Pursuant to Ed Code 88003, substitute assignments are made to allow the District time to recruit vacant positions or provide absence coverage. It is recommended that the Board of Trustees approve/confirm the substitute assignments as indicated on the attached list.

2. Short-Term Positions

Pursuant to Ed Code 88003, a short-term employee is any person employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. It is recommended that the Board of Trustees approve/confirm the short-term positions as indicated on the attached list.

3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study

Pursuant to Ed Code 88003, full-time students employed part-time and part-time students employed part-time on work study are hired on an hourly, as needed basis. It is recommended that the Board of Trustees approve/confirm the student worker positions as indicated on the attached list.

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve the employment of the following professional experts and authorize the Interim Vice Chancellor, Diversity and Human Resources to sign the employment agreement.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Term</u>	<u>Amount</u>
Robinson, Nicholas	Professional Expert	Health Services	RCC	11/01/15- 06/30/16	\$29,093.33 (prorated for 8 months)

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Aldasoro, Jessica	Purchasing Clerk	Purchasing Educational Services	12/10/15-01/29/16	\$18.01
Estrada Toro, Gabriela	Administrative Assistant II Capital Asset Inventory	Open Campus	01/07/16-04/01/16	\$19.74
Johnson, Ronold	Technician	Accounting Services	12/21/15-03/15/16	\$18.01
MORENO VALLEY				
Crouse, Laurie	Administrative Assistant I	President's Office	12/01/15-01/29/16	\$18.01
Mabon, Theo	Sprinkler Repair Person	Facilities	12/07/15-02/07/16	\$20.78
Morales, Diane	Laboratory Technician I Support Service Specialist	Dean of Instruction Disability Support	01/25/16-03/15/16	\$23.75
Save, Melody	Aide	Services	01/11/16-06/30/16	\$18.01
Villanueva, Adelaida	Counseling Clerk I	EOPS	12/07/15-12/11/15	\$18.01
NORCO				
Coston, Brooke	Custodian	Facilities	07/01/15-06/30/16	\$16.47
Fluker, Mark	Warehouse Assistant	Facilities	12/10/15-06/30/16	\$17.13
Traugh, Courtney	Laboratory Technician II	Math and Science	01/04/16-02/29/16	\$28.49
RIVERSIDE				
Bean, Jamie	Cashier Clerk	Business Services	02/01/16-06/30/16	\$19.74
Castro, Jonathan	Cashier Clerk Information	Business Services Administrative	02/01/16-06/30/16	\$19.74
Klohn, Douglas	Support/Operator Capital Asset Inventory	Support Center	01/04/16-03/30/16	\$16.47
Niles, Dana	Technician	Business Services	01/08/16-03/31/16	\$18.01

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Nunez, Roberto	Interpreter I	Disability Resources Center	01/20/16-06/30/16	\$25.00
Phelps, Suzanne	Interpreter I	Disability Resources Center	01/20/16-06/30/16	\$25.00
Rojas, Yessenia	Interpreter I	Disability Resources Center	01/20/16-06/30/16	\$25.00
	Business Technical	Center for International		
Stull, Ryan	Assistant	Trade Development	01/20/16-06/30/16	\$24.00
Ridlon, Tracey	Interpreter III	Disability Resources Center	01/20/16-06/30/16	\$35.00
MORENO VALLEY				
	Supplemental	Grants College & Support		
Ballard, Chase	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Bzdyra, Brennen	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/16/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Corbitt, James	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Esparza, Michelle	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Gonzalez, Ismael	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Lopez, Hector	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Lorenzo, Brenda	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Mackey, Megan	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Mangubat, Evan	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00
Rodriguez, Jocelyn	Tutor I	Writing and Reading Center	01/20/16-06/30/16	\$9.00
	Supplemental	Grants College & Support		
Ruiz, Nancy	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/16/16-06/30/16	\$12.00
	Supplemental	Grants College & Support		
Silva, Andress	Instructional Leader	Prog/ Science, Tech., Eng., & Math (Title III)	02/01/16-06/30/16	\$12.00

*Position Title Change

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY - Continued				
Sorrells, Beatriz	Tutor I	Writing and Reading Center	01/20/16-06/30/16	\$9.00
Sorrells, Robert	Tutor I	Writing and Reading Center	01/20/16-06/30/16	\$9.00
Violette, Jason	Supplemental Instructional Leader	Grants College & Support Prog/ Science, Tech., Eng., & Math (Title III)	02/16/16-06/30/16	\$12.00
NORCO (None)				
RIVERSIDE				
Martinez, Christina	Stage Technician IV	Theater	01/22/16-06/30/16	\$10.65
Martinez, Jan	Office Assistant II	Early Childhood Studies	02/01/16-06/30/16	\$10.50
Polanco, Roxanne	Supplemental Instructional Leader	Academic Support	01/20/16-06/30/16	\$12.00
Sheffler, Travis	Stage Technician IV	Business Services	12/14/15-06/30/16	\$10.65

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

Backup Other Personnel
January 19, 2016
Page 1 of 1

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Lecona, Elizabeth Marie	Student Aide I	Guardian Scholars	12/10/15	\$ 9.00
Vargas, Ivette	Student Aide I	Writing Reading Center	12/11/15	\$ 9.00
NORCO COLLEGE				
RIVERSIDE CITY COLLEGE				
Funderburgh, Joshua	Student Aide I	Performing Arts / Music	12/01/15	\$ 9.00
Godinez, Alexis	Student Aide I	Early Childhood Educ.	12/11/15	\$ 9.75
Gonzalez-Ayala, Yasmeen	Student Aide I	Early Childhood Educ.	12/01/15	\$ 9.00
Gray, Manuel	Student Aide II	Student Financial Services	01/07/16	\$ 10.00
Haas, Sally	Student Aide I	Early Childhood Educ.	12/10/15	\$ 9.75
Marchan, Jazmin	Student Aide I	Early Childhood Educ.	12/10/15	\$ 9.75
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Kue, Kathie	Student Aide II	RUSD / Monroe Elem.	12/01/15	\$ 10.75
AMERICA COUNTS PROGRAM				
Escobedo, Jorge	Student Aide II	The Growing Place-RCC	12/11/15	\$ 10.00
CALWORKS WORK STUDY				
Ford, Tangela	Student Aide II	Workforce Prepartion -MVC	12/01/15	\$ 10.00
COMMUNITY SERVICE PROGRAM				
Fernandez, Stephany	Student Aide II	UCR Artsblock - RCC City of Riverside / Riverside Metro Museum -	01/08/16	\$ 10.00
Ponce, Alizia	Student Aide II	RCC City of Riverside /	01/08/16	\$ 10.00
Sanchez, Saina	Student Aide II	Main Library - RCC City of Riverside / Riverside Metro Museum -	12/07/15	\$ 10.75
Solorio Jr, Pedro	Student Aide II	RCC	12/11/15	\$ 10.00

Agenda Item (VI-B-1)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,733,309 and District Warrant Claims totaling \$15,730,692.

Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$4,733,309 requested by staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 246995 – 249417) totaling \$15,730,692, paid against approved Purchase Orders, have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

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

Attachments:

[01192016_Contracts and Purchase Orders Over \\$86,000 Report \(December\)](#)

Report of Purchases-All District Resources
 Purchases Over \$86,000
 11/20/15 thru 12/31/15

PO#	Department	Vendor	Description	Amount
C0005168	Career and Technical Ed - Norco	Alvord Unified School District	Career Pathways Trust Grant	\$ 730,000
C0005177	Facilities - Riverside	Inland Mechanical Construction, Inc.	Reverse Osmosis Upgrade Bid Award	176,000
C0005178	Workforce Preparation - Riverside	Parker Pierson and Associates LLC	Financial Aid Default Prevention Program	145,882
C0005179	Workforce Preparation - Riverside	University of Nebraska-Lincoln	College Placement Tests	171,415
C0005180	Career and Technical Ed - Norco	San Jacinto Unified School District	Career Pathway Programs	209,200
C0005192	Facilities - Norco	Johnson Controls, Inc.	HVAC Maintenance Services Bid Award	137,978
C0005192	Facilities - Moreno Valley	Johnson Controls, Inc.	HVAC Maintenance Services Bid Award	140,111
C0005192	Facilities - Riverside	Johnson Controls, Inc.	HVAC Maintenance Services Bid Award	582,607
P0050376	Facilities Planning & Development	Allsteel, Inc.	CAADO FF&E RFP Award	88,795
<u>Additions to Approved/Ratify Purchase Orders of \$86,000 and Over</u>				
B0014475	Student Services - Riverside	Barnes & Noble College Booksellers, LLC	Book Vouchers	104,141
C0004311	Business & Financial Services	Atkinson, Andelson, Loya, Ruud	Legal	100,000
			Total	<u>\$ 2,586,129</u>
All Purchase Orders, Contracts, and Additions for the Period of 11/20/15 - 12/31/15				
			Contracts C5167 - C5198 and Contract Additions C4167 - C5165	798,482
			Purchase Orders P50217 - P50641 and Purchase Order Additions P48337 - P50166	1,184,836
			Blanket Purchase Orders B14550 - B14576 and Blanket Purchase Order Additions B13599 - B14520	163,862
			Total	<u>\$ 2,147,180</u>
			Grand Total	<u>\$ 4,733,309</u>

Agenda Item (VI-B-2-a)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

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

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

Attachments:

[01192016_Budget Adjustments](#)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for conferences and other services.		
From: Vice President Business Services	Equipment	\$ 2,800
To: Vice President Business Services	Conferences	\$ 1,714
	Other Services	1,086
R2. Transfer to provide for student help and related employee benefits.		
From: Dean, Career and Tech Education	Administrative Contingency	\$ 1,013
To: Dean, Career and Tech Education	Student Help	\$ 1,000
	Employee Benefits	13
R3. Transfer to provide for the purchase of a new projector and screen.		
From: Center for International Students	Advertising	\$ 399
To: Center for International Students	Equipment	\$ 399
R4. Transfer to realign the Upward Bound TRIO grant budget. (Fund 12, Resource 1190)		
From: Upward Bound	Supplies	\$ 40,012
To: Upward Bound	Classified Perm PT	\$ 1,000
	Short-Term Temporary	23,000
	Employee Benefits	15,512
	Memberships	500

R5. Transfer to realign the Enrollment Growth for ADN-RN grant budget. (Fund 12, Resource 1190)

From: Nursing	Other Services	\$	10,943
	Equipment		52
To: Nursing	Instructional Salaries	\$	1
	Academic PT Teaching		3,252
	Academic FT Non-Instr		1
	Employee Benefits		741
	Tests		7,000

R6. Transfer to realign the Extended Opportunity Programs and Services (EOPS) grant budget. (Fund 12, Resource 1190)

From: EOPS	Supplies	\$	51,109
	Food		1,600
	Repairs		715
	Other Services		10,000
	Educational Supplies		111,435
To: EOPS	Academic PT Non-Instr	\$	45,528
	Classified FT		45,588
	Student Help – Non-Instr		12,000
	Employee Benefits		71,743

R7. Transfer to realign the Cooperative Agencies Resources for Education (CARE) grant budget. (Fund 12, Resource 1190)

From: EOPS	Supplies	\$	9,500
	Food		9,500
	Mileage		200
To: EOPS	Conferences	\$	8,000
	Student Financial Grants		10,000
	Meal Grants		449
	Transportation/Bus Passes		751

R8. Transfer to realign the Extended Opportunity Programs and Services (EOPS) Special Project Set-Aside grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation	Travel Expenses	\$	5,635
To: Workforce Preparation	Classified FT Administrator	\$	3,525
	Employee Benefits		2,110

R9. Transfer to realign the Student Services and Special Programs (SSSP) Special Project Set-Aside grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation	Travel Expenses	\$	24,478
To: Workforce Preparation	Classified FT Administrator	\$	11,980
	Employee Benefits		7,498
	Supplies		5,000

R10. Transfer to realign the Student Support Services Project grant budget. (Fund 12, Resource 1190)

From: Student Services	Other Services	\$	187,588
To: Student Services	Academic PT Non-Instr	\$	54,611
	Academic Special Project		2,000
	Classified FT Administrator		26,189
	Classified Perm PT		41,415
	Student Help – Non-Instr		5,000
	Employee Benefits		39,091
	Instructional Supplies		11,315
	Copying and Printing		1,000
	Supplies		4,467
	Food		2,500

R11. Transfer to realign the Disabled Student Support Services Program grant budget. (Fund 12, Resource 1190)

From: Student Services	Other Services	\$	185,588
To: Student Services	Academic PT Non-Instr	\$	52,611
	Academic Special Project		2,000
	Classified FT Administrator		26,982
	Classified Perm PT		27,355
	Student Help – Non-Instr		5,000
	Employee Benefits		40,907
	Instructional Supplies		11,315
	Copying and Printing		1,000
	Supplies		4,467
	Food		2,500
	Computer Equipment		11,451

R12. Transfer to realign the Veterans Student Support Services Project grant budget. (Fund 12, Resource 1190)

From: Student Services	Other Services	\$	187,588
To: Student Services	Academic PT Non-Instr	\$	54,611
	Academic Special Project		2,000
	Classified FT Administrator		26,189
	Classified Perm PT		41,415
	Student Help – Non-Instr		5,000
	Employee Benefits		39,091
	Instructional Supplies		11,315
	Copying and Printing		1,000
	Supplies		4,467
	Food		2,500

R13. Transfer to realign the Student Financial Aid Administration (SFAA) Implementation grant budget. (Fund 12, Resource 1190)

From: Student Financial Services	Supplies	\$	13,888
To: Student Financial Services	Short-Term Temporary	\$	13,509
	Employee Benefits		379

R14. Transfer to realign the Song Brown Registered Nurse Special Program (13/15) grant budget. (Fund 12, Resource 1190)

From: Nursing	Instructional Supplies	\$	1,742
To: Nursing	Classified Perm PT	\$	1,381
	Employee Benefits		361

R15. Transfer to realign the Song Brown Registered Nurse Education Special Program (15/16) grant budget. (Fund 12, Resource 1190)

From: Nursing	Supplies	\$	6,663
To: Nursing	Academic PT Teaching	\$	2,214
	Classified FT Administrator		2,641
	Employee Benefits		1,808

R16. Transfer to realign the Student Financial Assistance Program (SFAP) Fiscal Coordination grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation	Travel Expenses	\$	11,551
	Other Services		7,019
To: Workforce Preparation	Classified Perm PT	\$	2,541
	Employee Benefits		514
	Tests		5,000
	Copying and Printing		5,515
	Supplies		5,000

R17. Transfer to realign the Gateway to College grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation	Supplies	\$	540
To: Workforce Preparation	Classified FT	\$	75
	Employee Benefits		265
	Postage		200

R18. Transfer to realign the Temporary Assistance to Needy Families (TANF) grant budget.
 (Fund 12, Resource 1190)

From: Workforce Preparation	Supplies	\$	2,365
To: Workforce Preparation	Academic PT Non-Instr	\$	2,000
	Employee Benefits		365

R19. Transfer to realign the California Work Opportunity and Responsibility to Kids
 (CalWORKs) grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation	Supplies	\$	7,242
	Other Services		25,000
To: Workforce Preparation	Classified Substitutes	\$	655
	Classified Overtime		272
	Student Help – Non-Instr		22,050
	Employee Benefits		9,265

Norco

N1. Transfer to provide for flooring and monitor arms.

From: VP, Business Services	Administrative Contingency	\$	1,518
To: Building Maintenance	Fixtures & Fixed Equip	\$	600
	Equipment		918

N2. Transfer to purchase vacuums.

From: Custodial Services	Custodial Supplies	\$	1,738
To: Custodial Services	Equipment	\$	1,738

N3. Transfer to provide for supplies.

From: Academic Affairs	Administrative Contingency	\$	5,000
To: Academic Affairs	Supplies	\$	5,000

N4. Transfer to provide for models.

From: Spanish	Copying and Printing	\$	14
To: Art	Professional Services	\$	14

N5. Transfer to provide for salaries and benefits.

From: Student Financial Services	Supplies	\$	11
To: Student Financial Services	Classified FT	\$	9
	Employee Benefits		2

N6. Transfer to realign the EOPS grant budget. (Fund 12, Resource 1190)

From: EOPS	Academic PT Non-Instr	\$	26,198
	Copying and Printing		500
	Book Grants		53,690
To: EOPS	Classified Perm PT	\$	13,447
	Short-Term Temporary		5,880
	Student Help – Non-Instr		1,566
	Employee Benefits		50,215
	Travel Expenses		3,000
	Conferences		1,500
	Transportation		3,500
	Repairs		500
	License Fees		280
	Equipment		500

N7. Transfer to realign the CARE grant budget. (Fund 12, Resource 1190)

From: CARE	Student Financial Grants	\$	1,900
To: CARE	Food	\$	1,300
	Travel Expenses		350
	Conferences		200
	Transportation		50

N8. Transfer to provide for travel and conferences. (Fund 12, Resource 1190)

From: Middle College High School	Supplies	\$	6,573
To: Middle College High School	Travel Expenses	\$	6,108
	Conferences		465

N9. Transfer to provide for salaries and benefits. (Fund 12, Resource 1190)

From: Upward Bound - Centennial	Supplies	\$	79,000
	Food		2,000
	Travel Expenses		1,319
To: Upward Bound - Centennial	Classified FT	\$	36,892
	Employee Benefits		45,427

N10. Transfer to realign the Upward Bound – Corona grant budget. (Fund 12, Resource 1190)

From: Upward Bound - Corona	Supplies	\$	74,000
	Food		353
	Equipment		8,320
To: Upward Bound - Corona	Classified FT Administrator	\$	15,872
	Classified Perm PT		1,697
	Short-Term Temporary		40,000
	Classified Overtime		1,132
	Classified Substitutes		1,971
	Employee Benefits		13,681
	Other Services		7,000
	Conferences		1,320

N11. Transfer to purchase a computer.

From: Student Activities – Intramurals	Supplies	\$	1,137
To: Student Activities – Intramurals	Equipment	\$	1,137

N12. Transfer to realign the Student Success and Support Program grant.
 (Fund 12, Resource 1190)

From: Student Success and Support	Other Services	\$	38,607
To: Student Success and Support	Classified Perm PT	\$	12,331
	Short-Term Temporary		22,000
	Classified Overtime		1,200
	Employee Benefits		2,126
	Equipment		650
	Educational Supplies		300

Moreno Valley

M1. Transfer to provide for travel and a membership.

From: Academic Affairs	Classified Overtime	\$	500
	Employee Benefits		19
To: Academic Affairs	Conferences	\$	319
	Memberships		200

M2. Transfer to purchase a computer. (Fund 12, Resource 1190)

From: TANF	Classified Perm PT	\$	248
To: TANF	Equipment	\$	248

M3. Transfer to provide for classified staff, a handrail project and to purchase furniture.

From: VP, Business Services	Administrative Contingency	\$	17,147
	Consultants		8,169
To: VP, Business Services	Classified Perm PT	\$	10,412
	Employee Benefits		2,407
	Equipment		1,191
Career & Technical Ed	Classified FT		700
	Employee Benefits		936
Facilities	Other		9,670

M4. Transfer to provide for window film application. (Fund 12, Resource 1180)

From: VP, Business Services	Equipment	\$	1,259
To: Facilities	Other Services	\$	1,259

M5. Transfer to provide for repairs and to purchase a compressor and 18 volt cordless combo kit.

From: Facilities	Repair Parts	\$	7,839
	Grounds/Garden Supplies		2,322
	Supplies		156
To: Facilities	Repairs	\$	9,584
	Equipment		733

M6. Transfer to purchase Conex boxes for the Fire Academy. (Fund 12, Resource 1190)

From: CTE Enhancement Grant	Other Services	\$	36,044
To: CTE Enhancement Grant	Equipment	\$	36,044

M7. Transfer to purchase supplies and a shredder.

From: President's Office	Administrative Contingency	\$	10,414
	Barnes & Noble Signing Bonus		1,755
To: President's Office	Supplies	\$	5,500
	Equipment		4,914
	Facilities		1,755

M8. Transfer to realign the Title V Corrections Scenario Training Project Grant budget.
 (Fund 12, Resource 1190)

From: Title V Grant	Academic FT Administrator	\$	5,000
	Grant Sub-Agreement		47,502
To: Title V Grant	Classified FT Administrator	\$	2,000
	Classified FT		15,000
	Employee Benefits		2,502
	Reference Books		10,000
	Supplies		5,000
	Equipment		18,000

M9. Transfer to realign the Title III/STEM Grant budget. (Fund 12, Resource 1190)

From: Title III/STEM Grant	Academic Special Projects	\$	15,000
	Academic PT Teaching		4,682
	Classified FT		12,000
	Classified Perm PT		1,820
	Employee Benefits		9,832
To: Title III/STEM	Supplies	\$	6,000
	Conferences		1,334
	Equipment		36,000

M10. Transfer to provide for web design services and to purchase furniture and computers.

From: Learning Resource Center	Classified Perm PT	\$	23,203
	Employee Benefits		6,254
To: Learning Resource Center	Other Services	\$	2,500
	Equipment		26,957

M11. Transfer to purchase fuel.

From: Academy/Criminal Services	Professional Services	\$	2,890
To: Academy/Criminal Services	Fuel	\$	2,890

M12. Transfer to purchase supplies, copying and printing, and to build walls in DSS Director's office.

From: VP, Student Services	Memberships	\$	8,000
	Administrative Contingency		781
To: VP, Student Services	Supplies	\$	1,000
	Copying and Printing		781
Facilities	Remodel Project		7,000

M13. Transfer to realign the Student Equity Grant budget. (Fund 12, Resource 1190)

From: Student Equity Grant	Administrative Contingency	\$	19,140
To: Student Equity Grant	Student Help – Non-Instr	\$	8,988
	Employee Benefits		52
	Food		9,400
	Copying and Printing		700

M14. Transfer to provide for classified overtime and cell phone charges.

From: Counseling	Copying and Printing	\$	671
	Supplies		1,673
To: Counseling	Classified Overtime	\$	1,745
	Employee Benefits		156
	Cellular Telephone		443

M15. Transfer to provide for travel expenses and book grants. (Fund 12, Resource 1190)

From: Foster Youth Support Services	Student Help – Non-Instr	\$	3,000
To: Foster Youth Support Services	Travel Expenses	\$	1,000
	Book Grants		2,000

M16. Transfer to provide for cell phone charges.

From: Student Financial Services	Short-term Temporary Employee Benefits	\$	2,500 45
To: Student Financial Services	Cellular Telephone	\$	2,545

M17. Transfer to provide for copying and printing. (Fund 12, Resource 1190)

From: Student Success & Support Program	Equipment	\$	500
To: Student Success & Support Program	Copying and Printing	\$	500

M18. Transfer to purchase supplies and kitchen expendables. (Fund 32, Resource 3200)

From: Food Services	Equipment	\$	500
To: Food Services	Kitchen Expendables Supplies	\$	200 300

District Office and District Support Services

D1. Transfer to provide for salaries and benefits.

From: Human Resources & Empl. Relations	Administrative Contingency	\$	14,039
To: Human Resources & Diversity	Short-Term Temporary Employee Benefits	\$	13,540 499

D2. Transfer to purchase supplies.

From: Strategic Communication & Relations	Other Services	\$	5,000
To: Strategic Communication & Relations	Supplies	\$	5,000

D3. Transfer to purchase supplies.

From: Effectiveness Services	Conferences	\$	21
To: Effectiveness Services	Supplies	\$	21

D4. Transfer to provide for a license and professional services. (Fund 61, Resource 6120)

From: Risk Management	Classified FT	\$	10,000
To: Risk Management	License Fees	\$	5,000
	Professional Services		5,000

D5. Transfer to provide for pest control.

From: Open Campus	Supplies	\$	400
To: Open Campus	Professional Services	\$	400

D6. Transfer to provide for tests and repair parts.

From: Information Services	Comp Software Maint/Lic	\$	1,200
To: Information Services	Tests	\$	400
	Repair Parts		800

D7. Transfer to provide for professional services. (Fund 12, Resource 1180)

From: Information Services	Equipment	\$	16,220
To: Information Services	Professional Services	\$	16,220

Agenda Item (VI-B-3-a)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 26-15/16 – 2015-2016 AB 86 Adult Education Block Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$540,527 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2015-2016 AB 86 Adult Education Block Grant in the amount of \$540,527 from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Michael Burke, Ph.D., Chancellor
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[01192016_Resolution No. 26-15/16 – AB 86 Adult Education Block Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 26-15/16

2015-2016 AB 86 Adult Education Block Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$540,527 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 19, 2016.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 26-15/16
 2015-2016 AB 86 Adult Education Block Grant

Year	County	District	Date	Fund
16	33	07	1/19/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0387	8659	540,527 00	REVENUE
								EXPENDITURES
12	AJK	1190	0	6010	4387	1110	133,821 00	Acad FT Instructional
12	AJK	1190	0	6010	4387	1330	57,066 00	Acad PT Teaching Fall
12	AJK	1190	0	6010	4387	1490	52,851 00	Acad Special Project
12	AJK	1190	0	6010	4387	2119	37,044 00	Classified FT
12	AJK	1190	0	6010	4387	2339	12,414 00	Classified PT Hrly As Needed
12	AJK	1190	0	6010	4387	3110	20,482 00	Employee Benefits
12	AJK	1190	0	6010	4387	3130	5,671 00	
12	AJK	1190	0	6010	4387	3220	4,389 00	
12	AJK	1190	0	6010	4387	3315	2,768 00	
12	AJK	1190	0	6010	4387	3320	2,297 00	
12	AJK	1190	0	6010	4387	3325	717 00	
12	AJK	1190	0	6010	4387	3335	766 00	
12	AJK	1190	0	6010	4387	3410	573 00	
12	AJK	1190	0	6010	4387	3410	83,374 00	
12	AJK	1190	0	6010	4387	3420	148 00	
12	AJK	1190	0	6010	4387	3420	2,000 00	
12	AJK	1190	0	6010	4387	3430	159 00	
12	AJK	1190	0	6010	4387	3510	95 00	
12	AJK	1190	0	6010	4387	3520	25 00	
12	AJK	1190	0	6010	4387	3530	26 00	
12	AJK	1190	0	6010	4387	3610	1,909 00	
12	AJK	1190	0	6010	4387	3620	494 00	
12	AJK	1190	0	6010	4387	3630	529 00	↓
12	AJK	1190	0	6010	4387	4590	21,000 00	Office and Other Supplies
12	AJK	1190	0	6010	4387	5421	5,542 00	General Liability & Property
12	AJK	1190	0	6010	4387	5890	68,628 00	Other Services
12	AJK	1190	0	6010	4387	5910	25,739 00	Indirect Admin Costs
							540,527 00	TOTAL REVENUE
							540,527 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 27-15/16 – 2015-2016 Disabled Students Programs and Services (DSPS)
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$593,680 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2015-2016 Disabled Students Programs and Services (DSPS) in the amount of \$594,649 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$440,329, Norco College - \$62,218, and Moreno Valley College - \$91,133. The funds will be used for salaries, benefits, and other operational expenses of the program.

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

Attachments:

[01192016_Resolution No.27-15/16 – Disabled Students Programs and Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-15/16

2015-2016 Disabled Students Programs and Services (DSPS)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$593,680 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 19, 2016.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 27-15/16
 2015-2016 Disabled Students Programs and Services (DSPS)

Year	County	District	Date	Fund
16	33	07	1/19/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0180	8621	440,329 00	REVENUE
12	E00	1190	0	0000	0180	8621	62,218 00	↓
12	F00	1190	0	0000	0180	8621	91,133 00	↓
								EXPENDITURES
12	DZP	1190	0	809	0180	2449	46,323 00	Instructional Aides Hrly
12	DZP	1190	0	809	0180	3210	13,841 00	Employee Benefits
12	DZP	1190	0	809	0180	3310	5,836 00	↓
12	DZP	1190	0	809	0180	3315	495 00	↓
12	DZP	1190	0	809	0180	3510	17 00	↓
12	DZP	1190	0	809	0180	3610	916 00	↓
12	DZP	1190	0	809	0180	5210	144 00	Mileage
12	DZP	1190	0	809	0180	5890	41,000 00	Other Services
12	DZP	1190	0	4930	0180	2430	3,187 00	Student Help, Instructional
12	DZP	1190	0	4930	2180	2430	658 00	Student Help, Instructional
12	DZP	1190	0	4930	2180	3410	2 00	Employee Benefits
12	DZP	1190	0	4930	0180	3410	8 00	↓
12	DZP	1190	0	4930	0180	3610	39 00	↓
12	DZP	1190	0	4930	2180	3410	2 00	↓
12	DZP	1190	0	4930	2180	3610	7 00	↓
12	DZP	1190	0	6420	0180	1219	1,251 00	Acad FT Non-Instructional
12	DZP	1190	0	6420	0180	1439	20,163 00	Acad PT Non-Instructional
12	DZP	1190	0	6420	0180	2349	5,067 00	Classified Overtime
12	DZP	1190	0	6420	0180	3630	153 00	Employee Benefits
12	DZP	1190	0	6420	0180	4555	4 00	Copying/Printing
12	DZP	1190	0	6420	0180	4590	3,947 00	Office and Other Supplies
12	DZP	1190	0	6420	0180	5045	4 00	Postage
12	DZP	1190	0	6420	0180	5220	6,001 00	Conferences
12	DZP	1190	0	6420	2180	5890	26,732 00	Other Services
12	DZP	1190	0	6420	0180	5899	264,532 00	Administrative Contingency
12	EZP	1190	0	809	0180	2449	40,000 00	Instructional Aides Hrly
12	EZP	1190	0	809	0180	5890	22,218 00	Interpreting Services
12	FZP	1190	0	6420	0180	2129	175 00	Classified Perm Part Time
12	FZP	1190	0	6420	0180	2331	8,065 00	Student Help Non-Instruct

12	FZP	1190	0	6420	0180	3320	11	00	Employee Benefits
12	FZP	1190	0	6420	0180	3325	3	00	
12	FZP	1190	0	6420	0180	3420	25	00	
12	FZP	1190	0	6420	0180	3620	82	00	↓
12	FZP	1190	0	6420	0180	1439	5,739	00	Acad PT Non-Instructional
12	FZP	1190	0	6420	0180	3130	616	00	Employee Benefits
12	FZP	1190	0	6420	0180	3335	83	00	
12	FZP	1190	0	6420	0180	3430	17	00	
12	FZP	1190	0	6420	0180	3530	3	00	
12	FZP	1190	0	6420	0180	3630	57	00	↓
12	FZP	1190	0	809	0180	2440	310	00	Instructional Aides Overtime
12	FZP	1190	0	809	0180	2449	23,662	00	Instructional Aides Hrly
12	FZP	1190	0	809	0180	3210	225	00	Employee Benefits
12	FZP	1190	0	809	0180	3310	118	00	
12	FZP	1190	0	809	0180	3315	348	00	
12	FZP	1190	0	809	0180	3410	59	00	
12	FZP	1190	0	809	0180	3510	12	00	
12	FZP	1190	0	809	0180	3610	240	00	↓
12	FZP	1190	0	6420	0180	4555	40	00	Copying/Printing
12	FZP	1190	0	6420	0180	4590	1,850	00	Office and Other Supplies
12	FZP	1190	0	6420	0180	5198	44,940	00	Professional Services
12	FZP	1190	0	6420	0180	5210	500	00	Mileage
12	FZP	1190	0	6420	0180	5220	3,953	00	Conferences
							593,680	00	TOTAL REVENUE
							593,680	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 30-15/16 – 2015-2016 CalWORKs Community College Set-Aside
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding from the California Community Colleges Chancellor's Office for the 2015-2016 CalWORKs Community College Set-Aside grant in the amount of \$100,000. The funds will be used for operating expenses.

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

Attachments:

[01192016_Resolution No. 30-15/16 – CalWORKs Community College Set-Aside](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-15/16

2015-2016 CalWORKs Community College Set-Aside

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 19, 2016.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 30-15/16
 2015-2016 CalWORKs Community College Set-Aside

Year	County	District	Date	Fund
16	33	07	1/19/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0360	8626	100,000 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0360	2118	1,718 00	Classified FT Administrator
12	DCW	1190	0	6020	0360	3120	184 00	Employee Benefits
12	DCW	1190	0	6020	0360	3325	25 00	
12	DCW	1190	0	6020	0360	3420	1,517 00	
12	DCW	1190	0	6020	0360	3520	1 00	
12	DCW	1190	0	6020	0360	3620	17 00	↓
12	DCW	1190	0	6020	0360	4555	6,000 00	Copying/Printing
12	DCW	1190	0	6020	0360	5211	12,000 00	Meeting Expenses
12	DCW	1190	0	6020	0360	5219	78,038 00	Other Travel
12	DCW	1190	0	6020	0360	5220	500 00	Conferences
							100,000 00	TOTAL REVENUE
							100,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 31-15/16 – 2015-2016 Deputy Sector Navigator Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2015-2016 Deputy Sector Navigator Grant in the amount of \$100,000 from the California Community Colleges Chancellor's Office. The funding will be used for operating expenses.

Prepared By: Michael Burke, Ph.D., Chancellor
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[01192016_Resolution No. 31-15/16 – Deputy Sector Navigator Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-15/16

2015-2016 Deputy Sector Navigator Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 19, 2016.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 31-15/16
 2015-2016 Deputy Sector Navigator Grant**

Year	County	District	Date	Fund
16	33	07	1/19/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0202	8659	100,000 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0202	5890	96,154 00	Internships, Workshops
12	AXD	1190	0	6819	0202	5910	3,846 00	Indirect Admin Costs
							100,000 00	TOTAL REVENUE
							100,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	RFP Award for Piano and Piano Lab Instruments for the Coil School for the Arts
College/District	Riverside
Funding	Measure C, Redevelopment, La Sierra
Recommended Action	It is recommended that the Board of Trustees award the Piano and Piano Lab Instruments, RFP No. 2015/16-09, in the total amount of \$223,292.40 to SoCal Pianos.

Background Narrative:

On June 19, 2012, the Board of Trustees approved the Culinary Arts Academy & District Office Building and Coil School for the Arts (CAADO/CSA) building projects. Construction is expected to be completed by March 2016. Purchase and installation of furniture and equipment is one of the final phases of this project.

In December 15, 2015, the District issued a Request for Proposal (RFP) for the purchase of Piano and Piano Lab Instruments for the Riverside City College - Coil School for the Arts. On January 6, 2016, one (1) proposal was received from SoCal Pianos. It is recommended that the Board of Trustees approve the award of the piano and piano lab instrument purchase to SoCal Pianos. References for SoCal Pianos were checked by District staff and found to be satisfactory.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Majd Askar, Director of Business Services

Attachments:

[01192016_SoCal Pianos Proposal Summary](#)

**Piano and Piano Lab Instruments
Request for Proposal (RFP) #2015/16-09
SoCal Pianos Proposal Summary**

Quantity	UM	Description	Unit Price	Extended Price
2	Each	Steinway Model M Satin Ebony Pianos, Fitted Cover and Spider Dolly	\$ 53,600	\$ 107,200
5	Each	Yamaha U3 pianos	\$ 8,490	\$ 42,450
26	Each	Yamaha CLP535 Digital Pianos	\$ 1,880	\$ 48,880
1	Each	Yamaha LC4 Lab Controller, cables, set up and installation	\$ 6,000	\$ 6,000

Sub Total:	\$ <u>204,530.00</u>
Tax	<u>16,362.40</u>
Delivery, Setup, Tuning	<u>2,400.00</u>
Grand Total:	\$ <u>223,292.40</u>

Agenda Item (VI-B-5-b)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for Tile Replacement for Buildings A & C Project
College/District	Norco
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award Tile Replacement for Buildings A & C Bid No. 2015/16-08 in the total amount of \$129,520 to Best Contracting Services, Inc.

Background Narrative:

On December 22, 2015, the District received bids in response to an Invitation for Bid solicitation for the Tile Replacement for Buildings A & C Project at Norco College. The project consists of removal and replacement of the existing roof system for Buildings A & C. See the attached Lowest Responsive and Responsible Bidders summary, exercising deductive alternate #1.

References for Best Contracting Services, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Paul Parnell, President, Norco College
Beth Gomez, Vice President, Business Services (Norco)
Steve Monsanto, Director, Facilities
Majd Askar, Director of Business Services

Attachments:

[01192016_Lowest Responsive and Responsible Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
Tile Replacement for Buildings A & C
at Norco College**

<u>Contractor</u>	<u>Location</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Total Bid</u>
Best Contracting Services, Inc.	Gardena, CA	\$ 148,520	\$ (19,000)	\$ 129,520
Letner Roofing, Inc.	Orange, CA	\$ 181,920	\$ (8,044)	\$ 173,876
Commercial Roofing, Inc.	Arcadia, CA	\$ 268,203	\$ (11,352)	\$ 256,851

Agenda Item (VI-B-6-a)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$86,000 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$798,482 for the period of November 20, 2015 through December 31, 2015.

Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$86,000. The attached listing of contracts and agreements under \$86,000 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

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

Attachments:

[01192015_Contracts and Agreements Less than \\$86,000 Report \(December\)](#)

Contracts and Agreements Report-All District Resources
 \$86,000 and Under
 11/20/15 thru 12/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0005167	Facilities - Norco	Letner Roofing Co.	Orange	Building E Tile Replacement Bid Award	\$ 71,970
C0005169	Career and Technical Ed - Moreno Valley	Burney, Michael S	Seal Beach	Professional Services	4,000
C0005170	Career and Technical Ed - Moreno Valley	Troidl, John J	Davis	Professional Services	4,500
C0005171	Early Childhood Studies - Riverside	Leader Services	Hazleton, PA	Professional Services	2,500
C0005172	Information Services	Card Integrators	Los Alamitos	Computer Software Maint/Lic	11,355
C0005173	Student Activities	City of Moreno Valley	Moreno Valley	Facilities Rental for MLK Scholarship Breakfast	1,576
C0005174	Student Financial Services - Norco	Carl's Jr. Restaurants LLC	Ontario	Food	3,791
C0005175	Instructional Support Instruction &	Canon Financial Services, Inc.	Carol Stream, IL	Copier Lease	81,411
C0005176	Applied Technology - Riverside	Mark Daukas Design	Mission Viejo	Professional Services	12,130
C0005181	Business Operations - Norco	Allegra Marketing - Print - Mail	Corona	Consultants	14,500
C0005182	Business Operations - Norco	The College Board	Mount Vernon, IL	Tests	29,221
C0005183	Academy / Criminal Services	Sullivan, Daniel	Redlands	Professional Services	420
C0005184	Academy / Criminal Services	Overstreet-Murphy, Penni	Beaumont	Professional Services	2,700
C0005185	Human Resources & Diversity	Experian Consumer Services	Costa Mesa	Professional Services	72
C0005186	Information Services	CCS Disaster Recovery Services, LLC	Tustin	Professional Services	6,720
C0005187	Information Services	JCA Engineering, Inc.	Highland	Professional Services	9,500
C0005188	Information Services	Abtech Support	Carlsbad	Professional Services	15,900
C0005189	Campus Student Services - Norco	Tried & True Tutoring LLC	Calabasas	Consultants	4,000
C0005190	Customized Solutions	Gereau, Servando	Redlands	Training Services	25,000
C0005191	Customized Solutions	Quest Consulting & Training Corporation	Palisades	Training Services	80,000
C0005192	College Relations / Special Projects	Johnson Controls, Inc.	Cypress	Repairs - Service	29,773
C0005192	Facilities Planning & Development	Johnson Controls, Inc.	Cypress	Repairs - Service	39,397
C0005193	Institutional Research - Riverside	National Student Clearinghouse	Philadelphia, PA	Periodicals/Magazines	908
C0005194	Customized Solutions	DLI Associates LLC	Kamuela, HI	Consultants	45,000
C0005195	Customized Solutions	Ortman, Carolyn	Riverside	Consultants	16,800
C0005196	Customized Solutions	Custom Corporate Communications LLC	Redondo Beach	Training Services	80,000
C0005197	Student Services - Riverside	Card Integrators	Los Alamitos	Computer Software Maint/Lic	18,525
C0005198	Academy / Criminal Services	Scantron Corporation	Omaha, NE	Computer Software Maint/Lic	108
N/A	Information Services	Sunesys, LLC	Warrington, PA	Fiber Services Between BCTC and MVC	24,600
N/A	Fine & Performing Arts	Actor's Equity Association (Diane David)	Hollywood	Stage Manager for 'Young Frankenstein'	No Cost
N/A	Fine & Performing Arts	Actor's Equity Association (Tracey Lore)	Hollywood	Stage Manager for 'Young Frankenstein'	No Cost
N/A	Fine & Performing Arts	Actor's Equity Association (Larry Raben)	Hollywood	Stage Manager for 'Young Frankenstein'	No Cost
N/A	Dental Assistant Program	Loma Linda University	Loma Linda	Clinical Rotation Sites	No Cost
N/A	Customized Solutions	State of California Employment Training Panel	Sacramento	Training Funds	No Cost
N/A	Business Services - Riverside	Special Olympics of Southern California	Murrieta	Hold Harmless Agreement	No Cost
N/A	PAC	Defense Logistics Agency	Ft. Belvoir, VA	Funds for Small Businesses in Distressed Counties	No Cost
N/A	Community Education	Western Riverside Council of Governments	Riverside	Bicycle Training Classes	No Cost
N/A	Tri-Tech	City of Temecula	Temecula	Consulting Services	No Cost
Additions to Approved/Ratify Contracts of \$86,000 and Under					
C0004167	Communications Center - Moreno Valley	Canon Financial Services, Inc.	Carol Stream, IL	Rents and Leases	6,771
C0004473	Tri-Tech	Kleckner, III, Martin	Oceanside	3rd Amend./Wording Only	No Cost
C0004471	Tri-Tech	Redtail Capital	Temecula	3rd Amend./Wording Only	No Cost
C0004472	Tri-Tech	Vantages Business Consulting	Newport Coast	4th Amend./Wording Only	No Cost
C0004474	Tri-Tech	Kasle, Donald	Dove Canyon	2nd Amend./Wording Only	No Cost
C0004475	Tri-Tech	Schmid, Molly	Claremont	3rd Amend./Wording Only	No Cost
C0004476	Tri-Tech	Plenum Revenue Group	Laguna Niguel	2nd Amend./Wording Only	No Cost
C0004767	Dean of Instruction - Moreno Valley	CBE Office Solutions	Irvine	Repairs - Service	566
C0004810	Facilities - Riverside	Inland Building Construction Companies, Inc.	San Bernardino	Construction Contract	15,788

Contracts and Agreements Report-All District Resources
 \$86,000 and Under
 11/20/15 thru 12/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0004815	Facilities - Riverside	Caston, Inc	San Bernardino	Construction Contract	37,874
C0004834	Facilities - Riverside	Daniel's Electrical Construction Co., Inc.	Fontana	Construction Contract	8,560
C0004848	Facilities - Riverside	Continental Flooring Inc	Rancho Cucamonga	Construction Contract	4,881
C0004880	Health Services - Riverside	Medicat, LLC	Atlanta, GA	Computer Software Maint/Lic	11,725
C0004921	Tri-Tech	Lewis, Alan	Riverside	1st Amend./Wording Only	No Cost
C0004987	President - Moreno Valley	Inland Empire Economic Partnership	San Bernardino	Enhancing Health Professions Education/Innovation	2,000
C0005028	Business & Financial Services	Liebert Cassidy Whitmore	Los Angeles	Legal	15,000
C0005068	CTE Projects	Canyon Crest Country Club	Riverside	Meeting Expenses	147
C0005111	CTE Projects	Bahia Hotel	San Diego	Meeting Expenses	1,051
C0005150	Facilities - Riverside	J Kim Electric Inc	Fullerton	Fixtures & Fixed Equip	57,242
C0005165	Community Ed & Senior Citizen Education	N American Board of Certified Energy Practitioners	Clifton Park, NY	Memberships	500
				Total	<u>\$ 798,482</u>

Agenda Item (VI-B-6-b)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract for the California Work Opportunity and Responsibility to Kids (CalWORKs) set-aside fund.
College/District	Riverside
Funding	California Community Colleges Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve the contract for the period of November 1, 2015 through October 31, 2016 in the amount of \$100,000.

Background Narrative:

This contract is a continuation of an existing contract which allows Riverside City College to perform the duties of fiscal agent for the California Community College Chancellor's Office to coordinate the disbursement of the California Work Opportunities and Responsibility to Kids (CalWORKs) set-aside funds. CalWORKs set-aside funds support statewide program monitoring, evaluation and program improvement. Fiscal administration may include payment of quarterly travel and lodging for regional and statewide training, printing and distribution of program materials and technical assistance. Payments may also include meeting facilities, disability accommodations, workshop materials, development of training materials, mailing costs, and other directly related costs. The contract was received from the State Chancellor's Office on November 30, 2015 and will be implemented upon Board approval. Activities for reimbursement are retroactive to November 1, 2015. Total program costs will not exceed \$100,000 and are fully funded by the grant.

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

Attachments:

[CalWORKs Set-Aside Contract](#)

STATE OF CALIFORNIA
STANDARD AGREEMENT

CCC 213 (Rev 03/06)

AGREEMENT NUMBER

C15-0031

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

BOG, California Community Colleges, Chancellor's Office

CONTRACTOR'S NAME

Riverside CCD

2. The term of this Agreement is: **November 1, 2015** through **October 31, 2016**

3. The maximum amount of this Agreement is: **\$ 100,000.00**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 page(s)
Exhibit C – General Terms and Conditions (Attached hereto as part of this Agreement)	6 page(s)
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	12 page(s)
Exhibit E – Request for Proposals (Attached hereto as part of this Agreement)	0 page(s)
Exhibit F – Contractor's Proposal (Attached hereto as part of this Agreement)	1 page(s)
Exhibit G – Contractor's Cost Proposal (Attached hereto as part of this Agreement)	2 page(s)
Exhibit H – Contractor Certification Clauses, Chancellor's Office Form CCC-1005 (Attached hereto as part of this agreement)	5 page(s)
Exhibit I – Additional Provisions	0 page(s)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside CCD on behalf of Riverside City College

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Aaron S. Brown, Vice Chancellor Business & Financial Services

ADDRESS

4800 Magnolia Ave., Riverside, CA 92506

STATE OF CALIFORNIA

AGENCY NAME

BOG, California Community Colleges, Chancellor's Office

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Erik Skinner, Deputy Chancellor

ADDRESS

1102 Q Street, Suite 4400, Sacramento, CA 95811-6539

*Chancellor's Office, California
 Community Colleges Use Only*

Exempt from DGS approval pursuant
 to AB 1441, Chapter 36 of the Statutes
 of 2000

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 100,000.00	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
	Local Assistance (OPTIONAL USE)			General
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM	CHAPTER	STATUTE	FISCAL YEAR
	6870-101-0001(7)	10	2015	2015-16
TOTAL AMOUNT ENCUMBERED TO DATE \$ 100,000.00	OBJECT OF EXPENDITURE (CODE AND TITLE)			
5218-751-21450				
<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>		T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER			DATE	

**EXHIBIT A
(Standard Agreement)**

SCOPE OF WORK

1. Services to Be Provided

Contractor agrees to provide to the Chancellor's Office of the California Community Colleges (hereinafter referred to as the Chancellor's Office) the services specified in the Contractor's Proposal, Exhibit F, and as further described herein. Exhibit F is attached hereto and by reference made a part of this Agreement.

2. Project Representatives

The project representatives during the term of this agreement will be:

Chancellor's Office: Project Monitor	Contractor: Project Director
Name: Jason Orta	Name: Michael Wright
Phone: (916) 327-5890	Phone: (951) 222-8968
Fax:	Fax:

Direct inquiries regarding terms or conditions of the agreement should be made to:

Chancellor's Office: Contract Manager	Contractor: Riverside CCD
Name: Wendy Lozoya	Name: Michael Wright
Address: 1102 Q Street, Suite 4400 Sacramento, CA 95811-6539	Address: 4800 Magnolia Ave., Riverside, CA 92506
Phone: (916) 327-5906	Phone: (951) 222-8968
Fax:	Fax:

3. Contractor's Project Director and Key Personnel

Substitution of Contractor's Project Director, as indicated in provision 2. above, or Contractor's key personnel, as indicated in the Contractor's Proposal (Exhibit F), may not be made without the prior written approval of the Chancellor's Office Project Monitor.

4. Chancellor's Office Project Monitor

The Project Monitor is responsible for overseeing the project as a whole, and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Contractor.

5. Chancellor's Office Contract Manager

The Chancellor's Office may change the Contract Manager by written notice given to the Contractor. Any questions relating to the terms or conditions of the Agreement document should be addressed to the Contract Manager.

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Costs and Payments

- a. In consideration of satisfactory performance of this Agreement, the Chancellor's Office agrees to pay the Contractor costs in accordance with the Contractor's Cost Proposal, Exhibit G, which is also attached hereto and by reference made a part of this Agreement.
- b. The total amount payable under this Agreement shall not exceed the maximum amount of this Agreement, specified on the face page of this Agreement. Payment shall be made according to the apportionment schedule set forth in the California Code of Regulations, title 5, section 58870, except that the final payment will not be made until the final report has been submitted and approved. If the final report is not submitted by the deadline date set forth in section 6 of Exhibit D, the Chancellor's Office may make the final payment through a claim schedule. If total expenditures are less than the apportionment payments, the Chancellor's Office may invoice the Contractor for the excess amount.

2. Budget Changes

Changes in budget line item amounts which are up to and including ten percent of the total budget amount may be made with the prior written approval of the Project Monitor. Changes in budget line item amounts which are greater than ten percent of the total budget amount may be made only through a written and duly executed amendment to this Agreement.

3. Budget Contingency Clause

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Agreement with no liability occurring to the Chancellors Office, or offer an Agreement Amendment to Contractor to reflect the reduced amount.
- d. Contractor shall inform any subcontractors that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- e. In addition, this Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Agreement in any manner.

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

4. Fiscal Reports

Contractor shall furnish detailed itemization of and retain all records relating to direct expenses reimbursed to Contractor hereunder and to hours of employment on this Agreement by any employee of Contractor for which the Chancellor's Office is billed.

Invoices for services rendered are to be delivered to the Accounting Office, California Community Colleges, 1102 Q Street, Suite 4400, Sacramento, CA 95811-6539.

5. Prompt Payment Clause

If Contractor is not a community college district or other public entity, payment will be made in accordance with, and within the time specified in, chapter 4.5 of part 3 of division 3.6 of title 1 of the Government Code, commencing with section 927.

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

1. Amendment

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

2. Assignment

Contractor may not transfer by assignment or novation the performance of this Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Contractor, without the prior written consent of the Project Monitor, assign any other right that Contractor may have under this Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

3. Audit

Contractor agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7; Pub. Contr. Code, §§ 10115 et seq.; Cal. Code Regs., tit. 2, § 1896.)

4. Indemnification

Contractor agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

5. Disputes

In the event of a dispute, the parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor agrees to file a "Notice of Dispute" with the Chancellor's Office, California Community Colleges, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with Contractor and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained in Exhibits A through D of this Agreement shall prevail over any other language including that contained in any other Exhibits.

Contractor shall continue with the responsibilities under this Agreement during any dispute.

6. Termination

- a. **Bankruptcy.** In the event proceedings in bankruptcy are commenced against the Contractor, Contractor is adjudged bankrupt or a receiver is appointed and qualifies, then the Chancellor's Office may terminate this Agreement and all further rights and obligations hereunder, by giving five days notice in writing in the manner specified herein. It is recognized by the parties that equipment purchased by Contractor or the Chancellor's Office for this project shall have lien rights held in the name of the Chancellor's Office which shall retain lien rights until the Contractor either returns said equipment to the Chancellor's Office or purchases it as is provided by the terms of this Agreement.
- b. **Termination Option.** This Agreement may be terminated by either party by giving thirty (30) days' advance notice in writing prior to the effective date of such termination. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Contractor for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Contractor have been avoided, but not in excess of the maximum payable under this Agreement. In such event, Contractor agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Contractor may, with approval of the Chancellor's Office, purchase said equipment as provided by the terms of this Agreement.

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

- c. **Event of Breach.** In the event of any breach of this Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Agreement upon five days' written notice to the Contractor. In the event of such termination the Chancellor's Office may proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid to the Contractor upon demand. Whether or not the Chancellor's Office elects to proceed with the project, Chancellor's Office shall pay Contractor only the reasonable value of the services theretofore rendered by Contractor as may be agreed upon by the parties or determined by a court of law.
- d. **Gratuities.** The Chancellor's Office may, by written notice to the Contractor, terminate the right of Contractor to proceed under this Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the Chancellor's Office with a view toward securing a contract or agreement or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such contract or agreement.

In the event this Agreement is terminated as provided herein, Chancellor's Office shall be entitled to (1) pursue the same remedies against Contractor as it could pursue in the event of the breach of the Agreement by the Contractor, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by the Contractor in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies of Chancellor's Office provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

7. Independent Status of Contractor

The Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

8. Recycling Certification

The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in Public Contract Code section 12200, in products, materials, goods, or supplies offered or sold to the state in the performance of this Agreement, regardless of whether the product meets the requirements of Public Contract Code section 12209. With respect to printer or duplication cartridges that comply with the requirements of section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply. (Pub. Contr. Code, § 12205.)

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

9. Nondiscrimination Clause

- a. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age, sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Contractor and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Contractor and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- c. Contractor and its subcontractors shall also comply with the provisions of Government Code sections 11135-11139.8.
- d. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. Certification Clauses

The Contractor Certification Clauses contained in Chancellor's Office form CCC-1005 are hereby incorporated by reference and made a part of this Agreement by this reference, and are attached hereto as Exhibit H.

11. Timeliness

Time is of the essence in this Agreement.

12. Compensation

The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

13. Governing Law

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Agreement shall be in Sacramento County, Sacramento, California.

14. Antitrust Claims

The Contractor, by signing this agreement, hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
 1. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of section 16750 of the Business and Professions Code. (Gov. Code, § 4550(a).)
 2. "Public purchasing body" means the State or the subdivision or agency making a public purchase. (Gov. Code, § 4550(b).)
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (chapter 2 (commencing with section 16700) of part 2 of division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. (Gov. Code, § 4552.)
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. (Gov. Code, § 4553.)
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (Gov. Code, § 4554.)

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

15. Child Support Compliance Act

For any Agreement in excess of \$100,000, the Contractor acknowledges in accordance with Public Contract Code section 7110, that:

- a. The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in chapter 8 (commencing with section 5200) of part 5 of division 9 of the Family Code; and
- b. The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

16. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

17. Priority Hiring Considerations

If this Agreement includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code section 11200 in accordance with Public Contract Code section 10353.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

1. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The Chancellor's Office will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

2. Subcontracts

- a. The Contractor agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractor(s) to perform the services under this Agreement, at which time the Chancellor's Office will inform the Contractor of any applicable legal requirements regarding disabled veteran business enterprise participation requirements and the use of the Request for Proposals primary or two-tier method. Subcontractors specifically identified in this Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements are deemed to be approved upon execution of this Agreement.
- b. In any event, any additional subcontractor(s) retained by the Contractor shall be selected using procedures reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor is the best qualified party available to provide the required services. Upon request, Contractor shall furnish evidence of compliance with this provision to the Project Monitor. Contractor shall immediately notify the Project Monitor in the event that any subcontract is terminated.
- c. All subcontracts shall contain a provision prohibiting any third or subsequent tier subcontracts without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract.
- e. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Chancellor's Office and any subcontractors, and no subcontract shall relieve Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Contractor. Contractor's obligation to pay its subcontractors is independent from the obligation of the Chancellor's Office to make payments to the Contractor. As a result, the Chancellor's Office shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

3. Subcontract Payments

Contractor shall obtain the written approval of the Project Monitor and the Executive Vice Chancellor, or his/her designee, before making payments under this Agreement to any subcontractors.

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(Standard Agreement)**

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4. Notice

Any notice to either party which is required or permitted to be given under this Agreement shall be given by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by post office, such notice shall be postponed 24 hours for each such intervening day.

5. Interpretation

In the interpretation of this Agreement, any inconsistencies between the terms of Exhibits A through D and the language of any other Exhibit or document shall be resolved in favor of the terms of Exhibits A through D.

6. Reports

- a. **Monthly Progress Reports.** Except as otherwise specified by the Chancellor's Office, Contractor shall provide a progress report in writing at least once a month to the Project Monitor. Each progress report shall include, but not be limited to, a statement that the Contractor is or is not on schedule, and any pertinent reports or interim findings. Contractor shall discuss any difficulties or special problems so that remedies can be developed as soon as possible. Contractor shall provide one electronic copy and one hard copy by the tenth of the month following the month to which it relates.
- b. **Final Report.** By November 30, 2016, Contractor shall provide the Project Monitor a comprehensive Final Report, a brief summary of same, and a brief (200 words or less), factual abstract of the final report.

1. **Summary.** The summary shall include a statement of the problem, techniques used to solve the problem, conclusions of the problem, and any additional follow-up or ongoing recommendations. The summary shall be prepared in language and structure easily understood by members of the public who may have limited technical background. Contractor shall provide the Chancellor's Office with ten (10) copies and a reproducible master.
2. **Abstracts.** Contractor shall provide a brief (200 words or less), factual abstract of the most significant information contained in the report.

Contractor shall meet with Chancellor's Office staff to present the findings, conclusions, and recommendations. Both the final meeting and final report must be completed on or before the date specified above for submission of the final report.

The Contractor shall be available from November 30, 2016, to and including December 31, 2016 to answer questions pertaining to the Final Report and/or revise the Final Report.

- c. The Chancellor's Office reserves the right to use and reproduce all reports and data produced and delivered pursuant to this Agreement and authorize others to use or reproduce such materials.

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- d. All reports are to be delivered to the Project Monitor, Chancellor's Office, California Community Colleges, 1102 Q Street, Suite 4400, Sacramento, CA 95811-6539
- e. Any document or written report prepared, in whole or in part, by Contractor or subcontractors, shall contain the numbers and dollar amounts of this Agreement and all subcontracts relating to the preparation of such document or written report. The Agreement and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- f. When multiple documents or written reports are the subject or product of this Agreement, the disclosure section must also contain a statement indicating that the total Agreement amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)

7. Copyright and Intellectual Property

- a. Contractor agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, whether by Contractor or subcontractors, shall be and are Work for Hire. All subcontracts shall include a Work for Hire provision by which all materials, procedures, processes, machines, computer programs, computer software, and trademarks or servicemarks produced as a result of this Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under this Agreement or under any subcontract shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Contractor, and all subcontractors and others that produce copyright materials pursuant to this Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Contractor or its subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will allow Contractor or its subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.
- c. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created; and the words "Chancellor's Office, California Community Colleges." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Contractor or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Contractor that the copyright

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be registered with the U.S. Copyright Office, Contractor will be responsible for applying for, paying the filing fees for, and securing said copyright.



- d. All technical communications and records originated or first prepared by Contractor or its subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Contractor's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- e. If it is deemed necessary by either the Chancellor's Office or Contractor that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufactures, or composition of matter, Contractor will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Contractor or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to Contractor. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.
- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Contractor that a trademark or servicemark be registered with state or federal agencies, Contractor will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Contractor.
- g. In connection with any license granted pursuant to the preceding paragraphs, Contractor agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Contractor may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and trademarks or servicemarks created, developed or produced pursuant to this Agreement by subcontractors that create works for this Agreement for Contractor are for and are the property of the Chancellor's Office. Contractor shall obtain an acknowledgement of the work for hire performed by these subcontractors that produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to

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the Chancellor's Office from all subcontractors. Contractor shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors that create works for this Agreement. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract between such person(s) and Contractor giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

8. Public Hearings

If public hearings on the subject matter dealt with in this Agreement are held during the period of the Agreement, Contractor will make available the personnel assigned to this Agreement for the purpose of testifying. Chancellor's Office will reimburse Contractor for compensation and travel of said personnel at the contract rates for such testimony as may be requested by Chancellor's Office.

9. Confidentiality of Data and Reports

- a. To the extent permissible by law, Contractor will not disclose data or disseminate the contents of the final or any preliminary report without the express written permission of the Project Monitor.
- b. Permission to disclose information on one occasion or at public hearings held by the Chancellor's Office relating to the same shall not authorize Contractor to further disclose such information or disseminate the same on any other occasion.
- c. Contractor will not comment publicly to the press or any other media regarding its report, or the actions of the Chancellor's Office on the same, except to Chancellor's Office staff, Contractor's own personnel involved in the performance of this Agreement, or at a public hearing, or in response to questions from a legislative committee.
- d. If requested by Chancellor's Office, Contractor shall require each of its employees or officers who will be involved in the performance of this Agreement to agree to the above terms in a form to be approved by Chancellor's Office and shall supply Chancellor's Office with evidence thereof.
- e. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and nondisclosure of the same.

10. Provisions Relating to Data

- a. "Data" as used in this Agreement means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may for example, document research or experimental, developmental or engineering work, or be used to define a design or process or to support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form such as punched cards, magnetic tape or computer printouts, or may be retained in computer memory.
- b. "Proprietary data" is such data as the Contractor has identified in a satisfactory manner as being under Contractor's control prior to commencement of performance of this

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Agreement, and which Contractor has reasonably demonstrated as being of a proprietary nature either by reason of copyright, patent or trade secret doctrines in full force and effect at the time when performance of this Agreement is commenced. The title to "proprietary data" shall remain with the Contractor throughout the term of this agreement and thereafter. As to "proprietary data," the extent of Chancellor's Office access to the same and the testimony available regarding the same shall be limited to that reasonably necessary to demonstrate in a scientific manner to the satisfaction of scientific persons the validity of any premise, postulate or conclusion referred to or expressed in any deliverable hereunder.

- c. "Generated data" is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at the expense of the Chancellor's Office, together with complete documentation thereof, shall be treated hereunder in the same manner as "generated data." "Generated data" shall be the property of the Chancellor's Office unless and only to the extent that it is specifically provided otherwise herein.
- d. "Deliverable data" is that data which under the terms of this Agreement is required to be delivered to the Chancellor's Office and shall belong to the Chancellor's Office.
- e. As to "generated data" which is reserved to Contractor by the express terms hereof and as to any preexisting or "proprietary data" which has been utilized to support any premise, postulate or conclusion referred to or expressed in any deliverable hereunder, Contractor shall preserve the same in a form which may be introduced as evidence in a court of law at Contractor's own expense for a period of not less than three years after receipt by the Chancellor's Office of the final report herein.
- f. Prior to the expiration of such time and before changing the form of or destroying any such data, Contractor shall notify the Chancellor's Office of any such contemplated action and Chancellor's Office may, within thirty (30) days after said notification, determine whether it desires said data to be further preserved. If Chancellor's Office so elects, the expense of further preserving said data shall be paid for by the Chancellor's Office. Contractor agrees that Chancellor's Office may at its own expense have reasonable access to said data throughout the time during which said data is preserved. Contractor agrees to use his or her best efforts to furnish competent witnesses or to identify such competent witnesses to testify in any court of law regarding said data.

11. Ownership of Data And Reports

Data developed for this Agreement shall become the property of the Chancellor's Office. It shall not be disclosed without the permission of the Project Monitor. Each report shall also become the property of the Chancellor's Office and shall not be disclosed except in such manner and such time as the Project Monitor may direct.

12. Approval of Products and Deliverables

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(Standard Agreement)**

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- a. Each deliverable to be provided under this Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."

13. Waiver

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Agreement, or to require at any time performance by Contractor of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

14. Work by Chancellor's Office Personnel

Staff of the Chancellor's Office will be permitted to work side by side with Contractor's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, staff of the Chancellor's Office will be given access to all data, working papers, subcontracts, etc., which Contractor may seek to utilize.

Contractor will not be permitted to utilize staff of the Chancellor's Office for the performance of services that are the responsibility of Contractor unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Contractor for the services of employees of the Chancellor's Office while performing, coordinating or monitoring functions.

15. Changes in the Timing of Performance of Tasks

The timing for performance of the tasks may be changed by written approval of the Project Monitor. However, the date for completion of the Agreement and the total Agreement price, as well as all other terms not specifically excepted, may only be altered by formal amendment of this Agreement.

16. Travel and Per Diem

- a. For purposes of payment, Contractor's headquarters shall be the city designated in the signature block. Travel outside the State of California shall not be reimbursed without the prior written authorization of the Project Monitor, or unless otherwise expressly so provided in the terms of this Agreement.
- b. The travel and per diem rates allowed for Contractor, staff, and subcontractors shall be those currently set forth by the Department of General Services (see State Administrative Manual (SAM) chapter 0700 and Appendix (Travel Guide, S-1)) and Department of

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Personnel Administration (DPA) Rules (Cal. Code Regs., §§ 599.615, et seq.). These Rules are subject to change at any time. Travel expenditures not listed in the DPA Rules cannot be reimbursed.

- c. Contractor must use the Contractor's formally printed invoice or letterhead, and must sign and date the claim prior to submission to the Chancellor's Office for payment.
- d. Questions regarding reimbursable items and/or limits may be directed to the Chancellor's Office Accounting Administrator at (916) 327-5355.
- e. Itemized invoices, prepared in triplicate, stating Agreement number and social security number or federal identification number, shall be submitted to:

Accounting Unit
Chancellor's Office
California Community Colleges
1102 Q Street, Suite 4400
Sacramento, CA 95811-6539

17. Captions

The clause headings appearing in this agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

18. Accessibility for Persons with Disabilities

By signing the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. In addition, by signing this Agreement, Contractor further agrees to the following:

- a. Contractor shall, upon request by any person, make any materials produced with funds pursuant to this Agreement available in braille, large print, electronic text, or other appropriate alternate format. Contractor shall establish policies and procedures to respond to such requests in a timely manner.
- b. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Contractor, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- c. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

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- d. Contractor shall respond, and shall require its subcontractors to respond to and resolve any complaints regarding accessibility of its products and services as required by this section.
- e. Contractor and its subcontractors shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- f. Contractor shall incorporate the requirements of this section into all subcontracts.

19. Eligibility for Noncitizens

Funds provided under this Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to Section 401 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Contractor certifies that all of its employees and/or subcontractors are qualified pursuant to these provisions.

20. Performance Evaluation

If this Agreement involves Consultant Services, the performance of the Contractor shall be evaluated by the Project Monitor on a "Contract/Contractor Evaluation" form Std. 4. If the performance is unsatisfactory, the Contractor will be allowed to prepare a statement defending Contractor's performance. This statement must be received by the Project Monitor within thirty (30) days after Contractor's receipt of the evaluation.

The evaluation form and any related material will be kept on file at the Chancellor's Office.

21. Commissions and Contingency Agreements

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

22. Licenses and Permits

If the Contractor is an individual, firm or corporation, Contractor must be licensed to do business in California and shall obtain at his/her/its expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary, however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the Chancellor's Office a copy

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SPECIAL TERMS AND CONDITIONS

of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.

In the event, any license(s) and/or permit(s) expire at any time during the term of this Agreement, Contractor agrees to provide the Chancellor's office with a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the Chancellor's Office may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

23. Standards of Conduct

In addition to the Conflicts of Interests provisions in the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor hereby assures that, in administering this Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of the Agreement and to avoid any potential conflicts of interests in its administration.

- a. Every reasonable course of action will be taken by Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Agreement will be administered in an impartial manner. The Contractor, and its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, or special interest.
- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of Contractor will receive favorable treatment in the award of subcontracts or in educational or employment opportunities funded by this Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.
- e. Contractor shall not enter into any subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract under this Agreement with Contractor if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal. Code Regs., tit. 5, §§ 18741.1 and 18747.)

**EXHIBIT D
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2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract with Contractor, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
3. The spouse or immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract with Contractor if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangement or any part of the decisionmaking process relevant to this Agreement or the subcontract, or had any influence whatsoever in the making of this Agreement or the subcontract. (Gov. Code, §§ 1090, et seq.; and 87100.)

24. Follow-on Contracts

- a. By signing this Agreement, Contractor certifies that neither the Contractor nor any of its affiliates or subcontractors previously received a consulting services contract from the Chancellor's Office which resulted in a recommendation by Contractor, its affiliates or subcontractors for the provision of services, procurement of goods or supplies, or any other related action which is now to be provided or performed under this Agreement. (Pub. Contr. Code, § 10365.5.)
- b. For purposes of this section, "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling, or under common control with the Contractor. Control exists when an entity owns or directs more than fifty percent (50%) of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority.
- c. Should the Chancellor's Office determine, at any time, that the certification contained in paragraph a. is false or inaccurate, the Chancellor's Office may deem contractor to be in breach of this Agreement and may terminate the Agreement as provided in the Termination provisions of section 6.c. of Exhibit C to the Agreement. However, to the extent permissible by law, the Chancellor's Office or its designee, may waive the restrictions set forth in this section by written notice to the Contractor if the Chancellor's Office determines their application would not be in the best interest of the Chancellor's Office.
- d. Except as prohibited by law, the restrictions of this section will not apply to a Contractor, including any person, firm, or affiliate, that is awarded a subcontract of a consultant services contract which amounts to no more than 10 percent of the total monetary value of the consultant services contract.
- e. The restrictions set forth in this section are in addition to conflict of interest restrictions imposed on public Contractors by California law. In the event of any inconsistency, such conflict of interest laws override the provisions of this section, even if enacted after execution of this Agreement.

25. Statewide or Regional Projects

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

If this Agreement involves provision of coordination, technical assistance, or other services for the California Community Colleges system or for a particular region or group of colleges, Contractor agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

Contractor shall require all employees, consultants, and subcontractors to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional contract or grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Agreement.

26. Surveys

If this contract involves conducting a survey of community college faculty, staff, students, or administrators, Contractor shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Contractor from the Chancellor's Office or another source.

27. Safety and Accident Prevention

In performing work under this Contract on the premises of the Chancellor's Office, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the Chancellor's Office may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract in accordance with the default provisions hereof.

**California Community Colleges Chancellor's Office Agreement for the
CalWORKs Program
Riverside Community College District
Contract Agreement No. 15-0031**

2015-16 Work Statement

Exhibit F

Of the amount approved in the 2015-16 State Budget Act for the provision of specialized services for CalWORKs students, \$100,000 has been set-aside for statewide activities in support of local community college CalWORKs program operations. These funds will be used to engage in a variety of local technical assistance projects and activities.

The activities to be carried out under this agreement shall include all of the following:

1. Training

1.1 New CalWORKs Directors/Coordinators Training

Conduct new CalWORKs directors/coordinators training in September in Sacramento. Cover costs of CalWORKs Directors/Coordinators including per diem, travel expenses, lodging, hotel set-up fee, and training materials.

1.2 Statewide Training

Provide training and/or technical assistance on regulations, reporting procedures, budget, accountability, audit issues, best practices, technology, and any other CalWORKs-related issues.

2. Program Evaluations and Technical Assistance

2.1 Consulting Services

Provide consulting services to the community college system. Consulting services include consultant fees, travel and per diem expenses to be paid through this agreement.

3. Miscellaneous Activities

3.1 CalWORKs State Advisory Committee and Ad Hoc Task Groups

Support four meetings annually for CalWORKs state advisory committee and support ad hoc task force group meetings as needed to discuss, review, and recommend policy/issues related to CalWORKs. Meeting costs, travel and per diem expenses will be paid through this agreement.

3.2 Reproduction and Dissemination

Support the reproduction and distribution of reports and other materials for the CalWORKs programs. This may include, but is not limited to, reproduction and dissemination of flyers, brochures, posters, and manuals.

4. Administrative Support

4.1 Administrative Expenses

Provide necessary administrative and fiscal oversight to support the above activities. All participants attending meetings/trainings/program reviews who require travel reimbursement will receive the current state approved rates for lodging, meals, automotive and other transportation expenses.

California Community Colleges Chancellor's Office Agreement for the
CalWORKs Program
Riverside Community College District
Contract Agreement No. 15-0031

2015-16 BUDGET

Exhibit G

1.	Training	\$40,000
2.	Program Evaluation and Technical Assistance	\$30,000
3.	Miscellaneous Activities	<u>\$20,000</u>
	Subtotal	\$90,000
4.	Administrative Support	<u>\$10,000</u>
	Grand Total	<u>\$100,000</u>

**California Community Colleges Chancellor's Office Agreement for the
CalWORKs Program
Riverside Community College District
Contract Agreement No. 15-0031**

2015-16 BUDGET SPECIFICS

Exhibit G

1. Training	\$40,000
1.1 New CalWORKs Directors/Coordinators Training New CalWORKs Directors/Coordinators Training In September 2015 in Sacramento to cover costs of New CalWORKs Directors/Coordinators including per diem, travel expenses, lodging, hotel set-up fee, and training materials.	
1.2 Statewide Training Provide training and/or technical assistance on regulations, reporting procedures, budget, accountability, audit issues, best practices, technology, and any other CalWORKs-related issues.	
2. Program Evaluation and Technical Assistance	\$30,000
2.1 Consulting Services Onsite targeted technical assistance and support for up to 10 college site visits, as well as consulting fees to provide consulting services to the community college system. Costs include consultant fees, travel and per diem expenses.	
3. Miscellaneous Activities	\$20,000
3.1 CalWORKs State Advisory Committee and Ad Hoc Task Groups Support four meetings annually for CalWORKs state advisory committee and support ad hoc task force group meetings as needed to discuss, review, and recommend policy/issues related to CalWORKs. Meeting costs, travel and per diem expenses will be paid through this agreement.	
3.2 Reproduction and Dissemination Support the reproduction and distribution of reports and other material that would be of value to CalWORKs programs. This may include, but is not limited to, reproduction and dissemination of flyers, brochures, posters, and manuals.	
	Subtotal
	\$90,000
4. Administrative Support	\$10,000
4.1 Administrative Expenses Provide necessary administrative and fiscal oversight to support the above activities.	
	Grand Total
	\$100,000

**CCC- 1005 (Chancellor's Office, California Community Colleges)
Contractor Certification Clauses (Rev. 12/06)**

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Riverside Community College District		<i>Federal ID Number</i> 33-0831357
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Aaron S. Brown, Vice Chancellor Business & Financial Services		
<i>Date Executed</i>	<i>Executed in the County of</i> Riverside	

CONTRACTOR CERTIFICATION CLAUSES

1. Statement of Compliance (Nondiscrimination)

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code, § 12990 (a-f) and Cal. Code Regs., tit. 2, § 8103.) (Not applicable to public entities.)

2. Drug-Free Workplace Requirements

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The person's or organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation and employee assistance programs;and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed or resulting Agreement will:
 1. Receive a copy of the company's drug-free workplace policy statement; and,
 2. Agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future state contracts or agreements if the Chancellor's Office determines that any of the following has occurred: (1) the Contractor has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (Gov. Code, §§ 8350 et seq.)

3. National Labor Relations Board Certification

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contr. Code, § 10296.) (Not applicable to public entities.)

4. Contracts or Agreements for Legal Services \$50,000 or More – Pro Bono Requirement

Contractor hereby certifies that Contractor will comply with the requirements of section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the Agreement equal to the lesser of either:

- a. 30 multiplied by the number of full time attorneys in the firm's offices in the state, with the number of hours prorated on an actual day basis for any Agreement period of less than a full year; or
- b. 10% of its Agreement with the Chancellor's Office.

Failure to make a good faith effort may be cause for non-renewal of a state contract or agreement for legal services, and may be taken into account when determining the award of future contracts or agreements with the state for legal services.

5. Expatriate Corporations

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code sections 10286 and 10286.1, and is eligible to contract with the State of California.

6. Sweatfree Code Of Conduct

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the Chancellor's Office pursuant to the Contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further declares under penalty of perjury that it adheres to the Sweatfree Code of Conduct as set forth

on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

- b. Contractor agrees to cooperate fully in providing reasonable access to the Contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the Chancellor's Office, the Department of Industrial Relations, or the Department of Justice to determine the Contractor's compliance with the requirements under paragraph a.

7. Debarment, Suspension, And Other Responsibility Matters

If the Agreement for which this Certification is being executed is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. Contractor certifies that Contractor and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Certification.

8. Domestic Partners

If the amount of this Agreement equals or exceeds \$100,000 or if this Agreement, together with any other contracts Contractor may have with the Chancellor's Office, equals or exceeds \$100,000 during any fiscal year, then Contractor certifies that it will provide the same benefits to an employee with a registered domestic partner that it provides to an employee with a spouse in accordance with the provisions of Public Contract Code section 10295.3. For any Agreement not covered by these requirements, Contractor may elect to offer domestic partner benefits to Contractor's employees in accordance with Public Contract Code section 10295.3. However, Contractor cannot require an employee to cover the costs of providing any benefits that have otherwise

been provided to all employees regardless of marital or domestic partner status. (Pub. Contr. Code, § 10295.3(d).)

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the Chancellor's Office.

1. Conflicts of Interests

Contractor needs to be aware of the following provisions regarding current or former state employees, including current or former Chancellor's Office employees or district employees working at the Chancellor's Office on an Interjurisdictional Exchange (IJE). If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the Chancellor's Office must be contacted immediately for clarification.

Current State Employees (Pub. Contr. Code, § 10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contr. Code, § 10411):

1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract or agreement in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract or agreement while employed in any capacity by any state agency.
2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract or agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract or agreement within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contr. Code, § 10420.)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contr. Code, § 10430(e).)

2. Labor Code/Workers' Compensation

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Contractor affirms it will comply with such provisions before commencing the performance of the work of this Agreement. (Lab. Code, § 3700.)

3. Americans With Disabilities Act

Contractor assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)

4. Contractor Name Change

An Amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the Chancellor's Office will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

5. Corporate Qualifications to Do Business in California

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in Revenue & Tax Code section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. Resolution

A county, city, district, or other local public body must provide the Chancellor's Office with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. Air or Water Pollution Violation

Under the state laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. (Gov. Code, § 4477.)

8. Payee Data Record Form (Std. 204)

This form must be completed by all contractors that are not another state agency or other government entity.

Agenda Item (VI-B-7)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

Background Narrative:

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles.

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

Attachments:

[Out of State Travel_011916](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: January 19, 2016

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

Revisions:

- 1) Ms. Emily Hun, assistant professor, health, human and public services, Moreno Valley College, to travel to Arlington, Virginia, November 8-15, 2015, to attend the Physician Assistant Education Association Annual Conference. Estimated cost: \$3,044.99. Funding source: Song-Brown grant fund. (The total cost of travel increased to \$4,532.19; an increase of \$1,487.20. Estimated airfare went from \$500 to \$1,087.20 and upon arrival at the conference there was a \$900 additional registration fee which the traveler was unaware of.)
- 2) Mr. Nathan Miller, secretary, board of trustees, to travel to Washington D.C., February 5-11, 2016, to attend the 2016 ACCT Community College National Legislative Summit. Estimated cost: \$3,944.20. Funding source: Riverside Community College District General fund. (Travel dates have changed from February 5-11, 2016 to February 6-11, 2016.)

Current:

Moreno Valley College

- 1) Ms. Micki Poole Clowney, director, student services upward bound math and science program, to travel to San Antonio, Texas, February 6-10, 2016, to attend TRiO Priority Training Recordkeeping and Reporting. Estimated cost: \$2,211.68. Funding source: \$1,688.68 to be paid by Upward Bound Math & Science grant fund and \$523 to be paid by ACES Program.
- 2) Ms. Frankie Moore, coordinator, student services, to travel to Washington D.C., March 9-16, 2016, to accompany six (6) students to the American Student Association of Community Colleges National Student Advocacy Conference. Estimated cost: \$17,799.26. Funding source: ASMVC fund.
- 3) Ms. Angel Orta-Perez, outreach specialist, student services upward bound math and science, to San Antonio, Texas, February 6-8, 2016, to attend TRiO Priority Training Recordkeeping and Reporting. Estimated cost: \$1,019.07. Funding source: Upward Bound Math & Science grant fund.

Norco College:

- 1) Ms. Eva Amezola, director, upward bound math and science, to travel to Washington D.C., March 6-9, 2016, to attend the Council for Opportunity in Education 36th Annual Policy Seminar. Estimated cost: \$2,568.20. No cost to District. Funding source: All costs to be paid by Western Association of Educational Opportunity Personnel.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: January 19, 2016

Riverside City College:

- 1) Dr. Sandra Baker, dean, school of nursing, to travel to Atlanta, Georgia, January 24-26, 2016, to attend the Accreditation Commission for Education in Nursing Evaluation Review Panel Meeting. No cost to District. Estimated cost: \$1,212.76. Funding source: All costs to be paid by Accreditation Commission for Education in Nursing.
- 2) Dr. Sandra Baker, dean, school of nursing, to travel to Atlanta, Georgia, March 31 through April 2, 2016, to attend the Accreditation Commission for Education in Nursing Team Chair Captain. No cost to District. Estimated cost: \$991.36. Funding source: All costs to be paid by Accreditation Commission for Education in Nursing.
- 3) Dr. Amber Casolari, associate professor, economics, to travel to Oxford, England, March 20-23, 2016, to attend the 18th Annual International Symposium on Women and Education. Estimated cost: \$3,426. Funding source: \$2,400 to be paid by Riverside City College General fund, and \$1,026 to be paid by traveler.
- 4) Dr. Dariush Haghghat, professor, political science, to travel to New York, New York, March 25 through April 3, 2016, to accompany fourteen (14) students to the National Model United Nations Conference. Estimated cost: \$32,474.97. Funding source: \$17,974.94 to be paid by Riverside City College General fund, \$9,500 to be paid by ASRCC, and \$5,000 to be paid by Friends of Forensics.
- 5) Mr. Ervin Slavick, professor, political science, to travel to New York, New York, March 25 through April 3, 2016, to attend the National Model United Nations Conference. Estimated cost: \$4,710.97. Funding Source: Riverside City College General fund.
- 6) Mr. Michael Haley, assistant dean, center for international students and programs, to travel to Washington, D.C., February 9-13, 2016, to attend the American Association of State Colleges and Universities/National Association of Foreign Student Advisors, Institute for New Senior International Officers Conference. Estimated cost: \$2,512.02. Funding source: Riverside City College General fund.

Agenda Item (VI-B-8-a)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	2016-2017 Nonresident Tuition and Capital Outlay Surcharge Fees
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees adopt a nonresident tuition Fee rate of \$211 per unit and a capital outlay surcharge fee rate of \$57 per unit for FY 2016-2017; and direct staff to promulgate these charges via the 2016-2017 catalog, schedule of classes, and other appropriate materials.

Background Narrative:

Education Code Section 76140 requires California community college districts to establish a nonresident tuition fee rate by Board action prior to February 1 each year for the succeeding academic year.

For fiscal year 2015-2016, the District's nonresident tuition fee rate is \$200 per unit. The calculated statewide average rate for fiscal year 2016-2017 is \$211 per unit. The calculated District average rate for FY 2016-2017 is \$202. The District's colleges recommend using the calculated statewide average rate of \$211 for FY 2016-2017.

Education Code Section 76141 also authorizes California Community College Districts to charge nonresident students, except for AB 540 nonresident students who have attended high school in California and received a high school diploma or its equivalent, a capital outlay surcharge amount not to exceed the amount expended for capital outlay in the preceding year, divided by the total full-time equivalent students.

For FY 2015-2016, the District's capital outlay surcharge fee rate is \$36 per unit. The District's calculated rate is \$57 per unit for FY 2016-2017. The District's colleges recommend using the calculated rate of \$57 per unit for fiscal year 2016-2017.

Upon approval, staff will promulgate these charges via the 2016-2017 catalog, schedule of classes, and other appropriate materials.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Norm Godin, Vice President, Business Services, MVC
Beth Gomez, Vice President, Business Services (Norco)
Mazie Brewington, Vice President, Business Services (Riv)

Attachments:

[01192016_2016-2017 Non Resident Fees Worksheet](#)

California Community Colleges 2016-17 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2016-17 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2014-15 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$7,172,481,662	\$ _____	\$ _____
B. Annual Attendance FTES (Recal 2014-15)	1,181,923	_____	_____
C. Average Expense of Education per FTES (A ÷ B)	\$6,068	\$ _____	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x 1.041	x 1.041	x 1.041
E. Average Cost per FTES for Tuition Year (C x D)	\$6,316	\$ _____	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	\$211 (\$141)	\$ _____	\$ _____
G. Highest year Statewide average – Semester (Qtr)	\$211 (\$141)	\$ _____	\$ _____
H. Comparable 12 state average – Semester (Qtr)	\$397 (\$265)	\$ _____	\$ _____

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, and nonresident students; Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2011-12 through 2014-15 is \$211 per semester unit or \$141 per quarter unit (2014-15).

Option 7. The average of the nonresident tuition fees of public community colleges in 2014-15 of no less than 12 states comparable to California in cost of living is \$380 per semester unit or \$253 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its _____, 20____ meeting adopted a **nonresident tuition fee** of \$ _____ per semester unit or \$ _____ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- 1. Statewide average cost, per column 1.
- 2. District average cost, per column 2.
- 3. District average cost with 10% or more noncredit FTES, per column 3.
- 4. Contiguous district. _____ . (*Specify district and its fee*).
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
- 6. Statewide average cost, from 2014-15 (\$211 per semester unit; \$141 per quarter unit).
- 7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2014-15 \$ _____
- b. FTES for 2014-15 _____
- c. Capital outlay expense per FTES (*line a divided by line b*) _____
- d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) _____

OR

- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2016-17 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2015-16 Nonresident Tuition Fee*) _____

The district governing board at its _____, 20____ meeting adopted a **nonresident capital outlay fee** of \$ _____ per semester unit or \$ _____ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2016, please submit a copy of this report by February 15, 2016 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

District _____

Contact Person _____

Phone Number & email _____

Agenda Item (VI-B-8-b)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

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

Attachments:

[01192016_Surplus Property List](#)

**SURPLUS EQUIPMENT
 JANUARY 19, 2016**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	GATEWAY	LAPTOP	M460-MAI	00355991961	026226
1	GATEWAY	LAPTOP	M460-MAI	0035991968	026222
1	GATEWAY	LAPTOP	M460-MAI	0035991980	026221
1	GATEWAY	LAPTOP	M460-MAI	0035991976	026215
1	FUJITSU	LAPTOP	T4020	RC405029	038080
1	GATEWAY	LAPTOP	M460-MAI	0037125930	032746
1	GATEWAY	LAPTOP	M460-MAI	0035991973	031333
1	GATEWAY	LAPTOP	M460-MAI	0035991958	026218
1	GATEWAY	LAPTOP	M460-MAI	0035991974	031330
1	DELL	LAPTOP	200F	93J0TH1	037975
1	DELL	LAPTOP	200F	44J0TH1	037976
1	GATEWAY	LAPTOP	M460-MAI	0035759017	031297
1	GATEWAY	LAPTOP	M460-MAI	0035991957	026223
1	GATEWAY	LAPTOP	M460-MAI	0035991971	026219
1	GATEWAY	LAPTOP	M460-MAI	0035991975	026220
1	GATEWAY	LAPTOP	M460-MAI	0035991972	026228
1	HP	PRINTER	BOIS-0302-01	CN13R519497	025421
1	GATEWAY	LAPTOP	M460-MAI	0035991960	031332
1	GATEWAY	LAPTOP	M460-MAI	0035940610	026196
1	GATEWAY	LAPTOP	M460-MAI	0035991970	026224
1	GATEWAY	LAPTOP	M460-MAI	0035940619	031291
1	GATEWAY	LAPTOP	M460-MAI	0035991978	031334
1	GATEWAY	LAPTOP	M460-MAI	0035991977	031329
1	GATEWAY	LAPTOP	M460-MAI	0035940640	NO ASSET
1	GATEWAY	LAPTOP	M460-MAI	0035940611	026211
1	GATEWAY	LAPTOP	M460-MAI	0035940615	031288
1	GATEWAY	LAPTOP	M460-MAI	0035940646	032681
1	GATEWAY	LAPTOP	M460-MAI	0035940647	026206
1	GATEWAY	LAPTOP	M460-MAI	0035991963	026227
1	GATEWAY	LAPTOP	M460-MAI	0035991959	031328
1	GATEWAY	LAPTOP	M460-MAI	0035991969	026225
1	GATEWAY	LAPTOP	M460-MAI	0035991964	026230
1	GATEWAY	LAPTOP	M460-MAI	0035991967	026229
1	GATEWAY	LAPTOP	M460-MAI	0035991979	031331
1	GATEWAY	LAPTOP	M460-MAI	0035991965	031327
1	GATEWAY	LAPTOP	M460-MAI	0035991962	026217
1	GATEWAY	SERVER	7400	0023629413	018044
1	GATEWAY	MONITOR	500G	MR-957-50H-01474	026240
1	GATEWAY	MONITOR	500G	MR-957-50H-01478	026233
1	GATEWAY	MONITOR	500G	MR-957-50H-01860	026244
1	GATEWAY	MONITOR	500G	MR-957-50H-01477	026238
1	GATEWAY	MONITOR	500G	MR-957-50H-01501	026241
1	GATEWAY	MONITOR	500G	MR-957-50H-01482	026242
1	VIEWSONIC	MONITOR	VCLDS23895-1W	A1A023001006	019989
1	GATEWAY	LAPTOP	SOLOPRO 9300	CT00106567	014514
1	DELL	LAPTOP	PP18L	CN-0WM416-12961-76L-4394	036369
1	DELL	LAPTOP	PP18L	CN-0WM416-12961-76R-551	036305
1	GATEWAY	MONITOR	FPD1730	QSR733010098	021055
1	GATEWAY	MONITOR	500G	MR--957-50H-01484	026239
1	LENOVO	MONITOR	L197WA	VIKL130	038902
1	GATEWAY	MONITOR	FPD1530	MUL5022J0001700	024965
1	OPTIQUEST	MONITOR	VS11201	Q5W06171253	032637
1	DELL	MONITOR	1704FPTt	CN-0Y4299-71618-54P-AN01	026317
1	GATEWAY	MONITOR	TFT1980PSt	MW871BOE03021	033621
1	GATEWAY	MONITOR	FPD1520	LIC 152A4500	019160
1	GATEWAY	MONITOR	TFT1980PSt	MW663BOC09205	034720
1	DELL	MONITOR	P190St	CN-09TVYF-72872-22N-39G	48175
1	GATEWAY	MONITOR	FPD1730	MUL7007K00-19367	025753

**SURPLUS EQUIPMENT
 JANUARY 19, 2016**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	GATEWAY	MONITOR	TFT1980PSt	MW861-BOH-08281	034580
1	DELL	MONITOR	P190ST	CN-09TVYF-72872-21F-0G8F	48177
1	HP	PRINTER	Q5933A	CNG1D26792	026720
1	GATEWAY	CPU	E-6610D	0039395721	036482
1	DELL	CPU	71T9	31TSQJ1	038714
1	GATEWAY	CPU	E-4500D	0039039916	033930
1	LENOVO	CPU	CTO	L3A1925	040298
1	APPLE	CPU	A1047		023300
1	APPLE	CPU	A1047		033713
1	APPLE	CPU	A1047		033739
1	GATEWAY	CPU	E3400	0022452478	017010
1	GATEWAY	CPU	E4610D	0039038973	033992
1	APPLE	CPU	A1047		036830
1	GATEWAY	CPU	E6500	003668313	034736
1	DELL	CPU	DCSMIF	F6HP3P1	042821
1	LENOVO	CPU	CTO	L3A1938	038910
1	GATEWAY	CPU	E6500	0036683821	034751
1	DELL	CPU	A3.6/1.8A	GKYMBP1	043433
1	GATEWAY	CPU	7620	4620836-0001	037778
1	GATEWAY	CPU		0012633333	012976/020522
1	LENOVO	CPU	CTO	L3A1935	040300
1	GATEWAY	CPU	E6610D	0004500363	036809
1	GATEWAY	CPU	E400	0030255624	021950
1	GATEWAY	CPU	E6610D	0004567797	039074
1	DELL	CPU	DCSMIF	GKXMBP1	043435
1	DELL	CPU	DCSMIF	HGOTSQJ1	038715
1	DELL	CPU	DCSMIF	D992BD1	NO ASSET
1	GATEWAY	CPU	G6-350	0012633934	012965
1	DELL	CPU	760	H7HQJ1	038724
1	DELL	CPU	760	4SRROJ1	038695
1	GATEWAY	CPU	E4000	0030253896	039651
1	LENOVO	CPU		MJKNRF9	042957
1	LENOVO	CPU		MJKNRG4	042962
1	GATEWAY	CPU	E4300	0034956342	025511
1	GATEWAY	CPU	E6100	0033222445	021344
1	APPLE	CPU			036823
1		CPU			012317/020521
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54S-97FL	031095
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54S-92TL	031102
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54S-OJUS	031014
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54S-91CL	031098
1	DELL	MONITOR	1907FPVt	CN-OC553H-74445-923-A375	038532
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54P-OKL5	030866
1	DELL	MONITOR	1704FPTt	CN-OY4299-71618-54P-AN56	030811
1	DELL	MONITOR	1907FPVt	CN-OC553H-74445-923-A365	038535
1	DELL	MONITOR	E173FPb	CN-044931-46633-559-6NWM	026682
1	DELL	MONITOR	E173FPb	CN-044931-46633-559-6PWM	026680
1	DELL	MONITOR	E173FPb	CN-044931-46633-559-6RZM	026677
1	DELL	MONITOR	E173FPb	CN-044931-46633-559-71TM	026676
1	DELL	MONITOR	E173FPb	CN-OD5428-72872-54P-5Y1L	026683
1	GATEWAY	MONITOR	TFT1980PSt	MW663BOC09221	034711
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-544-8GLS	031070
1	DELL	MONITOR	E173FPf	CN-OD5428-72872-54S-97YL	031068
1	DELL	MONITOR	E173FPf	CN-OU44931-46633-559-6NT	034728
1	DELL	MONITOR	1907FPVt	CN-OC553H-74445-923-A343	038541
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-559-6PGM	026679
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-531-03GT	026675
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-559-6PMI	026681

**SURPLUS EQUIPMENT
 JANUARY 19, 2016**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	DELL	MONITOR	E173FPb	CN-044931-46633-559-71LM	026673
1	DELL	MONITOR	1907FPVt	CN-OC553H-71618-884-A646	038533
1	GATEWAY	MONITOR	FPD1765	MPC5B50H01767	025378
1	DELL	MONITOR	1907FPVt	CN-OC553H-74445-923-A363	038543
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-559-6RLN	026671
1	DELL	MONITOR	E173FPG	CN-OD5428-72872-54S-6M3L	030870
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-559-5PLM	0266669
1	DELL	MONITOR	E173FPb	CN-OU4931-46633-559-6RJN	026670
1	GATEWAY	MONITOR	TF17180PSt	MW663BOC09215	034719
1	DELL	MONITOR	E173FPb	CNOU4931-46633-559-5RCM	026674
1	GATEWAY	MONITOR	FPD1965	MPH5A50H06916	031342
1	DELL	MONITOR	1907FPVt	CN-OC553H-71618-884-A033	038534
1	DELL	CPU	OPTIPLEX	GV568J1	038346
1	GATEWAY	CPU	E6500	0036683810	034748
1	GATEWAY	CPU	E6500	0036683251	033514
1	GATEWAY	CPU	E6500	0036683820	034746
1	DELL	CPU	OPTIPLEX	GD65MJ1	038548
1	DELL	CPU	OPTIPLEX	5F65MJI	038546
1	GATEWAY	CPU	E6500	0036683835	034734
1	GATEWAY	CPU	E6500	0036683256	033511
1	DELL	CPU	OPTIPLEX	BD65MJ1	038547
1	GATEWAY	CPU	E6500	0036683246	033520
1	GATEWAY	CPU	E6500	0036683815	034745
1	DELL	CPU	OPTIPLEX	3F65MJ1	038545
1	GATEWAY	CPU	E6500	0036683824	034754
1	DELL	CPU	OPTIPLEX	0036683814	034739
1	DELL	CPU	OPTIPLEX	0036683819	034747
1	GATEWAY	CPU	E4300	0035001832	025384
1	DELL	CPU	OPTIPLEX	0036683818	034959
1	GATEWAY	CPU	E6500	0036683826	034738
1	GATEWAY	CPU	OPTIPLEX	0036683263	035518
1	DELL	CPU	OPTIPLEX	0036122930	031343
1	DELL	CPU	OPTIPLEX	0036683829	034758
1	GATEWAY	CPU	E6100	0033136470	023441
1	GATEWAY	CPU	E6500	0036683255	033515
1	DELL	CPU	E6500	0036363105	031552
1	DELL	CPU	E6500	0036683834	034750
1	DELL	CPU	E6500	0036683811	034735
1	DELL	CPU	OPTIPLEX	143YN71	026616
1	DELL	CPU	OPTIPLEX	B43YN71	026621
1	DELL	CPU	OPTIPLEX	JF3VN71	031026
1	DELL	CPU	OPTIPLEX	2F3VN71	NO ASSET
1	DELL	CPU	OPTIPLEX	7F3VN71	031025
1	DELL	CPU	PRECISION	1NR1P71	030393
1	DELL	CPU	PRECISION	GTR1P71	030395
1	DELL	CPU	PRECISION	FNR1P71	030396
1	DELL	CPU	OPTIPLEX	FSR1P71	030384
1	DELL	CPU	PRECISION	3RR1P71	031265
1	DELL	CPU	OPTIPLEX	B33YN71	026617
1	DELL	CPU	OPTIPLEX	F43YN71	026613
1	DELL	CPU	OPTIPLEX	3F3VN71	NO ASSET
1	DELL	CPU	OPTIPLEX	743YN71	026619
1	DELL	CPU	OPTIPLEX	DTTX771	030217
1	DELL	CPU	OPTIPLEX	2WRQM71	031022
1	DELL	CPU	PRECISION	9MR1P71	030391
1	DELL	CPU	PRECISION	CPRI71	030388
1	DELL	CPU	PRECISION	9QR1P71	030382
1	DELL	CPU	OPTIPLEX	8TRQM71	031029

SURPLUS EQUIPMENT
JANUARY 19, 2016

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	DELL	CPU	PRECISION	F95KP61	024622
1	DELL	CPU	PRECISION	BVR1P71	030390
1	DELL	CPU	OPTIPLEX	8F6YN71	026649
1	DELL	CPU	OPTIPLEX	G43YN71	026620
1	DELL	CPU	OPTIPLEX	353YN71	026623
1	DELL	CPU	OPTIPLEX	6G3VN71	030844
1	DELL	CPU	OPTIPLEX	FRRQM71	NO ASSET
1	DELL	CPU	PRECISION	DKR1P71	030376
1	DELL	CPU	PRECISION	1LR1P71	030380
1	DELL	CPU	PRECISION	HVR1P71	030387
1	DELL	CPU	OPTIPLEX	253YN71	026624
1	DELL	CPU	PRECISION	7KR1P71	030378
1	DELL	CPU	PRECISION	2QR1P71	030381
1	DELL	CPU	OPTIPLEX	DG6YN71	026647
1	DELL	CPU	OPTIPLEX	313YN71	NO ASSET
1	DELL	CPU	OPTIPLEX	533YN71	026625
1	DELL	CPU	PRECISION	8D3YN71	031047
1	DELL	CPU	PRECISION	7LR1P71	030394
1	DELL	CPU	PRECISION	HQR1P71	030379
1	DELL	CPU	PRECISION	DJR1P71	030392
1	DELL	CPU	PRECISION	4PR1P71	030386
1	DELL	CPU	OPTIPLEX	H33YN71	026615
1	DELL	CPU	OPTIPLEX	GCORJ71	030829
1	DELL	CPU	OPTIPLEX	5H3VN71	NO ASSET
1	DELL	CPU	OPTIPLEX	2D3VN71	030837
1	DELL	CPU	OPTIPLEX	CC3VN71	030857
1	DELL	CPU	OPTIPLEX	B23YN71	026622
1	DELL	CPU	OPTIPLEX	F30VN71	030820
1	DELL	CPU	OPTIPLEX	1F3VN71	NO ASSET
1	DELL	CPU	PRECISION	6SR1P71	030374
1	DELL	CPU	PRECISION	BRR1P71	030377
1	DELL	CPU	PRECISION	9NR1P71	03072
1	DELL	CPU	PRECISION	9TR1P71	030373
1	DELL	CPU	PRECISION	FLR1P71	030375
1	DELL	CPU	PRECISION	3TR1P71	030385
1	DELL	CPU	PRECISION	2MR1P71	030383
1	DELL	CPU	PRECISION	7V1P71	030389

Agenda Item (VI-B-8-c)

Meeting	1/19/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

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

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

Attachments:

[01192016_Notices of Completion](#)

COMPLETED PROJECTS

January 19, 2016

Project

ECE Roof Replacement at RCC
Huntley Gym Hot Water Piping Replacement at RCC
Weight Room HVAC Remodel at RCC

Contractor

Commercial Roofing Systems, Inc.
Plumbing, Piping & Construction, Inc.
Allison Mechanical, Inc.

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

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

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
							T:	CTY	UNI

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 1533 Spruce Street, Riverside, CA 92507
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/19/2016. The work done was:
ECE Roof Replacement
- The name of the contractor, if any, for such work of improvement was _____
Commercial Roofing Systems, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 01/19/2016

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

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

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

Executed on January 20, 20 16, at Riverside, California.

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

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

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

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							T:	CTY	UNI

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 1533 Spruce Street, Riverside, CA 92507
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/19/2016. The work done was:
Huntley Gym Hot Water Piping Replacement
- The name of the contractor, if any, for such work of improvement was _____
Plumbing, Piping & Construction, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 01/19/2016

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

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

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

Executed on January 20, 20 16, at Riverside, California.

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

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

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

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
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T:							CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 1533 Spruce Street, Riverside, CA 92507
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/19/2016. The work done was:
Weight Room HVAC Remodel at RCC
- The name of the contractor, if any, for such work of improvement was Allison Mechanical, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(if no street address has been officially assigned, insert "none")

Dated: 01/19/2016

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

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

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

Executed on January 20, 20 16, at Riverside, California.

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

Agenda Item (VII-A)

Meeting 1/19/2016 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report
College/District District
Information Only

Background Narrative:

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

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

Attachments:

[01192016_Monthly Financial Report \(July-December 2015\)](#)

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

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

Fund 11, Resource 1000 is the primary operating fund of the District. It is used to account for those transactions that, in general, cover the full scope of operations of the entire District. All transactions, expenditures and revenue are accounted for in the general operating resource unless there is a compelling reason to report them elsewhere. Revenues received by the District from state apportionments, county or local taxes are deposited in this resource.

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 149,281,413	\$ 176,965,511	\$ 176,965,511	\$ 83,317,726
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	0	56,714	56,714	0
District Bookstore (Resource 1110)	250,000	612,035	612,035	214,961
Total Revenues	\$ 149,531,413	\$ 177,634,260	\$ 177,634,260	\$ 83,532,687
Expenditures				
Academic Salaries	\$ 67,800,981	\$ 72,997,146	\$ 72,941,259	\$ 32,761,666
Classified Salaries	28,182,877	30,970,619	30,897,734	13,912,496
Employee Benefits	30,768,316	36,858,835	36,862,160	13,825,309
Materials & Supplies	1,705,643	2,222,356	2,224,803	638,252
Services	14,852,358	35,390,875	35,342,311	7,418,983
Capital Outlay	2,280,304	977,066	1,148,630	238,946
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	326,630	665,157	665,157	332,578
Center for Social Justice and Civil Liberties (Resource 1120)	110,900	159,847	159,847	55,450
Federal Work Study (Resource 1190)	304,157	338,342	338,342	136,102
Veteran Services (Resource 1190)	4,842	4,842	4,842	4,842
Interfund Transfer to:				
Resource 4130	1,270,000	1,270,000	1,270,000	635,000
Total Expenditures	\$ 147,607,008	\$ 181,855,085	\$ 181,855,085	\$ 69,959,624
Revenues Over (Under) Expenditures	\$ 1,924,405	\$ (4,220,825)	\$ (4,220,825)	\$ 13,573,063
Beginning Fund Balance	12,743,536	14,667,941	14,667,941	14,667,941
Ending Fund Balance	\$ 14,667,941	\$ 10,447,116	\$ 10,447,116	\$ 28,241,004
Ending Cash Balance				\$ 30,587,780

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

Parking was created to capture the financial activities of the parking operations at each campus. The primary revenue source is parking permit fees. Parking also receives revenue from parking meters and parking citations. Expenditures are for operational costs that are split between Parking and College Safety and Police, and 100% of capital outlay costs that directly benefit parking operations.

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,798,691	\$ 2,910,696	\$ 2,910,696	\$ 1,199,617
Expenditures				
Classified Salaries	\$ 1,550,221	\$ 1,666,852	\$ 1,666,852	\$ 751,576
Employee Benefits	592,060	662,232	662,232	252,004
Materials & Supplies	31,461	52,017	52,017	17,025
Services	697,161	717,153	717,438	315,057
Capital Outlay	127,945	201,550	201,265	12,833
Total Expenditures	\$ 2,998,848	\$ 3,299,804	\$ 3,299,804	\$ 1,348,495
Revenues Over (Under) Expenditures	\$ (200,157)	\$ (389,108)	\$ (389,108)	\$ (148,878)
Beginning Fund Balance	163,175	(36,982)	(36,982)	(36,982)
Ending Fund Balance	\$ (36,982)	\$ (426,090)	\$ (426,090)	\$ (185,860)
Ending Cash Balance				\$ (201,803)

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

Student Health Services was established to account for the financial activities of the student health programs at each of the District's three colleges.

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,461,427	\$ 1,482,293	\$ 1,482,293	\$ 588,540
Expenditures				
Academic Salaries	\$ 418,712	\$ 442,863	\$ 442,863	\$ 215,917
Classified Salaries	410,399	638,821	638,821	228,686
Employee Benefits	187,091	364,050	364,050	96,590
Materials & Supplies	81,492	103,900	103,900	34,333
Services	203,338	301,825	301,825	121,877
Capital Outlay	19,853	28,413	28,413	5,277
Total Expenditures	\$ 1,320,885	\$ 1,879,872	\$ 1,879,872	\$ 702,680
Revenues Over (Under) Expenditures	\$ 140,542	\$ (397,579)	\$ (397,579)	\$ (114,140)
Beginning Fund Balance	2,048,836	2,189,378	2,189,378	2,189,378
Ending Fund Balance	\$ 2,189,378	\$ 1,791,799	\$ 1,791,799	\$ 2,075,238
Ending Cash Balance				\$ 2,015,680

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Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 176,659	\$ 177,806	\$ 177,806	\$ 49,447
Expenditures				
Academic Salaries	\$ 4,243	\$ 4,317	\$ 4,317	\$ 2,050
Classified Salaries	88,299	91,752	91,752	59,702
Employee Benefits	24,381	26,021	26,021	10,977
Materials & Supplies	390	550	1,550	312
Services	63,914	80,986	79,986	11,035
Total Expenditures	\$ 181,227	\$ 203,626	\$ 203,626	\$ 84,076
Revenues Over (Under) Expenditures	\$ (4,568)	\$ (25,820)	\$ (25,820)	\$ (34,629)
Beginning Fund Balance	(232,374)	(236,942)	(236,942)	(236,942)
Ending Fund Balance	\$ (236,942)	\$ (262,762)	\$ (262,762)	\$ (271,571)
Ending Cash Balance				\$ (271,571)

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Performance Riverside is used to record the revenues and expenditures associated with Performance Riverside activities.

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 289,260	\$ 335,721	\$ 335,721	\$ 205,059
Intrafund Transfer from				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	137,500
Total Revenues	<u>\$ 564,260</u>	<u>\$ 610,721</u>	<u>\$ 610,721</u>	<u>\$ 342,559</u>
Expenditures				
Academic Salaries	\$ 7,008	\$ 8,431	\$ 8,431	\$ 1,910
Classified Salaries	164,014	172,016	172,016	89,660
Employee Benefits	72,332	75,183	75,183	29,744
Materials & Supplies	12,738	11,163	24,013	18,706
Services	204,823	212,413	199,563	172,389
Total Expenditures	<u>\$ 460,915</u>	<u>\$ 479,206</u>	<u>\$ 479,206</u>	<u>\$ 312,409</u>
Revenues Over (Under) Expenditures	\$ 103,345	\$ 131,515	\$ 131,515	\$ 30,150
Beginning Fund Balance	<u>(909,778)</u>	<u>(806,433)</u>	<u>(806,433)</u>	<u>(806,433)</u>
Ending Fund Balance	<u>\$ (806,433)</u>	<u>\$ (674,918)</u>	<u>\$ (674,918)</u>	<u>\$ (776,283)</u>
Ending Cash Balance				<u>\$ (845,033)</u>

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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's Bookstore operations.

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,001,228	\$ 1,035,037	\$ 1,035,037	\$ 547,608
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 21,800
Interfund Transfer to				
Food Services (Resource 3200)	256,503	231,503	231,503	128,252
Riverside - Early Childhood Services (Resource 3300)	99,903	75,000	75,000	49,951
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	137,500
General Operating (Resource 1000)	250,000	612,035	612,035	214,961
Total Expenditures	\$ 925,006	\$ 1,237,138	\$ 1,237,138	\$ 552,464
Revenues Over (Under) Expenditures	\$ 76,222	\$ (202,101)	\$ (202,101)	\$ (4,856)
Beginning Fund Balance	132,095	208,317	208,317	208,317
Ending Fund Balance	\$ 208,317	\$ 6,216	\$ 6,216	\$ 203,461
Ending Cash Balance				\$ 334,713

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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's Bookstore operations.

Fund 12, Resource 1120 - Center for Social Justice and Civil Liberties

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,056	\$ 25,100	\$ 25,100	\$ 25,013
Intrafund Transfer from				
General Operating (Resource 1000)	110,900	159,847	159,847	55,450
Total Revenues	\$ 135,956	\$ 184,947	\$ 184,947	\$ 80,463
Expenditures				
Classified Salaries	\$ 74,429	\$ 81,836	\$ 81,836	\$ 40,314
Employee Benefits	42,367	53,807	53,807	19,888
Materials & Supplies	1,021	6,100	6,100	1,286
Services	34,039	47,672	47,672	25,293
Capital Outlay	2,875	0	0	365
Total Expenditures	\$ 154,731	\$ 189,415	\$ 189,415	\$ 87,146
Revenues Over (Under) Expenditures	\$ (18,775)	\$ (4,468)	\$ (4,468)	\$ (6,683)
Beginning Fund Balance	24,243	5,468	5,468	5,468
Ending Fund Balance	\$ 5,468	\$ 1,000	\$ 1,000	\$ (1,215)
Ending Cash Balance				\$ (612)

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Customized Solutions is used to record the revenues and expenditures associated with customized training programs offered to local businesses and their employees.

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,308,513	\$ 1,013,791	\$ 1,963,699	\$ 35,669
Expenditures				
Academic Salaries	\$ 24,257	\$ 13,028	\$ 13,028	\$ 13,035
Classified Salaries	142,266	149,809	149,809	70,852
Employee Benefits	67,927	77,645	77,645	31,158
Materials & Supplies	6,170	33,473	35,973	2,083
Services	618,303	905,686	1,853,094	159,731
Capital Outlay	30,980	9,528	9,528	0
Intrafund Transfer For:				
General Fund (Resource 1000)	0	56,714	56,714	0
Total Expenditures	\$ 889,903	\$ 1,245,883	\$ 2,195,791	\$ 276,859
Revenues Over (Under) Expenditures	\$ 418,610	\$ (232,092)	\$ (232,092)	\$ (241,190)
Beginning Fund Balance	577	419,187	419,187	419,187
Ending Fund Balance	\$ 419,187	\$ 187,095	\$ 187,095	\$ 177,997
Ending Cash Balance				\$ (251,066)

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Redevelopment Pass-Through receives a portion of tax increment revenues from various redevelopment projects within the boundaries of the District. Currently, expenditures are restricted to capital projects located in the redevelopment project areas generating the tax increment revenues.

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,782,831	\$ 1,700,000	\$ 1,700,000	\$ 11,427
Expenditures				
Materials & Supplies	\$ 5,218	\$ 0	\$ 0	\$ 0
Services	236,578	380,028	397,507	125,274
Capital Outlay	<u>414,141</u>	<u>6,720,236</u>	<u>6,702,757</u>	<u>2,076,167</u>
Total Expenditures	\$ <u>655,937</u>	\$ <u>7,100,264</u>	\$ <u>7,100,264</u>	\$ <u>2,201,441</u>
Revenues Over (Under) Expenditures	\$ 1,126,894	\$ (5,400,264)	\$ (5,400,264)	\$ (2,190,014)
Beginning Fund Balance	<u>8,352,058</u>	<u>9,478,952</u>	<u>9,478,952</u>	<u>9,478,952</u>
Ending Fund Balance	<u>\$ 9,478,952</u>	<u>\$ 4,078,688</u>	<u>\$ 4,078,688</u>	<u>\$ 7,288,938</u>
Ending Cash Balance				<u>\$ 7,288,938</u>

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Grants and Categorical Programs is used to account for financial activity for each of the District's grant and categorical programs.

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 29,487,267	\$ 48,281,081	\$ 54,796,317	\$ 23,557,811
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	326,630	665,157	665,157	332,578
For Federal Work Study	304,157	338,342	338,342	136,102
For Veteren Services	4,842	4,842	4,842	4,842
Total Revenues	<u>\$ 30,122,896</u>	<u>\$ 49,289,422</u>	<u>\$ 55,804,658</u>	<u>\$ 24,031,333</u>
Expenditures				
Academic Salaries	\$ 4,227,374	\$ 4,448,279	\$ 5,176,271	\$ 2,527,721
Classified Salaries	10,178,948	11,449,237	12,351,239	5,535,041
Employee Benefits	4,003,395	5,604,435	6,136,996	2,042,567
Materials & Supplies	1,683,396	5,979,653	5,440,281	589,698
Services	4,691,641	15,909,532	20,405,365	4,135,172
Capital Outlay	4,701,262	4,641,546	4,840,400	932,828
Student Grants (Financial, Book, Meal, Transportation)	636,880	1,256,740	1,454,106	520,007
Total Expenditures	<u>\$ 30,122,896</u>	<u>\$ 49,289,422</u>	<u>\$ 55,804,658</u>	<u>\$ 16,283,034</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 7,748,299
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,748,299</u>
Ending Cash Balance				<u>\$ 6,091,955</u>

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Food Services is used to account for the financial activities for all food service operations in District facilities, except for the Culinary Academy on Spruce Street. It is intended to be self-sustaining.

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,500,566	\$ 2,554,726	\$ 2,554,726	\$ 1,247,804
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	256,503	231,503	231,503	128,252
Total Revenues	<u>\$ 2,757,069</u>	<u>\$ 2,786,229</u>	<u>\$ 2,786,229</u>	<u>\$ 1,376,056</u>
Expenditures				
Classified Salaries	\$ 937,452	\$ 991,338	\$ 991,338	\$ 432,541
Employee Benefits	334,057	355,857	355,857	124,544
Materials & Supplies	1,157,914	1,194,823	1,195,323	583,272
Services	193,152	223,765	228,133	105,948
Capital Outlay	41,155	40,593	35,725	26,130
Total Expenditures	<u>\$ 2,663,730</u>	<u>\$ 2,806,376</u>	<u>\$ 2,806,376</u>	<u>\$ 1,272,435</u>
Revenues Over (Under) Expenditures	\$ 93,339	\$ (20,147)	\$ (20,147)	\$ 103,621
Beginning Fund Balance	<u>680,026</u>	<u>773,365</u>	<u>773,365</u>	<u>773,365</u>
Ending Fund Balance	<u>\$ 773,365</u>	<u>\$ 753,218</u>	<u>\$ 753,218</u>	<u>\$ 876,986</u>
Ending Cash Balance				<u>\$ 871,016</u>

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Child Care was established to manage the finances of the District's child care centers at all three colleges.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,351,652	\$ 1,300,322	\$ 1,300,322	\$ 575,483
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	99,903	75,000	75,000	49,951
Total Revenues	<u>\$ 1,451,555</u>	<u>\$ 1,375,322</u>	<u>\$ 1,375,322</u>	<u>\$ 625,434</u>
Expenditures				
Academic Salaries	\$ 578,809	\$ 704,276	\$ 704,276	\$ 284,389
Classified Salaries	220,488	223,302	223,302	81,736
Employee Benefits	123,290	154,307	154,307	47,910
Materials & Supplies	38,189	52,250	52,250	16,444
Services	71,650	84,050	84,050	25,518
Capital Outlay	9,844	43,000	43,000	12,766
Total Expenditures	<u>\$ 1,042,270</u>	<u>\$ 1,261,185</u>	<u>\$ 1,261,185</u>	<u>\$ 468,763</u>
Revenues Over (Under) Expenditures	\$ 409,285	\$ 114,137	\$ 114,137	\$ 156,671
Beginning Fund Balance	<u>192,346</u>	<u>601,631</u>	<u>601,631</u>	<u>601,631</u>
Ending Fund Balance	<u>\$ 601,631</u>	<u>\$ 715,768</u>	<u>\$ 715,768</u>	<u>\$ 758,302</u>
Ending Cash Balance				<u>\$ 764,165</u>

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State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160). The State has suspended funding Scheduled Maintenance.

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,000,487	\$ 5,796,258	\$ 5,796,258	\$ 3,969,624
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4370)	193,605	20,950	20,950	20,950
Total Revenues	\$ 2,194,092	\$ 5,817,208	\$ 5,817,208	\$ 3,990,574
Expenditures				
Classified Salaries	\$ 3,118	\$ 0	\$ 0	\$ 597
Employee Benefits	306	0	0	57
Services	42	2,600	2,600	4,430
Capital Outlay	2,178,204	5,802,608	5,802,608	1,351,688
Total Expenditures	\$ 2,181,670	\$ 5,805,208	\$ 5,805,208	\$ 1,356,772
Revenues Over (Under) Expenditures	\$ 12,422	\$ 12,000	\$ 12,000	\$ 2,633,802
Beginning Fund Balance	0	12,422	12,422	12,422
Ending Fund Balance	\$ 12,422	\$ 24,422	\$ 24,422	\$ 2,646,224
Ending Cash Balance				\$ 2,603,937

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La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 36,402	\$ 20,000	\$ 20,000	\$ 7,610
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>1,270,000</u>	<u>1,270,000</u>	<u>635,000</u>
Total Revenues	<u>\$ 1,306,402</u>	<u>\$ 1,290,000</u>	<u>\$ 1,290,000</u>	<u>\$ 642,610</u>
Expenditures				
Services	\$ 862	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>0</u>	<u>9,800,141</u>	<u>9,800,141</u>	<u>2,894,110</u>
Total Expenditures	<u>\$ 862</u>	<u>\$ 9,800,141</u>	<u>\$ 9,800,141</u>	<u>\$ 2,894,110</u>
Revenues Over (Under) Expenditures	\$ 1,305,540	\$ (8,510,141)	\$ (8,510,141)	\$ (2,251,500)
Beginning Fund Balance	<u>7,204,601</u>	<u>8,510,141</u>	<u>8,510,141</u>	<u>8,510,141</u>
Ending Fund Balance	<u>\$ 8,510,141</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 6,258,641</u>
Ending Cash Balance				<u><u>\$ 6,350,333</u></u>

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General Obligation Series 2010D Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 43, Resource 4370 - General Obligation Bond Series 2010D Capital Appreciation Bonds

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

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General Obligation Series 2010D Build America Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 43, Resource 4380 - General Obligation Bond Series 2010D Build America Bonds

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

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

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

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 672,218	\$ 672,218	\$ 45,940
Interfund Transfers from:				
General Obligation Bond Series 2010D				
Build America Bonds (Resource 4180)	0	44,788,378	44,788,378	44,818,179
Total Revenues	\$ 0	\$ 45,460,596	\$ 45,460,596	\$ 44,864,119
Expenditures				
Classified Salaries	\$ 0	\$ 746,860	\$ 746,860	\$ 190,027
Employee Benefits	0	363,472	363,472	74,636
Materials & Supplies	0	0	0	1,531
Services	0	241,192	241,192	64,182
Capital Outlay	0	55,547,759	55,547,759	16,173,548
Total Expenditures	\$ 0	\$ 56,899,283	\$ 56,899,283	\$ 16,503,924
Revenues Over (Under) Expenditures	\$ 0	\$ (11,438,687)	\$ (11,438,687)	\$ 28,360,195
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ (11,438,687)	\$ (11,438,687)	\$ 28,360,195
Ending Cash Balance				\$ 29,798,797

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Self-Insured PPO Health Plan is used to account for the revenues and expenditures of the District's health self-insurance program.

Fund 61, Resource 6100 - Self-Insured PPO Health Plan

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,958,236	\$ 7,254,557	\$ 7,254,557	\$ 3,686,248
Expenditures				
Classified Salaries	\$ 70,260	\$ 113,040	\$ 113,040	\$ 38,713
Employee Benefits	33,109	37,109	37,109	14,014
Materials & Supplies	0	4,459	4,459	2,769
Services	6,309,656	5,432,253	5,432,253	2,338,447
Intrafund transfer to				
General Liability (Resource 6120)	124,894	0	0	0
Total Expenditures	\$ 6,537,919	\$ 5,586,861	\$ 5,586,861	\$ 2,393,943
Revenues Over (Under) Expenditures	\$ (1,579,683)	\$ 1,667,696	\$ 1,667,696	\$ 1,292,305
Beginning Fund Balance	499,576	(1,080,107)	(1,080,107)	(1,080,107)
Ending Fund Balance	\$ (1,080,107)	\$ 587,589	\$ 587,589	\$ 212,198
Ending Cash Balance				\$ 828,191

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Self-Insured Workers' Compensation is used to account for the revenues and expenditures of the District's workers' compensation self-insurance program.

Fund 61, Resource 6110 - Self-Insured Workers' Compensation

	Prior Year Actuals <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,674,489	\$ 1,052,996	\$ 1,052,996	\$ 774,078
Expenditures				
Academic Salaries	\$ 750	\$ 0	\$ 0	\$ 0
Classified Salaries	281,856	442,985	442,985	117,205
Employee Benefits	94,771	204,891	204,891	33,038
Materials & Supplies	3,394	17,479	17,479	1,059
Services	2,169,332	1,974,927	1,974,927	789,029
Capital Outlay	13,062	259,100	259,100	0
Total Expenditures	\$ 2,563,165	\$ 2,899,382	\$ 2,899,382	\$ 940,331
Revenues Over (Under) Expenditures	\$ 111,324	\$ (1,846,386)	\$ (1,846,386)	\$ (166,253)
Beginning Fund Balance	3,795,961	3,907,285	3,907,285	3,907,285
Ending Fund Balance	\$ 3,907,285	\$ 2,060,899	\$ 2,060,899	\$ 3,741,032
Ending Cash Balance				\$ 5,741,032

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 FOR THE PERIOD ENDED DECEMBER 31, 2015**

Self-Insured General Liability is used to account for the revenues and expenditures of the District's general liability self-insurance program.

Fund 61, Resource 6120 - Self-Insured General Liability

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues				
Revenues	\$ 1,368,704	\$ 1,965,176	\$ 1,965,176	\$ 843,206
Intrafund transfer to PPO Health Plan (Resource 6100)	124,894	0	0	0
Total Revenues	<u>\$ 1,493,598</u>	<u>\$ 1,965,176</u>	<u>\$ 1,965,176</u>	<u>\$ 843,206</u>
Expenditures				
Academic Salaries	\$ 750	\$ 0	\$ 0	\$ 0
Classified Salaries	109,303	187,820	177,820	45,079
Employee Benefits	36,598	90,915	90,915	12,707
Materials & Supplies	348	2,500	2,500	417
Services	1,058,146	1,694,598	1,704,598	750,162
Capital Outlay	27	0	0	2,678
Total Expenditures	<u>\$ 1,205,172</u>	<u>\$ 1,975,833</u>	<u>\$ 1,975,833</u>	<u>\$ 811,043</u>
Revenues Over (Under) Expenditures	\$ 288,426	\$ (10,657)	\$ (10,657)	\$ 32,163
Beginning Fund Balance	<u>0</u>	<u>288,426</u>	<u>288,426</u>	<u>288,426</u>
Ending Fund Balance	<u>\$ 288,426</u>	<u>\$ 277,769</u>	<u>\$ 277,769</u>	<u>\$ 320,589</u>
Ending Cash Balance				<u>\$ 1,052,359</u>

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

Associated Students of RCCD is used to record the financial transactions of the student government, college clubs, and organizations of the District. Revenue includes student activity fees, interest income, payphone commissions and athletic ticket sales.

Associated Students of RCCD

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,031,088	\$ 1,043,400	\$ 1,043,400	\$ 555,689
Expenditures				
Materials & Supplies	\$ 718,839	\$ 1,109,971	\$ 1,109,971	\$ 449,360
Total Expenditures	\$ 718,839	\$ 1,109,971	\$ 1,109,971	\$ 449,360
Revenues Over (Under) Expenditures	\$ 312,249	\$ (66,571)	\$ (66,571)	\$ 106,329
Beginning Fund Balance	1,003,232	1,315,481	1,315,481	1,315,481
Ending Fund Balance	\$ 1,315,481	\$ 1,248,910	\$ 1,248,910	\$ 1,421,810
ASRCCD Trust Fund Ending Balance				\$ 1,250,288
Ending Cash Balance				\$ 2,538,392

** Note: Ending Cash Balance includes both ASRCCD Funds and Trust Funds for College and Students Organizations

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

Student Financial Aid is used to record financial transactions for scholarships given to students from the Federal Pell and FSEOG Grant Programs as well as the State's Cal Grant Program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 55,317,739	\$ 69,866,605	\$ 69,866,605	\$ 26,546,495
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 55,305,786	\$ 69,866,605	\$ 69,866,605	\$ 26,007,396
Total Expenditures	\$ 55,305,786	\$ 69,866,605	\$ 69,866,605	\$ 26,007,396
Revenues Over (Under) Expenditures	\$ 11,953	\$ 0	\$ 0	\$ 539,099
Beginning Fund Balance	34,652	46,605	46,605	46,605
Ending Fund Balance	\$ 46,605	\$ 46,605	\$ 46,605	\$ 585,704
Ending Cash Balance				\$ 1,019,106

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

RCCD Development Corporation is used to account for financial transactions related to the Development Corporation. This Corporation currently has very little activity but remains operational should the District need to use it for future transactions related to property development. Revenues consist of interest income. Expenses are for tax filing fees paid to the State.

RCCD Development Corporation

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 4
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 8	\$ 8	\$ 4
Beginning Fund Balance	16,228	16,236	16,236	16,236
Ending Fund Balance	<u>\$ 16,236</u>	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,240</u>
Ending Cash Balance				<u>\$ 16,240</u>

Agenda Item (VIII-A-1)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policy for Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees Approve Board Policy and Administrative Procedure 3560 – Alcoholic Beverages.

Background Narrative:

The Board Policy and Administrative Procedure listed below are presented to the Board of Trustees for second reading and approval:

General Information

Board Policy 3560 Alcoholic Beverages – Revision to the Policy last revised on November 15, 2011.
Administrative Procedure 3560 Alcoholic Beverages – New

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Michael Simmons, Director, Risk Management, RCCD

Attachments:

[01192016_Board Policy \(BP\) 3560 – Alcoholic Beverages \(Rev\)](#)
[01192016_Administrative Procedure \(AP\) 3560 – Alcoholic Beverages \(Rev\)](#)
[01192016_BPAP3560_Alcohol Use Permit Form \(Exhibit A\)](#)

Riverside Community College District Policy

No. 3560 General Institution

BP 3560 ALCOHOLIC BEVERAGES

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608(a)(10), (14), (15) and (17), and 25658
34 Code of Federal Regulations Part 668.46(b)

Every person who possesses, consumes, sells, gives or delivers to any other person, any alcoholic beverage in or on the grounds of the District is guilty of a misdemeanor, unless the following circumstances apply:

- The alcoholic beverages are acquired, possessed, or used during events at a District/college-owned or District/college-operated stadium or other facility and;
- **The alcoholic beverages are** acquired, possessed, used, sold, or consumed only in connection with a fundraiser, District or College-sponsored event, required as part of a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at the District and;
- The person has been properly authorized to acquire, possess, use, sell, or consume the **alcoholic beverages** by the Chancellor **or** College President and;
- The event does not include a sporting event or other function where students will be **the primary attendees at** the event.

Alcoholic beverages include all forms of beer, wine, and/or distilled spirits.

“Events” include fundraisers held to benefit a non-profit corporation that has obtained a license or permit, pursuant to the Business and Professions Code, for the event.

“Events” do not include football games or other athletic contests sponsored by the District.

Alcoholic beverages shall not be served on District/College property except in accordance with the above.

Transitional possession or transfer of alcoholic beverages on District property as a result of personal necessity is not considered a violation of this policy. Some examples of transitional possession or transfer are as follows:

- Transporting unopened alcoholic beverages from the purchase source (market, etc.) to another location and the District or College is a temporary point of transit;

- Unopened alcoholic beverages gifted to an employee **or other** non-student for personal consumption away from District or College property.

The Chancellor or College President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit a non-profit corporation.

Any employee or student of the District violating this policy, or any other policies of the District, will be subject to discipline in accordance with the law, Board Policy, and/or Administrative Procedure.

Date Adopted: May 19, 2009

Revised:

**Riverside Community College District Administrative
Procedure**

No. 3560

General Institution

AP 3560 ALCOHOLIC BEVERAGES

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608(a)(10),(14), (15) and (17), and 25658
34 Code of Federal Regulations Part 668.46(b)

The possession, sale, consumption, or furnishing of alcohol on District or College property is governed by California state law, The California Department of Alcohol and Beverage Control, and these procedures. However, the enforcement of alcohol laws on campus is the primary responsibility of the Riverside Community College District Police Department. The District and Colleges have been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of District or College property without prior District or College approval. Organizations or groups violating District alcohol policies or laws may be subject to penalties, fines, and/or criminal sanctions.

In accordance with Business and Professions Code 25608, the Riverside Community College District may under specific circumstances approve the acquisition, possession, use, sale, and consumption of alcoholic beverages on District or College property. Alcoholic beverages on District or College property are permitted if:

- The alcoholic beverages are acquired, possessed, or used at a District or College-owned or operated stadium facility and;
- The event does not include a college sporting event or other function where it is known that students will be the primary attendees and;
- There are no instructional or student activities in the immediate area and;
- **The alcoholic beverages are** acquired, possessed, used, sold, or consumed in connection with a fundraiser, District or College-sponsored event, required as part of a course of instruction, sponsored dinner, or a meal demonstration given as part of a culinary arts program at the District or;

- **The alcoholic beverage** is used during an event sponsored by the District, College, or an organization operated for the benefit of the District or College, in connection with the District or College's instructional program or;
- The alcoholic beverage is used during a non-college event when the event is not sponsored by Riverside Community College District and the center is leased to a non-profit public benefit corporation formed under part II (commencing with section 5110) of Division II of Title I of the corporation's code.
 - In this circumstance, the consumption of alcoholic beverages is allowed at those special events that foster support for District and College sponsored and approved activities and programs. Approval of the Chancellor and/or College President is required.

For the purpose of this policy, an "event" is defined as an occasion held with the permission of the Chancellor and/or College President such as festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the District or College and for which the principal attendees are members of the general public or invited guests and not primarily students of the District or its Colleges.

In all cases, the organization or person requesting permission to serve, possess, or consume alcoholic beverages must be properly authorized by the Chancellor and/or College President. Authorization for the possession, sale, consumption, shall be obtained pursuant to the application for, and receipt of, a license or permit obtained under this policy.

Conditions

A request for a permit to serve alcoholic beverages on District or College property must be approved by the Chancellor and/or College President. A District Alcohol Permit Request form (**Exhibit A**) is available through the Office of the Chancellor and/or the Office of the President at each college. The permit request form must specify one or more of the following criteria:

The alcoholic beverage is used during an event sponsored by the District, College, or an organization operated for the benefit of the District or College, in connection with the District or College's instructional program.

The alcoholic beverage is used during a non-college event when the event is not sponsored by Riverside Community College District and the venue is leased, rented, or donated to a non-profit public benefit corporation formed under part II (commencing with section 5110) of Division II of Title I of the corporation's code.

The alcoholic beverages are acquired, possessed, or used at a District or College-owned or operated stadium or other facility.

The alcoholic beverages are acquired, possessed, used, sold, or consumed in connection with a fundraiser, District or College-sponsored event, course of instruction, sponsored dinner, or a meal demonstration given as part of a culinary arts program at the District.

Alcoholic beverages include all forms of beer, wine, and/or distilled spirits.

Every event where alcoholic beverages will be served will have a designated coordinator who is a District or College staff member. The designated coordinator shall be authorized by the Chancellor/College President. It is the responsibility of the designated coordinator for each event to see that all individuals acquiring, possessing, using or serving alcoholic beverages at District or College sponsored events are 21 years of age or older and possess legitimate identification confirming their age. The name and signature of the designated coordinator will appear on the request form.

The designated coordinator will verify that all vendors possess all of the required training, licenses, permits, and insurance policies allowing the vendor to legally possess, sell, or offer alcoholic beverages. The vendor will provide evidence as follows:

A One-Day ABC License for sales / auction is required. A One-Day ABC License must be obtained from the Alcoholic Beverage Control Board, and a conformed copy of such license filed with the designated coordinator, before service or sales/auction of any alcoholic beverages at such event will take place.

The District or College Alcohol Permit is required. The Alcohol Permit must be obtained from the participating District or College, and a valid copy of such permit, provided to the designated coordinator before service or sales/auction of any alcoholic beverages at such event will take place.

ALL vendors will provide a valid insurance policy certificate verifying the following:

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

Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name the District or College as an additional insured with respect to this agreement and the obligations of District hereunder. Vendor shall provide the designated coordinator with the required Certificate of Insurance at least 10 days prior to the event.

The State of California Alcoholic Beverage Commission will charge a fee. For all events where a vendor is not involved, the designated coordinator is required to submit a

request for a permit to the Alcoholic Beverage Commission. Events where vendors offer, sell, or possess alcohol will require that the vendor request a permit from the Alcoholic Beverage Commission. The Alcoholic Beverage Commission is the authorizing agency. ALL Alcoholic Beverage Commission decisions are final and cannot be appealed.

All alcoholic beverage storage arrangements for District or College events must be in lockable areas. Individual under the age of 21 years of age shall not have access to these storage areas. Alcoholic beverages may not be stored in open containers on District or College property. Appropriate storage arrangements must be described on the Alcoholic Beverage Service Request form.

At events where an alcoholic beverage is served, the following must take place:

Written notice must be placed in a clear and open location indicating no alcoholic beverages will be served to individuals under the age of 21 and that legitimate identification verifying age must be provided.

The District or College reserves the right to refuse service.

The consumption of alcoholic beverages may be harmful to health to include any appropriate regulatory warnings required by California law.

An individual over the age of 21 of age, and separate from those individuals serving alcoholic beverages, will be assigned to check identification during the event.

The designated coordinator is responsible for the proper and timely removal of all alcoholic beverages immediately following the event.

The Riverside Community College District Police Department, at its discretion, may require additional security measures.

The consumption of alcoholic beverages by a minor at a District of College event is prohibited and will result in appropriate disciplinary action up to and including arrest of those parties involved. (Business and Professions Code 25608.)

Transitional possession or transfer of alcoholic beverages on District property as a result of personal necessity is not considered a violation of this policy. Some examples of transitional possession or transfer are as follows:

Transport of unopened alcoholic beverages from the purchase source (market, etc.) to another location and the District or College is a temporary point of transit.
Unopened alcoholic beverages gifted to an employee (non-student) for personal consumption away from District or College property.

Office of Primary Responsibility: Office of the Chancellor

Administrative Approval:

RIVERSIDE COMMUNITY COLLEGE DISTRICT ALCOHOL USE PERMIT APPLICATION FORM

APPLICANT: COMPLETE ALL SECTIONS. THIS FORM MUST BE COMPLETED FOR ALL EVENTS WHERE ALCOHOL WILL BE POSSESSED, SOLD, OR CONSUMED IN CONNECTION WITH A COLLEGE OR DISTRICT EVENT, OR A NON-DISTRICT OR NON-COLLEGE EVENT, TO BE HELD ON DISTRICT PROPERTY. FORM MUST BE SUBMITTED TO THE OFFICE OF THE CHANCELLOR, OR THE OFFICE OF THE COLLEGE PRESIDENT, AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. FORM CAN ALSO BE SUBMITTED TO THE DESIGNATED COORDINATOR FOR THE EVENT.

EVENT INFORMATION										
NAME OF EVENT			DISTRICT OR COLLEGE			NATURE OF EVENT (fundraiser, concert, etc.)				
DISTRICT OR COLLEGE LOCATION ADDRESS			BUILDING NAME (IF APPLICABLE)			EXACT LOCATION IN BUILDING (Room Number, etc.)				
EXACT LOCATION FOR THE EVENT (Be Specific)				DATE OF EVENT		START TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	
ESTIMATED ATTENDANCE		DESCRIPTION OF THE EVENT (Be Specific)								
ATTENDEE TYPES <input type="checkbox"/> STUDENTS <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> PUBLIC					EVENT AFFILIATION WITH THE DISTRICT OR COLLEGE:					
SECURITY MEASURES TO BE APPLIED (Provide brief but specific details for the security plan for the event. This includes protocol for 911 calls, prohibiting non-invitee attendance, police response, private security, etc.)					AGE VERIFICATION PROCEDURES: (Explain how attendees will be required to validate their age and who is responsible for ensuring identifications are validated)					
EVENT COORDINATOR AND SPONSOR INFORMATION										
DISTRICT / COLLEGE DEPARTMENT (Sponsor)				DISTRICT / COLLEGE DEPARTMENT EMPLOYEE CONTACT (Name)						
DISTRICT / COLLEGE EMPLOYEE DESIGNATED EVENT COORDINATOR (Name)				DESIGNATED COORDINATOR TITLE			EXTENSION			
WHO IS PURCHASING THE ALCOHOL FOR THE EVENT?			PURCHASING SPONSOR NAME:			PRIVATE PARTY NAME:				
WILL ADMISSION BE CHARGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		WILL PARTICIPANTS PAY TO ATTEND? <input type="checkbox"/> YES <input type="checkbox"/> NO		COMPLIMENTARY ALCOHOL MADE AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
BEVERAGE CONSUMPTION INFORMATION (Check ALL That Apply)					APPROVAL SECTION		ALCOHOL SERVICE SHALL BE PROVIDED IN COMPLIANCE WITH THE LAWS OF THE STATE OF CALIFORNIA AND THE PROVISIONS SET FORTH IN RCCD BOARD POLICY 3560			
BEVERAGES TO BE SERVED <input type="checkbox"/> BEER (KEGS) <input type="checkbox"/> BEER (CASES) <input type="checkbox"/> BEER (OTHER) <input type="checkbox"/> WINE (LITERS) <input type="checkbox"/> WINE (GALLONS) <input type="checkbox"/> WINE (BOTTLES) <input type="checkbox"/> WINE (OTHER) <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> WATER <input type="checkbox"/> SODA <input type="checkbox"/> TEA <input type="checkbox"/> COFFEE <input type="checkbox"/> OTHER		ESTIMATED AMOUNT TO BE SERVED _____ KEGS _____ CASES _____ OTHER _____ LITERS _____ GALLONS _____ BOTTLES _____ OTHER _____ DISTILLED SPIRITS _____ WATER _____ SODA _____ TEA _____ COFFEE _____ OTHER			COLLEGE PRESIDENT or CHANCELLOR'S OFFICE DESIGNEE By signing below, I approve of the proposed event and the use, distribution, possession, and sale of alcohol for the event. Printed Name: _____ Title: _____ Signature: _____ Date: _____					
INDEMNIFICATION BY THIRD-PARTY VENDOR										
Vendor, _____, agrees to indemnify and hold harmless The Riverside Community College District, and its respective employees (collectively the "Indemnities"), from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the Indemnities, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Sponsor Organization, its employees, agents, representatives, volunteers or subcontractors in connection with or incident to the Event.										
VENDOR APPLICANT REPRESENTATIVE (Printed Name)				VENDOR APPLICANT REPRESENTATIVE (Signature)				TODAY'S DATE		

Agenda Item (VIII-B-1)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Riverside City College Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Riverside City College's Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

Background Narrative:

The Accrediting Commission for Community and Junior Colleges (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes. To meet this expectation, Riverside City College has prepared a Substantive Change proposal to report on the Henry W. Coil Sr. and Alice Edna Coil School for the Arts. The proposal will be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services
Wolde-Ab Isaac, President, Riverside

Attachments:

[Coil of the Arts Bullet Report](#)
[Coil of the Arts Summary Report](#)
[Substantive Change Report for School of the Arts](#)

Substantial Change for Coil School for the Arts, Riverside City College

RCCD is currently building a beautiful, state-of-the-art facility for the performing arts at Riverside City College. It will be named the Coil School for the Arts.

- The facility is part of the strategic plan for Riverside City College and continues to support the mission of the college.
- RCC has a plan for Total Cost of Ownership (TCO) that includes financial planning for human and physical resources and enrollment management.
- The facility will be 0.9 miles away from the main campus.
- Students will travel to the facility from the campus via a 15-minute walk, short car ride, or use free public transportation. Currently RCC students can ride any Riverside Transit Authority bus for free with their student ID card.
- Less than 40 percent of the courses needed for completion of the AA for Fine and Applied Arts, AA for Humanities, Philosophy and Arts, or the Music Transfer Degree will be offered at the new facility.
- All of the courses needed for the locally approved certificates in performing arts in music will be offered at the new facility.
- The quality of the building will directly affect the quality of teaching and learning in the program.
- Extraordinary effort has gone into acoustic preparation and design for the concert hall, choral room, band and orchestra room, and practice rooms.
- The facility will provide an extraordinary environment for teaching and learning in the performing arts. Within the facility there will be:
 - 33 acoustically designed and treated practice rooms
 - Choral rehearsal room
 - Band and Orchestra rehearsal room
 - Piano lab (with new electric pianos)
 - MIDI (Musical Instrument Digital Interface) lab with new computers and digital audio equipment
 - Recording studio with new equipment
 - A 450-seat concert hall with adjustable acoustics
 - Percussion room
 - Drum-set room
 - Green rooms
 - Guest artist room
 - Choral library
 - Wind and Percussion music library
 - 8 faculty offices
 - Box office
 - Facility manager office
 - Student lounge
 - Courtyard.
- The concert hall will be the jewel of the facility. It will feature an extraordinary concert experience for the audience and performers. The acoustics will be adjustable, able to furnish the Chamber Singers with cathedral-like reverberation and blending of sounds, yet able to quickly change to appropriately handle rock and commercial music when needed.

Summary of Proposed Change
Coil School for the Arts
New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
By

Charles Richard
Professor of Music

Scott Bauer
Dean of Fine and Performing Arts

To:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

Summary of Proposed Change, Coil School for the Arts, Riverside City College

The purpose of this report is to describe the proposed change, need and anticipated effects to relocate performing arts instruction and performances at Riverside City College to a new facility that is currently under construction and located off the main campus.

The Change: A new facility is being constructed at 3890 University Avenue, Riverside, CA 92506. It is located a distance of 0.9 miles from the main campus. The facility will be named the Coil School for the Arts (CSA), and will be an integral part of the new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/2016) that will include CSA, Culinary Academy and RCCD Offices Building, Center for Social Justice and Civil Liberties and a dedicated parking structure. Performing Arts instruction will take place at CSA as well as concert performances in the new 450-seat concert hall.

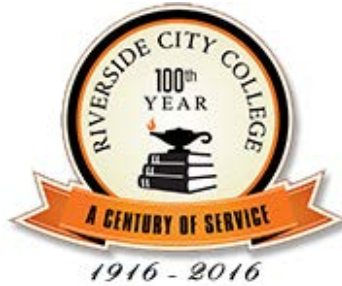
The Need: The rationale for change is to build a facility that will be an outstanding environment for teaching and learning in the performing arts that will directly address the considerable deficiencies in the current facilities. The high quality of the programs, with growing enrollments, has created demand for growth and improvement in the facilities. The RCC main campus is also landlocked, impacted and does not have room to build new structures of this size on campus.

The Anticipated Effect: This facility will provide an extraordinary environment for teaching and learning in the performing arts. The new facility will provide: 33 acoustically designed and treated practice rooms; a choral rehearsal room, a band and orchestra rehearsal room; a piano lab (with new electric pianos); a MIDI (Musical Instrument Digital Interface) lab with new computers and digital audio equipment; a recording studio with new equipment; an acoustically designed and treated 450-seat concert hall with adjustable acoustics; a percussion room; a drum-set room; green rooms; a guest artist room; a choral library; a wind and percussion music library; 8 faculty offices; a box office; a facility manager office; a student lounge; and a courtyard.

Students will travel to the facility from the campus via a 15-minute walk, short car ride, or use free public transportation. Currently RCC students can ride any Riverside Transit Authority bus for free with their student ID card.

During this strategic planning cycle there are no plans to offer more than 50% of the classes needed toward fulfillment of any academic degrees in the performing arts, though 100% of classes needed for several locally approved certificates in performing arts will be offered at the new facility.

Substantive Change Proposal
Coil School for the Arts
New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
By

Charles Richard
Professor of Music

Scott Bauer
Dean of Fine and Performing Arts

To

Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

2 Riverside City College
Statement of Proposal Review and Approval

The Riverside City College Substantive Change Proposal has been reviewed for accuracy and information by the District's governance leadership. It was reviewed by the Riverside Community College District Board of Trustees on _____.

Wolde-Ab Isaac, President, Riverside City College

Virginia Blumenthal, President, RCCD Board of Trustees

DRAFT

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- B Agenda Item, BOT Meeting, 12/3/13
- C Agenda Item, Chancellor's report, BOT Meeting, 6/19/12
- D Agenda, BOT Regular meeting, 5/07/13
- E LPA Program list for CSA, 2012
- F Minutes, LPA Design meeting for SCA with Faculty, Administration and design team, 1/31/13
- G Floor plans for CSA, 1st floor and 2nd floor
- H On campus performance counts for 2014-15
- I Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15
- J Degrees and Certificates in Music Area
- K Centennial Plaza Overview
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- M Map showing close proximity of Centennial Plaza to Riverside campus
- N Awards and information about the music department ensembles
- O TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts
- P Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014
- Q RCC Human Resources Staffing Plan
- R Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College District, 2008

- S District website on Centennial Plaza Information:
- T District Strategic Plan 2008-2012
- U Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012
- V Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011
- W Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010
- X Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010
- Y RCC Institutional Assessment Plan
- Z Riverside Community College District Strategic Technology Plan
- AA DGS, DSA Approval

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Participant List

The following Riverside City College staff members participated in the preparation of this Substantive Change proposal:

Wolde-Ab Isaac, President

Susan Mills, Professor of Mathematics, Accreditation Liaison Officer

Tom Allen, Professor of English, Accreditation Liaison Officer

Virginia McKee-Leone, Acting Vice President of Academic Affairs

Scott Bauer, Dean, Fine and Performing Arts

Chris Carlson, Chief of Staff

Kevin Mayse, Associate professor, Chair, Music

Charlie Richard, Professor, Music

Richard Mahon, Professor, Humanities

Patricia Avila, Dean of Instruction, Career and Technical Education

Wendy McEwen, Dean, Institutional Effectiveness

Michelle Davila, Executive Administrative Assistant, President's Office

Bart L. Doering, Facilities Development Director

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Overview of Substantive Change

The Riverside Community College District is one of the most diverse college districts in the nation, and Riverside City College is one of the most dynamic and diverse colleges. From its opening in 1916 on the site of the former Riverside Poly High School campus, Riverside City College has grown to be one of California's leading community colleges and is a landmark in downtown Riverside. Serving more than 18,000 students each semester, Riverside City College provides students with a wide range of choices including associate's degree programs, transfer to a four-year college or university, or career certificates that prepare them to enter the workforce. Riverside City College is home to strong programs in liberal arts, science, performing arts, the School of Nursing and athletics.

Riverside City College has a long history of outstanding instruction and performance in the fine and performing arts. The programs have robust enrollments and have outgrown the facilities available to them. In 2012, after years of planning and refining, RCC approved a new facility for the performing arts, the Coil School for the Performing Arts. The new facility will be named after Henry W. Coil SR. and Alice Edna Coil. **Appendix A: BOT, June 2012.** The new facility will primarily serve the music discipline since it has the greatest needs for facility space, and through secondary effects, the current RCC music facilities will be re-tasked for art, animation, dance, theater, photography, and film and television. The new facility will also contain a concert hall, and will be the first performance space in the district with acoustics appropriate for musical performances. The Coil School for the Performing Arts (CSA) will also be a part of a new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/1915) that will house the Coil School for the Arts, Culinary Academy and Systems Building, Center for Social Justice and a dedicated parking structure. The Centennial Plaza will be in downtown Riverside at one of the busiest city corners downtown, a block away from the historic Fox Theater and less than a mile from the main college campus. **Appendix K: re: Centennial Plaza Overview; Appendix L: re: Map showing close proximity of Centennial Plaza to Riverside campus; Appendix S: District website with Centennial Plaza Information.**

Description and Reason for the Proposed Change

The purpose of this report is to seek approval to establish a location geographically apart from the main campus for instruction of the courses needed to complete the Music AA, ADT and certificates. The Riverside main campus is landlocked, impacted and does not have room to build new structures of this size on campus.

In June 2012, the RCCD Board of Trustees approved funding for the construction of a new facility in downtown Riverside using Measure C funds. **Appendix A: BOT Meeting, 6/5/12.** In May 2013, the RCCD Board of Trustees approved the program such that the majority of instruction in the new facility would be in music while performances in the new music hall would be available to all disciplines. Originally, the planning was for the facility to be the new home for several disciplines; however, the economic downturn caused state funding for the project to diminish and after working on the design for the facility with LPA (the integrated design firm selected for the project), it eventually became obvious that there wasn't a large enough footprint at the location to build a facility that would do justice to the regular instruction for more than one discipline. It could either be a facility with many compromises for all disciplines, or an excellent facility for a single discipline. At that point it was decided that the facility would primarily host music instruction but also include a concert hall available for all of the performing arts. **Appendix D: BOT Regular meeting, 5/07/13; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1 2012.**

The Music program at RCC includes a nationally known and celebrated marching band (Marching Tigers), award winning vocal music and ensembles (including the multi-award winning Chamber Singers), award winning instrumental music and ensembles (including Symphony Orchestra, Wind

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Ensemble, Concert band, Guitar Ensemble and three Jazz Ensembles), music technology certificate programs, piano and theory instruction, and applied instruction from many of the finest musicians in Southern California. **Appendix N: re: Awards and information about the music department ensembles.**

For the majority of the RCC Music program's existence, instruction has been housed in a red brick building known as the Music Building. It was once the bookstore for Riverside Poly High School, and was not designed for music instruction and performance. In 2002 RCC added a temporary steel building (Stover) next to the red brick Music building to house instrumental music instruction while theory, technology and vocal music remained in the original. For performances, the choral and string ensembles offer all their concerts in neighboring churches because of the lack of an adequate facility on campus (because of poor acoustics). The other instrumental programs give their concerts in the 1300 seat Landis Auditorium on campus, an acoustically challenged room with a too-large seating capacity for student concerts, or in the Digital Library Auditorium, a 190-seat room appropriate for soft chamber music. The music discipline currently schedules more than 70 performances a year. **Appendix: L: Campus map, Appendix H: On campus performance counts for 2014-15.**

The performing arts programs continue to be in demand and have steady enrollment. The number of students enrolled in the fine and performing arts programs each semester is about 8% of the college's enrollment. **Appendix I: Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15.** In Music there are 200 plus students identifying themselves as music majors and/or enrolled in applied music. These robust enrollments plus the national recognition of the programs for excellence led to the consideration of an expansion of facilities for the performing arts. Fine and performing arts students successfully transfer to continue their studies at various Universities in southern California and beyond. Many RCC alumni are employed as music educators, and in the music industry in rock and pop bands, orchestras and other positions.

Additionally, career and technical certificate programs prepare students for jobs in both emerging and traditional industries while meeting the needs of regional economies. The music program offers certificates in music technology, piano, and music performance. **Appendix: J: List of degrees and certificates.**

The building of a new facility for the music discipline will allow the development of new programs and degrees, growth in student enrollment, and a most substantial improvement in the acoustic environment for music students where they can learn, practice, study, rehearse and perform.

Currently, students pursuing music studies are on the main campus at RCC and instruction is given in five different buildings. The new building, located less than a mile away, would allow students to continue to complete the music ADTs, AA and certificates but also provide a substantial improvement in the facilities and acoustic environment for music students to learn, practice, study, rehearse and perform. The RTA (Riverside Transit Agency) has, in cooperation with RCCD, free bus rides available to all RCCD students with their ID cards. The RTA has scheduled buses such that there will be one available every 15 minutes to take students in each direction, so students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus. The Centennial Plaza also includes a new parking structure for RCCD staff and students.

Relation to the College's Mission and Strategic Planning Goals

RCC's mission focuses on the college's efforts to support student achievement of their educational goals. It states:

To help students achieve their goals, the College offers comprehensive learning and

student support services, student activities, and community programs.

The new facility supports the college's mission through the access it provides to the students pursuing AA and ADT degrees and certificates. Riverside City College's mission to help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning. This facility will offer professional quality practice rooms, rehearsal rooms, state of the art labs, and a true concert hall enabling a remarkable enhancement in student learning in the performing arts.

Riverside City College Mission Statement

Riverside City College provides a high-quality affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. 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. To help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.

RCC Music Mission Statement

The Mission of the Music Department at Riverside City College is to provide students the means to accomplish their goals in music with an educational program that prepares them to contribute as artists, educators, and supporters of the arts. Our standard is to meet the cultural, educational, and social needs of the community through excellent musical performances, school visitations, workshops, and master classes. At the heart of the department are outstanding arts experiences, superior teaching, and access to an aesthetic learning education.

RCC Strategic Planning Goals

The new facility is in alignment with the Strategic Planning Goals for the college:

- *Student Success*
The Henry W. Coil SR. and Alice Edna Coil School for the Arts will focus on student success with an outstanding new facility for student music making. The facility will also increase student engagement, learning, and success by offering a comprehensive and flexible curriculum, including clear pathways for achieving certificates, degrees, and transfer-ready status. The program there will continue to consistently use data to make decisions and to understand and support evolving student needs.
- *Student Access and Equity*
Student access will continue to be at the heart of the program, with planning already underway to recruit more college age students than before, and make the facility and it's programming available for k-12 students with festivals, honor bands and concerts. The program will also ensure that all students have equitable access to the college's programs, courses, and services and enhanced integrated academic support. The music program will also continue to counsel and advise students to help them plan for and progress toward their individual educational objectives.

All student services housed on the main campus will be available to students at the new facility via a 15 minute walk, a short drive or by a free bus ride back and forth between the Centennial

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Plaza and the main campus on a RTA (Riverside Transit Authority) bus with a student ID.

- *Institutional Effectiveness*

At the new facility, RCC will continue to encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency. RCC will also integrate research, assessment, and program review to enhance understanding of student learning and facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

- *Resource and Learning Development*

The new improved facility will certainly encourage an environment in which students, faculty, and staff find satisfaction in their work and feel supported and valued. It is also an example of an investment in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff. The facility will also be the site for fund raising opportunities and support for programs.

- *Community Engagement*

The new facility will enhance the performing arts and music department's ability to actively pursue partnerships with the community's academic organizations to foster communication and collaboration that increase student success and completion at all levels. The new labs will also enhance the program's ability to work with local business and CTE advisory groups to ensure that the college's educational programs provide the necessary skills that lead to employment opportunities. And building a new concert hall in the heart of Riverside, will allow the college to offer artistic programs and services that will enrich the community.

Rationale for Change

The rationale for change is to build a facility that will be an outstanding environment for teaching and learning in the performing arts that will directly address the considerable deficiencies in the current facilities.

Currently on the RCC campus:

- Only 12 practice rooms (for more than 200 music majors), and most are so small they are inadequate for instrumental practice.
- Choral and string ensemble concerts are in neighboring churches because of the lack of an adequate facility on campus (because of poor acoustics).
- Majority of instrumental ensembles give their concerts in the 1300 seat auditorium on campus, an acoustically challenged assembly room with a too-large seating capacity for student concerts.
- The choral rehearsal room is not acoustically treated.
- The band and orchestra rehearsal room is housed in a temporary steel building that has minimal acoustic treatment, mostly to protect loss of hearing, and not for tone and clarity.
- Ensemble libraries are crammed into tight closets.
- The drum-set and percussion rooms are also tight fitting rooms.
- Teaching studios for applied music are in the too-small practice rooms, thus further reducing the amount of practice rooms available for students to practice in. There is barely enough room for the students and teachers to fit in the rooms, and certainly not enough "air" for there to be a quality sound.

- No recording studio.

The new facility will provide:

- 33 acoustically designed and treated practice rooms, with 6 of them large enough for studio instruction.
- Acoustically designed and treated choral and band and orchestra rehearsal rooms.
- Acoustically designed and treated piano lab, with new electric pianos.
- Acoustically designed and treated MIDI (Musical Instrument Digital Interface) lab with new iMac computers, mixing boards, Digital in/out interfaces.
- Acoustically designed and treated recording studio with new recording equipment, next to the MIDI lab, with windows in between appropriate for teaching.
- Acoustically designed and treated 450-seat concert hall that will be the jewel of the building. It will have adjustable acoustics such that the reverberation time can be changed from 1 to 3 seconds.
- Acoustically designed and treated percussion room.
- Acoustically designed and treated drum-set room.
- Green rooms.
- Guest artist room.
- A large choral library.
- A large wind and percussion music library.
- 8 faculty offices, acoustically designed and treated so they can be used for applied studio lessons.
- A box office.
- A facility manager office.
- Student lounge.
- Courtyard.

These changes will provide a considerable improvement for teaching and learning in the performing arts.

Relationship the RCC Planning Process, Evaluation and Mission

The offering of courses, programs and transfer patterns at the new Coil School for the Arts facility directly correlates to the college's mission to "help students achieve their goals." Further, it provides students with access to new and innovative and facilities. Planning for the scheduling and development of programs for the new facility is addressed in departments at the college level and at the discipline level. This planning has from the beginning been fully integrated into department and discipline planning, program review, and budgeting.

Assessment of Needs and Resources

Description of Planning and Preparation for Change: Early dreaming and preliminary planning for the new Coil School for the Arts facility began in the mid 1990s. Faculty members, administrators and Board of Trustee members met regularly, including retreats, with industry expert to discuss programming for the school of the arts. With a change of RCCD chancellor in 2009, a "Blue Ribbon Committee" was formed to continue to study the School. In 2012 the planning was finally solidified. From 2012 through 2014 the faculty, college president, vice president of business services and vice president of academic affairs met regularly with LPA (the integrated design firm selected for the project) with acoustic, theatrical and audio-visual consultants to plan and design the new facility. Updates and input were given and received from

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various Strategic Planning Committees, including the Physical Resources Advisory Group and the Strategic Planning Executive Council. **Appendix E: LPA Program list for CSA, 2012; Appendix F: Minutes, LPA Design meeting for CSA with Faculty, Administration and design team, 1/31/13; Appendix P: Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014; Appendix R: Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College; Appendix T: District Strategic Plan 2008-2012; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012; Appendix V: Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011; Appendix W: Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010; Appendix X: Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010.**

Anticipated Effects and Intended Benefits

Currently, the music program is not housed in a facility designed to accommodate the program and allow for growth, nor does it offer the cutting edge technology necessary for operational standards industry wide. There are few practice rooms, and poor acoustics in most rehearsal rooms. The new location will provide access to state-of-the-art acoustically treated rooms and equipment. We anticipate the program will grow and thrive. The new facility will be in close proximity to the main campus and will continue to facilitate access to support services on campus and connect music students to the institution. The projected start date at the new location is June 2016.

Preparation and Planning

In preparation for the opening of the new building a, Total Cost of Ownership Analysis was conducted by the college to determine what new, ongoing and future fiscal and human resource needs exist. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.** Although the new facility is in close proximity to the main campus, we anticipate that student support services will need to be integrated into the program curriculum. Custodial staff will also be needed to provide daily maintenance in support of instruction.

When the New Change Goes Into Effect

RCC plans to offer instruction in the new CSA facility starting in August of 2016. The summer of 2016 will be spent moving the faculty, equipment and other resources. It will also be time to learn about the new technology to be found in the new building.

Location of New Facility

The address is 3890 University Avenue, Riverside, CA 92506 and is located a distance of 0.9 miles from the main campus. It will be an integral part of the new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/1915) that will include the Coil School for the Arts, Culinary Academy and Systems Building, Center for Social Justice and a dedicated parking structure. Public transportation is available to all RCC students. Currently RCC students can ride any Riverside Public Transit Authority bus for free with their student ID card.

Institutional Resources

Student Services

Performing Arts students will continue to have access to all student services since the CSA location is less than a mile away from the main campus, and the RTA will have free bus rides available to all RCCD students with their ID cards, available every 15 minutes to take students in each direction, so students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus.

Counseling Services

Performing Arts students will continue to have access to counseling services. All new students view an online orientation hosted by the counseling department and complete an electronic one-semester student education plan (SEP) that is reviewed by a counselor. All students, both new and continuing, are able to meet with counselors in face-to-face appointments, and via express walk-in counseling; and online appointments are also available for students enrolled in at least one online course. During online appointments, counseling takes place in “chat” format through Blackboard (Bb 9.1). If a SEP is developed, the counselor sends the student a copy of the SEP in the mail.

Tutorial Services

Tutoring sessions are available to RCC students free of charge. Sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. Tutorial Services offers individualized instruction in course content, overall review, and study skills by peer tutors. These services are offered to all students each term and the information is provided during their orientation to the programs.

Other Services

The institution offers a number of other services targeting the needs and learning styles of various student sub-populations including:

Disability Resource Center

Performing Arts students continue to have access to the Disability Resource Center (DRC). RCC's Disability Resource Center provides comprehensive support services and accommodations. Our office provides support for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities and ADHD. Additionally, the very latest in adaptive computer technology is available to students.

Career and Job Placement Center: The CTE Employment Placement Coordinator assist CTE students in finding employment and/or internships opportunities based on their chosen field of study, interests and goals. Students are also given one on one resume writing assistance, interviewing techniques and tips, and referrals to resources in the community.

Student Health & Psychological Services: Culinary students will have access to the following services- medical care and psychological counseling, care for common health problems, evaluation and treatment by physicians, nurse practitioners, registered nurses and psychological clinicians. Additionally, students will be able to obtain referrals to a higher level of medical care professionals in the community, health education, first aid and emergency care.

Cal Works: The CalWORKs program is funded through the California Community College Chancellor's Office and is designed to promote self-sufficiency through employment and education. Culinary students who meet eligibility will have access to additional support services such as:

- Career and academic counseling

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- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements

Transfer Center: Culinary students will have access to the Transfer Center on campus and will have access to information and resources needed to make a successful transition into a four year institution.

Extended Opportunity Programs & Services (EOPS): EOPS provides academic support services for financially and educationally disadvantaged students. Culinary students who meet eligibility will have access to the following services:

- Personal, academic and career counseling
- Priority registration
- Supplemental book services
- One to one tutoring
- Transfer information and assistance

Veterans Services: The Veterans Services office provides dedicated assistance to veterans who are seeking to use VA Educational Benefits to further their education at the college. Culinary students who meet Certificate of Eligibility requirements have access to a variety of services including a customized and expedited student educational plan, counseling and support services via the Veterans Resource Center on campus.

Bookstore

The Barnes & Noble bookstores at RCCD colleges offer a free service that allows students to order their textbooks at the same time they register for classes. Once a student has registered for classes online, he/she can click on the textbooks link to view the list of textbooks they'll need for next term's courses. Students can then select the books they want, the format they prefer (new, used, rental, or digital), the method of delivery (pick up at bookstore or shipped), and their preferred method(s) of payment. Book orders are ready for pick up or delivery approximately two weeks before classes begin. There is no charge for using this service, although shipping fees apply for those students who choose to have their books delivered.

Financial Aid

Riverside City College provides extensive financial aid information online via the college website, including application and eligibility requirements, important deadline dates, and specific information on federal and state financial aid programs. Financial Aid resources are available online, including important websites, forms, and publications. The Financial Aid Office information, location, office hours, and an online contact form to speak to the staff are also available. Applications and forms are also available in Braille, large print, and Spanish.

Library Resources

The Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC) acquires and licenses educational material and equipment to support pre-college, transferable, and career technical courses. Students have access to a wide variety of print, electronic, and audio-visual materials including 116,068 print titles, 77,781 e-books, 188 print periodicals, and 6,816 audio/visual titles (Source: *California Community Colleges Library/Learning Resources 2013-2014 Data Survey*). In addition to the resources listed above, the library provides access to about 70 subscription online databases that can be accessed from the library website from both on campus and remote locations. The library also provides about 100 class/subject guides (LibGuides) for informational and research purposes that are openly available from the library website. The library's website is accessible from any computer with Internet access (on or off campus). Riverside City College students, faculty, and staff can access library databases remotely with ID number and password. Students, faculty, staff and community members may visit or telephone the library to obtain informational and research assistance from reference librarians who are library faculty members. Librarians can be reached by phone at (951) 222-8652 during library operating hours.

The following chart lists the databases to which the RCC library subscribes.

Academic Search Premier	ERIC	Oxford Art Online
Alt Health Watch	European Views of the America's: 1493 to	Oxford Music Online
American Film Scripts Online	Film & Television Literature Index with	Press Enterprise
America: History and Life with Full	Funk and Wagnall's New World Encyclo-	Primary Search
American History Online	Gale Virtual Reference Library	ProQuest National Newspapers
American Journal of Nursing	GreenFILE	Professional Development Collec-
America's Newspapers	Health Source - Consumer	Psychology & Behavioral Scienc-
Auto Repair Reference Center	Health Source - Nursing/Academic Edi-	Readers Guide
Biography in Context	Humanities International	ReferenceUSA
Book Index with Reviews	INTELECOM	Regional Business News
Business Source Elite	Library, Information Science & Technol-	Religion and Philosophy Collec-
Business Source Premier	Literary Reference Center	Science
CINAHL	Magill's Medical Guide	Serial Solutions
Columbia Granger's World of	MAS Ultra - School	SIRS Issues Researcher
Consumer Health Complete	MasterFILE Premier	Sixties in America
Country Watch	MEDLINE	SPORTDiscus with Full
CQ Researcher	Military & Government	Vocational and Career
CRC Handbook of Chemistry and	Newspaper Source	Westlaw Campus Research
CRCnetBASE: Forensics &	Newspaper Source Plus	Witkin Library
Critical Survey of Poetry	NoodleTools	World Book Complete
Dictionary of Literary Biography	Nursing Education in Video	World News Digest
EBSCO eBooks	OED	
Ecology	Opposing Viewpoints in Context	

Enrollment Services: RCC's Enrollment Services office will continue to provide services to performing arts students. For each semester that music students enroll in a major ensemble, music theory and an applied music class (one-on-one instruction on their

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instrument) students receive priority registration.

Academic Support: Students will continue to receive ongoing academic advisement, financial aid counseling and academic support services, such as supplemental instruction and tutoring to ensure their success.

Faculty: The music faculty is staffed by instructors with a minimum of a masters degree in music, and many with a Ph.D or DMA. They all continue to pursue growth in their own fields of expertise and participate in a collegial effort to make RCC music the finest community college music department in the nation.. We anticipate the program growing in the future and project at least two additional full time professors and two full-time staff will need to be hired.

Current Faculty:

Byun, John Associate Professor, Music. BM, University of California, Irvine; MM, California State University, Long Beach. At Riverside Community College District since 2005.

Curtis, Peter. Professor, Music. BM, Berklee College of Music; MM, Yale University; DM, Indiana University. At Riverside Community College District since 2001.

Knecht, Jasminka. Associate Professor, Music. BM, Zagreb Music Conservatory, Croatia; MM, Andrews University. At Riverside Community College District since 2004.

Locke, Gary. Associate Professor, Music. BM, University of Redlands. At Riverside Community College District since 1984.

Mayse, Kevin A. Associate Professor, Music. BA, MA, California State University, Fullerton. At Riverside Community College District since 1996.

Richard, Charles. Professor, Music. AA, Riverside City College; BM, MA, California State University, Los Angeles. At Riverside Community College District since 1990.

Schmidt, Steven. Associate Professor, Music. BM, California State University, Fullerton; MM, University of Southern California. At Riverside Community College District since 2007.

Tsai, I-Ching Associate Professor, Music. BA, National Conservatory of Music “Carlos Lopez Buchardo,” Buenos Aires, Argentina; MA, University of Redlands; DMA, Claremont Graduate University. At Riverside Community College District since 2004.

Staff: A full-time staff piano accompanist, a permanent part-time accompanist, and a full-time program specialist will continue to provide support to the program. The program specialist monitors the facility, keeps the calendar for the performing facilities, and oversees marketing efforts and the budget. Custodial staff will also be needed to provide daily maintenance in support of instruction.

Current Staff:

Johansen, Judith, Full-time Staff Music Accompanist

Locke, Sheila, Full-time, Music Specialist

Smith, Joey, Full-time Department specialist

Eunyoung Sohng, Permanent Part-time Staff Accompanist

Administration

Scott Bauer, Dean, Fine and Performing Arts: BM, California State University, Long Beach; MA,

Professional Development

The RCC Human Resources Advisory Group has developed a staffing plan that has been approved by the college and professional development is addressed in the plan. Appropriate administrators, classified staff, and faculty produce and update their professional development plans for the college. Also, each classified, faculty, and administrative unit has a budget line item dedicated to professional development. **Appendix Q: RCC Human Resources Staffing Plan**

Equipment, facilities and the monitoring of them: State of the art musical instruments, equipment, technology, and other materials are supplied at the new facility for all performing arts students. RCC has a TCO that addresses equipment, facilities and the monitoring of them. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Sustainable Fiscal Resources and Initial and Long Term Impact on RCC Budget

RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Comparative Analysis of budget for Enrollment and Resources and Identifying New or Reallocated funds.

This substantive change represents a move of programs from one facility to another. Most fiscal resources are already in the budget. Though there will be new resource needs, such as custodial needs, they have been planned for and appear in the TCO (Total Cost of Ownership). New funds for the construction and funding of new equipment come from Measure C funds, as approved by the BOT. **Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Plan for Monitoring Achievement of Desired Outcomes for Change

RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget, including an assessment piece. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Evaluation and Assessment of Student Learning Outcomes, Achievement, Retention and Completion.

Riverside City College believes that learning not only encompasses discrete facts and concepts but also demands that students utilize and apply those facts and concepts in areas of critical thinking, communication, problem-solving, and global thinking. The faculty, staff, and administrators of the College recognize that the College needs to look beyond measures such as retention, success, and transfer rates to measures of how well each unit contributes to the central mission of the college. Hence, each unit (instructional, student service, administrative) undergoes self-evaluation and assessment as part of its program review process. The College believes it is important to use these results within its units to identify ways to enhance student learning and better serve students. The RCC Assessment Committee has developed an Institutional Assessment plan that has been approved by the college.

Evidence of Necessary Approvals

Faculty, Administrative, Board of Trustees Approval

The faculty and administration at RCC have approved the project, as has Riverside Community College

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District Board of Trustees. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13; Appendix P: Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014; Appendix R: Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College District, 2008; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012; Appendix V: Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011; Appendix W: Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010; Appendix X: Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010**

Legal requirements have been met

All legal requirements have been and continue to be met. RCC and the RCCD are both recently reaccredited by the ACCJC. The RCCD BOT have approved the planning and building of the new facility. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13.** California DGS (Department of General Services) DSA (Division of the State Architect) has reviewed and approved the plans for construction. **Appendix AA: DGS-DSA Approval.**

Board of Trustees Approves Change and Budget to Support It

The Riverside Community College District Board of Trustees has approved the change and the budget to support it. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13.**

Evidence that Eligibility Requirements Will Be Fulfilled

1. Authority

Riverside City College is the senior college in the Riverside Community College District and is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office.

2. Mission

The college's mission statement was last reviewed and approved by the Board of Trustees on April 29, 2015. The college has a regular cycle for review and, when necessary, updating the college's mission statement. The college views the offering of distance education courses and programs as an extension of its longstanding mission to the Riverside and Inland Empire communities and not a novel or short term initiative.

3. Governing Board

Riverside City College is one of three accredited colleges in the Riverside Community College District. A publicly elected five-member Board of Trustees, joined by a non-voting student trustee, governs the district. Members are elected for four-year terms, and these terms are staggered to ensure continuity. The Board members have no employment or personal financial interest in the institution. The Board holds monthly meetings open to the public with notices and agendas widely posted in advance. The board has recently decided to conduct the election of the trustees by district rather than at large.

4. Chief Executive Officer

The Riverside City College President is recommended for appointment by the District Chancellor and approved by the Board of Trustees. Dr. Wolde-Ab Isaac, President and CEO of the Riverside City College reports directly to the District Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.

5. Administrative Capacity

Riverside City College administration is adequate in number, experience and qualifications to provide the appropriate administrative oversight necessary to support the new college's mission

and purpose. Four vice presidents and six deans support the President with authority over units within the college.

6. Operational Status

Riverside City College has been operational since it opened its doors in 1916. It is one of the oldest and most mature community colleges in California, offering an unusually diverse complement of associate degrees, transfer courses, dozens of established and successful Career and Technical Education programs, and substantial basic skills course offerings.

7. Degrees

To meet its stated mission, Riverside City College offers Associate of Arts and Associate of Science degrees and a variety of certificates, primarily in transfer programs, business, management, early childhood education and technology fields. The 2015-16 catalog shows that there are 39 Associate in Arts degree patterns, 71 Associate in Science patterns and 68 state-approved certificates.

8. Educational Programs

Riverside City College's degree programs are congruent with the college's mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations Title 5 curriculum requirements and, when combined with the general education component, represent two years of full-time academic work. Course outlines in both degree credit and non-degree credit courses include established student learning outcomes, which students achieve through class content, assignments, and activities, and all course outlines are subject to periodic, rigorous program review. Riverside City College also offers 80 state-approved career/technical certificates?

9. Academic Credit

Riverside City College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5, §55002.5. Detailed information about academic credit is published annually in the college catalog. Academic credit for online courses is awarded the same as for face-to-face courses.

10. Student Learning and Achievement

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the college catalog beginning with the 2007-08 edition. Additionally, program-level Student Learning Outcomes have been adopted for all Riverside City College career/technical programs and for the seven areas of emphasis offered by the college. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes. Course-level SLOs are achieved and assessed by a variety of methods; instructors of all courses offered are actively engaged in SLO assessment. Coordinated by department and discipline faculty and by administrators, every course, regardless of its location and delivery system, must follow the course outline of record. Finally, in fall 2012, the Academic Senate revised the structure of the college Assessment Committee so that every academic department currently has a representative on the committee.

11. General Education

All degree programs require a minimum of 27 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Council,

20 Riverside City College
the Curriculum Committee, and appropriate constituencies.

12. Academic Freedom

Riverside City College supports academic freedom; faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent educational experience, evidencing our commitment to intellectual freedom and independence of thought.

13. Faculty

As of December 2014, RCC had 213 full-time faculty and 488 part-time faculty. All faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty *Collective Bargaining Agreement* and the *Faculty Handbook*. These responsibilities are entrusted primarily to full-time faculty and include participation in curriculum, program review, the development of student learning outcomes, and assessment of student learning.

14. Student Services

Riverside City College prides itself on strong student services programs, providing a comprehensive array of services for all its students, as well as support services for those students requiring preparation for college-level work. Each department works to support the mission of the college and the academic success of our students. As indicated previously, the college has seen the expansion of a wide range of services via communications technology, available through the district's WebAdvisor system that supports the success of all students. Students are able to access information, forms, and services through links provided on through the college's home page.

15. Admissions

Riverside City College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission supports the Riverside City College mission statement and ensures that all students are appropriately qualified for the program and course offerings. Information about admissions requirements is available in the college catalog, the Schedule of Classes, and on the college website. Students are encouraged to apply online (paper applications are also accepted).

16. Information and Learning Resources

Riverside City College provides long and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students. The library is staffed to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and in computer labs. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

Riverside City College, through the Riverside Community College District, has a publicly documented funding base that is reviewed and revised annually. The college participates vigorously and collegially in the Riverside Community College District Budget Advisory Committee to ensure that all fiscal resources are used as effectively as possible. Despite recent budgetary challenges with the economic downturn, the unrestricted general fund has a contingency of 4.91% and a contingency balance of \$7,801,811.

18. Financial Accountability

The Riverside Community College District regularly undergoes and makes publicly available an annual external financial audit for the district and its educational centers by a contracted certified public accountant. The audit is conducted in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The Vice President of Business Services supports appropriate and effective utilization of the Riverside City College budget.

19. Institutional Planning and Evaluation

Riverside City College has an established institutional strategic planning process and works with the Riverside Community College District to provide planning for the development of the college, including integrating plans for academic personnel, learning resources, student services, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. The college most recently revised its existing strategic planning process in the 2014-15 academic year to better distinguish operational and strategic planning. The college and district systematically evaluate how well and in what ways Riverside City College is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness.

20. Public Information

The Riverside Community College District publishes a separate catalog for each of its three colleges and a single schedule of classes that contains separate listings of classes offered on each college and off-campus center. (There are no centers at which 50% or more of a program can be completed.) These documents, along with multiple district and college websites and other appropriate publications, publicize accurate and current information about the institution that announces its mission and goals; admission requirements and procedures; academic calendar and program length; rules and regulations affecting students, programs and courses; degrees offered and degree/graduation requirements; costs and refund policies; available learning resources; grievance procedures; names and academic credentials of faculty and administrators, names of Board of Trustees members; and all other items relative to attending or withdrawing from the institution.

21. Relations with the Accrediting Commission

The Riverside Community College District Board of Trustees provides assurance that Riverside City College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accreditation agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. All disclosures by the institution will be complete, accurate and honest.

Continued Compliance with the Accreditation Standards

Riverside City College meets or exceeds all of the standards of accreditation. The college's last comprehensive evaluation and visit was in March 2014, with a follow-up visit that occurred in October 2015.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The proposed substantive change strongly supports the Riverside City College mission. The outstanding new facilities with state-of-the art equipment will enhance the college's ability to fulfill

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the mission.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The proposed substantive change represents an institutional adaptation to the changing learning needs of community college students. For these students, attending instruction in a state-of-the-art facility will significantly improve their learning experience. The proposed substantive change, therefore, enhances the ability of the College to meet Commission Standard 2A.

Riverside City College was one of the first colleges to publish student learning outcomes for all courses, and faculty have been involved in a wide variety of assessment projects for several years. The college has focused on documenting assessment projects and developing an integrated institutional assessment plan. The college wide assessment plan was reviewed and approved by the Academic Senate in December 2011.

B. Student Support Services

Student support services at Riverside City College are being increasingly made available in an online format. The registration process is now almost exclusively conducted online. Online student advising is available for students enrolled in online sections. The availability of online student support services complements and enhances the offering of degrees and certificates that can be largely completed online, thereby strengthening the College's adherence to ACCJC Standard 2B.

Performing Arts students will continue to have access to all student services available on the main campus since the CSA location is less than a mile away from the main campus, and the RTA will have free bus rides available to all RCCD students with their ID cards, available every 15 minutes to take students in each direction. Students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus.

C. Library and Learning Support Services

Over sixty online databases are available for the use of Riverside City College students who use the databases to conduct course-related research online. Further, the College's faculty members who teach online are available through synchronous electronic communication during their office hours. There is, therefore, a strong congruence between the changes in instructional delivery embodied in the proposed substantive change and the manner in which library and learning support services are provided.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Human Resources

Riverside City College has sufficient human resources to support the proposed substantive change. RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.** Additionally, the RCC Human

Resources Advisory Group has developed a staffing plan that addresses human resource needs for the college. **Appendix Q: RCC Human Resources Staffing Plan**

Physical Resources

This substantive change is an example of a remarkable improvement in physical resources. RCC has also developed a TCO (Total Cost of Ownership) for CSA. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Technology Resources

The technology required to implement the proposed substantive change is already in place. The district completed comprehensive technology audit of college and district resources; the results of the audit were presented throughout the district in spring 2011 and planning is in process to provide for a gradual and measured program of technology updates. **Appendix Z: RCCD IT Audit.**

This substantive change will result in a remarkable improvement in technology resources.

Financial Resources

The College has sufficient financial resources to support implementation of the proposed substantive change. RCC has developed a TCO (Total Cost of Ownership) for CSA and it has been approved by the college. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Implementation of the proposed substantive change is a significant step toward “continuous improvement of the institution,” in that it improves many of the courses and programs offered by the college with an improvement in facilities and technology.

Conclusion

The Future for the Coil School of the Arts

The future looks bright for the Coil School for the Arts. The faculty, administration, staff and Board of Trustees have participated in substantial planning to make it a success. RCC has developed a thorough TCO tool that will address the resources needed. The design team looks to have supplied a brilliant design and the faculty and students are eagerly awaiting the opportunity to teach, learn and perform in their new home. The high quality of the programs will also continue to be regularly assessed. Assessment will occur at the course level with regular assessment of SLOs, at the program level with regular assessment of PLOs, and also at the program level with Program Review as a part of Strategic Planning. The TCO also has an tool built into it for annual assessment.



University Avenue / Conceptual View



Appendixes:

Appendix A: Agenda Item, BOT Meeting, 6/5/12

Agenda Item (IV-E-4)

Meeting 6/5/2012 - Committee/Regular Board

Agenda Item Committee - Resources (IV-E-4)

Subject Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts

College/District Riverside

Funding Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Capital Funds

Recommended

Action

It is recommended that the Board of Trustees approve the rescoped project and tentative budget in the amount of \$41,138,000 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

Background Narrative:

Predicated on the May 2012 Board approval to study the feasibility of re-scoping CSA, staff submits a conceptual plan, project budget, and construction schedule for the Board's consideration and approval. Riverside City College and District administration, working closely with faculty, have compared the original RSA project scope to the current needs of the college. A refined scope resulting from this exploration has yielded an instructional facility whose programs are widely supported by the college. The conceptual floor plan and comparative analysis of space are provided for the Board's review and consideration (Attachment A and B). Attachment C outlines a tentative construction schedule based upon the rescoped project and it being self-funded. Lastly, a CSA project budget is provided (Attachment D), along with a potential funding stream to complete the re-scoped CSA project (Attachment E).

Prepared By: Cynthia Azari, President, Riverside City College

Wolde-Ab Isaac, Vice President

Aaron Brown, Associate Vice Chancellor, Finance

Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Appendix B: Agenda Item, BOT Meeting, 12/3/13

Agenda Item (IV-E-1)

Meeting 12/3/2013 - Committee/Regular Board

Agenda Item Committee - Facilities (IV-E-1)

Subject Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.

College/District District

Funding College and District Allocated Measure C Funds/Program Reserve Measure C Funds/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds

Recommended

Action

It is recommended that the Board of Trustees approve: 1) the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; 2) the Agreement Amendment 3 with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and 3) the Agreement Amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project.

Background Narrative:

On August 20, 2013, the Board of Trustees approved the updated list of prequalified Furniture, Fixtures and Equipment (FF&E) consulting firms for District and College projects.

On September 24, 2013, the District issued a Request for Proposals (RFP) for the FF&E Consulting Services for the Culinary Arts Academy (CAA) and District Offices (DO), Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) buildings. The District received responses from the following three prequalified firms: PAL idStudio, LPA, Inc., and NTD Architecture.


At this time, it is requested that the Board of Trustees approve the selection of LPA, Inc. for FF&E Consulting Services for both the CAA/DO and CSA Building Projects, as LPA, Inc. has been the creative design architectural firm on these projects since June 2010 and June 2012, consecutively. It is also requested that the Board of Trustees approve the Agreement Amendment 3 with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project, and the Agreement Amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project. Amended agreements combined, total \$110,084.00. Costs for the requested agreements are within the original project budgets approved by the Board of Trustees, and will be paid from projects contingency funds.

Prepared By: Cynthia Azari, Interim Chancellor

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Wolde-Ab Isaac, Interim President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Director, Construction

Appendix C: Agenda Item, BOT Meeting, 6/9/12

 e-board • Agenda Item
Agenda Item

Agenda Item (IV-H)

Meeting	6/19/2012 - Regular
Agenda Item	Chancellor's Reports (IV-H)
Subject	Presentation of Vision and Mission Statement for Coil School for the Arts
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review, discuss and accept a Vision and Mission Statement for Coil School for the Arts.

Background Narrative:

The School for the Arts has been planned and devoped over a long period of time, with various visions and objectives being established. The building plans for the Coil School for the Arts are being presented under a separate agenda item for a self-funded project, due to the lag in state funding of projects.

Staff, along with Board members Figueroa and Blumenthal, as designated at the June 5, 2012 Board Committee meeting, met to review the mission statements and vision of what was then called Riverside School for the Arts. From these reviews and discussions, the members of the Board, along with staff, present the attached Draft Mission Statement and Vision for Coil School for the Arts for the Board's review, discussion and consideration; and believes it is consistent with the school's original intent.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:

Draft Mission and Vision Statements

Appendix D: Agenda, BOT Regular meeting, 5/07/13

e-board » Meeting Agenda
Meeting Agenda



**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 07, 2013 6:00 PM
Room 101 Student Services, Moreno Valley
College 16130 Lassel Street, Moreno Valley, CA
92551**

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507 or online at www.rccd.edu/administration/board.

- I. COMMENTS FROM THE PUBLIC
Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph W. 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. [Revised and New Board Policies - First Reading](#)
The Committee to review Administrative Procedure 3420 for first reading.
 2. [Presentation and Discussion on Minutes of the Board and Seconding Motions](#)
Information Only
 - B. Teaching and Learning
 1. [Proposed Curricular Changes](#)
The Committee to review the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 2. [Presentation of Annual 2012 Report for the Office of Economic Development](#)
Information Only
 3. [Presentation of Grants Office Summary Report of 2012-2013](#)
Information Only

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- C. Planning and Operations (None)
- D. Resources
 - 1. [Budget Augmentation for Capital Project Management System](#)
The Committee to review a budget augmentation in the amount of \$38,250 for the Capital Project Management System.
 - 2. [Project Budget Approval and Architect Agreement for Athletic Offices Remodel](#)
The Committee to review a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College, and, the architectural services agreement with Higginson + Cartozain Architects in the amount of \$16,800.
 - 3. [Adoption of Education Protection Account Funding and Expenditures](#)
The Committee to review the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.
- E. Facilities
 - 1. [Amendment 1 for Student Services Building with HMC Architects](#)
The Committee to review Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.
 - 2. [Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian](#)
The Committee to review Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.
 - 3. [Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project w/ Siemens Industry, Inc.](#)
The Committee to review project Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.
 - 4. [Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA](#)
Information Only
 - 5. [Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates](#)
Information Only
- V. OTHER BUSINESS
 - A. [Appointment of an Ad Hoc Board of Trustees Ethics Advisory Committee](#)
Recommend affirming the President's appointing of an Ad Hoc Board of Trustees Ethics Advisory Committee.
- VI. CLOSED SESSION
 - A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)
To Be Determined
 - B. [Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Negotiator: Bradley Neufeld, Gresham Savage, Unrepresented Employee: "Chancellor"](#)
To Be Determined
- VII. ADJOURNMENT





[e-board](#) » [Agenda Item](#)
[Agenda Item](#)

Agenda Item (IV-E-4)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Facilities (IV-E-4)

Subject Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA

College/District District

Information Only

Background Narrative:

On June 19, 2012, the Board of Trustees approved the recoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project and tentative budget in the amount of \$41,138,000.

On June 19, 2012, the Board of Trustees approved the Construction Management Agreement with Tilden-Coil along with the Architectural Services Agreement with LPA for the CSA project.

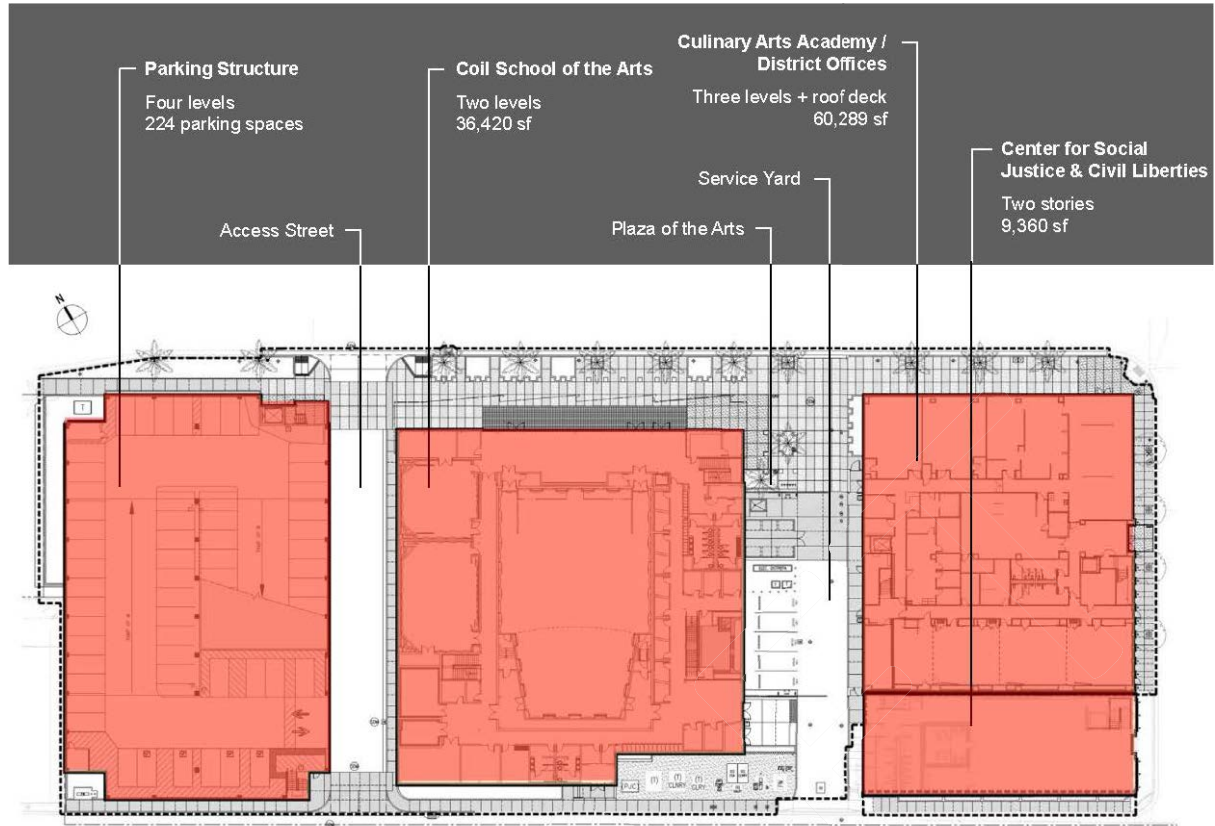
LPA Architects will now provide a progress update for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block Architecture.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Presentation_LPA](#)

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Renaissance Block / Overview



Henry W. Coil, Sr. and Alice Edna Coil School for the Arts



The Mission of the Coil School for the Arts (CSA)

The mission of the Coil School for the Arts (CSA) is to provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community.

The broad scope of the curriculum integrating academic, arts and technology courses infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be creative in a knowledge and career-based economy.



CSA / Mission

The Vision of the Coil School of the Arts (CSA)

The Coil School for the Arts will stand as a lighthouse institution for the region – attracting extraordinary faculty, talented students, industry leaders, and community supporters. CSA students will be in high demand by upper division schools and universities, industry, and professional companies. Partnerships, as demonstrated in the current partnership with RUSD, and other partnerships will be formed with Riverside County Department of Education, Unified School Districts, RCCD, UCR and other colleges and universities, to develop integrated and articulated curricula that provide students with seamless pathways through high school, and all the way to and through universities and colleges.

Partnerships with arts and entertainment companies will be developed and promoted to strengthen the demand for graduates and enhance economic development in the Inland Empire region.



CSA / Vision

A collaborative effort

- Joint effort among LPA, acoustics, theater and amplification consultants and faculty
- Faculty involvement, dedication has been critical and outstanding
- Resulted in what will be one of the finest performance venues and state of the art learning environments in California and almost certainly the finest available at a community college nationwide



CSA / Collaborative process

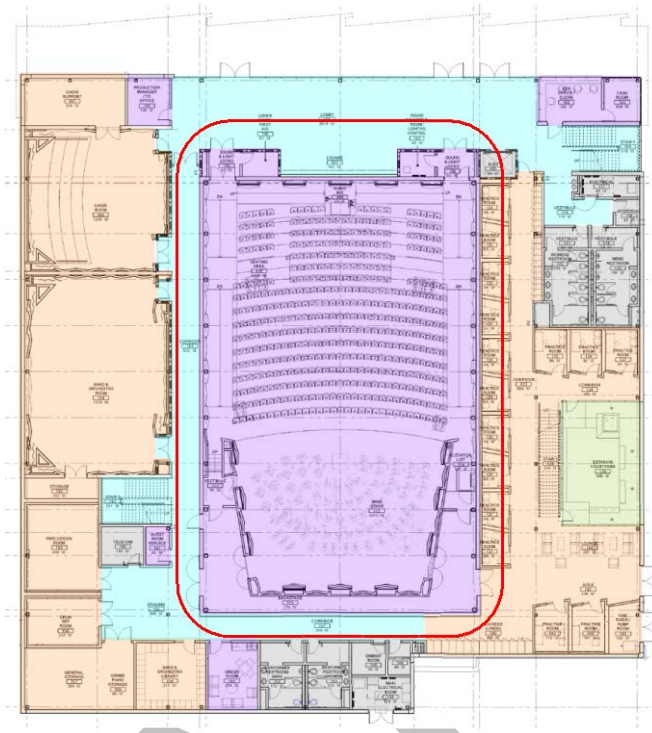
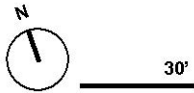
The Coil School for the Arts will provide:

- A beautiful 450 seat concert hall with outstanding acoustics
- State-of-the-art recording studio
- Acoustically correct choir room suitable for practice and performances
- Large orchestra/band room
- Piano lab
- Percussion room
- Classrooms
- Practice rooms
- Faculty offices suitable for private instruction



CSA / Program

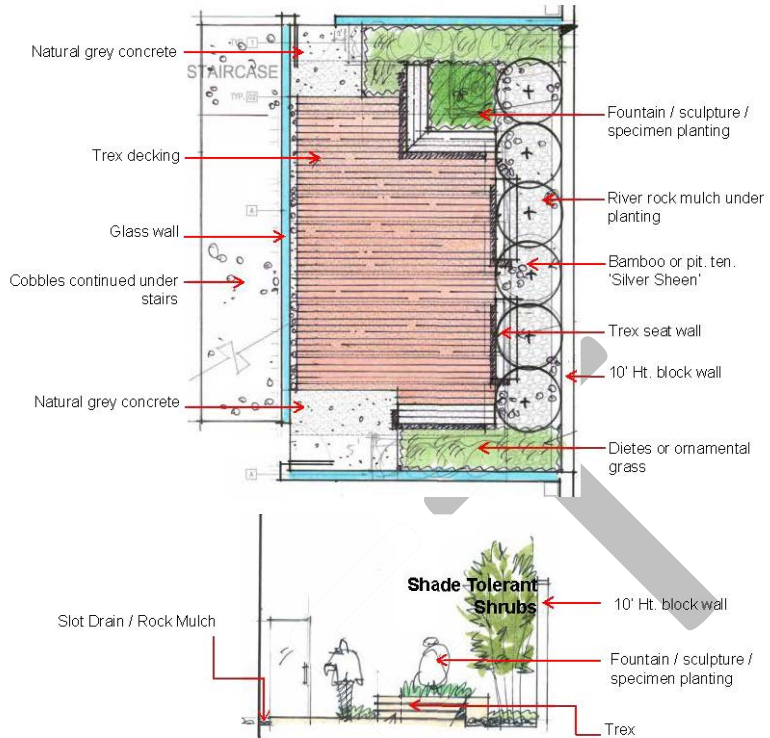
- Lobby / Circulation
- Performance
- Instructional
- Support / Service
- Patio



Floor Plans / First Floor **LPA**
INTEGRATED DESIGN



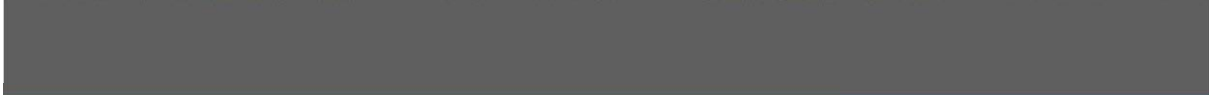
Concert Hall / Conceptual Views **LPA**
INTEGRATED DESIGN



Patio / Detail **LPA**
INTEGRATED DESIGN



Wood grain phenolic panel /
 Rain screen system
 Virtually maintenance free
 Impact and dent resistant
 Excellent light-fastening
 Durable and resilient
 Enriched warm texture contrasts the CMU block




University Avenue / North Elevation **LPA**
INTEGRATED DESIGN



- CMU block /
- Cost effective
- Integral color (no maintenance needed)
- Pattern and texture available
- Excellent acoustical properties



University Avenue / North Elevation



Slot windows



University Avenue / North Elevation



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Storefront system /
Low-e high performance IGU to
match CADO building.



University Avenue / North Elevation



University Avenue / Conceptual View



Appendix E: LPA Program list for CSA, 2012

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
STAGE AND HOUSE				7,448
1	1 Stage			Refer to current plans for layout and access
1	1 Audience Seating			Total seating target: 450
1	1 Choir Seating			Bench seating target: 80; part of stage, additional audience
29	1 Audio Mix Position			
PUBLIC SUPPORT				3,173
2	2 Sound & Light Locks	65	130	
3	1 Lobby	1,719	1,719	
6	1 Box Office / Office	197	197	4 service windows; includes clerk
7	1 Cash Room	112	112	
8	1 Office	102	102	Production Manager/TD
9	1 Usher Room/First Aid	58	58	
13	1 Storage	105	105	General storage, concessions
D	3 Lounge/Social Space	250	750	Adjacent to practice rooms, courtyard, & classrooms
PERFORMER SUPPORT				711
15	1 Green Room	228	228	
17	1 Men's Restroom	194	194	
18	1 Women's Restroom	194	194	
16	1 Guest Room	95	95	Conductor's ready room

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
PRODUCTION SUPPORT				499
10	1 Dimmer Room	76	76	TBD
29	1 Control Room: Sound/Lights/Video	141	141	TBD
30	2 Sound Equipment Room / Lights / Video	141	282	TBD
PRODUCTION SUPPORT: BACKSTAGE				862
11	1 Storage: Staging/Chairs/Stands/Risers	500	500	Includes piano garage storage
14	1 Staging	362	362	
ADMINISTRATION				1,890
31	7 Office: Music Faculty	143	1,001	Also used for instruction
32	1 Office: Growth/Faculty	143	143	Also used for instruction
33	1 Office: Accompanists	143	143	Shared
34	1 Music Faculty (Part-Time/Shared)	170	170	Open office; (3-4) stations
35	1 Office: IDS Administrator	105	105	
36	1 Clerk	66	66	Workstation
37	1 Work Room/Copy/Coffee	262	262	

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
CLASSROOM AND REHEARSAL SPACE				11,804
19	1 Choir Room	1,197	1,197	
20	1 Choir Support	275	275	Library/costume/robe storage
21	1 Band and Orchestra Room	2,182	2,182	
22	1 Band/Orchestra Libraries	320	320	Wind/orchestra/jazz
23	1 Percussion Room	447	447	
24	1 Drum Set Room	232	232	
25	1 Lockers (Small)	136	136	16" wide x 27" deep; in hallways both floors
26	1 Lockers (Large)	180	180	24" wide x 40" deep; in hallways both floors
27	12 Practice Room: Large	116	1,392	
28	21 Practice Room: Small	65	1,365	
38	1 Classroom	952	952	Conventional with desks
39	1 Classroom	952	952	Folding tables/chairs, multi-purpose for guitar rehearsal
40	1 Piano Lab	996	996	(26) stations; includes library/storage
41	1 MIDI Lab	905	905	(25-30) stations
42	1 Recording Room	273	273	Includes secured storage
TOTAL ASF (Assignable Sq. Ft.)			26,387	(65%)
TOTAL GSF (Gross Sq. Ft.)			40,560	

Appendix F: Minutes, LPA Design meeting for CSA with Faculty, Administration and design team, 1/31/13



5161 California Avenue, Suite 100, Irvine, California 92617

DRAFT

rs forward
closer to the front of the stage or ideally add a single

door on each side as far forward as possible as long as it doesn't compromise acoustics. Group prefers having stairs and lift adjacent to stage on stage right.

DRAFT

and browns.

ered darker greys, black

RCC

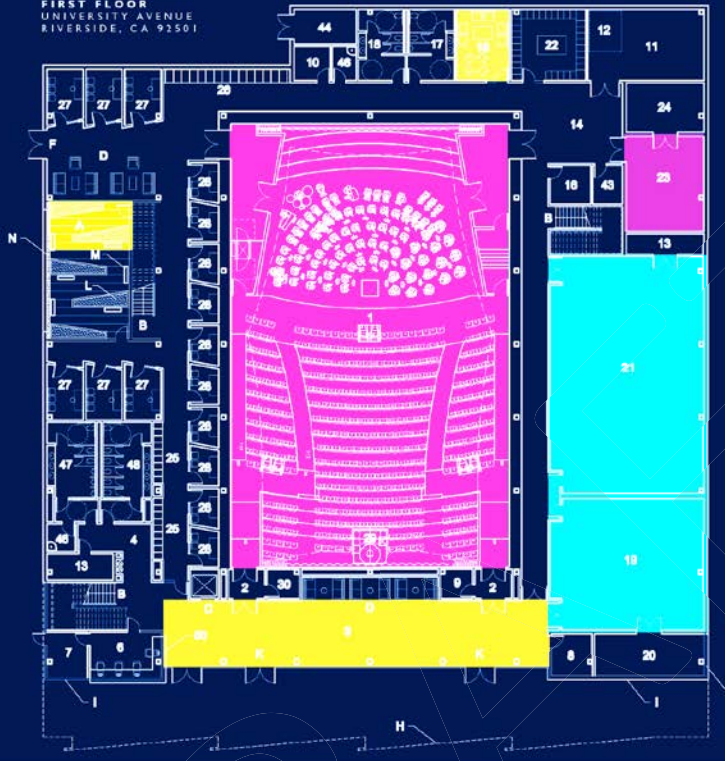
ted 1/28/13

Appendix G: Floor plans for the Coil School of the Arts, 1st and 2nd floor

DRAFT

HENRY W. COIL, SR. & ALICE EDNA COIL SCHOOL FOR THE ARTS

FIRST FLOOR
UNIVERSITY AVENUE
RIVERSIDE, CA 92501



FAIRMOUNT BOULEVARD

UNIVERSITY AVENUE

CONCERT HALL 7646 total sqft
Stage 1211 sqft • Backstage 373 sqft • Seating Area 4862 sqft
Constructed to merge sight, sound and sensation, the Concert Hall is a soaring two-story, pitch perfect space that will accommodate both the individual artist as well as quartets, ensembles, full orchestras and other performances. The 450-seat concert hall is the only mid-size venue in the regional area.

BAND & ORCHESTRA and CHOIR ROOMS 1905 total sqft
Band & Orchestra Rooms 1739 sqft • Choir Room 166 sqft
Like the Concert Hall, these spaces are fully tunable and can be adjusted to change the sound dynamics of the music as musicians and vocalists perform. The rooms are perfect for informal or formal teaching and practice sessions.

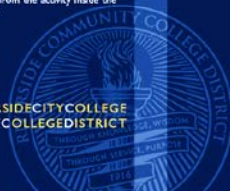
LOBBY 2014 sqft
This is the *entryway* to everything musical, whether you're a student coming to class, an artist stopping in for a sound check or recording session, or a patron arriving for an evening of entertainment. The glass walls open the space up to University Avenue, providing a welcoming entrance that is as once public, yet protected.

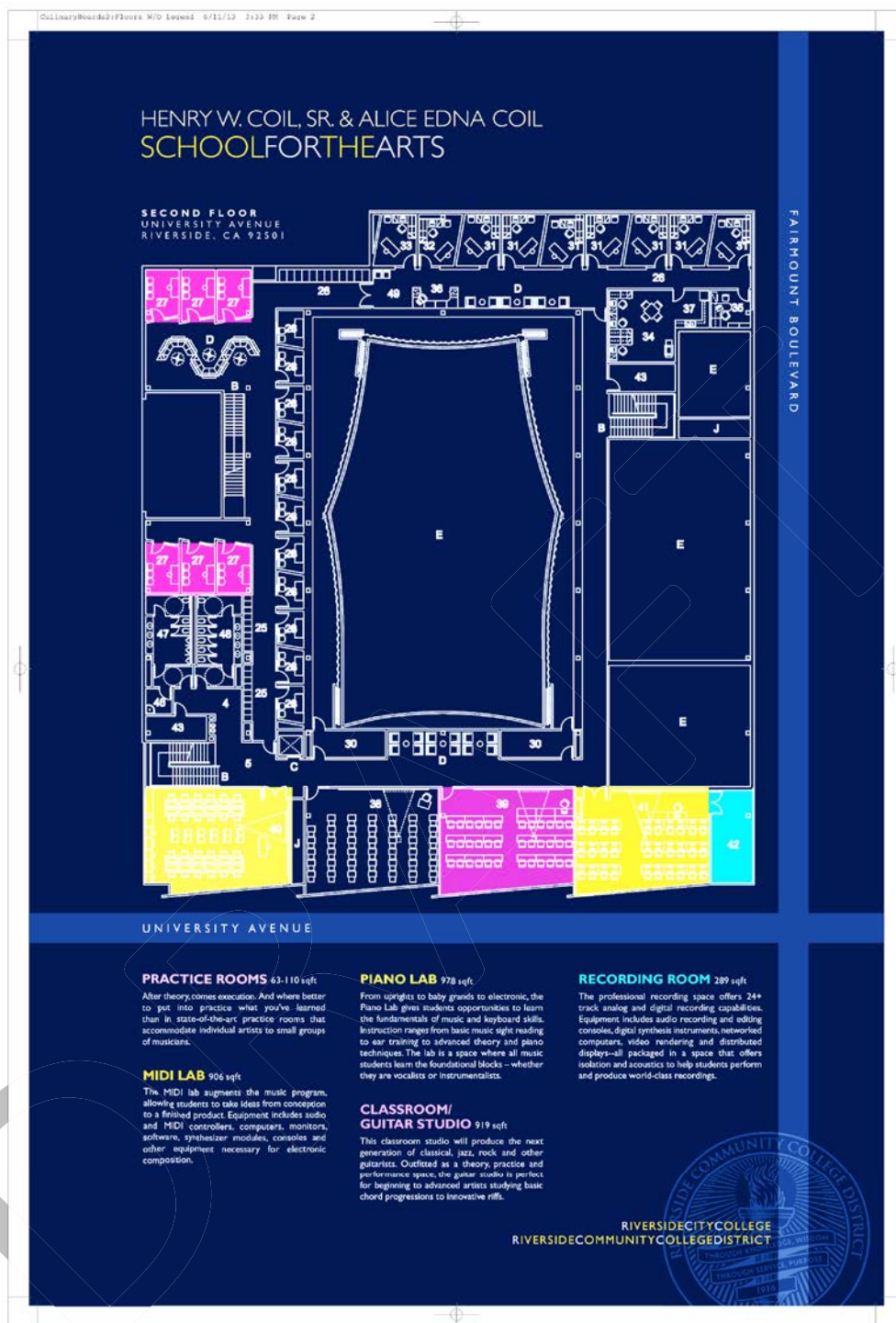
PERCUSSION ROOM 420 sqft
This space is dedicated to both the instruction and performance of percussion artists. Equipment ranges from drum sets to vibes to marimbas to timpani to chimes. Here students learn both the technical and pedagogical aspects of percussion.

GREEN ROOM 224 sqft
A relaxing, quiet space designed to put artists at ease as they wait to go on stage. The Green Room offers comfortable seating and other amenities, with close access to the Concert Hall.

COURTYARD 588 sqft
The outdoor courtyard is intended as a space that can provide either moments of solitude or a lovely green area where students, artists or guests can enjoy a few moments of conversation away from the activity inside the School for the Arts.

RIVERSIDE CITY COLLEGE
RIVERSIDE COMMUNITY COLLEGE DISTRICT





Appendix H: On campus performance counts for 2014-15

Performing Arts performances on the RCC Campus 2014-15

Music – 57

Dance – 8

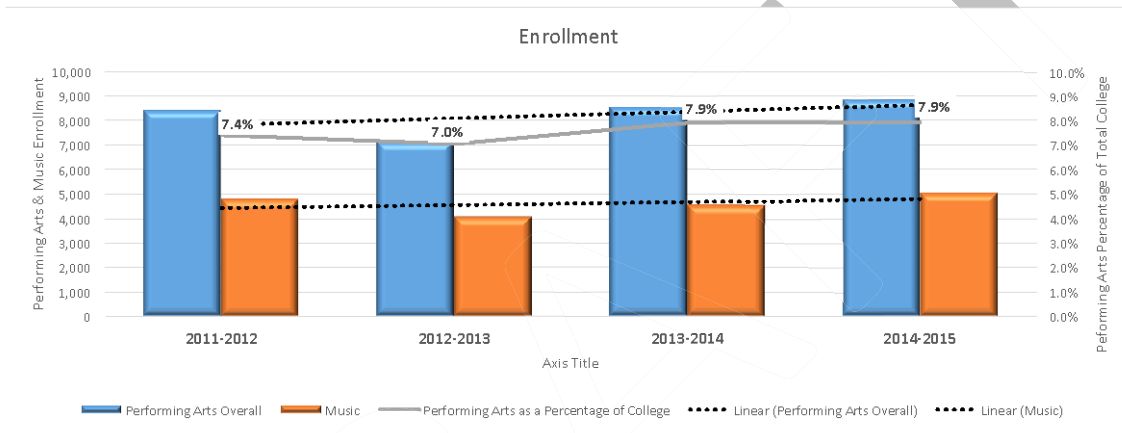
Theatre – 11

Performance Riverside 32
 Total – 108

Appendix I: Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15

**Riverside City College
 Total Enrollment in Performing Arts & Music**

	Performing Arts Overall	Music	College Overall	Performing Arts as a Percentage of College
2011-2012	8,402	4,797	113,503	7.4%
2012-2013	7,120	4,067	101,183	7.0%
2013-2014	8,531	4,557	107,797	7.9%
2014-2015	8,834	5,038	111,479	7.9%



Institutional Effectiveness

Music Enrollment 5 year.xlsx
 11/21/15

Appendix J: Music Degrees and Certificates

Riverside Community College District • Riverside City College 2015-2016

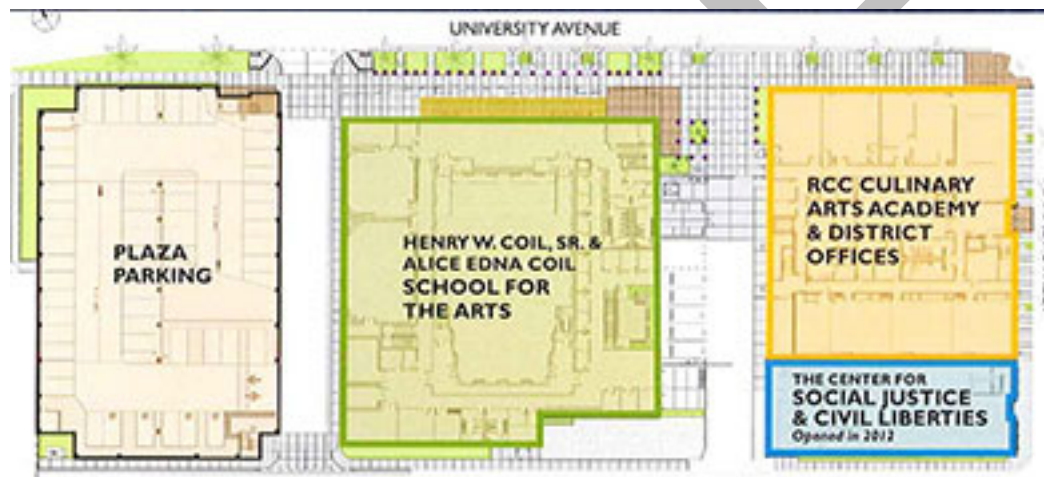
Curricular Patterns

77

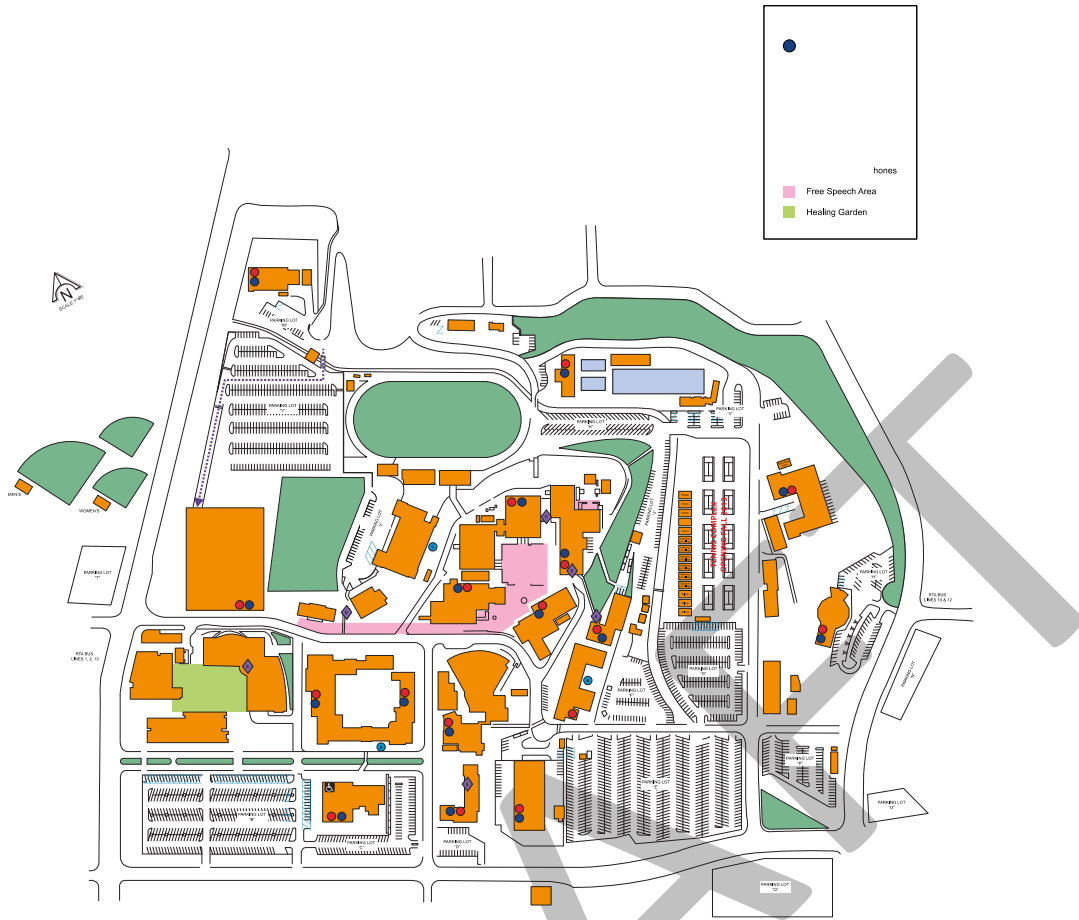
Associate Degree for Transfer™	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/MAS701C*/MCE701		
MUSIC			•	MAA564*/MAA564B*/MAA564C*		AA680/ AA680B/ AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
NURSING						

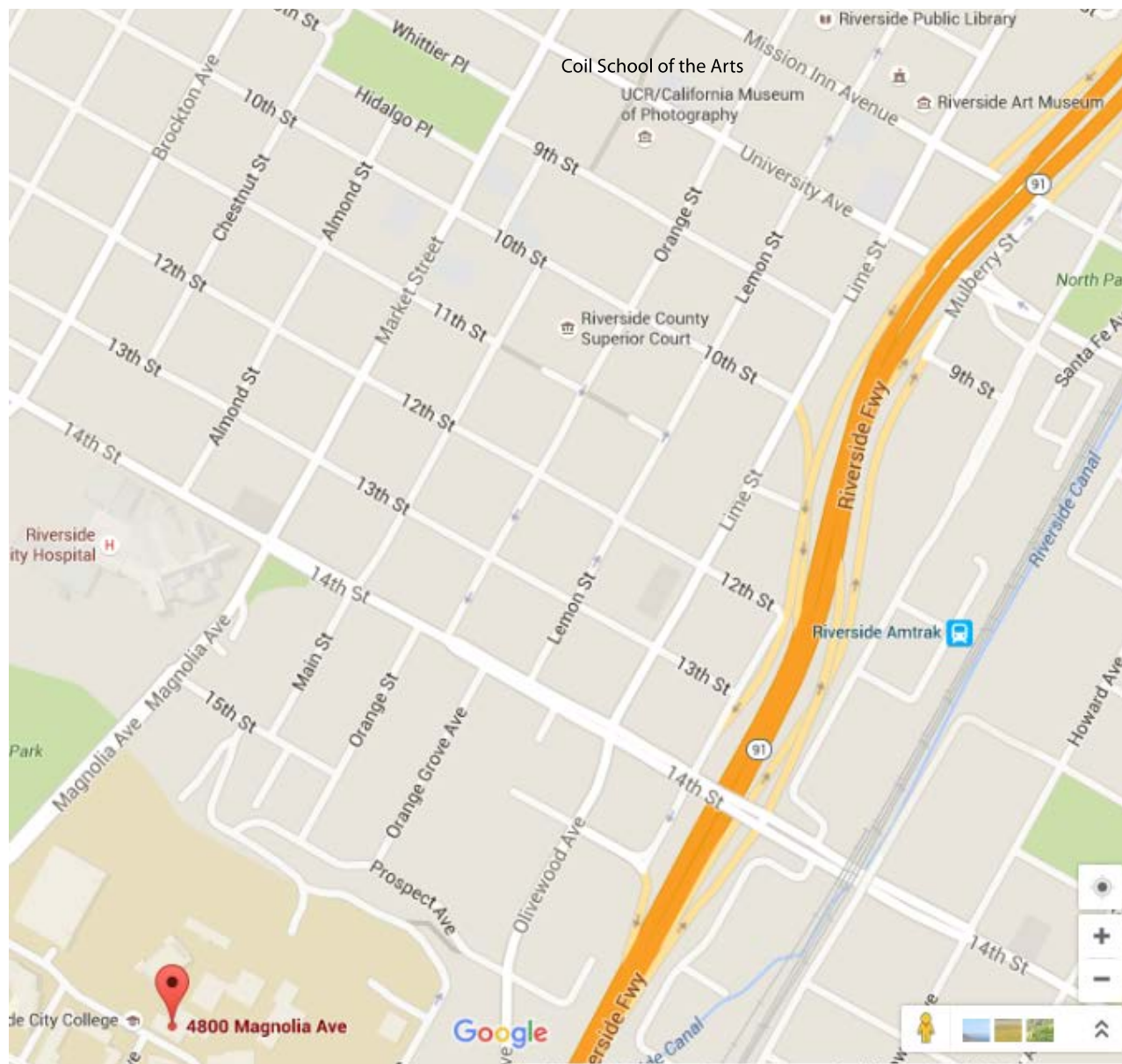
Appendix K: Centennial Plaza Overview



Appendix L: Riverside City College Campus Map



Appendix M: Map showing close proximity of Centennial Plaza to Riverside campus



Appendix N: Awards and information about the music department ensembles

Chamber Singers

The RCC Chamber Singers have performed at the ACDA Western Divisional Conferences in Tucson and Santa Barbara, the ACDA National Conference in Chicago, and at the NCCO (National Collegiate Choral Organization) national conference in Colorado and Oregon. The Chamber Singers have competed nationally and internationally taking first place at the California International Choral Competition, The Eisteddfod Choral Competition in Wales, at the Yeosu International Choral Competition in Korea and the choral competition of Spittal, Austria. They often have opportunities to perform with special guest artists such as Don Shelton (member of the Hi-Lo's), Grammy Award Winner Jon Secada, the TED Talks with Eric Whitacre, and as chorus for the Star Wars in Concert.

Jazz Ensemble

Jazz Ensemble I is one of three jazz ensembles at Riverside Community College. The ensemble is mostly comprised of full-time students preparing for a musical career while honing musical skills and pursuing academic classes for transfer. Their CDs on Sea Breeze Vista records, Upside Out and Minor Case of the Blues, received terrific critical comments were both on the initial Grammy Awards ballots. The ensemble has traveled to perform to Honolulu, Hawaii; the Longhorn Jazz festival in Austin, Texas; Santa Barbara, CA Jazz festival; Reno, NV Jazz festival; Tokyo, Japan. The ensemble also has multiple first places finishes at the Reno and Fullerton College Jazz Festivals.

Guest artists on their campus include: Steve Tavaglione, LannyMorgan, Poncho Sanchez, Eric Marienthal, Gary Foster, Alex Iles, Larry Koonse, Jeff Hellmer, Brandon Fields, The Airmen of Note, Rob Lockhart, Lori Andrews Quartet, Bill Reichenbach, Russ Miller, Don Clarke, Steve Hawk, Kye Palmer, Kim Richmond, the Lori Andrews Group, and Rick Margitza.

Jazz Ensemble I also commissions a new work each spring. Recent commissions have come from noted jazz writers: James Miley, Tom Hynes, Matt Harris, Bob Curnow, H. David Caffey, Sandy Megas, Jack Cooper, Chuck Tumlinson, James Miley and Jeff Jarvis.

A few RCC Jazz alumni of note include: Saul Miller (Airmen of Note); Bill Brendle (conductor and arranger for Sergio Mendez); Jeff Ellwood (Alan Pasqua Project and Mt. San Antonio College Faculty), Alex Henderson (Poncho Sanchez, Big VooDoo Daddy).

Wind Ensemble

The Wind Ensemble consists of many of the finest young wind and percussion players from Riverside, San Bernardino, Los Angeles, Orange and San Diego Counties.

In addition to frequent concerts on campus, they have performed at the College Band Directors National Association regional conference, the Music Association of California Community College conference, California Music Educators state convention, as well as touring Northern California, Reno Nevada, the Pacific Northwest, Hawaii, and Tokyo, Japan.

The ensemble hosts a two-day concert band festival, which features up to fifty middle school, junior high school, and high school concert bands and also hosts a conducting symposium each year. Guest clinicians have included Dr. Mitchell Fennell (Cal State, Fullerton) Jerry Junkin (University of Texas) Thomas Lee (UCLA) Michael Haithcock (University of Michigan) Eugene Corporon (University of North Texas) Keith Brion (New Sousa Band) Kevin Sedatol (Baylor University) and world-renowned conductor and founder of the Eastman Wind Ensemble, Frederick Fennell.

The RCC Wind Ensemble is also very active in recording, premiering and commissioning new works for winds. The ensemble has offered world premiere performances of works by composers such as; Donald Grantham, Steven Schmidt, Ran Galor, Bill Reichenbach, Sandy Megas and Steve Mahpar. In addition, the ensemble has offered west coast premier performances of works by composers such as; Donald Grantham, Dan Welcher and Micheal Gandolfi.

Marching Tigers

Since its humble beginning, with only 16 members showing up for the first band camp in August of 1984, nearly 3,000 people have walked through the doors of HG 101. In 2013, the RCC

Marching Tigers celebrated its 30th Anniversary Season.

The Marching Tigers have been the lead unit in the Tournament of Roses Parade, Macy's Thanksgiving Day Parade, Fiesta Bowl Parade, and Hollywood Christmas Parade.

The Marching Tigers have also performed at four of the five Disney Theme parks, as well as being the only band ever to perform in exhibition two years in a row at Bands of America Grand Nationals at the former RCA Dome in Indianapolis, Indiana (1994, 1995). They are also the only American college band to perform in exhibition at the All-Japan Marching Band Championships at Budokan Hall in Tokyo (1987, 1993).

Athletic events are familiar territory for the Marching Tigers. They've played many halftime shows for the Los Angeles Rams, Los Angeles Raiders, and the San Diego Chargers, as well as opening day for the California Angels. The Marching Tigers have also performed for the Utah Summer Games in 1989, the U.S. Olympic Festival in 1991, and the Disneyland Pigskin Classic in 1993 and 1994. They were also the official pep band for the 1995 and 1996 John Wooden Classic at the Arrowhead Pond in Anaheim.

Guitar Ensemble

The RCC guitar ensemble rehearses and performs music from the renaissance to the present. The group has played throughout California and the state of Washington.

Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts

Does this project align with the Long Range Educational Plan?

Yes ✓

No

N/A

ngagement

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Riverside City College Total Cost of Ownership (TCO) Summary

Planning Year: 2004-FPP Approved
Project Title: COIL School of the Arts

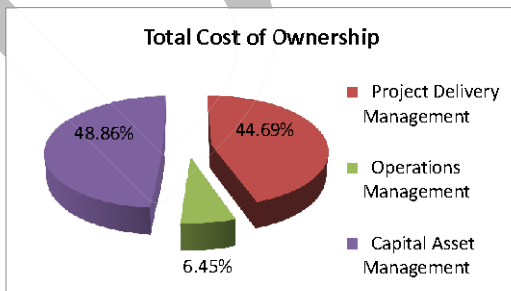
SPACE MANAGEMENT (Planning & Development, Utilization and Programming)			
Name of Facility	SCHOOL OF THE ARTS		<i>(choose from dropdown)</i>
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016
Age of Facility	0	Years	Last Addition 0
Project Description	The Coil School of the Arts building project, which will be located downtown Riverside seeks to facilitate both RCC Music and a new 450-seat performing arts venue that will provide an up-to-date technological education environment and concert hall.		
Project Justification	The Coil School of the Arts building will provide classroom space, office space, high tech labs and advanced learning environment as well as a significant performance venue to showcase student learning and enrich the community.		
Gross Square Footage (GSF)	36,420	Assignable Square Footage (ASF)	31,941
Weekly Student Contact Hour Capacity (WSCH)	19,090		

Project Delivery Management:	One-Time
<i>Total Project Costs</i>	\$ 43,088,000
<i>Total Project Funding</i>	\$ 43,088,000
<i>Funding Sources Over / Under Project Costs</i>	\$ -

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

	New One-Time	New Ongoing	Total
<i>Salaries and Benefits</i>	-	2,022,648	2,022,648
<i>New FT Faculty & Counselor Equipment</i>	-	-	-
<i>Equipment, Supplies and Services</i>	1,388,497	194,601	1,583,098
<i>Technology</i>	1,521,654	198,521	1,720,175
<i>Building Maintenance and Operations</i>	65,221	827,741	892,962
Total Operating Costs	\$ 2,975,372	\$ 3,243,510	\$ 6,218,882

Capital Asset Management - (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)	Current	Annualized Costs	Replacement Costs
Total Projected Capital Asset Management	\$ 45,184,519	\$ 1,167,557	\$ 47,105,005



Assessment by Physical Resources Advisory Group (PRAG) completed on September 2015

COIL School of the Arts Project Recommendation: Approved to Move Forward



Requestor
Project Title

[Redacted]

[Redacted]

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DRINK

Requestor
Project Title COIL School of the Arts



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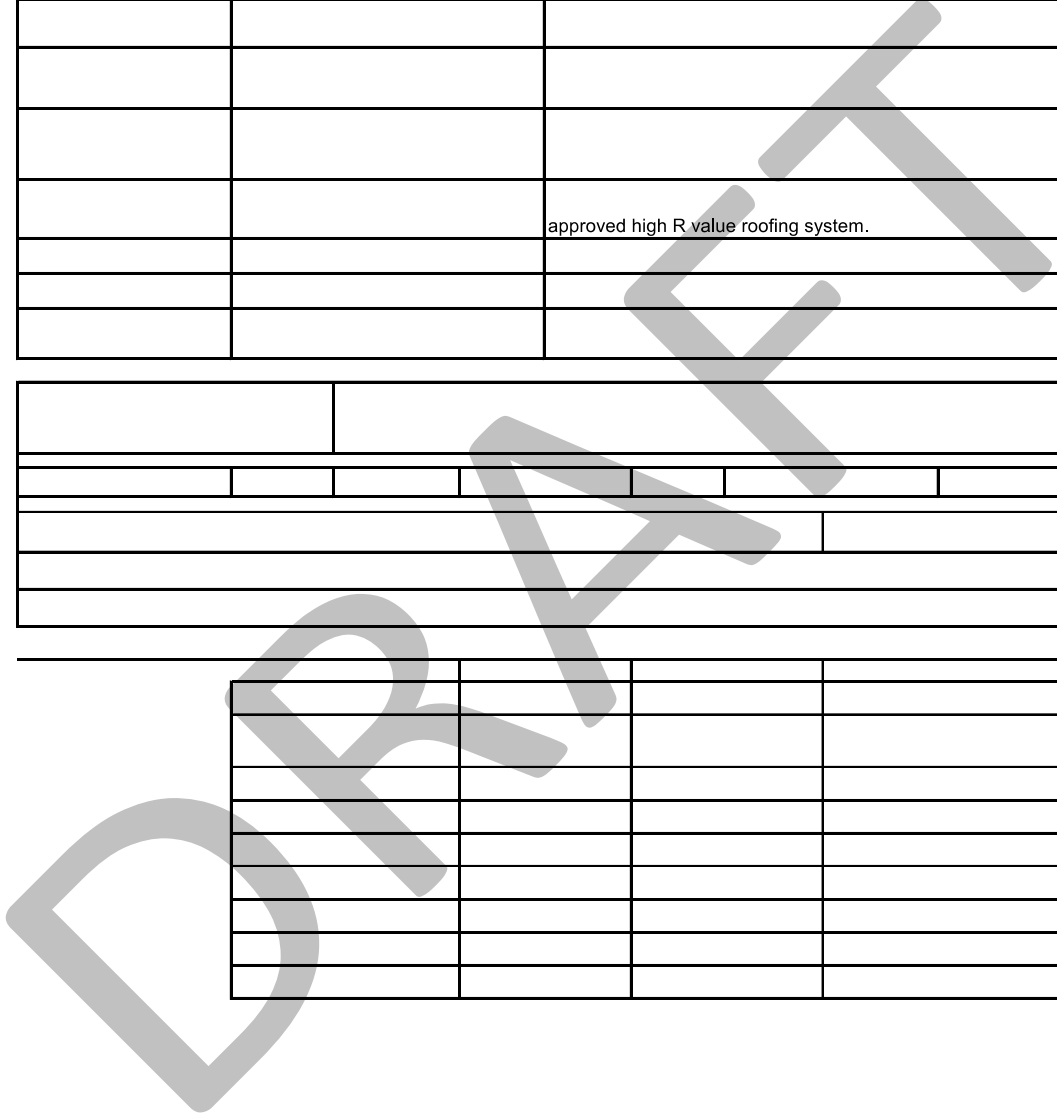
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Requestor
Project Title



		approved high R value roofing system.

tle 24



Requestor
Project Title



be remodeled and repurposed for other college programs and services.

Weekly Student Contact Hour Capacity(WSCH) *(Current Capacity)*

DRAFT



Requestor
Project Title

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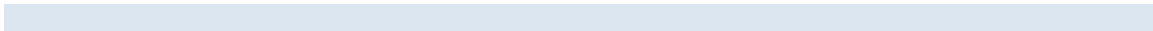
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Ratio, justify why this project should continue.

Ratio, justify why this project should continue.

N/A

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Requestor
Project Title



y the build out of this facility. The Music Building, Music Hall and Music Annex will be remodeled and repurposed for other college programs and services.

DRAFT



Requestor
Project Title

DRRAFT



	New One Time Salary	New Ongoing Salary
--	---------------------	--------------------

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DRAFT

Project Title

Maintenance Supplies

Equipment

DRAFT



Music



RIVERSIDE CITY COLLEGE
Physical Resources Advisory Group
November 4, 2014
12:30-1:30 p.m.
MTSC 218

Minutes

Co-Chair: Scott Blair, Faculty
Co-Chair: Scott Bauer, Administrative
Co-Chair: Ginny Haguewood, Classified Staff

Present: Scott Bauer, Scott Blair, Ginny Haguewood, Juan Lopez, Paul Moore, and Scott Zwart

I. Welcome

Meeting was called to order at 12:30 pm.

II. Review Task Charged

Mazie began the meeting by explaining that the committee has been charged with developing a methodology of determining what the TCO is specifically for the new buildings (Coil School of the Arts, Culinary, Student Services/Administration) as well as for some of the recently completed buildings on campus (Nursing, Math/Science).

III. Total Cost of Ownership(TCO) Definition and Purpose

The strategy of how to begin to look at TCO was discussed. Mazie related that there are four major cycles of Total Cost of Ownership:

- Initial Cycle: Space management, where planning and development occurs to determine the utilization and programming of the facility.
- Project Delivery Management: Design, construction, start-up and commissioning of the facility.
- Operations Management: Maintenance and operations, planned maintenance, user required needs and repairs, this cycle includes staffing and benefits.
- Facility Management: Renewal of capital equipment, replaced process, building improvements, retrofit, swing space, etc.

Primary Tools of TCO

Mazie began a detailed review of the draft TCO worksheet that has been generated to capture all relative pieces of TCO.

The following suggestions/comments/questions were made by the group:

- Add an estimated date of occupancy.
- Who will complete the worksheet? Will they receive training?
- Renovation: Add fields relative to description of current use of the building, cost, age, and present condition.
- Usable life expectancy or sustainability?
- Where is gross square footage recorded?
- Section costs?
- Weekly student contact hours currently generated?
- % of capacity information?

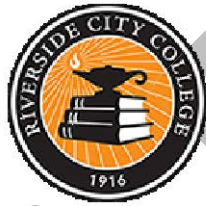
IV. Adjournment

The committee needed more time to continue the review of the draft worksheet. The remainder of the agenda was deferred and the next meeting date was scheduled for Tuesday, November 11, 2014, 11:00 - 1:30 pm, AD 109

Recorder: Natalie Chipman

Appendix Q: RCC Human Resources Staffing Plan pp 1, 8-9. Entire document available at:
<http://www.rcc.edu/about/president/strategic-planning/Strategic%20Planning%20Document/RCC%20HRSP%202015.pdf>

Human Resources Staffing Plan



Riverside City College
Riverside Community College District

Spring 2015

STAFFING REQUESTS

RCC determines its staffing needs as part of the Comprehensive Program Review process. Each unit offers a rationale for its staffing needs in its Five-Year Plan, submitted as part of its Comprehensive Program Review document. Each unit will review its growth¹¹ and determine additional positions needed to meet its responsibilities in directly supporting instruction. Those prioritized lists will then be consolidated and further prioritized at the division level.

The HRAG will take these separate prioritized lists of administrative, classified, and faculty positions to be filled in each division and merge them into a single, prioritized list. The HRAG will forward this list of administrative, classified, and faculty positions recommended to be filled (within budgetary constraints) to the Resource Development & Administrative Services (RD&AS) Leadership Council. The RD&AS will vet and revise the list, as necessary, before forwarding its final recommendations to the president for approval. In the case of potential mid-year hires, the RD&AS LC will use the HRSP principles, as well as the prioritized list produced by HRAG from the current academic year, in determining what if any human resource allocation requests will be funded.

In the event that hiring of administrator, classified staff, or faculty long-term substitutes¹² and/or emergency hires must occur outside of the planning cycle, such hiring requests should follow the same request process, beginning with the administrative or instructional unit making the request, moving that request to the division level, then sending the request to the HRAG, which will submit its recommendation to the RD&AS Leadership Council. RD&AS will send its recommendation to SPEC, which will send it to the college president. Appointments which deviate from this process may occur only if necessary to prevent the stoppage of college business when an actual emergency arises and

¹¹ Growth will be measured in terms of FTES, workload, headcount in student services, Maintenance and Operation standards, ...

¹² As defined by Ed. Code 87482.

persons are not immediately available¹³.

Likewise, the potential total-cost-of-ownership (TOC) for categorically-funded positions and grant-funded positions must be taken into consideration before such positions are established, especially since many of these positions often are institutionalized, becoming part of the permanent Unrestricted General Fund budget when the categorical or grant funding concludes. To prevent the college from unwittingly incurring such long-term budgetary obligations outside of the strategic planning process, the HRAG and the RD&AS Leadership Council will review and approve any grant-funded and/or categorical hires connected to long-term resource allocation.

PROFESSIONAL DEVELOPMENT

The college must provide its workforce with training and professional growth opportunities to enable them to fulfill the requirements of their positions and to offer the best possible learning opportunities and experiences for students. Professional development activities can include staff development opportunities, an annual Classified Staff Professional Development Day, technology training, faculty FLEX workshops, retreats, student learning outcomes and assessment training, professional growth days, staff recognition programs, and sabbaticals for faculty.

Professional development at RCC serves two distinct constituents: administrative and classified staff, and faculty. The classified and administrative development activities are developed largely by the college administration in conjunction with representatives from Diversity and Human Resources. The faculty development events are developed by the college's Faculty Development Coordinator in conjunction with the faculty development committee, while also under the direction of California Education Code, Title V, and guidelines developed by the state-wide Academic Senate.

The college must establish and maintain professional development opportunities to provide succession planning for all relevant

¹³ As defined by Ed. Code 87480.

positions so that the college is able to maintain the quality of programs and services during employee turnover.

Appropriate administrators, classified staff, and faculty will produce and update a Professional Development Plan for the college. As well, each classified, faculty, and administrative unit will have a budget line item dedicated to professional development.

ASSESSMENT OF THE HRSP

The effectiveness of the HRSP will be evaluated annually at the conclusion of the Comprehensive Program Review cycle. Indicators that the HRSP is effective will include the following:

- a) Data showing that faculty, classified staff, and administrative positions are allocated according to the HRSP Principles;
- b) Data showing that the number of faculty, classified staff, and administrative positions are moving towards alignment with Optimal Staffing Levels (as identified in Tables X, Y, and Z);
- c) Artifacts, such as meeting minutes, demonstrating that all relevant constituencies are involved in the staff position allocation process;
- d) Data showing improvement in student retention, persistence, and success.

The Dean of Institutional Effectiveness, the Human Resources Advisory Group, SPEC, and the Resource Development & Administrative Services Leadership Council will review CPR staffing request submissions and associated processes for the number and robustness of

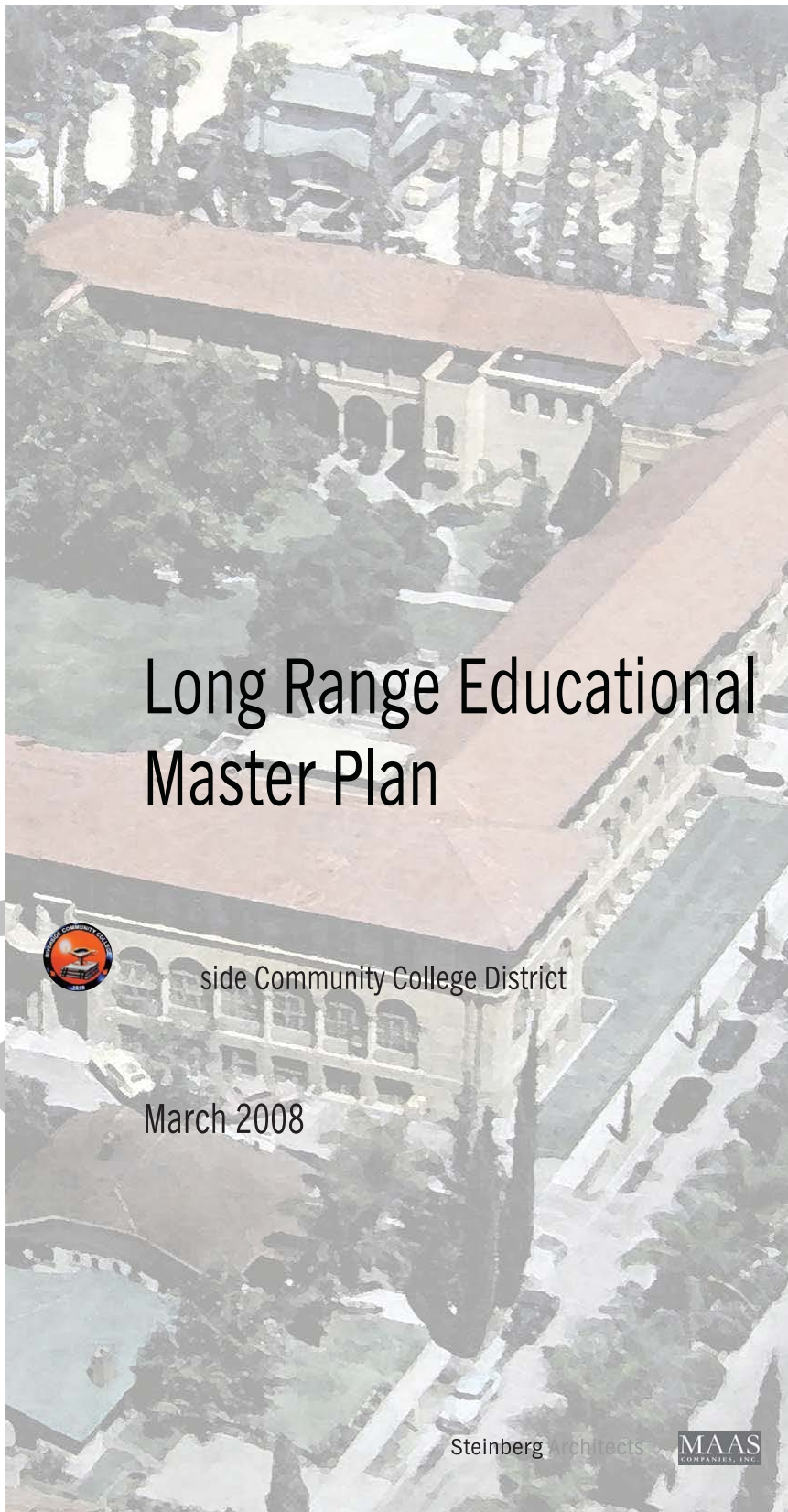
dialogues related to staffing (e.g. minutes, interviews with committee chairs, and the like).

FORMATIVE QUESTIONS (ANSWERED IN THE FIRST YEAR):

- ✓ **Current Levels:** What are current (baseline-actual), funded, and optimal staffing levels across all hiring categories, by division?
- ✓ **Future Levels:** What are future actual and optimal staffing needs for the next five years?
- ✓ **Gap Analysis:** What is the difference between the college's current actual and optimal staffing levels?
- ✓ **Recommendations:** What recommendations does the HRSP make to address gaps between actual and optimal staffing levels at the various timeframes covered by the plan?

SUMMATIVE QUESTIONS (ANSWERED ANNUALLY):

- ✓ **Staffing Levels:** How effective were implemented HRSP recommendations at addressing any staffing gaps identified in the gap analysis?
- ✓ **Staffing Measures:** How accurate were the forecasts of anticipated minimum levels, growth, and attrition rates?
- ✓ **Plan Process:** Did the college follow the HRSP in making its hiring decisions? If so, what procedural adjustments need to be made in terms of the HRSP itself to improve its effectiveness? If it wasn't followed, what procedural adjustments need to be made at the college to ensure future compliance with the HRSP process?



Long Range Educational Master Plan



Riverside Community College District

March 2008

Steinberg Architects

MAAS
COMPANIES, INC.

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Nursing

A satellite/expansion program, funded with state grants, was created at March Education Center (MEC). The first classes were held in fall 2006, with 30 first semester students and 20 third semester students, 16 of who were sponsored by Riverside County Regional Medical Center (RCRMC) in a 20/20 LVN to RN Program. This means that the LVNs worked 20 hours per week and went to school 20 hours per week. The LVNs are paid for 40 hours per week and receive full benefits. RCRMC funded one adjunct instructor to provide clinical supervision of the LVN to RN students. The grant is intended to produce 140 ADN graduates over the period fall 2006 to fall 2008.

Serving approximately 500 nursing students, the 6,700 square foot facility on the Riverside City campus is totally inadequate to meet the instructional needs. Nursing faculty and staff have been creative in sharing the space and adapting instruction to fit in the current facilities. The opening of the new School of Nursing building, planned for Spring 2010, is greatly anticipated.

Expected growth in employment of LVNs through 2012 is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation permanently. Nursing homes will offer the most new jobs for LVNs as the number of aged and disabled people in need of long-term care rises.

The RCCD School of Nursing had approximately 58 graduates from the Vocational Nursing (VN) Program in 2006. This is higher than usual due to the HRSA Grant, which is funding an extra faculty member for the VN Program. All graduates who desire employment are hired.

Performing Arts

The Marching Band needs a facility. The band has 143 members and must meet outside, yet they have a 100% retention rate and a fabulous national reputation. To do justice to the program and the students, a financial commitment needs to be made for a facility and the equipment.

Landis Auditorium is an inadequate facility in almost every way. Acoustically it is unfit. Sound on stage

Riverside City College Long Range Educational & Facilities Master Plan
RIVERSIDE COMMUNITY COLLEGE DISTRICT



does not travel past the proscenium, though sounds in the back of the audience easily travel to the stage. 1,400 seats are far too many for all musical functions. The number makes a healthy audience of 400 look like no one attended and demoralizes the students. The sight lines are poor, with the stage far above most of the audience.

At this time Theater has no dedicated space and is currently utilizing Landis Center of Performing Arts

on a limited basis. RCC does not control the facility which adds to the workload and problems associated with productions. In addition it is an inappropriate space for many of the smaller productions and is not ADA compliant.

The Theatre Department lost its principal performance space due to the Quadrangle renovation. The department had originally been told that a new 300 seat Proscenium theatre would be built to replicate the original theatre from the 1950's in the Quadrangle.

Physical Education

The existing classrooms are not at the same level of the other classrooms on campus. There is only one classroom in Wheelock Gym. This classroom (Wheelock 102) offers a poor teaching environment. This space was never designed to be used as a classroom. Huntley Gym has one small classroom (Huntley 108) that does not meet student needs. The room is too small and it will not accommodate a normal lecture class of 30 students. Because of the lack of adequate storage space in adjacent equipment storage closets, parts of this room are used for storage. In order to access these storage closets or to enter the Athletic Training Room/Laundry Room in Huntley Gym, faculty, staff, and students must pass through the classroom and disturb the class in session. The existing fitness room has limited space. This limits the number of students that can use this facility at a given time. This "L-shaped" room is not conducive to a good teaching environment. The room has liability concerns, since the instructor cannot see the entire room from several locations and proper supervision is difficult. Posts and beams throughout the room restrict movement between machines. Some of the equipment in the Physical Fitness Room has not been upgraded in many years and is inadequate to serve large classes. Maintenance and cleanliness of outdated equipment is also a major concern.

A new fitness and wellness facility is desired to bring RCC to the safety and instructional standards of fitness and weight facilities at other community colleges.

World Languages

The Riverside Campus World Languages Department requests at least five lab classrooms, one lab testing center, updated digital teaching materials and peripheral equipment to provide for the number of languages and levels that are taught on campus.

Appendix T: District Strategic Plan 2008-2012, pp 1, 12



SYSTEM EFFECTIVENESS

Riverside Community College District is experiencing rapid growth and systemic change. The District plans to transition from a single-college, multi-campus institution to a multiple-





Strategic Planning Executive Council
Special Meeting ♦ June 1, 2012 ♦ 8:30 to 9:00 a.m.
Culinary Academy

AGENDA

- I. Call to Order
- II. Action Item: Coil School for the Arts Program Scope Norm Godin
- III. Adjournment

9:00 a.m. Strategic Planning Council Annual Retreat

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Special Meeting
June 1, 2012 ♦ 8:30 a.m. ♦ Culinary Academy
MINUTES

I. **Call to Order** - at 8:35 a.m.

Approval of Agenda - (M/S/C Legner/Blair) Motion made to amend the agenda to add action item End of Life AVI Equipment. Carried.

II. **Action item: Coil School for the Arts Program Scope** (Norm Godin)

Submitted for review and approval is an amended scope for the Coil School for the Arts, which is a downsized version of the original RSA plan. This item was discussed at the Resource Development Administrative Services Leadership Council (RDASLC) where it was recommended it be presented at SPEC. This is a proposal to downsize and amend the square footage for fear that the original plan will not make it through the State's queue because of items that are already in place. Norm indicated it is still not clear if there is buy-in and a commitment from RCC's operational budget to run this program. Norm provided a list identifying where money could possibly be moved from. With respect to the La Sierra Capital Fund, Norm spoke with Aaron Brown and Aaron verified that funds do exist and are available with proviso. He has a retainment plan and if the district lives up to that, there will be enough funding.

Norm attended the first program meeting a few weeks ago with our faculty and they are excited about this project. Since then Dr. Azari and Dr. Isaac have engaged in discussions with faculty from music and theatre and they fully support the amended change. Dr. Azari has also met with the preliminary architect to go over conceptual ideas, and they will meet with faculty this summer. It is important that these programs be driven by the programs that will be housed there and with faculty teaching in those programs.

Stephen asked if there is a commitment for additional custodial staff, and also raised a concern of ownership. Norm said he would press hard to secure funding for facilities staff.

John Sullivan asked if there will be a secure space for part time faculty who will be using the building? We are not at that point yet, but we should keep that in mind in future planning.

(M/S/C Blair/Legner) Motion made to approve the amended program scope for the Coil School for the Arts. Carried.

III. End of Life A.V.I. Equipment (Stephen Ashby)

Submitted for review and approval is a list of equipment and projectors that have met the end of their life. Janet Lehr confirmed that this list was generated from the information in the I.T. Audit. If approved we will then submit the list to the board of trustees meeting in June. Dr. Buisse received permission to by-pass the board committee and submit this item directly to the board of trustees.

The question was asked if IMC had input with the list. IMC generated the primary list, and they are aware when equipment is procured and when it is broken. It is recommended this go forward to the board in June in order to replace AVC equipment. If we wait until September to submit to the board this would delay replacing equipment another 6 to 8 months. Riverside has the lion's share of equipment to replace. Dr. Isaac indicated it would be best to move this forward. Any delay would not be beneficial.

(M/S/C Lehr/Ashby) Motion made to approve the End of Life A.V.I. Equipment list, and submit to the board of trustees.
Carried. 2-no/2-abstentions

Meeting adjourned at 9:09 a.m.

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
March 3, 2011
12:30 – 2:00 p.m.
Hall of Fame

AGENDA

- I. Call to Order
- II. Approval of Minutes of December 2, 2010
- III. Report from the President Tom Harris
- IV. Co-chairs Report Norm Godin
Richard Davin
- V. Old Business - None
- VI. New Business Norm Godin
- a. CSSE Survey & Student Equity Plan - Information
- VII. Leadership and Governance Richard Davin
- VIII. Leadership Council Reports
- a. Student Access and Support Ellen Brown-Drinkwater
- b. Academic & Career/Tech. Programs & Instructional Support Hayley Ashby
1. CSA Update Patrick Schwerdtfeger
2. Riverside Reorganization Update Patrick Schwerdtfeger
- c. Resource Development and Administrative Services Mary Legner
- d. Institutional Effectiveness Susan Mills
- IX. Adjournment

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
Meeting of March 3, 2011

MINUTES

Members Present: Richard Davin (Faculty Co-chair), Norm Godin (Admin. Co-chair), Hayley Ashby, Stephen Ashby, Edward Bush, Rebecca Faircloth, Italia Garcia, Ginny Haguewood, Rikki Hix, Mary Legner, Tara McCarthy, Susan Mills, Patrick Schwerdtfeger

Resource Staff/Guests: Tom Harris, Michelle Davila, Ron Vito, Virginia McKee-Leone, Ralph Perez, Janet Lehr, Marilyn Martinez-Flores

I. Call to Order – the meeting convened at 12:38 p.m.

II. Approval of Minutes of December 2, 2010 – minutes approved by consensus.

III. Report from the President

Dr. Harris reported now that we have passed accreditation, we do not want to be on warning again. The next phase will be just as critical. There's a lot of work to be done by the fall semester.

IV. Co-Chairs Report

Richard Davin reiterated Dr. Harris' concern. Regarding student learning outcomes, Susan Mills will speak directly about the CTE programs that have program level outcomes in place. Richard recently spoke with incoming President Azari regarding mapping and she suggested using mapping that has been used in Fresno. If that is the case, we can get a measure in a short time through curriculum

Norm Godin reported he would like to bring to the next SPEC meeting a proposal to revise the reporting process, specifically under the Resource Development & Administrative Services Leadership Council. There are three advisory groups that filter through the RDASLC. However the feeling is that both Technology and Physical Resources ought to report directly to SPEC as a standing agenda item each month in order to provide updates. The rationale being that these two subject matters impact all areas of the college and deserve more prominence in our process. Norm will meet with the co-chairs of the three advisory groups to develop a recommendation for action by SPEC next month in April.

V. Old Business - None

VI. New Business

a. CCSSE Survey & Student Equity Plan - Information

Dr. Bush stated that the Institutional Research Office would provide more information on the CCSSE Survey at a future meeting and so he will present the student equity plan update.

Minutes approved April 7, 2011

Student Equity Plan - The last time we did a student equity plan was in 2005. As our commitment to student equity it was decided to update the plan, although the Chancellor's office has not asked that the plan be updated. This endeavor was done by a subcommittee of the student success committee. Dr. Bush reviewed the data presented. Although resources have been increased within the last six years to help students, the data shows a dip in the trend pattern. The group will continue to look at and identify those situational contributions that are creating barriers for our students. Dr. Bush will follow-up.

- b. **Accreditation Update** - Tim Brown reported on the next steps for Accreditation. A follow-up mid-term report is required and due next March. Tim will not write the report but will coordinate the content of that report to help him stay involved. One topic of great importance we need to address is the status of all planning agendas that were in the 2007 self study. Those planning agendas were parceled to the subcommittees, now referred to as leadership councils. Over the next four to six months Tim will attend council meetings to get a sense of their status. Tim is asking each of the leadership councils to facilitate in providing him with this information. This should also be a topic for discussion at the annual spring retreat. Another topic for the report is demonstrating how the strategic planning process is driving the decisions made by this institution. We will need to show evidence that this process is working, that we are providing the institution the tools needed for making all decisions. For example how is strategic planning guiding the process for making unprecedented cuts in our budget, and/or offerings in summer.

Pat commented that this is the council that should have the discussions to create the principles for guiding us as we make these decisions regarding course section cuts. A lot of the budget cuts have already been decided by the district. The only influence we will have over is course reductions, including services and resources. Since these decisions affect all areas, each council should come up with some ideas and bring those ideas to get a good mix for the whole institution, and also articulate how these decisions are linked to the strategic plan.

VII. Leadership and Governance – no report

VIII. Leadership Council Reports

- a. **Student Access and Support** - Met last week and discussed the budget proposal and the effects of the cuts. Have also been reviewing strategies with discussions to revise as well as moving some activities to more appropriate sections. These strategies are not written very well and would like to revise some language, however, there does not seem to be a mechanism in place for changing strategies.

Comment was made that all of the councils were asked to review their strategies for possible changes, and many of the councils did make changes but were put on hold. Now is a good time to revisit this topic.

All councils should discuss their strategies and possible revisions at their meetings for discussion in April.

b. Academic & Career/Tech. Programs & Instructional Support

Most of their discussion has focused on the district budget situation and budget scenarios. Three sub-groups continue to work on various projects: one is working on comprehensive program review; another working on unit plan rubric; and another working on action plans. Council also had discussions regarding its primary goals and how they are linked to the mission. Council will be proposing recommendations to bring to this group

1. CSA Update

Pat reported that this committee is still meeting periodically. The Chancellor's goal is to have a business plan by the end of the semester. A fund raiser is planned for the fall here at RCC. It will be a black-tie affair. Also continue to look at the organizational structure for RSA.

2. Riverside Reorganization Update

Pat reported on the proposal to shift some of the workload from the Dean of Instruction to current administrators by rearranging responsibilities. Bernie Fradkin will pick up Social and Behavioral Sciences; Pat will take Performing Arts, Landis Perf. Arts Center, and Coil School for the Arts; M.M-Flores will pick up Language, ESL, Reading, and Child Development; Virginia will take Math and Science; Ron Vito will continue with CTE and Rubidoux Annex; Nursing remains the same. Barry Meier and Paula McCroskey report to student services but also have instructional programs so they will meet with deans to be aware of instructional issues. These changes do not affect the department chair structure or responsibilities, and there are no costs.

Question was asked how these changes will affect students, will they need to go to more than one dean to add a class, rather than getting approval from one dean of instruction? Yes – that is one of the changes that will happen.

Pat wanted to make it clear this discussion is just a heads-up of what is being proposed and will be coming to this group in the near future.

c. Resource Development and Administrative Services

Norm reported we learned a great deal in the Chancellor's budget workshop. There is very little left in the budget to cut except positions. The President's leadership team discussed the value of expending more time on the "what-if" scenarios, since the cuts have already been decided. Norm will send out a memo to all subgroups to suspend this effort. However, it is still good for all to be more efficient in reducing costs. At some point we will be asked by the Chancellor for this information. Dr. Gray will request the strategic planning committees at each college to determine what their college should look like in 2016 – more information will be forth coming.

d. Institutional Effectiveness

They have been working on revising the Unit Plan. The district agreed to some of changes but not all. Susan had received three pages of suggestions for changes to the unit plan. Susan added changes to make the descriptions more clear and to provide cost estimates where requested; added mission and goals to be seen by readers; also moved survey monkey pieces towards front so disciplines can use this information for rationale. An error was noted on page 10 for contact person – it is not Martha but should be Michelle Davila, or Business Services. Susan asked that any additional comments or changes to the unit plan be sent directly to her to incorporate.

Richard Davin indicated this draft will go for second reading to the academic senate on Monday, March 7.

IX. **Adjournment** – meeting adjourned at 2:12 p.m.

Minutes submitted by: Tish Chavez

DRAFT

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting

December 2, 2010

12:30 – 2:00 p.m.

Hall of Fame

AGENDA

- I. Call to Order
- II. Approval of Minutes of November 16, 2010
- III. Report from the President Tom Harris
- IV. Co-chairs Report Norm Godin
Richard Davin
- V. Old Business
- VI. New Business
a. Presentation – RCC Branding Jim Parsons
- VII. Leadership and Governance Richard Davin
- VIII. Leadership Council Reports
a. Student Access and Support Ellen Brown-Drinkwater
b. Academic & Career/Tech. Programs & Instructional Support Hayley Ashby
 1. CSA Update (standing item) Pat Schwerdtfeger
c. Resource Development and Administrative Services Mary Legner
d. Institutional Effectiveness Susan Mills
- IX. Adjournment

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
Minutes of December 2, 2010

Members Present: Richard Davin (co-chair), Norm Godin (co-chair), Hayley Ashby, Stephen Ashby, Ellen Brown-Drinkwater, Shelagh Camak, Rebecca Faircloth, Ginny Haguewood, Rikki Hix, Mary Legner, Tara McCarthy, Susan Mills, Patrick Schwerdtfeger, Italia Garcia,
Guests: Jim Parsons, Hector Garcia, Sandy Baker, Ron Vito, Diana Meza

I. Call to Order – The meeting was called to order at 12:41 p.m.

II. Approval of Minutes of November 16, 2010

Mary Legner Moved/Shelagh Camak Seconded/Motion to approve the minutes of November 16, 2010. (1 abstention)

III. Report from the President

Dr. Tom Harris reported on the recent accreditation visit. The team did an extremely thorough job in their initial interview with him. It was evident they did their work ahead of time. The visiting team was impressed with the materials they were provided with as well as their meetings with the various groups. They have sent their report to the President, and this information is confidential. The report will go to the commission in January.

IV. Co-chairs Report – no report

V. Old Business – none

VI. New Business

a. Presentation – RCC Branding

Shelagh Camak Moved/Ellen Brown-Drinkwater Seconded/Motion to amend item VI – RCC Branding - as an action item for approval. Carried. (2 abstentions)

Jim Parsons gave an overview of the process involved with the college branding stating that a brand should represent who we are based on our mission statement, as well as internal and external perceptions. Jim shared the final results of the survey and the top choices selected for RCC's college logo, college seal logo, and athletic mark. The changes are not drastic. The logos have been given a modern edge to the graphic designs and are still recognizable.

Mary Legner Moved/Ginny Haguewood Seconded/Motion to approve and forward to the President the results of the branding survey for the RCC college logo, college seal logo, and athletic mark, with the recommendation to accept the recommended top choices. Carried. (2 abstentions)

VII. Leadership and Governance – no report

VIII. Leadership Council Reports

a. *Student Access and Support* - no report

b. *Academic & Career/Tech. Programs & Instructional Support*

Hayley Ashby – members continue to refine their role as a council. At last meeting heard a presentation on SASSE results. This is something other councils should hear.

CSA Update (standing item)

Pat Schwerdtfeger reported that one of the big issues of the arts building is insufficient space for many of the arts, dance, theater, and music program. They are looking at the situation, and a lot of these issues are lined up in our master plan. The condition of Landis was another subject of discussion. By spring the Chancellor should have enough information to develop a business plan for that space.

c. *Resource Development and Administrative Services*

It was noted at the last meeting that the master plan needs to be updated. The physical resources advisory co-chair will look into this. The budget situation at the state level is looking grim with talks to reduce our base. Council members have been assigned into sub-groups to start “what-if” discussions for possible mid-year cuts with scenarios ranging from 5%, 10%, and 15% cuts. Discussions will include how these cuts will affect each department with recommendations to use as a guide for making cuts. Each group will report back in February and discuss as a group.

d. *Institutional Effectiveness*

Council will be meeting next week and will look at the comments received on the mission statement, vision and values.

IX. **Adjournment** – the meeting adjourned at 1:52 p.m.

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
August 5, 2010
1:00 to 3:00 p.m.
Hall of Fame

AGENDA

- | | | |
|-------|--|------------------------------|
| I. | Call to Order | |
| II. | Approval of Minutes - Minutes of June 3, 2010
Minutes of July 8, 2010 | |
| III. | Report from the President | Tom Harris |
| IV. | Co-chairs Report | Norm Godin
Richard Davin |
| V. | Old Business | |
| | A. Key Performance Indicators (No report) | Shelagh Camak
Susan Mills |
| VI. | New Business | |
| VII. | Leadership and Governance | Richard Davin |
| VIII. | Leadership Council Reports | |
| | A. Student Access and Support | E. Brown-Drinkwater |
| | B. Academic & Career/Tech. Programs & Instructional Support | Hayley Ashby |
| | 1. RSA Blue Ribbon Committee Update (Standing Item) | P. Schwerdtfeger |
| | C. Resource Development and Administrative Services | Mary Legner |
| | 1. Presentation of Mid-Range Financial Report (Information Only) | |
| | D. Institutional Effectiveness | Susan Mills |
| IX. | Adjournment | |

Riverside Strategic Planning Executive Council
Meeting of August 5, 2010

MINUTES

Members Present: Norm Godin, Shelagh Camak, Ginny Haguewood, Tom Harris, Mary Legner, Rikki Hix, Patrick Schwerdtfeger

Members Absent: Richard Davin (e), Hayley Ashby(e), Stephen Ashby (e), Ellen Brown-Drinkwater (e), Edward Bush, Tara McCarthy (e), Susan Mills (e)

Guests: Ron Vito

- I. **Call to Order** - The meeting was called to order at 1:12 pm
- II. **Approval of Minutes** – The minutes of June 3, 2010, and the minutes of July 8, 2010, were accepted by consensus as submitted.
- III. **Report from the President (Tom Harris)**

Dr. Harris gave an update on accreditation and indicated progress is going quite well. The strategic plan was approved by the board of trustees in July. Staff are working on the final draft of the report and will submit to the board of trustees in August. Dr. Harris stated we can always send things to the commission right up to the date of their meeting. We will continually update the commission and clarify as necessary to make sure they have all the information required. The accreditation steering committee will be putting together a presentation that can be taken to the various groups to explain the strategic planning process. It is critical to reach as many people as possible and clarify any questions out there.
- IV. **Co-chairs Report (Norm Godin)**

The district strategic planning committee met on July 12 and accepted the Chancellor's Measure C allocation proposal without modification.
- V. **Old Business**
 - a. **Key Performance Indicators**

This discussion is postponed until Shelagh and Susan have had an opportunity to work on this together.
- VI. **New Business** (none)
- VII. **Leadership and Governance** (no report)
- VIII. **Leadership Council Reports**
 - a. **Student Access and Support** (no report)

Minutes approved September 2, 2010

b. Academic & Career/Tech. Programs & Instructional Support

Pat reported they are almost finished with their action plans, starting to look good systematic, and will be ready to post on the website shortly.

1. RSA Blue Ribbon Committee Update (Standing Item)

P. Schwerdtfeger explained that this committee was started by the Chancellor last year with the focus to move the RSA project along. Dr. Harris, Pat, Shelagh Camak, and faculty from performing arts and applied technology serve on this committee. Since then the decision has been made that this committee should have had the approval of the academic senate as well as the recommendation of faculty serving on this committee. Pat has not talked to all of the faculty who have been involved, but hopes they will continue to serve. It has also been decided that board members will not be on the committee. At this point there is strong advocacy for a charter school associated to RSA. The Chancellor has asked Shelagh and Dr. Buysse to look at what costs would be within the charter school and also to look at availability of funds.

c. Resource Development and Administrative Services

Norm introduced Mary Legner who will assume the role of faculty joint-chair effective 2010-2011. Norm reported that negotiations are ongoing in Sacramento. Most recent news is that democrats are in solidarity with the budget but the Governor and republicans are saying its is dead on arrival. It would be a surprise if we see something before September. He will keep everyone informed as things develop.

Norm reviewed the work done to date on the mid-range financial report. This is an important element to our strategic planning process. The document presented is the initial iteration. Most of the funding is in the first two years. A five year plan for faculty positions (prioritized) is needed. The Resources Development & Administrative Services Leadership Council will work with APC to develop a faculty plan and will continue to work with the Technology Advisory Group to further develop the equipment plan.

d. Institutional Effectiveness

Meeting scheduled for August 16. Items for review will be our constitution and bylaws, as well as our mission statement process. The revised mission statement will go to the board of trustees August 17 for approval.

IX. Adjournment – The meeting adjourned at 2:09 p.m.

Y RCC Institutional Assessment Plan

<http://academic.rcc.edu/assessment/files/InstitutionalAssessmentPlan.pdf>

Z Riverside Community College District Strategic Technology Plan:

<http://www.rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Other%20Documents/District%20Technology%20Plan.pdf>

AA DGS, DSA Approval



State of California • Edmund G. Brown Jr., Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES
Division of the State Architect – San Diego Office

Project:

Total Scope of Project:

Increment #:

Application #:

File #: 33-C1

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 4/21/2014. This letter constitutes the "written approval of the plans as to safety of design and construction" required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction start date, must be given to DSA prior to start of construction.

DSA does not review drawings and specifications for compliance with Parts 3 (California Electrical Code), 4 (California Mechanical Code), and 5 (California Plumbing Code) of Title 24. It is the responsibility of the professional consultants named on the application to verify this compliance.

Please refer only to the boxes checked below which indicate applicable conditions specific to this project:

Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety.

Due to the nature of the building(s), certain precautions considered necessary to assure long service have not been required. In the condition as built, the building(s) will meet minimum required standards for structural, and fire and life safety. The owner must observe and correct deterioration in the building in order to maintain it in a safe condition.

Your attention is drawn to the fact that this application was submitted under the provisions of Sections 39140/81130 of the Education Code which permit repairs or replacement of a fire damaged building to be made in accordance with the drawings and specifications previously approved by this office. The drawings and specifications approved for the reconstruction of this building conform to the drawings and specifications approved under application # _____.

These drawings and specifications meet the rules, regulations, and building standards in effect at the time of the original approval and do not necessarily comply with rules, regulations, or building standards currently in effect.

Due to the nature of the poles, certain precautions considered necessary to assure long service have not been insisted upon. In their condition as built, they will meet minimum required safety standards; however, your attention is directed to the comparatively short life of wood poles. It will be the responsibility of the owner to maintain them in a safe condition.

52 Riverside City College

Application #: 04-112917

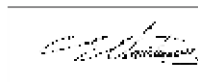
File #: 33-C1

- Bleachers or grandstands constructed in accordance with approved drawings and specifications will meet minimum required standards for structural, and fire and life safety. The owner should provide for and require periodic safety inspections throughout the period of use to ensure framing and other parts have not been damaged or removed. On bleachers or grandstands having bolts, locking or safety devices, the owner shall require that all such components be properly tightened or locked prior to each use.
- This approval is for the part shown only since the drawings and specifications for the proposed work include only the portion of the building to be partially constructed on the subject site. It is understood that a separate application will be subsequently filed, together with drawings and specifications showing a plot plan and details of work necessary for completion. A contract for completion shall not be let before the written approval of such drawings has been obtained from the Department of General Services.
- The building(s) was designed to support a snow load of 0 pounds per square foot of roof area. Snow removal must be considered if the amount of snow exceeds that for which the building(s) was designed.
- This constitutes the written approval certifying that the drawings and specifications are in compliance with State regulations for the accommodation of the disabled which are required before letting any contract for construction. (See Section 4454, Government Code.)
- Your application for the construction of a relocatable building submitted under the provisions of Section 17293 of the Education Code is hereby approved. This approval certifies that the drawings and specifications are in compliance with state regulations for accommodation of the disabled, structural safety, and fire and life safety. This approval applies only to the drawings and specifications for the foundation system, anchorage of the overhead nonstructural elements, and site work related to this project. Documentation has been received indicating that the building was constructed after December 19, 1979, and bears a commercial coach insignia of approval from the Department of Housing and Community Development (HCD). Confirmation that the construction of the HCD building conforms to the appropriate state regulations is done by others. (See Section 17307, Education Code and Section 4454, Government Code.)
- Deferred Approval(s) Items:
Elevator Guide Rails and Support Bracket Anchorage, Window Wall Systems or Storefronts with spans greater than 10 feet

This Project has been classified as **Class 1**. An Inspector who is certified by DSA to inspect this class of project must be approved by DSA prior to start of construction.

Please refer to the above application number in all correspondence, reports, etc., in connection with this project.

Sincerely,



Digitally signed by Chris Christakos
DN: cn=Chris Christakos, o=DGS,
ou=DSA,
email=Chris.Christakos@dgs.ca.gov,
c=US
Date: 2014.04.29 07:31:26 -0700

for Chester "Chet" Widom, FAIA
State Architect

cc:
Architect

Agenda Item (VIII-B-2)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Riverside City College Substantive Change Report on the Culinary Academy
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Riverside City College's Substantive Change Report on the Culinary Academy.

Background Narrative:

The Accrediting Commission for Community and Junior Colleges (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes. To meet this expectation, Riverside City College has prepared a Substantive Change Proposal to report on the Culinary Academy. The proposal will be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services
Wolde-Ab Isaac, President, Riverside
Patricia Avila, Dean, Career and Technical Education

Attachments:

[Bullet Report for Culinary Academy](#)
[Summary Report for Culinary Academy](#)
[Substantive Change Report for Culinary Academy](#)

Substantive Change for Culinary Arts at Riverside City College

Riverside City College is building a “state of the art” facility for culinary arts in downtown Riverside. Funded by Measure C funds, the project aligns with the mission of the college and its strategic goals. We believe this project will enhance the program greatly and will enrich the academic experience for students pursuing a career in Culinary Arts. Moreover, the new facility ties into the college’s strategic, enrollment management, and financial resource plans. In preparation for the opening of the new building a Total Cost of Ownership Analysis was conducted by RCC to determine what new, ongoing and future fiscal and human resources exist. As the new facility is in close proximity to the main campus, we anticipate that students will have greater access to the support services necessary for academic success.

The quality of the facility will enhance the teaching and training students receive and we anticipate the following benefits:

- Culinary Kitchens equipped with “state of the art” technology
 - Bakery
 - Basic Skills
 - Production
- Demonstration kitchen
- Ice Carving Room
- Faculty offices
- Student Resource Room
- Dining facility with seating for 120 patrons
- Rooftop Terrace with room for an herb garden and seating to entertain and host events
- New certificate emphasis in Hospitality and Management
- Pastry and other specialty course offerings
- Strengthened partnerships with local restaurants and businesses
- Potential internship and employment opportunities for students
- Access to public and free transportation via the free shuttle service to main campus and Riverside Transit Agency
- Greater access to Student Support Services on main campus
- Increase in associate degree completions as students have direct access to general education courses offered on main campus

SUMMARY OF THE PROPOSED CHANGE FOR CULINARY ARTS AT RIVERSIDE CITY COLLEGE

The purpose of the substantive change report is to describe the proposed change, need and anticipated effects to move the Culinary Arts Academy to a new facility located off the main campus.

The Change: the new academy is being constructed at 3801 Market Street, Riverside, CA 92506. It is located less than a mile away from the main campus. The facility will include Coil School for the Arts, the District Offices Building, Center for Social Justice & Civil Liberties and a dedicated parking structure.

The Need: The rationale for change is to build a facility that will be a superior teaching and learning environment in Culinary Arts and directly address the considerable deficiencies in the current facility. Currently, Culinary Arts is housed in a leased facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer “state of the art” culinary technology necessary for operational standards industry wide. Moreover, centrally located in downtown Riverside, the new academy will allow the program to strengthen partnerships with local restaurants and businesses and provide students with internship and employment opportunities.

The Anticipated Effect: This facility will provide an outstanding environment for teaching and learning in culinary arts. Housed on the first floor of the building, the new academy will have 17,200 square feet of space and includes the following:

- Rooftop Terrace with room for an herb garden and seating to entertain and host events
- Bakery
- Basic Skills Kitchen
- Production Kitchen
- Demonstration Kitchen
- Ice Carving Room
- Faculty Offices
- Classrooms
- Resource Room for students
- Dining facility with seating for 120 patrons

As transportation has historically been a challenge for culinary students and a large impediment to their ability to visit the main college three miles away, being in close proximity and having access to a daily shuttle service will remove the barrier and in turn allow students to better utilize support services on campus. Additionally, public transportation is available to students and currently, RCC students can ride any Riverside Transit Agency bus for free with their student ID card.

Substantive Change Proposal

Culinary Arts Academy

New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
By

Susan Mills
Accreditation Liaison Officer

Virginia McKee-Leone
Acting Vice President of Academic Affairs

To:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

Statement of Proposal Review and Approval

The Riverside City College Substantive Change Proposal has been reviewed for accuracy and information by the District's governance leadership. It was reviewed by the Riverside Community College District Board of Trustees on _____.

Wolde-Ab Isaac, President, Riverside City College

Virginia Blumenthal, President, RCCD Board of Trustees

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PARTICIPANT LIST

The following Riverside City College staff members participated in the preparation of this Substantive Change proposal:

Wolde-Ab Isaac, President

Susan Mills, Professor of Mathematics, Accreditation Liaison Officer

Virginia McKee-Leone, Acting Vice President of Academic Affairs

Mazie Brewington, Vice President of Business Services

Patricia Avila, Dean of Instruction, Career and Technical Education

Wendy McEwen, Dean, Institutional Effectiveness

Bobby Moghaddam, Executive Director of Culinary Arts Academy

Chris Carlson, Chief of Staff

Sylvia Thomas, Assoc. Vice Chancellor, Educational Services

Thomas Allen, Professor, English

Tim Brown, Professor of Reading

Charlie Richard, Professor of Music

A. OVERVIEW OF SUBSTANTIVE CHANGE

Riverside City College is one of the most dynamic and diverse colleges in the Inland Empire. From its opening in 1916 on the site of the former Poly High School, Riverside City College has grown to be one of California's leading community colleges and is a landmark in downtown Riverside. Serving more than 18,000 students each semester, Riverside City College provides students with a wide range of choices including associate's degree programs, transfer to a four-year college or university, or career certificates that prepare them to enter the workforce. Riverside City College is home to strong programs in liberal arts, science, performing arts, the School of Nursing and athletics.

Riverside City College continues to offer Career and Technical Education programs that prepare students for jobs in both emerging and traditional industries while meeting the needs of regional economies. Hospitality and Tourism are an important sector for California's economy, employing close to 1.7 million workers and generating revenue of nearly \$95 billion in 2012. Leading the way in employment growth in the Inland Empire is the Leisure and Hospitality sector. More than 8,500 jobs were created in 2013-14 and it is expected to grow given the growing development in downtown Riverside which includes the recently renovated Convention Center. Moreover, labor market projections show a 35 percent increase in jobs over the next ten years.

Centrally located in downtown Riverside, the new facility anticipates adding a Hospitality and Management emphasis to meet the labor market needs of the region. The new facility, equipped with a state of the art baking kitchen will permit students to also learn the techniques and processes for making bread found in typical French bakeries. Additionally, the program intends to offer courses in Pastry, which will allow students to develop skills in patisserie through the offering of initiation, and basic through advanced courses in pastry techniques.

Since the inception of the Culinary Arts Academy in 1996, the program has been successfully training students to enter the culinary field. For the past 19 years, the program has operated out of a rented facility on Spruce Street. The academy's primary product has been a certificate in culinary arts. Due to the limitation of space and kitchen facility, there has been very little programming related to continuing education or those targeting the culinary enthusiasts. The building of a new facility for the culinary will allow the development of new programs and degrees.

The program continues to be in demand and has steady enrollment (Exhibit 9). Likewise, the cohort model successfully retains students each term but in spite of the completion rates, students continue to be "disconnected" from the college and don't utilize the resources and support services available to them. Additionally, transportation continues to be an obstacle that keeps

culinary students from enrolling in additional courses at the college that are needed to complete the degree.

The building of a new facility for the Culinary Arts discipline will allow the development of a new program and degree in Hospitality and Management, growth in student enrollment, and a most substantial improvement in the culinary environment for students where they can learn, practice, study, and create.

1. Description of Proposed Change

In June 2010, the RCCD Board of Trustees approved funding for the construction of a new facility in downtown Riverside using Measure C funds.

The purpose of this report is to seek approval to establish an additional location geographically apart from the main campus for which 100 percent of the four courses needed to complete the certificate will be offered. The program RCC will be relocating is Culinary Arts.

Currently, students pursuing Culinary Arts are required to commute to an offsite location on Spruce Street, three miles away from the college. The new building, located less than a mile away, would allow students to complete a Culinary Arts certificate and also provide greater access to RCC general education requirements on the main campus enabling them to also earn an AS degree (Exhibit 12).

Information included in this document is current as of the conclusion of the spring 2015 semester and the 2015-16-college catalog.

2. Relationship of Change to Mission

RCC's mission focuses on the college's efforts to support student achievement of their educational goals. It states

RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

Our vision states

Riverside City College will expand on its tradition as a premier community college recognized for excellence in education, innovation, and service.

The new Culinary Arts Academy supports the college's mission through the access it provides to the students pursuing a CTE certificate. Riverside City College's Career and Technical Education mission is to prepare students for successful employment, life enrichment and future learning. With more than 470 graduates of the program to date, RCC's Culinary Academy continues to be a premier program. With the Culinary Arts Academy currently housed in lease

space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a dining room where culinary students can gain experience and the community can enjoy delicious meals (Exhibit 8).

The new facility is in alignment with the Strategic Planning Goals for the college:

- *Student Success*
- *Student Access*
- *Institutional Effectiveness*
- *Resource and Learning Development*
- *Community Engagement*

Student Success

The Culinary Arts Academy will focus on student success with an outstanding new facility for the production of culinary cuisine. The facility will also increase student engagement, learning, and success by offering a broad curriculum with clear pathways for achieving certificates, degrees, and transfer-ready status. The program will continue to use data to make decisions and to understand and support evolving student needs.

Student Access

Student access will continue to be a priority as work is being done to ensure that course offerings, integrated support, access to library and lab facilities and access to counseling and other academic support services is available to Culinary students. In response to this commitment, a shuttle service, running every fifteen minutes will be available to students providing transportation from the Centennial Plaza to the main campus. This will help to ensure that culinary students have direct access to the support services they need to be successful. Likewise, the Culinary faculty will continue to mentor and advise students to help them plan for and progress toward their individual educational and career objectives.

Institutional Effectiveness

At the new facility, RCC will continue encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency. RCC will also integrate research, assessment, and program review to enhance understanding of student learning and facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

Resource and Learning Development

The new improved facility will certainly encourage an environment in which students, faculty, and staff find satisfaction in their work and feel supported and valued. It is also an example of an investment in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff.

Community Engagement

The new facility will enhance the Culinary Academy's ability to actively pursue partnerships with the hotel and restaurant businesses to foster communication and collaboration that increase student success and completion at all levels. The new kitchen facilities will also enhance the program's ability to work with the local high school districts and regional partners to ensure that the college's educational programs provide a direct academic pathway and the necessary skills that lead to employment opportunities. The Demonstration Kitchen will provide a space that can be utilized to offer classes for local patrons and enrich the community as a whole.

B. DESCRIPTION OF THE PROCESS LEADING TO REQUEST FOR CHANGE

1. Assessment of Needs and Resources

In preparation for the opening of the new building a Total Cost of Ownership Analysis was conducted by the college to determine what new, ongoing and future fiscal and human resource needs exist. Although the new facility is in close proximity to the main campus, we anticipate that student support services will need to be integrated into the program curriculum. Custodial staff will also be needed to provide daily maintenance in support of instruction .

Faculty: Three full time culinary faculty and one part-time faculty member will continue to provide instruction in the program. We anticipate growing the program in the future and project at least two additional full time professors will need to be hired.

Staff: A Culinary Program Specialist and part time lab assistant will continue to provide support to the academy. The program specialist monitors the application process and conducts information workshops and serves as a point of contact for the public. The lab assistant helps students in the bakery. Additionally, via the services of the Employment Placement Coordinator, students will have access to employment and internship opportunities within the local region. Custodial staff will also be needed to provide daily maintenance in support of instruction.

Administration: Currently, the Executive Director of Culinary Arts provides overall leadership and supervision of Hospitality and Culinary Arts Education programs. Additionally, the Dean of Instruction for Career and Technical Education at the college provides leadership over the instruction and oversees continuous improvement of the culinary program.

Equipment: State of the art equipment, technology, books and materials are supplied at the new facility for all culinary students.

Enrollment Services: RCC's Enrollment Services office will continue to provide services to culinary students. Applicants to the program will continue to be "flagged" to

ensure that they are individually identified and tracked within the Datatel administrative system.

Academic Support: Students will continue to receive ongoing academic advisement, financial aid counseling and academic support services, such as Supplemental instruction and tutoring to ensure their success.

2. Anticipated benefits resulting from change

Currently, the Culinary Arts is housed in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The new location will provide much needed exposure to local business and allow for program growth.

The address is 3801 University Avenue, Riverside, CA 92506 and is located a distance of 0.9 miles from the main campus. As transportation has historically been a challenge for culinary students and a large impediment to their ability to visit the main college three miles away, being in close proximity and having access to a daily shuttle service will remove the barrier and in turn allow students to better utilize support services on campus. Additionally, public transportation is available to students and currently, RCC students can ride any Riverside Public Transit Authority bus for free with their student ID card.

The new facility in close proximity to the main campus will facilitate greater access to support services on campus and connect culinary students to the institution. Another anticipated benefit is that culinary students will have the ability to complete the required general education coursework for an Associate degree as these courses are not offered at the academy. Lastly, as the new facility is centrally located in downtown Riverside, it allows for the program to strengthen partnerships with local restaurants and businesses which will in turn provide employment and internship opportunities for students.

The projected start date for the Culinary Arts Academy at the new location is April 2016.

3. Anticipated Institutional Impact

The Culinary Arts Academy is currently housed in a leased space. The District is constructing a new facility to house this world-class culinary program for display at one of the busiest corners in downtown Riverside. The recommended downtown location will provide much needed exposure to local businesses and allow for program growth. With this vision, the anticipated institutional impact on resources (Human, Technology, Physical and Financial) is one that is planned for and addressed through a number of revenues.

As noted in the Total Cost of Ownership (TCO) at Exhibit 10, specifically under Space Management for the existing facility; which is a leased space, the new downtown Culinary Arts Academy required one-time supplemental funding through two sources, 1.) The

unrestricted general fund for equipment and, 2.) Restricted Proposition 20 (Lottery) fund for instructional supplies. The College has provided one-time funding in the amount of \$309,515 split between equipment at an estimated cost of \$266,052 and instructional supplies at an estimated cost of \$43,463. The equipment purchases were necessary to replace previously identified transferable items that exceeded their potential life cycle and did not offer the latest technological advances or compatibility to align with other equipment purchased for the new facility. The instructional supplies funding was in response to the expansion of the facility moving from one kitchen in the leased facility to four separate kitchens that needed to be outfitted with essential small wares for appropriate academic instruction.

Other one-time operations management costs totaling \$81,279 are needed to cover advertising, insurance, permits, office telephones, and preventative maintenance and equipment repair. The resources for this cost will be funded through savings on other line items in the culinary budget and will not have a negative effect on the unrestricted general fund. One time maintenance and operations costs of \$9,863 are needed for custodial supplies, equipment and security services. These expenses will also be offset by budget savings.

The College also expects to provide an ongoing funding increase of approximately \$30,000 for instructional supplies starting in fiscal year 2015-16. These are restricted Lottery funds from the state provided as a part of the Colleges annual budget. The Lottery funding increase will have no effect on the unrestricted general fund and will slightly adjust the distribution amounts of restricted resources to other programs in order to provide a greater share to the Culinary Arts Academy academic program.

The College will provide direct Maintenance and Operations support to the facility that houses the Culinary Arts Program. Limited support is currently provided at the leased facility. To fully support this new location, under the TCO for Operations Management in Exhibit 13, it is anticipated that a part-time permanent custodian will be needed at an annual cost of approximately \$17,554 and a part-time permanent Maintenance Mechanic at an annual cost of \$26,823. The funding sources for these two staff positions will be provided through the Riverside Community College District's Budget Allocation Model, which provides funding for support of new facilities.

In addition, as the program expands, additional full-time faculty will be needed to support the Baking Program. Currently, there is a part-time faculty member providing instruction in this area and movement to a full-time position will cost \$138,032 including fixed costs. The current expense for the part-time faculty assignment costs approximately \$56,181 per academic year. In the event evening classes are offered, additional faculty positions, and a minimum of one full-time staff position will be needed to supplement the current instructional team. The funding for these positions will be addressed through the Colleges Program Review process as part of its strategic planning process.

4. Description of Planning and Preparation for Change

Planning for the new culinary facility began in 2007 as the college began to search for a suitable new location for the academy. The college president, vice president of Career and Technical Education, the director of the culinary academy, the Vice Chancellor of Educational Services, and the Associate Vice Chancellor Facilities Planning, Design and Construction met regularly to plan for the construction of a facility that would meet the unique instructional needs of the program and serve as a cornerstone of the building connecting instruction to the community through its restaurant operation.

On April 10, 2010, the Board of Trustees was presented with a conceptual design and plan for the development of the Market Street properties, located at the corner of Market Street and University Avenue in downtown Riverside. The Board approved the concept and directed staff to begin planning for the construction of a new building which would include District offices and the Culinary Academy.

The RCC Strategic Planning Executive Council approved the proposed relocation of the program to the Market Street properties and the District Strategic Planning Committee approved the project plan on May 28, 2010. On June 15, 2010, the Board approved the use of the Market Street properties for the construction of a three-story structure consisting of the District offices and the RCC Culinary Academy. The tentative budget for the project was \$23,043,996 using District Measure C Funds. The Board approval included an agreement with LPA for architectural services.

5. Internal and External Approvals

The proposal has received all of the necessary internal and external approvals including approval by the College's Accreditation Steering committee, Presidential Leadership team, and the District's Board of Trustees. The proposed change aligns with the College's mission and strategic goals.

C. INSTITUTIONAL RESOURCES: Faculty, Administration, and Support

The culinary academy is staffed by Culinary Chefs who are certified by the American Culinary Federation as Certified Executive Chefs (CEC) and Certified Culinary Educators (CCE). These certifications insure that our chefs meet work experience and educational requirements as established by this prestigious organization which has the most comprehensive certification process for chefs in the United States.

1. Faculty and Student Support Services

Gabriel, Richard, Instructor, Culinary Arts, A.O.S., Culinary Institute of America. B.A., Brandman University. At Riverside City College since 2011.

Avalos, David, Associate Professor, Culinary Arts. B.V.E., California State University, San Bernardino. M.A., Florida International University. At Riverside City College since 2004.

Baradaran, Robert, Associate Professor, Culinary Arts. B.S., M.A., California State University, Long Beach. At Riverside City College since 2004.

Sanjurjo-Casado, Maria, Associate Faculty, Culinary Arts. At Riverside City College since 2001.

Martin, Dawn, Culinary Program Specialist. Associate of Science, Culinary Arts, Riverside City College. At Riverside City College since 2007.

Culinary Program Executive Director: Chef Bobby Moghaddam, B.S., New York Institute of Technology; M.S., Florida International University. At Riverside City College since 2003.

Dean of Instruction, Career & Technical Education: Patricia Avila, B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside City College since 1998.

Student Support Services: Culinary students will continue to have access to the student services offered at the College. A shuttle service, running every fifteen minutes will be available to students providing transportation from the Centennial Plaza to the main campus. As transportation continues to be an impediment for many culinary students, having direct and easy access to the college this will connect them to the services available to them.

Counseling Services: Culinary students will continue to have access to counseling services. All new students view an online orientation hosted by the counseling department and complete an electronic one-semester student education plan (SEP) that is reviewed by a counselor. All students, both new and continuing, are able to meet with counselors in face-to-face appointments, and via express walk-in counseling; and online appointments are also available for students enrolled in at least one online course. During online appointments, counseling takes place in “chat” format through Blackboard (Bb 9.1). If a SEP is developed, the counselor sends the student a copy of the SEP in the mail.

Library Resources: The Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC) acquires and licenses educational material and equipment to support pre-college, transferable, and career technical courses. Students have access to a wide variety of print, electronic, and audio-visual materials including 116,068 print titles, 77,781 e-books, 188 print periodicals, and 6,816 audio/visual titles (Source: *California Community Colleges Library/Learning Resources 2013-2014 Data Survey*). In addition to the resources listed above,

the library provides access to about 70 subscription online databases that can be accessed from the library website from both on campus and remote locations. The library also provides about 100 class/subject guides (LibGuides) for informational and research purposes that are openly available from the library website. The library's website is accessible from any computer with Internet access (on or off campus). Riverside City College students, faculty, and staff can access library databases remotely with ID number and password. Students, faculty, staff and community members may visit or telephone the library to obtain informational and research assistance from reference librarians who are library faculty members. Librarians can be reached by phone at (951) 222-8652 during library operating hours.

Tutorial Services: Tutoring sessions are available to RCC students free of charge. Sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. Tutorial Services offers individualized instruction in course content, overall review, and study skills by peer tutors. These services are offered to culinary students each term and the information is provided during their orientation to the program.

Other Services: The institution offers a number of other services targeting the needs and learning styles of various student sub-populations including: Disability Resource Center, Career and Job Placement Center, Student Health & Psychological Services, Cal Works, Transfer Center, Extended Opportunity Programs & Services, and Veterans Services.

Disability Resource Center: Culinary students continue to have access to the Disability Resource Center (DRC). RCC's Disability Resource Center provides comprehensive support services and accommodations. Our office provides support for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities and ADHD. Additionally, the very latest in adaptive computer technology is available to students.

Career and Job Placement Center: The CTE Employment Placement Coordinator assist CTE students in finding employment and/or internships opportunities based on their chosen field of study, interests and goals. Students are also given one on one resume writing assistance, interviewing techniques and tips, and referrals to resources in the community.

Student Health & Psychological Services: Culinary students will have access to the following services- medical care and psychological counseling, care for common health problems, evaluation and treatment by physicians, nurse practitioners, registered nurses and psychological clinicians. Additionally, students will be able to obtain referrals to a higher level of medical care professionals in the community, health education, first aid and emergency care.

Cal Works: The CalWORKs program is funded through the California Community College Chancellor's Office and is designed to promote self-sufficiency through employment and education. Culinary students who meet eligibility will have access to additional support services such as:

- Career and academic counseling

- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements

Transfer Center: Culinary students will have access to the Transfer Center on campus and will have access to information and resources needed to make a successful transition into a four year institution.

Extended Opportunity Programs & Services (EOPS): EOPS provides academic support services for financially and educationally disadvantaged students. Culinary students who meet eligibility will have access to the following services:

- Personal, academic and career counseling
- Priority registration
- Supplemental book services
- One to one tutoring
- Transfer information and assistance

Veterans Services: The Veterans Services office provides dedicated assistance to veterans who are seeking to use VA Educational Benefits to further their education at the college. Culinary students who meet Certificate of Eligibility requirements have access to a variety of services including a customized and expedited student educational plan, counseling and support services via the Veterans Resource Center on campus.

2. Equipment and Facilities Availability and Oversight

Culinary students, faculty and staff have access to the building. The new facility is ADA compliant, has a security system and card access and meets Title 24 requirements. Emergency phones with Mass notification are accessible outside the building structure and located in the parking. Only college personnel, current students or invited guests are able to enter the facility. The facility is open to the general public and security personnel provide access to the second and third floor of the building which houses district personnel. In addition, each designated kitchen area (Baking, Production, Basic Skills and Demonstration) are designed and equipped to meet the instructional needs and safety of the students.

3. Fiscal Resources and Potential Impact

Funding for the Culinary Arts education courses offered at Riverside City College is provided primarily through the general fund apportionment granted by the State of California for all courses offered at the college. A secondary source of fiscal resources for the academy is provided through restricted lottery funding under proposition 20 for instructional supplies. Both the initial and the long term funding of this department are already fully integrated as a continuing expense through the RCCD District Office operating budget, which in turn passes

through the Budget Allocation Model (BAM) and allocated at the discipline level. In addition, for specific programmatic needs, the academy hosts a number of fundraising events throughout the academic year. These variations of funding sources are sufficient to provide an ongoing investment in technology, equipment, program expansion and staffing to support the program.

Upon conclusion of the current lease, the College will save approximately \$287,590 annually. This funding will become available in the College budget to address and offset additional costs needs of the academy and other strategic priorities. For the current fiscal year (2015/16), only a prorata share of the lease expense (2 months) will result in a savings in the culinary unrestricted general fund budget allocation. As noted earlier, Proposition 20 (Lottery) funding has been increased by \$30,000 to address consumables due to the expansion of kitchens that will be operating in the new facility.

Based on all of the available budget information, it is anticipated that the new Culinary Arts Academy will not have a negative impact on the institutions fiscal resources due to anticipated savings in the operating budget and other entrepreneur opportunities.

Ongoing analysis and future planning for the Culinary Arts Program and services are provided via Riverside City College's strategic planning process. The Colleges Leadership Councils and the Strategic Planning Executive Council (SPEC) bring together the long-range components of budgeting and policy development and provide annual priorities as guidance for budget allocation.

The College and District have made significant investments in the infrastructure and support for the Culinary Arts Academy. This commitment is expected to continue for the foreseeable future to ensure students will be able to complete certificates and degrees.

D. ASSESSMENT AND MONITORING OF OUTCOMES AND INTENDED ACHIEVEMENT

The roots of the Culinary Arts program date back to 1990 with courses in the Home Economics department (HOM 1 Beginning of Culinary Arts, 3 units and HOM 2 Intermediate Culinary Arts, 3 units). In 1997, the courses in the program were revised and a new course sequence was developed that include the foundational courses of CUL 20, 21, 22, and 23. Since that time, curriculum development has continued with the addition of CUL 24, 36, 37, 38, 40, 41, 42, and 45.

As an ongoing part of program review, disciplines are required to review courses and/or programs every five years in the comprehensive program review process to ensure currency and relevance of course content and to meet accreditation standards and Title 5 regulations. All CTE programs, including Culinary Arts, have completed a process of mapping and aligning course SLOs to PLOs. This mapping ensures that students have a

clear path to achieving the required PLOs as they complete their program-related coursework.

CTE faculty are also engaged in assessing outcomes at the course and program-levels. SLOs and PLOs in the Culinary Arts program shall be assessed in alignment with a regular rotation every 5 years. The results of each assessment are to be analyzed, in accordance with a rubric, and submitted to the Riverside City College Assessment Committee. As members of RCC's Assessment Committee, career and technical education faculty collaborate on the development of assessment instruments and the committee co-chairs provide individual technical assistance in developing and executing both indirect and direct assessment of course SLOs and program PLOs.

E. EVIDENCE OF MAINTENANCE OF ELIGIBILITY REQUIREMENTS

1. Authority

The institution is authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions which it operates.

Riverside City College, the senior college in the Riverside Community College District, is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Approved and operating under regulations of the California Department of Education and the Chancellor's Office for California Community Colleges, Riverside City College maintains good standing with those bodies.

2. Mission

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent its legal authorization, and is appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines the institutional commitment to achieving student learning.

Riverside City College has a formal process to review, to revise (if necessary), and to approve its mission statement, which is published in the College catalog and on its website. The College mission statement works in concert with the District's mission statement and clearly defines the constituency the institution serves.

3. Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership is sufficient in size and composition to fulfill all board responsibilities.

Riverside City College, one of three accredited colleges in the Riverside Community College District, has a publicly elected five-member Board of Trustees, joined by a non-voting student trustee, who governs all three colleges. Members are elected to four-year terms, which are staggered to ensure continuity. Board members have no employment or personal financial interests in the College and hold monthly public meetings with notices and agendas that conform to the Brown Act. The Board has numerous policies, all available to the public, that include an ethics and conflict of interest policy. The Board members approve the institution's budget and receive monthly financial reports as well as other formal financial and audit reports to ensure the fiscal integrity of the College. The Board also approves all curricula before the College offers any new courses, programs, or degree patterns. At its March 20, 2012, meeting the Board, after significant study and deliberation, decided to move from an at-large representation to an area representation and to continue with the five member size.

4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief executive office nor the institutional chief executive officer may serve as the chair of the governing board. The institution informs the Commission immediately when there is a change in the institutional chief executive officer.

The governing board appoints the Riverside City College President after receiving a recommendation by the Riverside Community College District Chancellor. Dr. Wolde-Ab Isaac, President and CEO of Riverside City College, reports directly to the Chancellor. The governing board has adopted Board Policy 2430, Delegation of Authority to Chancellor and College Presidents, to define and delineate the authority of the chancellor and the college presidents. The chancellor serves as secretary to the Board of Trustees, which delegates to the chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action. Authority flows from the Board of Trustees through the chancellor to the college presidents. Each college president is responsible for

carrying out the District policies. Each college president's administrative organization serves as the established administrative authority on campus. The president is the final authority at Riverside City College.

5. Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Riverside City College has a sufficient number of administrative staff with the necessary experience and qualifications to provide appropriate administrative oversight necessary to support the College's mission and purpose. Three vice presidents and nine deans support the president and have authority over specific units within the College. The organizational charts above demonstrate the specific areas of responsibility for each of the administrative staff.

6. Operational Status

The institution is operational, with students actively pursuing its degree programs.

Riverside City College has operated continuously since 1916, with students actively pursuing certificates and degrees as well as preparation for transfer to four-year institutions. The College offers a comprehensive and diverse complement of associate degrees, transfer courses, career and technical programs, and basic skills course offerings.

7. Degrees

A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

To meet its stated mission, Riverside City College offers Associate of Arts and Associate of Science degrees and a variety of certificates. The 2015-16 Riverside City College Catalog offers a detailed and wide-ranging list of Associate of Arts areas of emphasis, Associate Degree for Transfer areas, and Associate of Science CTE programs and certificates. The College has continued to expand the offerings since the 2014 Self Study Report. The 2015-16 Riverside City College Catalog lists 69 AA/AS/AA-T/AS-T degree patterns.

8. Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and

length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Riverside City College's degree programs are congruent with the College's mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations Title 5 curriculum requirements and, when combined with the general education component, represent two years of full-time academic work. Course outlines in both degree credit and non-degree credit courses include established student learning outcomes, which students achieve through class content, assignments, and activities. All course outlines are subject to periodic, rigorous program review. The 2015-16 Riverside City College Catalog lists 69 AA/AS degrees, 36 state-approved career/technical certificates, and 44 locally approved certificates.

9. Academic Credit

The institution awards academic credit based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Riverside City College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5 §55002.5. Detailed information about academic credit is published annually in the College catalog.

10. Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the College catalog since the 2007-08 academic year. Also, program-level SLOs have been adopted for all Riverside City College AA/AS degrees, areas of emphasis, certificates, transfer-model curriculum, and career/technical programs offered by the College. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes. Course-level SLOs are

achieved and assessed by a variety of methods. Riverside City College has developed and implemented its College Institutional Assessment Plan to monitor assessment activities at all levels. Each discipline and department reports its assessment activities as part of the program review process. As part of the faculty evaluation process (both full-time and contingent faculty evaluations), peer evaluators and administrators review faculty syllabi and visit classes to ensure that all faculty members adhere to the course outlines of record and identify the course SLOs in the course syllabus.

11. General Education

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for the areas of study for general education.

All degree programs require a minimum of 22 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. The general education courses give students “broad exposure to ideas and skills outside their own areas of special interest. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution’s general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Committee, the Curriculum Committee, and by the articulation of its courses with other institutions of higher education, especially the University of California and the California State University. Moreover, the College has developed specific General Education Learning Outcomes and has begun a more comprehensive process to assess those outcomes. In spring 2013, the College conducted an areas of emphasis assessment project to map area of emphasis (AOE) course student learning outcomes to AOE program learning outcomes and to assess student achievement of the program-level student learning outcomes.

12. Academic Freedom

The institution’s faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Riverside City College supports academic freedom and has committed itself to intellectual freedom and independence of thought. Faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent education experience. The College publishes a statement on Academic Freedom in the Riverside City College Catalog.

13. Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's education programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

In fall 2013, Riverside City College employed 212 full-time faculty and 575 contingent faculty. All faculty meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty Collective Bargaining Agreement, the Faculty Handbook, and established processes, including strategic planning and assessment. These responsibilities, entrusted primarily to full-time faculty, include participation in curriculum, in program review, in the development and assessment of student learning outcomes, and in the strategic planning processes.

14. Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Riverside City College provides a comprehensive array of services for all its students, with particular attention to the support for those students requiring preparation for college-level work. Each student service unit supports the mission of the College and the academic success of the students. The College offers a wide range of services through the WebAdvisor system to support the success of students, including those enrolled in distance education courses. Also, students access information, forms, and services through links provided on the College's home page.

15. Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students for its programs.

Riverside City College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission supports the Riverside City College mission statement, and the matriculation process, especially the emphasis on student educational plans, helps to ensure that students are appropriately qualified for the program and course offerings. Information about admission requirements is available in the College catalog, in the schedule of classes, and on the College website. Students can apply online or with a paper application. Also, students take placement tests in reading, math, ESL, and English as a prerequisite for admission into the appropriate level in those disciplines.

16. Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Riverside City College provides access to sufficient print and electronic information and learning resources through its library and student-support programs to meet the educational needs of its students. The library has faculty and staff to assist students in the use of College library services and resources. Internet access, including free wireless and online computer search capabilities are available without charge to students in the library, in student support programs, and in learning centers. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Riverside City College, through the Riverside Community College District, receives and documents the funding base from the Chancellor's Office for California Community Colleges. The Riverside Community College District allocates funding, using the process outlined in the District's budget allocation model, to the three colleges in the District and to the District administrative offices. The District's and the College's mission statements, program review processes, and strategic planning processes serve as the basis for allocating the District's and the College's resources. The budget and planning processes support a comprehensive set of learning programs and services, all aimed to improve

institutional effectiveness. The District's annual budget is publicly adopted by the Board of Trustees and funds the College's student learning programs and services. The Vice President for Business Services oversees appropriate and effective utilization of the College's annual budget and prepares the College's Midrange Financial Plan, which tracks the requests for resources from the annual unit plans and identifies the funding sources of the requests that were funded. The planning process, institutional audits, various state reports, and Office of the Vice Chancellor of Business and Finance assure that the College remains financially stable.

18. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution, for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.

The Riverside Community College District undergoes and makes public an annual external audit for the District and its colleges by a contracted certified public accounting firm. The audit is conducted in accordance with the standards contained in the following audit guide: State and Local Governments, Government Auditing Standards, Circular A-133 Audits, and Not-For-Profit Entities (Foundations). In addition, the external auditing firm follows the following standards: Circular A-133 for Single Audits, Government Auditing Standards (Yellow Book), U.S. Auditing Standards, and the Contracted District Audit Manual provided by the California Community College Chancellor's Office. The Board of Trustees reviews these annual audit reports on a regular basis. Also, the District responds to the annual audit management letters to delineate the manner by which the District has addressed the auditor's concerns or recommendations. In addition, the Chancellor's Office for California Community Colleges monitors the District's financial stability and compliance with state regulations and codes through the annual 311 Report submitted in the fall of each year. The Riverside Community College District has demonstrated continued compliance with Title IV federal requirements. Copies of the District Budget and Audit Reports for the last few years are available online.

19. Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning resource allocation, implementation, and re-evaluation.

Riverside City College has an established institutional planning process, integrated with the District Strategic Plan, to provide planning for the development of the College, including integrated plans for academic personnel, learning resources, student services, facilities, and financial development. It has established procedures for program review, assessment, and institutional improvement. In November 2010, a visiting follow-up team reported “that the college has fully met the expectations of the recommendation and is in compliance with Commission standards, eligibility requirement and policies.” The College has recently developed a SharePoint site to make public the progress the College has made on institutional goals, which are published as part of its annual report card, and the results of various student learning outcome assessment activities.

20. Integrity in Communication with the Public

The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information concerning the following (34 C.F.R § 668.41-43; §668.71-75):

General Information

- **Official Name, Address, Telephone Number(s), and Website Address of the Institution.**
- **Educational Mission**
- **Course, Program, and Degree Offerings**
- **Academic Calendar and Program Length**
- **Academic Freedom Statement**
- **Available Student Financial Aid**
- **Available Learning Resources**
- **Names and Degrees of Administrators and Faculty**
- **Names of Governing Board Members**

Requirements

- **Admissions**
- **Student Fees and Other Financial Obligations**
- **Degree, Certificates, Graduation and Transfer**

Major Policies Affecting Students

- **Academic Regulations, including Academic Honesty**
- **Nondiscrimination**
- **Acceptance of Transfer Credits**
- **Grievance and Complaint Procedures**
- **Sexual Harassment**
- **Refund of Fees**

Locations or Publications Where Other Policies may be Found.

The Riverside Community College District produces for each of its three colleges a separate catalog and a separate schedule of classes that contains the listings of classes offered at each college and off-campus centers. The catalog is available electronically. These documents, along with multiple District and College websites and other appropriate publications, provide accurate and current information about the institution that announces its mission and goals, its admission requirements and procedures, its academic calendar and program length, its rules and regulations, its cost and refund policies, its learning resources, its financial aid centers, its grievance procedures and other policies affecting students, the names and academic credentials of its faculty and administrators, the names of the Board of Trustee members, and all other items relative to attending or withdrawing from the institution.

21 Relations with the Accrediting Commission

The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation (34 C.F.R §668 - misrepresentation).

Riverside City College has demonstrated its commitment to the eligibility requirements, accreditation standards, and policies of the Commission. Since the last Self Evaluation Report in 2014, the College has had an ongoing dialogue with the Commission and has complied with all Commission requests, directives, and decisions. The Riverside

Community College District Board of Trustees provides assurance that Riverside City College adheres to Commission requirements, standards, and policies; describes the College in identical terms to all its accreditation agencies; communicates any changes in its accredited status; and discloses information required by the Commission to carry out its accrediting responsibilities. All disclosures by the College are complete, accurate, and honest.

F. CERTIFICATION OF CONTINUED COMPLIANCE WITH THE STANDARDS FOR ACCREDITATION

Riverside City College meets or exceeds all of the standards of accreditation. The College's last comprehensive evaluation and visit was in November 2014. Riverside City College has engaged in a collective effort to integrate the Actionable Improvement Plans, identified in the 2014 Institutional Self Evaluation Report, as well as the recommendations suggested by the 2014 Visiting Team into the strategic planning process. In addition to the Actionable Improvement Plans and the specific measures to address the recommendations, the Fall 2014 college assessment of the Strategic Plan indicated that the rubrics used to guide decision making were not properly designed and did not align with the college goals and thus had minimal contribution to furthering student success and completion. Moreover, as a result of its ongoing assessment activities, the college has also implemented comprehensive measures to refresh its Educational Master Plan, its Technology Plan, its Program Review Process, its Equity Plan, and its Strategic Plan. The college has also created a Student Success Plan, a Human Resources Plan, and a college Finance Plan that reflect the collective efforts to make the planning processes more efficient and more integrated. (Some of these plans have not yet completed the approval process.) The college's Strategic Planning Leadership Councils, which have representation from all constituency groups, have divided these tasks and have created workgroups of faculty, staff, students, and administrators to complete the work needed for this more efficient and effective planning process. Recently the College underwent a follow-up visit by the Accreditation Commission to review the recommendations received during our visit last November. The initial feedback we received is that the visit went well and the college has addressed all of the recommendations from the most recent accreditation visit.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The mission of the college is strengthened by the new culinary facility as students will have greater access to the college community and will be afforded the opportunity to take part in student life, student services, and academic support.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The College assures the quality of the courses and certificate/degree options to be offered at the Culinary Arts Academy to have the same rigor, content and quality of the courses and programs it offers at the college. Irrespective of the location, the courses and programs of study are approved by the College's Curriculum Committee and are taught in adherence to the established and approved course outlines of record. All courses are taught with the most appropriate pedagogy and methodology and use state of the art instructional and discipline/course specific technology.

The proposed substantive change represents the College's intent to address both the community college students' and the local economic workforce needs. Offering courses in the downtown Riverside area is a way of increasing access to internships and jobs with local businesses and industry. Completing the program at the new location allows these students to complete an educational goal while establishing network opportunities with potential employers.

The Culinary Arts courses and certificate/degree program have established course-level student learning outcomes and program learning outcomes. The faculty teaching in the programs participate in ongoing professional development and training which includes assessing student success in these outcomes. Assessment methods include direct, data-based analysis as well as indirect methods. Faculty use this assessment to improve curriculum with the goal of increasing student success. The College has established a culture of assessment and the assessment of program level outcomes for career and technical programs has been an emphasis of the College's assessment efforts. Culinary faculty completed a process of mapping and aligning course SLO's to PLO's. Assessment is ongoing each semester.

Assessment results are also used to inform the Program Review and Planning process. Culinary Arts is undergoing a Program Review and Planning process in Spring, 2016.

Additionally, each faculty member is evaluated in accordance with the RCCD-CTA Faculty Association Contract. Their teaching was determined to be in agreement with the course outlines of record which include adherence to the stated student learning outcomes. As part of the ongoing assessment effort, student progress, completion, success and retention in the program will be monitored. Data will be collected and analyzed and used to inform the effectiveness of the course delivery, instruction, and program relevance.

B. Student Support Services

Riverside City College assures equitable access to services for all of its students through traditional, innovative, and technologically advanced methods. These services, although centralized at the main RCC campus, are also available to students taking courses at the Culinary Arts Academy. Printed materials — including booklets, brochures, flyers, and bilingual information — are used to inform and educate prospective students. Student Services offices are open no later than 8:00 a.m. and close at various times ranging from 4:00 p.m. to 6:00 p.m. During busy periods of the semester, the College extends the hours as necessary to ensure students receive necessary services. The College utilizes technology to offer a variety of student services. Web pages, social network, online intake processes, and emails are now a common way for students to receive services. The student population can receive or send information from their smart phone, iPad, or computer. Face to-face contact is still available and encouraged at RCC. However, most programs offer online/technical services in order to meet the needs of students. In addition, the Disabled Student Programs and Services (DSPS) office ensures that all eligible students have the opportunity to participate in all College programs and functions by providing reasonable accommodations.

C. Library and Learning Support Services

Library and learning support services at Riverside City College aligns with the mission statement to support the instructional programs and activities of the institution. The learning support services offered by the Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC), labs/learning centers, the Instructional Media Center (IMC), Tutorial Services, and Disabled Students Programs and Services (DSPS) serve as an essential component of the College's academic support scaffolding. Library and Learning Support Services are available to students at the Riverside City College campus, the Innovative Learning Center (ILC), the Rubidoux Annex, and the Culinary Academy. Also, the department supports distance education

students enrolled in online courses through Open Campus. Services and programs are assessed on an on-going basis, and the results of the assessments are discussed and used to inform improvement.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

A. Human Resources

Riverside City College has sufficient human resources to support the proposed substantive change. Currently, the academy employs three full time faculty, an Executive Director, a culinary Program Specialist and an associate faculty member dedicated to the pastry component of the program. The College's administration, specifically the Dean of Instruction, Career and Technical Education and Executive Director and the programs' department chair continue to provide leadership for the program. The ongoing supervision of the program will ensure that the instruction being delivered at the academy is equal to that offered at the college. An organization structure for the program is provided in the Exhibit 17. In addition, the college has developed a Total Cost of Ownership (TCO) for the new academy which outlines the human resource needs to maintain and operate the facility currently and in the future (Exhibit 13).

B. Physical Resources

The new facility is ADA compliant, has a security system and card access and meets Title 24 requirements. Only college personnel, current students or invited guests are able to enter the facility. The facility is open to the general public and security personnel provide access to the second and third floor of the building which houses district personnel. The new academy houses three classrooms, a state of the art Demonstration kitchen, Skills kitchen, Production kitchen and a Baking kitchen. Additionally, there are five faculty offices, a dining room, Ice Carving room and a student lounge area. Instructional equipment items specific to culinary arts will be available for student use in each kitchen. RCC has also developed a Total Cost of Ownership (TCO) for the Culinary Arts Academy (Exhibit 13).

C. Technology Resources

The instructional technology required to implement the proposed substantive change will be available and in place when the facility opens. The College has a site license for the required software and computers and other technical equipment are maintained in the workspaces provided for students, faculty and staff. This substantive change will result in an improvement in technology resources.

D. Financial Resources

The financial resources of Riverside City College are sufficient to support student learning programs and services and to improve institutional effectiveness. Fiscal planning takes place at both the College and District levels and the effectiveness of the Budget Allocation Model is assessed annually at the conclusion of a complete budget cycle. Financial resources support the mission, strategic plan goals, and student pathways initiatives while maintaining financial stability and long term fiscal solvency. Financial resources dedicated to the Culinary Arts Academy have been allocated at the District level, which in turn are passed through the College Budget Allocation Model (BAM) at the discipline level to meet the needs of students who enroll in the program at Riverside City College.

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

The construction of the new facility has been planned with the full agreement and knowledge of the College's shared governance and planning groups. Multiple planning meetings were held prior to the start of construction and have been ongoing for the past year. Consideration was given to the best interests of the program as well as the potential impact to the college. A thorough assessment of needs and resources was conducted including a Total Cost of Ownership plan that includes future financial expenditures necessary for operations. The proposal has received all of the necessary internal and external approvals including approval by the College's Accreditation Steering committee, Presidential Leadership team, and the District's Board of Trustees. The proposed change aligns with the College's mission and strategic goals.

G. CERTIFICATION OF CONTINUED INSTITUTIONAL COMPLIANCE WITH COMMISSION POLICIES

Policy on Distance Education and on Correspondence Education

Commission policy specifies that all learning opportunities provided by accredited institutions must have equivalent quality, accountability, and focus on student outcomes, regardless of mode of delivery. This policy provides a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs through distance education or correspondence education is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites.

At Riverside City College, all courses offered in the online or in the hybrid format already exist as traditional face-to-face lecture courses; these courses function as an extension of the College's efforts to fulfill its mission, not a change in kind. Transferable courses constitute the majority of online and hybrid course offerings. The College controls the development, implementation, and evaluation of courses taught in the online or hybrid format in the same manner as regular face-to-face offerings, except that faculty wanting to offer an online-based course must complete the Online Blackboard Academy, which consists of six online modules that must be completed within a month. The Open Campus Department has also created over 100 online tutorials for faculty and pays experienced instructor/mentors at each college a stipend to serve as contact support after faculty complete the academy. All of the courses and programs offered in the distance education format have the same student learning outcomes as the face-to-face offerings and are assessed by the faculty in the disciplines offering the courses. Before a course is offered in any distance education format, the course must undergo an additional approval process. The details of this process, outlined in the College's CurricUNET website in the section "How to Build a DE Course Proposal," include approval by the discipline faculty and by other College departments, including Disabled Student Services. The faculty proposing the course must explain the details of the course management, including how the course supports regular and substantive interaction between faculty and students, and must offer a rationale for teaching the course in the distance education format. During the 2013-14 academic year, to clarify the difference between correspondence and distance education, a group of Riverside City College faculty gathered federal, state, and accrediting regulations related to distance education. The resulting document, expanded by faculty at Moreno Valley College and at Norco College, was reviewed by the curriculum committees at all three colleges. The Riverside City College Curriculum Committee, by unanimous resolution, forwarded the document in November 2013 to the College's Academic Senate. The Commission approved a Substantive Change Proposal for Distance Education in May 2012. The College uses a secure log-in and password procedure to verify each student's identification.

Policy on Institutional compliance with Title IV

The District and the College monitor and audit, using an external auditor, all categorical funds received from the federal government. If any budget item is questionable, the external auditing agency notes the problem under its Summary of Findings and the District and the College correct the action. The Riverside Community College Budget uses a separate budget section (Fund 12, Resource 1190, Grants and Categorical Programs) that identifies all federal funds received by the College. On November 29, 2012, the United States Department of Education reapproved (initially approved and certified on January 25, 1985) and gave full certification to Riverside City College until September 30, 2018. The College is not required to have a default rate reduction plan due to its low default rate, but the College does have a Default Rate Management Plan in place. Policy on Institutional Advertising, Student Recruitment, and Representation

Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status

All accredited institutions, or individuals acting on their behalf, must exhibit integrity and responsibility in advertising, student recruitment, and representation of accredited status. Responsible self-regulation requires rigorous attention to principle of good practice.

Because Riverside City College is an open enrollment institution, it does not actively recruit students, although it has an Outreach Office that visits local high schools and helps students navigate the process of enrollment and matriculation. The Outreach office also answers potential or enrolled student questions on Facebook and via e-mail. The Riverside City College Catalog, various web pages, and the Schedule of Classes accurately and clearly identify all conditions for transfer of course credits, conditions for acceptance of course credits, requirements for course completion and licensure examinations, degree and certificate completion requirements, a list of full-time faculty members and their degrees, and all entrance requirements in addition to all other items listed in the Commission Policy. The College has a job placement office. Also, it accurately represents its accredited status in the College catalog (Exhibit 10).

Policy of Institutional Degrees and Credits

An accredited institution conforms to a commonly accepted minimum program length of 60 semester credit hours or 90 quarter credit hours awarded for

achievement of student learning for an associate degree. Any exception to this minimum must be explained and justified.

An accredited institution must have in place written policies and procedures for determining a credit hour that generally meet commonly accepted academic expectation and it must apply the policies and procedures consistently to its courses and programs.

At the time of an educational quality and institutional effectiveness review (formerly comprehensive review), the Commission will review the institution's policies and procedures for determining credit hours for its courses and programs and how these policies and procedures are applied. The Commission will as part of this review assess whether the institution implements the clock-to-credit hour conversion formula. The Commission will make a reasonable determination of whether the institution's assignment of credit hour conforms to commonly accepted practice in higher education using sampling and other methods. If, following the review, the Commission finds systematic non-compliance with this policy or significant non-compliance regarding one or more programs at the institution it must take appropriate action and promptly notify the U.S. Department of Education (34 C.F.R. § 602.24 (f) (1), (2); §668.8 (l) (1).)

All degrees and credits awarded at Riverside City College conform to commonly accepted practices in higher education and fulfill all Title 5, California Education Code, and the California Community College Accounting Manual requirement regarding credit hour and clock hours and certificate and associate degree requirements. The academic courses of study in the various degree and certificate programs have sufficient length, breadth, and content; the courses of study have appropriate levels of rigor and clear statements of student learning outcomes and undergo periodic assessment to ensure that students are achieving those outcomes. The College has articulation agreements with the California State University system and the University of California to ensure that the courses meet the commonly accepted standards for the discipline. Also, the College state-approved certificate programs have been reviewed and approved by the Chancellor's Office for California Community Colleges.

Policy on Institutional Integrity and Ethics

Accredited institutions, or individuals acting on their behalf, must exhibit integrity and subscribe to and advocate high ethical standards in the management of its affairs and all of its activities dealing with students, faculty, and staff, its governing

board, external agencies and organizations, including the Commission, and the general public.

Riverside City College and the Riverside Community College District make an effort to provide clear and accurate information to the public and all constituencies. The institution, both the College and the District, complete all annual reports to the Commission, to the Chancellor's Office for California Community College, to the state and federal governments, and to any other body needing information about the College. These reports are available to the public, many of which are available on the various websites. The College catalog, the schedule of classes, and various College and District websites provide information about the mission, the programs, admission requirements, available student services, fees and costs, financial aid programs, transcripts, transfer of credit, and refunds as well as its accredited status. Board policies exist to assure integrity with academic honesty, hiring, conflict of interest, and due process protections and are regularly reviewed and available on the district websites. The Board of Trustees Policy Manual includes policies for each of the areas identified in this Commission Policy on Integrity and Ethics, including the code of ethics for the Board of Trustees, administration, faculty, and students. It includes grievance and complaint procedures for all constituencies of the College, including procedures for confidential and anonymous submission of complaints.

Policy on Contractual Relationships with Non-Regionally Accredited Organizations

When an institution contracts certain functions to a related entity, the institution is responsible to the Commission for presenting, explaining, and evaluating all significant matters and relationships involving related entities that may affect accreditation requirements and decisions at the time of eligibility review, candidacy review, initial accreditation, educational quality and institutional effectiveness review, follow-up and special reports, all other times deemed relevant by the Commission. Although a related entity may affect an institution's ongoing compliance with the Accreditation Standards, the Commission will review and hold responsible the applicant, candidate, or accredited institution for compliance with Accreditation Standards. The Commission will protect the confidential nature of all information submitted by the institutions or by related entities except as otherwise required by law or other Commission policies.

If an institution is part of a district/system with shared facilities or processes (e.g., library) or centralized information (e.g., strategic plan), the institution may use documents prepared by the district/system in its report to the Commission.

The accredited institution's obligation to report any changes in control, legal status or ownership through its substantive change process also applies to related entities.

Riverside City College does not contract with any non-regionally accredited organizations for any of its academic classes, degrees, or programs. All contracts with outside entities go through a rigorous review and approval process (Board Policy 6340, 6345, 6352, and 6365), including review and approval by the District's general counsel and Board of Trustees, before the contract is signed by the appropriate administrator, who has been granted authority to sign legal contracts by the Board of Trustees (Board Policy 6100, Delegation of Authority, and Board Policy 6150, Designation of Authorized Signatures), and implemented. Also, the District uses an internal process for administrative units, Contract Procedures and Guidelines, to guide all contracts with outside organizations. The College is part of the Riverside Community College District and shares some facilities, such as the District offices, and processes, particularly Board of Trustee policies and some data bases in the library. The District submitted a substantive change proposal before the District became three separately accredited institutions.

EXHIBIT 1



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, June 05, 2012 6:00 PM
Riverside City College, 4800 Magnolia Ave.,
Riverside, CA 92506, Bradshaw Building-Hall of
Fame**

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

- I. COMMENTS FROM THE PUBLIC
- II. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
 - A. [Chancellor's Communications](#)
Information Only
- IV. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning
 - 1. [Proposed Curricular Changes](#)
The Committee to consider the curricular changes for inclusion in the catalog and in the schedule of class offerings.
 - 2. [Revised Mission Statement for Riverside City College](#)
The Committee to review the Riverside City College Mission Statement.
 - 3. [Riverside City College Substantive Change Proposal on Distance Education Information Only](#)
- C. Planning and Operations
 - 1. [Presentation on Update to MVC Master Plan Information Only](#)
 - 2. [Presentation on State Capital Outlay Program by Facilities Planning and Consulting Services Information Only](#)
- D. Facilities
 - 1. [Construction Management and Architect Services Agreements for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts with Tilden-Coil Constructors and LPA](#)
The Committee to review agreements with Tilden-Coil Constructors, Inc. for construction management services in an amount not to exceed \$4,216,062; and LPA for architect services in an amount not to exceed \$2,131,599.
 - 2. [Presentation on Status Update of Project Labor Agreement by Padilla and Associates Information Only](#)
 - 3. [Project Savings Reconciliation to Adjust Project Budgets for Measure C Funds](#)
The Committee to review the updated Project Savings Reconciliation Report and

adjusted budgets for various Measure C funded projects.

4. [Project Budget Approval and Architect Agreements for Student Services Building – Small Projects with Higginson + Cartozian Architects, Inc.](#)

The Committee to review the project budget and consider architect agreements with Higginson + Cartozian Architects, Inc. in the amounts of \$94,550 and \$204,000 for the Student Services Building - Small Projects at Riverside City College.

5. [Design Amendment No. 3 for Citrus Belt Savings and Loan Building with LPA](#)

The Committee to consider an amendment with LPA for design services in the amount of \$17,420 for the Citrus Belt Savings and Loan Gallery project.

6. [Change Order No. 1 for Moreno Valley Dental Education Center with FM & Sons, Inc.](#)

The Committee to review the change order with FM & Sons, Inc. in the amount of \$39,400 for the Moreno Valley Dental Education Center project.

7. [Change Order No. 7 for Wheelock Gymnasium, Seismic Retrofit with Inland Building Construction Company](#)

The Committee to review the change order with Inland Building Construction Company in the amount of \$25,892.17 for DSA required changes and emergency repairs for the Wheelock Gymnasium, Seismic Retrofit project.

8. [Change Orders 1 & 2 for Culinary Arts Academy and District Office with Southern California West Coast Electric and J.M. Farnan](#)

The Committee to review change orders with Southern California West Coast Electric in the amount of \$20,811, and

J.M. Farnan in the amount of \$50,701 for the Culinary Arts Academy and District Office project.

E. Resources

1. [Tentative Budget for 2012-2013 and Notice of Public Hearing on the 2012-2013 Budget](#)

The Committee to consider the District's 2012-2013 Tentative Budget.

2. [Progress Report on Implementation of Information Technology Audit Core Network Projects](#)
Information Only

3. [Construction Management Amendment No. 1 for Moreno Valley Dental Education Center with Rudolph and Sletten, Inc.](#)

The Committee to review an amendment with Rudolph and Sletten, Inc. in the amount of \$113,222 for the Moreno Valley College Dental Education Center project.

4. [Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)

The Committee to consider the project scope and budget in the amount \$41,138,000 for the rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

5. [Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices](#)

The Committee to consider a refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Office project.

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)

Recommended Action to be Determined

- B. Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Brad Neufeld, Unrepresented Employee: Chancellor.

Recommended Action to be Determined

VII. ADJOURNMENT



Agenda Item (III-A)

Meeting 6/5/2012 - Committee/Regular Board

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: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

EXHIBIT 2



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, December 03, 2013 6:00 PM
Moreno Valley College, Student Academic
Services, General Assembly Room #121, 16130
Lasselle Street, Moreno Valley, CA 92551**

ORDER OF BUSINESS

Pledge of Allegiance

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I. COMMENTS FROM THE PUBLIC

Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due 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
- B. [Update on Health Benefits](#)
Information Only

IV. BOARD COMMITTEE REPORTS

- A. Governance

1. [Review of Administrative Procedure 2431, Chancellor Selection](#)
The Committee to review Administrative Procedure 2431.
- B. Teaching and Learning
1. [Proposed Curricular Changes](#)
The Committee to review the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 2. [Moreno Valley College Accreditation Self-Evaluation](#)
The Committee to review the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Moreno Valley College.
 3. [Norco College Accreditation Self-Evaluation](#)
The Committee to review the Norco College Institutional Self Evaluation of Educational Quality and Institutional Effectiveness.
 4. [Riverside City College Accreditation Self-Evaluation](#)
The Committee to review the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Riverside City College.
- C. Planning and Operations
1. [Presentation of the Decade of Advancement Information Only](#)
- D. Resources
1. [Measure C General Obligation Bond Presentation – Update and Planning for Future Series E and Series F Issuances Information Only](#)
 2. [2012-2013 Independent Audit Report for the Riverside Community College District](#)
The Committee to review the Riverside Community College District's independent audit reports for the year ended June 30, 2013 for the permanent file of the District.

3. [2012-2013 Independent Audit Report for the Riverside Community College District Foundation](#)

The Committee to review the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2013 for the permanent file of the District.

4. [Resolution No.08-13/14 Designating Certain Products, Brands, and Services as District Standards](#)

The Committee to review Resolution Number 08-13/14 Designating Certain Products, Brands, and Services as District Standards for equipment and installation into District buildings as permitted by Public Contract Code §3400(b).

E. **Facilities**

1. [Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.](#)

The Committee to review the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; agreement amendment with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and agreement amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project.

V. **OTHER BUSINESS**

A. [Selection of Chancellor Search Committee](#)

Recommend that the Board of Trustees appoint members for the Chancellor Search Committee.

VI. **CLOSED SESSION (NONE)**

VII. **ADJOURNMENT**

EXHIBIT 3

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Special Meeting
June 26, 2012 – 6:00 p.m.
O. W. Noble Administrative Center, Board Room AD 122
Riverside City College, 4800 Magnolia Avenue
Riverside, California 92506**

AGENDA

ORDER OF BUSINESS

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ORDER OF BUSINESS

- I. COMMENTS FROM THE PUBLIC
- II. PUBLIC HEARING
- III. BOARD COMMITTEE REPORTS
 - A. Resources
 1. Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices
-Recommend approving the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices.
- IV. ADJOURNMENT

Agenda Item (III-A-1)

Meeting	6/26/2012 - Special
Agenda Item	Committee - Resources (III-A-1)
Subject	Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices
College/District	District
Funding	Riverside City College and District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices.

Background Narrative:

At the Board's June 19th meeting, the agenda item was presented and discussed. Question of use of Measure C for the project arose, and as such the agenda item was not approved on a 3-2 vote; however, it was noted at the meeting that if the District secured an opinion from bond counsel that use of Measure C funds is proper use for the project, it would be rescheduled for a special meeting.

On June 22, 2012, Bond Counsel issues an opinion by letter to Dr. Jim Buysse, Vice Chancellor of Administration and Finance for the District. A copy of the letter is attached, along with the original staff report narrative below, and attachments.

Original Staff Report Narrative Presented June 5th and June 19th

Initial planning concepts were presented to the Board for consideration in 2010. With the Board's approval to move forward on the Culinary Arts Academy/District Offices (CAA/DO) the planning process commenced with staff and the academic program to develop the facility to support the academic program needs, district operation consolidations, and to plan for new opportunities that the downtown site presents. As such, the planning process developed a comprehensive and multi-purpose facility, which encapsulates features that the initial concept plans did not capture.

The facility will boast a state-of-the-art culinary facility with four kitchens (including one multimedia-rich demonstration kitchen), a corner venue dining area, multi-purpose classroom(s) / board room with media integration for presentations and other uses, architecturally design façades selected by the Board given the significant corner location in downtown Riverside, offices and conference rooms to support the consolidated district operations with shared facilities and services to enhance efficiencies of operation, a rooftop pavilion for assembly, dining or other uses, a vegetated green roof, and elements of LEED certification are incorporated into the design, along with other features.

A project budget outline and tentative construction schedule are attached (Attachments A and B).

Additionally, planning CAA/DO construction concurrent with the Coil School for the Arts project (Attachment C) eliminates disruption of Culinary and District Office operations and the future need for off-site parking, and should produce significant cost savings due to the combined project's improved economies of scale. In as much as the project refinements have been reviewed with Riverside City College administration and faculty, as well as District administration, staff recommends the Board of Trustees approve the refined scope of work and project budget to reflect the current project scope of work in the amount of \$33,350,761.

Prepared By: Cynthia Azari, President, Riverside City College
Greg Gray, Chancellor
Chris Carlson, Chief of Staff
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[CAADO Elevations and Floor Plans_06_26-12](#)

[Attachments - CAADO_06-26-12](#)

[June 22 2012 Bond Counsel Opinion](#)

June 22, 2012

James Buysse, Vice Chancellor
Administration and Finance
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

Re: Lawful Use of Measure C Bond Proceeds

Dear Jim:

You have recently asked me to review the ballot language from Measure C to determine whether or not Measure C bond proceeds could be used to construct a building to accommodate the Culinary Arts Program on the 1st floor and accommodate district administrative offices on the 2nd and 3rd floors of the same building.

The operative words of Measure C are to “. . . repair, acquire, construct, equip buildings, sites, classrooms . . .” The authority to construct buildings is not an authority that is dependent upon the uses of the buildings that are constructed, so long as all of the purposes are for the governmental affairs of the Riverside Community College District. General district-wide administrative support space is a lawful undertaking of the District and buildings may be constructed or improved which would accommodate district-wide administrators or administrative support space for faculty and staff. In direct response then to your question, the subject building for culinary arts and administrative support space is an authorized Measure C purpose and that building in its entirety can be funded with proceeds of a Measure C bond issuance.

If you have any additional questions, please do not hesitate to call me.

Very truly yours,



David G. Casnocha

DGC/mbc

PROJECT BUDGET

Culinary Arts Academy and District Offices

	Budget
Interim Housing	\$866,500
Planning:	\$2,253,393
Construction:	\$21,008,071
Parking Structure:	\$2,602,600
Contingency:	\$1,845,726
Project Oversight & Inspection:	\$2,001,765
Furniture, Fixtures & Equipment:	\$2,535,425
Escalation:	\$1,230,483
Independent Construction Total:	\$34,343,964
Concurrent Construction Cost Savings:	(\$993,202)
Concurrent Construction GRAND TOTAL:	\$33,350,761

Culinary Arts Academy / District Offices

TENTATIVE PROJECT SCHEDULE

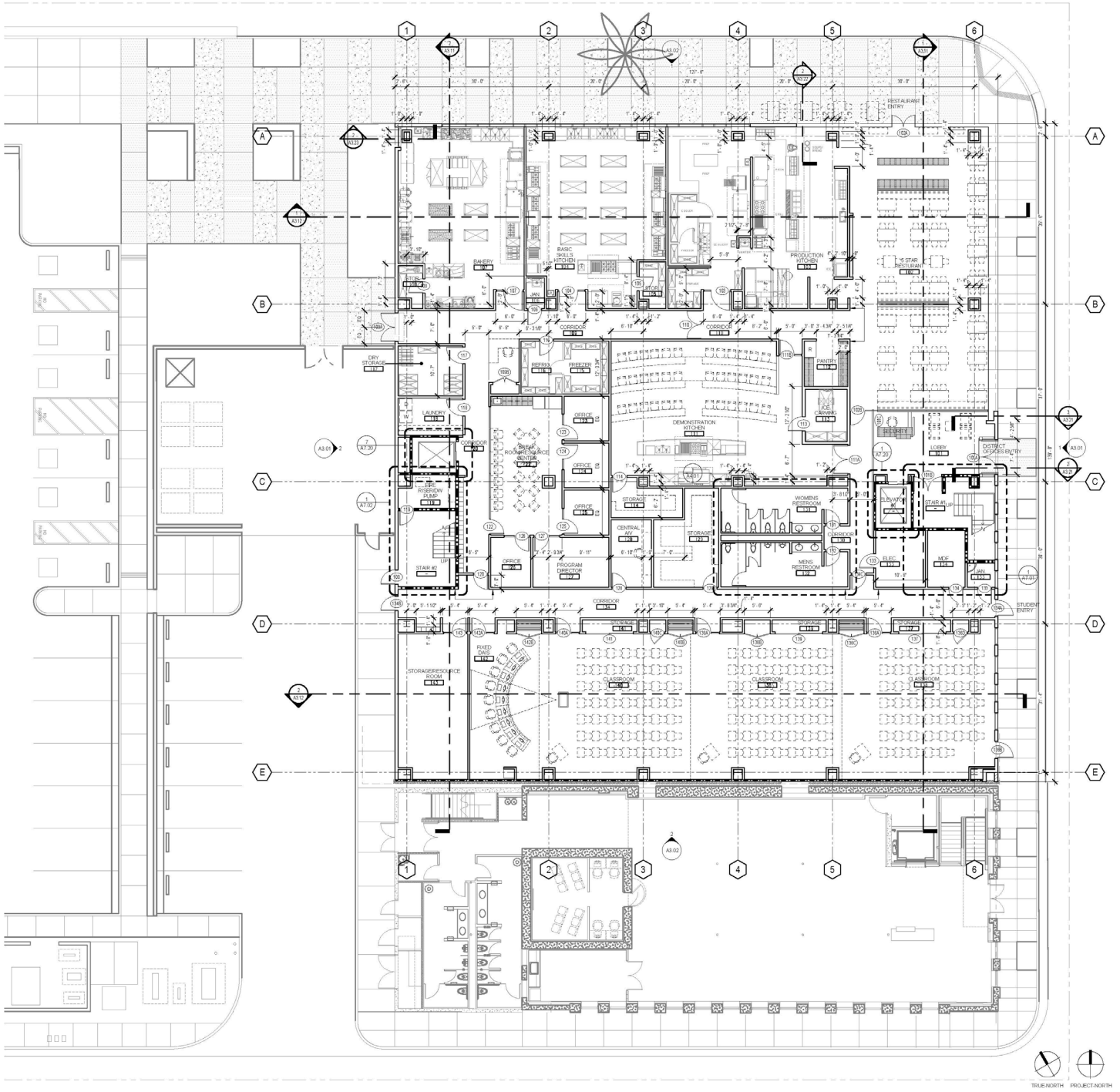
	DURATION	START	FINISH
DESIGN AND APPROVAL	368	June 20, 2012	November 19, 2013
Programming (with Staff Available During Summer)	11	June 20, 2012	July 05, 2012
Schematic Design	30	July 06, 2012	August 16, 2012
Design Development	60	August 17, 2012	November 09, 2012
50% Construction Documents	50	November 12, 2012	January 18, 2013
DSA Review	132	March 18, 2012	September 17, 2013
DSA Back Check/Approval	45	September 18, 2013	November 19, 2013
BIDDING PHASE	99	November 20, 2013	April 7, 2014
TCC Review Approved Drawings	10	November 20, 2013	December 03, 2013
Bid Period	35	December 04, 2013	January 21, 2014
Agendize for Board	15	February 07, 2012	February 27, 2014
Board Meeting	0	March 18, 2012	
Issue Contracts/Execute	15	March 18, 2014	April 7, 2014
CONSTRUCTION	560	April 08, 2014	May 30, 2016
Construction (22 months)	480	April 08, 2014	February 08, 2016
Closeout/Owner Move in (2 months)	80	February 09, 2016	May 30, 2016
Project Complete	0		May 30, 2016

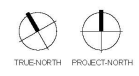
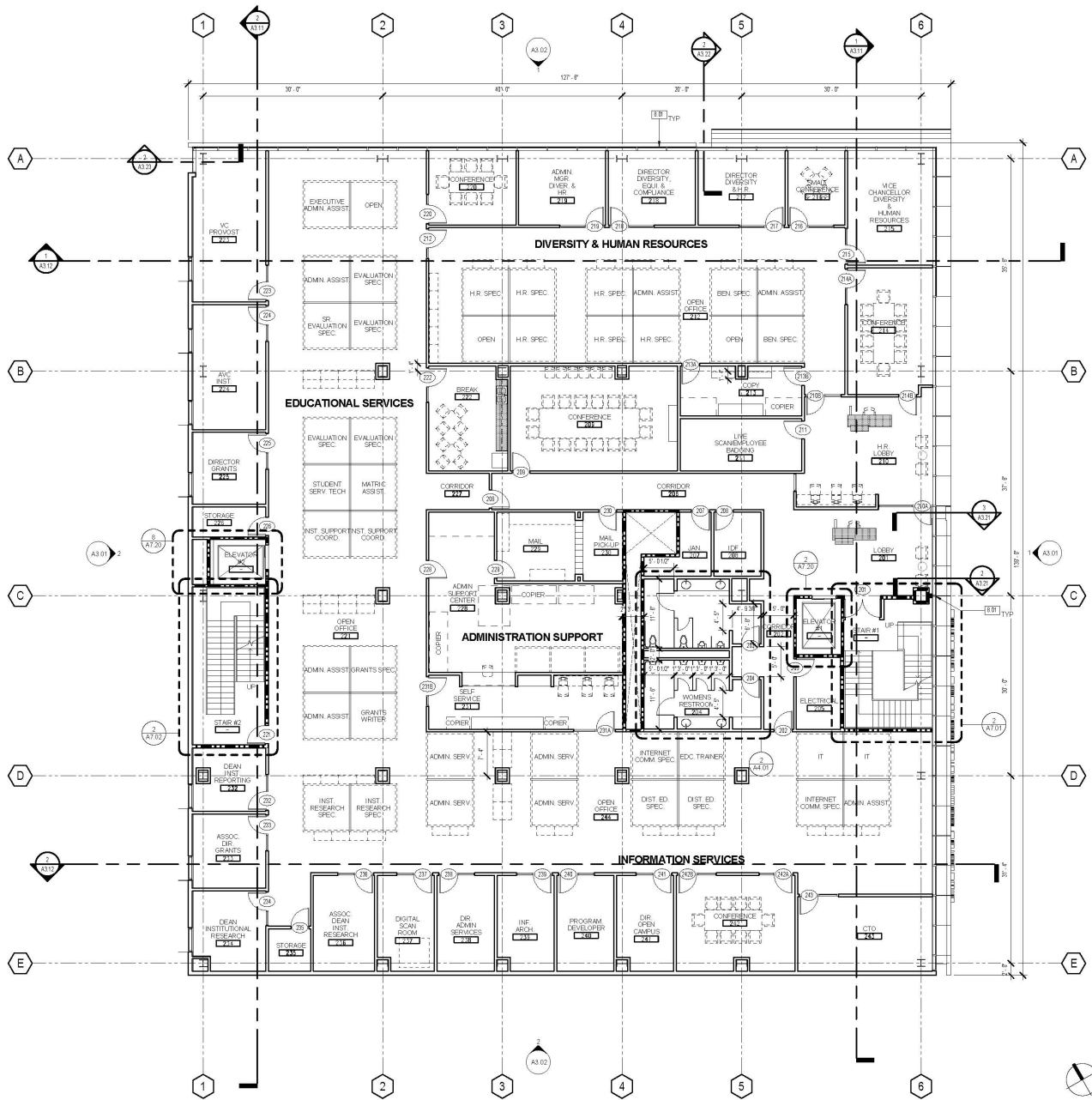
CONCURRENT CONSTRUCTION COMPARISON

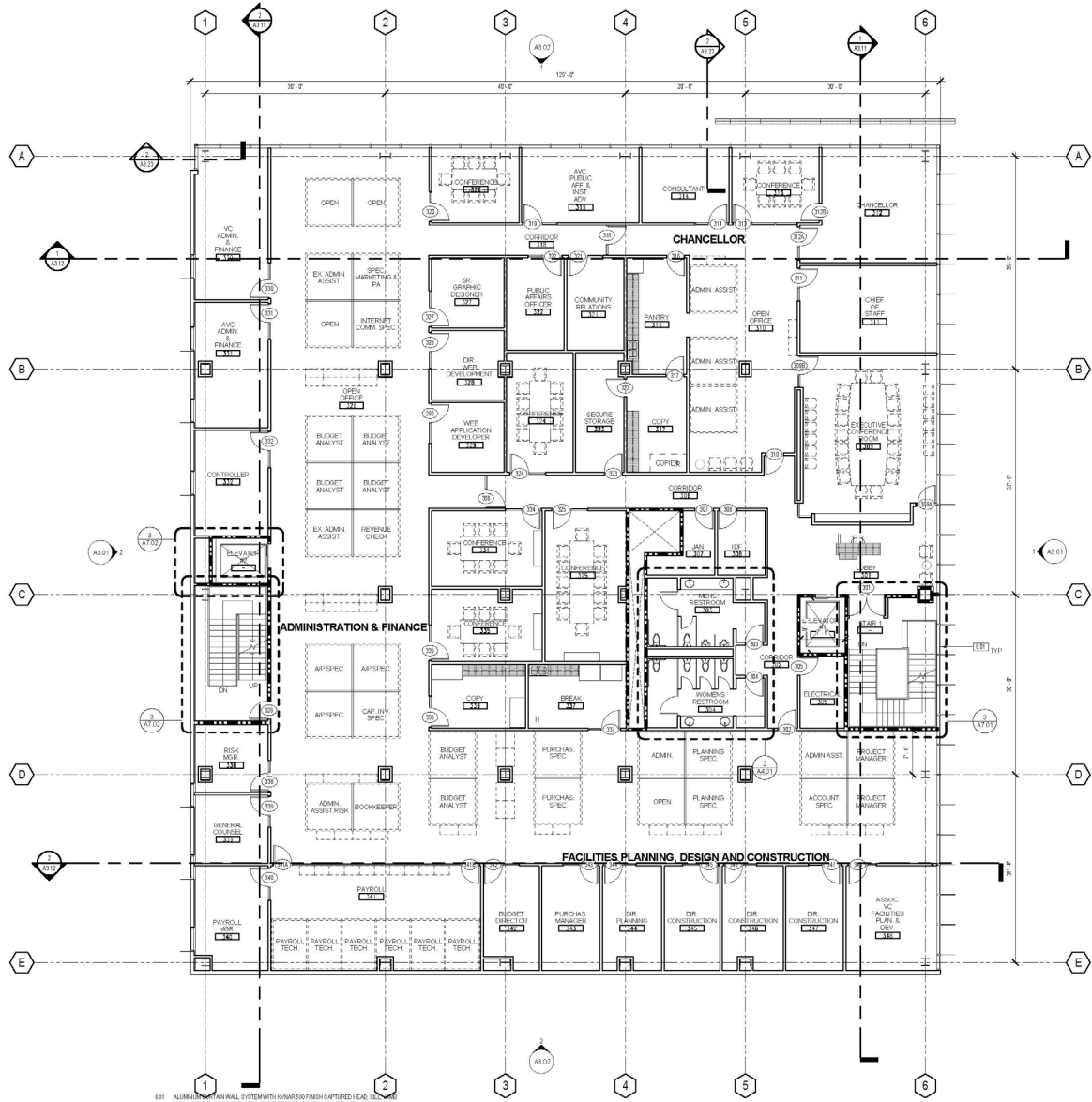
Culinary Arts Academy and District Offices

PROJECTS:	CAADO
Build Independently:	
Grand Total of Costs:	\$34,343,964
Built Concurrently:	
TCC Reduction in General Conditions:	\$350,000
TCC Reduction in Fee: (0.5% on CSA Cost of Work)	\$82,360
LPA Reduction in Fee: (Shared)	\$272,842
CAADO Surface Parking Not Built:	\$288,000
Subtotal of Project Savings:	\$993,202
Grand Total of Costs:	\$33,350,761









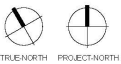
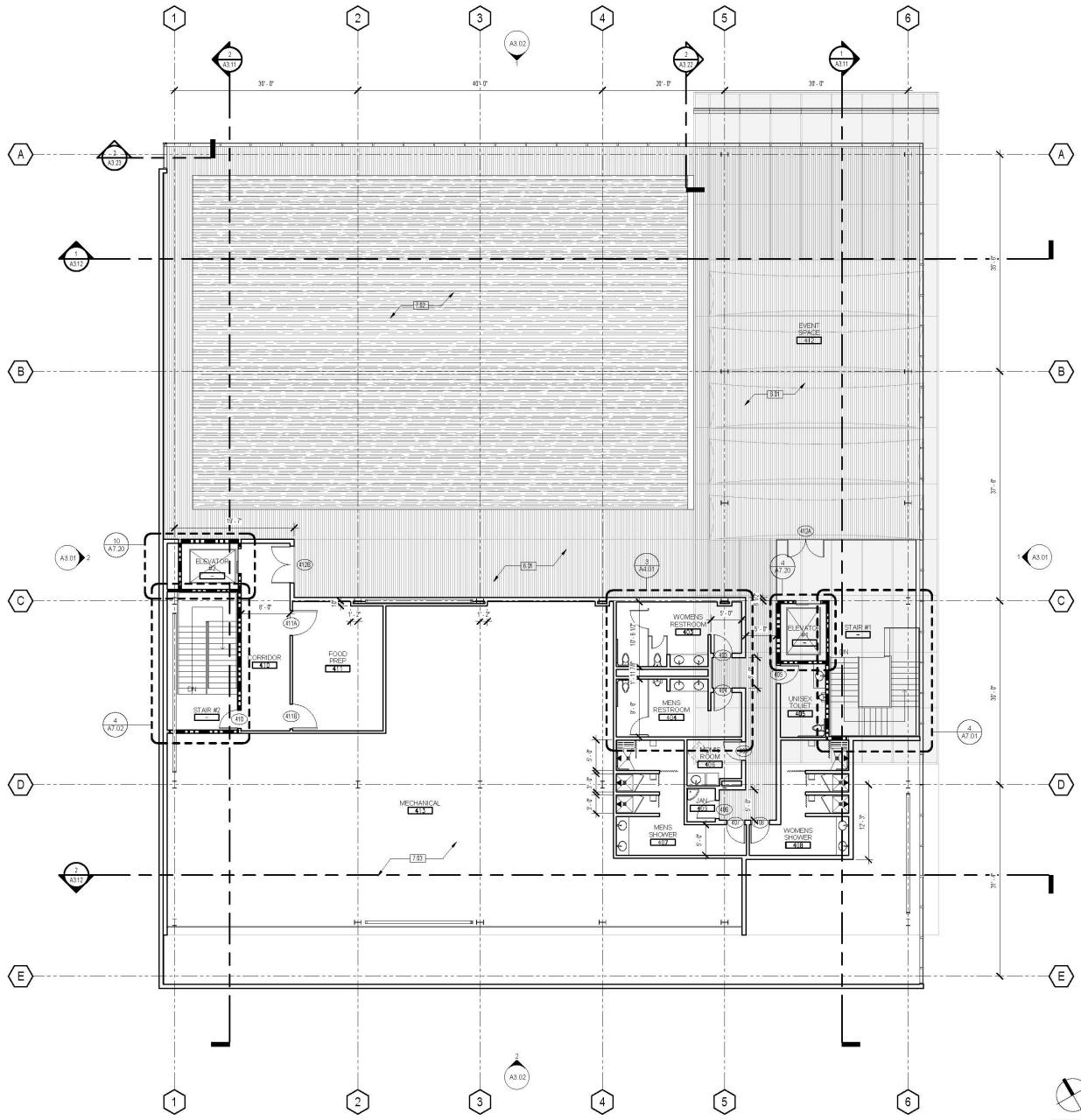


EXHIBIT 4

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
August 17, 2010 – 6:00 p.m. – Board Room AD122, O. W. Noble Administration Building,
Riverside City College, 4800 Magnolia Avenue, Riverside, California

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8801 as far in advance of the meeting as possible.

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- I. Approval of Minutes – Board of Trustees Planning and Operations, Teaching and Learning, Resources, Governance and Facilities Meeting of
June 1, 2010
Regular Meeting of June 15, 2010
Special Meeting of June 17, 2010

- II. Chancellor’s Reports

- A. Communications

- Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.

- Information Only**

- 1. Special Presentation - “Extended Opportunity Programs and Services (EOPS) Program Recognition” – Acting RCC President Tom Harris
 - 2. Special Presentation - “STEM Center Program Update” – Acting RCC President Tom Harris
 - 3. Special Presentation – “Football Program 2010 Update” – Acting RCC President Tom Harris

- B. Agreement with Riverside Transit Agency

- Recommend approving the agreement to provide unlimited ridership on RTA busses and routes for all students who pay the mandatory fee.

- Recommended Action: Request for Approval**

- C. Request to Change Locations and Time of Board Meeting(s) – September and October 2010
 - Recommend approving the change in location of the September 7 (starting at 5 p.m.) and September 21 (starting at 6 p.m.), 2010 Board committee and regular meetings respectively to the Norco College Student Success Center; and the October 5 (Board Committee Meetings) and October 19 (regular Board meeting) taking place in Student Services 101, at Moreno Valley College.

Recommended Action: Request for Approval

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management

(b) Contract Faculty

(c) Long-Term, Temporary Faculty

2. Salary Reclassifications

3. Reorganization of Academic Management Positions

4. Positions Reclassified Due to Significant Job Content Changes

5. Separation

b. Classified Personnel

1. Appointments

(a) Management/Supervisory

(b) Management/Supervisory – Categorically Funded (None)

(c) Classified/Confidential

- (d) Classified/Confidential – Categorically Funded (None)
- 2. Request to Adjust Effective Date of Employment
- 3. Request for Temporary Increase in Workload
- 4. Leave for Military Reserve Duty
- 5. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)
- 6. Reorganization of Classified Staff, Confidential and Management Positions
- 7. Request to Change Bumping/Layoff due to Secured Funding and/or Placement in Vacant Positions
- 8. Non-Continuance of Categorical Funds
- 9. Separations
- c. Other Personnel
 - 1. Substitute Assignments
 - 2. Short-term Positions
 - 3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study
- 2. Purchase Order and Warrant Report—All District Funds
 - Recommend approving/ratifying the Purchase Orders, Purchase Order Additions, and District Warrant Claims issued by the Business Office.
- 3. Budget Adjustments (None)
- 4. Bid Awards
 - a. Award of Bid – HVAC Maintenance Services – Riverside, Moreno Valley and Norco
 - Recommend awarding a bid.
 - b. Piggy-Back Bid Award – Nursing Portables – Moreno Valley College
 - Recommend allowing the use of San Gabriel Unified School District’s bid number 16-04/05 and provided under Contract Code Section 20118 and 20652 for the purchase of DSA

approved portables; the project will be funded from District reserve – Measure C funds.

5. Out-of State Travel
 - Recommend approving out-of-state travel requests.

6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$78,500 – All District Resources
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$78,500, pursuant to Public Contract Code Section 20650.

 - b. Agreement with the Riverside County Superintendent of Schools
 - Recommend approving the continuing agreement to provide the District with information technology support services related to the County’s Galaxy system.

7. Other Items
 - a. Temporary Loans – Potential General Fund Cash Shortage Arising from State Apportionment Deferrals – Resolution No. 01-10/11
 - Recommend approving a resolution authorizing 2010-2011 temporary loans for the General Fund.

 - b. Notices of Completion
 - Recommend accepting listed projects as complete, approving the execution of the Notices of Completion and authorizing their signature.

 - c. Resolution Regarding Appropriations Subject to Proposition 4 Gann Limitation – Resolution No. 02-10/11
 - Recommend adopting a resolution establishing the 2010-2011 Gann Limit for the District.

 - d. Temporary Loans – Potential Child Care Fund Cash Shortage – Resolution No. 03-10/11
 - Recommend approving a resolution authorizing 2010-2011 temporary loans for the Child Care Fund.

Recommended Action: Request for Approval and Ratification

- B. Information (None)

VI. Board Committee Reports

A. Planning and Operations Committee

1. Adoption of California Environmental Quality Act (CEQA) Guidelines
- Recommend adopting the 2010 state guidelines as the District's Local Environmental Quality Act Guidelines for reference.
Recommended Action: Request for Adoption
2. 2012 – 2016 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals
- Recommend approving the plan, initial and final project proposals.
Recommended Action: Request for Approval
3. Riverside City College Parking Structure Fall Deterrent
- Recommend approving the agreement for architectural engineering services for placement of fall deterrents at the RCC parking structure.
Recommended Action: Request for Approval
4. Measure C Bond – Funding Distribution
- Recommend approving the allocated Measure C fund assignments, as well as approve the recommended prioritization of projects based on the District Office's and each College's preferred list approved by the District Strategic Planning Committee.
Recommended Action: Request for Approval

B. Teaching and Learning

1. Riverside City College Revised Mission Statement
- Recommend approving the minor language changes to the RCC mission statement.
Recommended Action: Request for Approval
2. Proposed Curricular Changes
- Recommend approving the curricular changes for inclusion in the catalog and in the schedule of class offerings.
Recommended Action: Request for Approval
3. Subcontract Agreement with Cal State Fullerton Auxiliary Services Corporation
- Recommend ratifying the subcontract agreement designating the District to serve as the host administrative agent for the Tri-Tech Small Business Development Center.
Recommended Action: Request for Ratification

4. Contract Amendment with Foundation for California Community Colleges
 - Recommend ratifying the grant agreement that provides funding, fiscal management, and accountability for the District's CDC-WORKS! Program.**Recommended Action: Request for Approval**
5. Agreement with the County of Riverside Fire Department
 - Recommend approving the renewal of an existing agreement and cooperative arrangement regarding fire technology training and education.**Recommended Action: Request for Approval**
6. Riverside City College Follow-Up Report to Accrediting Commission for Community and Junior Colleges
 - Recommend approving the follow-up report to the accrediting commission.**Recommended Action: Request for Approval**
7. Moreno Valley College Follow-Up Report to Accrediting Commission for Community and Junior Colleges
 - Recommend approving the follow-up report to the accrediting commission, which includes the College's Integrated Strategic Plan.**Recommended Action: Request for Approval**

C. Resources Committee

1. Economic Development Move from March Education Center to Corona – Relocation/Remodel
 - Recommend approving an estimated budget from Redevelopment funds to relocate Economic Development to Corona.**Recommended Action: Request for Approval**
2. Moreno Valley College Nursing Portables
 - Recommend approving an estimated budget from Measure C funds; allow the purchase and placement of portables and relocation of furniture and equipment at Moreno Valley College for the Nursing Program and associated operations; authorizing bidding and starting all construction activities within approved budget with ratification of bids to follow.**Recommended Action: Request for Approval**

D. Governance Committee

1. Revised and New Board Policies – Second Reading
 - Recommend approving revised Board Policies 2720 and 5400.**Recommended Action: Request for Approval**

EXHIBIT 5



August 27, 2013

MEETING MINUTES NO. 009
CULINARY ARTS & DISTRICT OFFICES [CAADO]
LPA PROJECT NO. 29071.20

DATE: July 25, 2013
TIME: 2:30pm
PLACE: RCC Campus, Administration AD109

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

Charles Wyckoff, RCC
 Aaron Brown, RCCD
 Chris Carlson, RCCD
 Henry Bravo, RCC
 Kathy Paschke, RCC
 Stephen Ashby, RCC
 John Baker, RCCD
 Stephen Tiner, LPA
 Miguel Cuevas, LPA
 Rick Brysacz, tK1sc

DISTRIBUTION

All Present
 Dr. Azari, RCC
 Dr. Issac, RCC
 Patricia Avila, RCC
 Mark Oliver, RCC
 Scott Zwart, RCCD
 Daniel Gomez, RCC
 Carlos Garza, RCC
 Guy Bird, RCC
 Jason Howarth, TC
 Michael Sanchez, TC
 Steven Flanagan, LPA
 Patrick McClintock, LPA

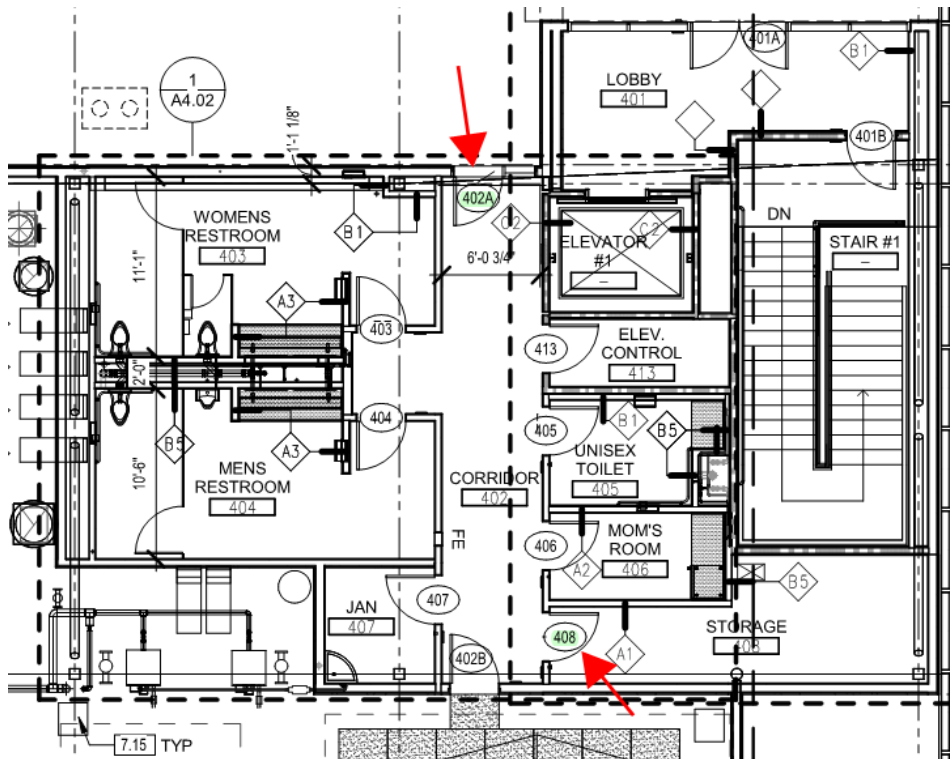
CONSULTANTS

(as indicated)
 Ron Zawadski, tK1sc
 Scott Tonelson, tK1sc

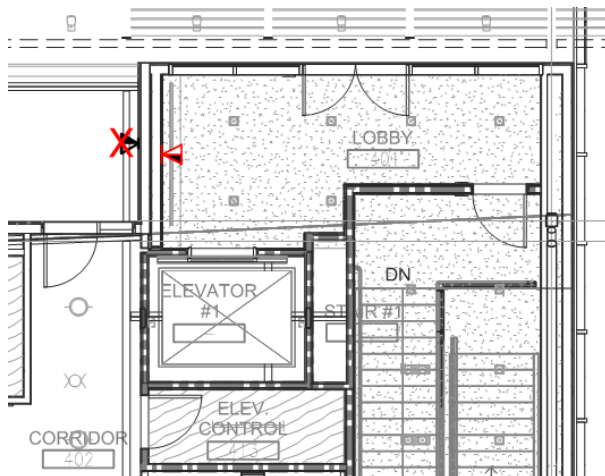
DISCUSSION ITEMS

ACTION	ITEM NO.	
Info	9.01	Overview - The purpose of the meeting was to review the Information Technology systems currently planned for in the progress set of SCS construction documents dated 6/18/13.
Info	9.02	Schedule – LPA provided a DSA status update to the group. FLS comments received, Structural & ACS are in DSA review tracking 8/26/13 completion. Bid period is on track to begin in January 2014.
LPA/tK1sc	9.03	Dark Fiber – Dark Fiber is planned for the west side of Market St., and will enter underground into the 1 st floor electrical room and route to second floor MDF. Fiber connection from the Gallery to be shown on CAADO SCS drawings.
tK1sc	9.04	Roof Data – Group agreed that more than (1) data Connection should be taken to roof level. Roof Level to have more data drops and provide Wireless coverage.

- LPA/tK1sc** 9.05 **PA/AV Equipment Rack** – College requested a roof level space for a PA/AV System Rack in order to have local control the roof system during events.
- LPA** 9.06 **Storage Door Size** – LPA to verify that the storage door at the roof level is large enough. Doors **402A** and **408** to be 3'-6" wide doors instead of 3'-0" wide.



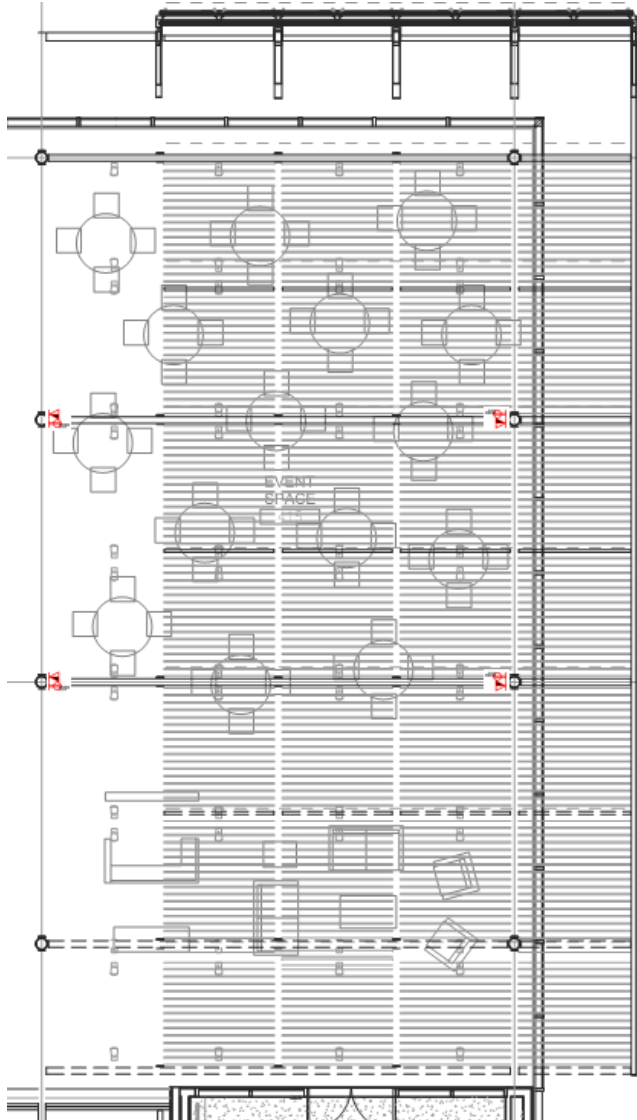
- tK1sc** 9.07 **Stair #1 Data Outlet** – Relocate data outlet outside of lobby to interior space of lobby.



tK1sc

9.08

Roof Level Data & Power – College requested that data & power be provided at the (4) inward steel columns of the roof shade structure. Power & data to be located at +18” and +90” above finish floor at each column.



LPA/tK1sc

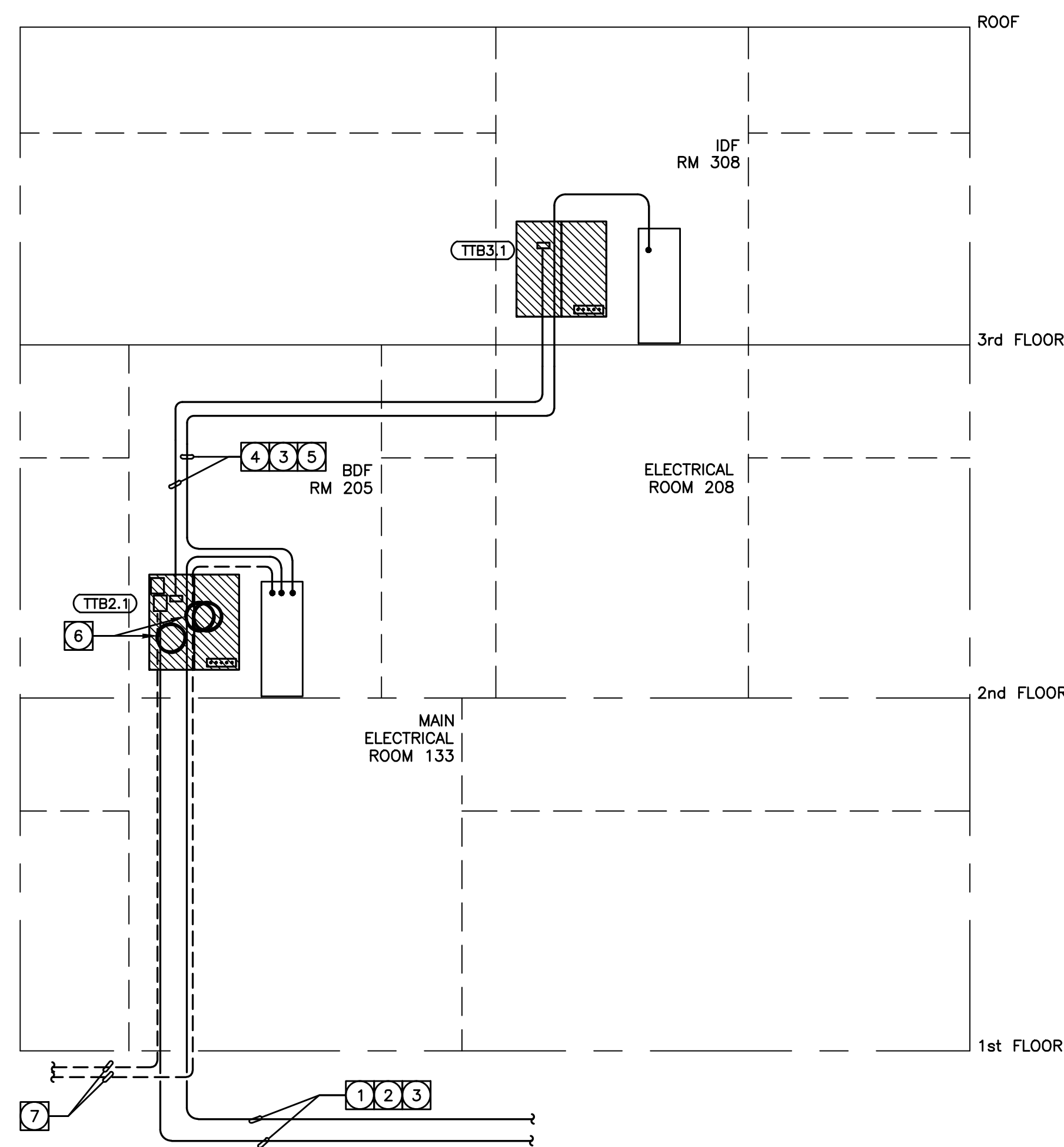
9.09

PS Security – Parking structure will have security cameras requiring network connections. Add underground conduits for fiber connection to CAADO.



- tK1sc** 9.10 **BDF Room 205** – BDF room needs to have connection count done to insure there is enough rack space. RCCD requires 3 cables per drop. Doors into all BDF rooms to swing outward to maximize floor space within each room. Rack layouts and power locations to concur with latest version of the DRAFT RCCD Standards.
- LPA/tK1sc** 9.11 **Floor Power/Data** – Additional floor boxes are required in Classroom 140. Configure for access by committee member tables during Board Meetings.
- tK1sc** 9.12 **Classroom Phones** – Each classroom shall have a wall mounted phone near the instructor's station.
- tK1sc** 9.13 **Demonstration Kitchen 111** – Add data drops for LCD displays, overhead projectors and instructor's station.
- tK1sc** 9.14 **Coax Cable** – College has asked for all Coax cable to be removed from project.
- Info** 9.15 **IT Equipment Procurement** – Equipment will be Owner Furnished Contractor Installed.

Submitted by: Stephen Tiner, LPA
Attachments: SCS plans reviewed in the meeting



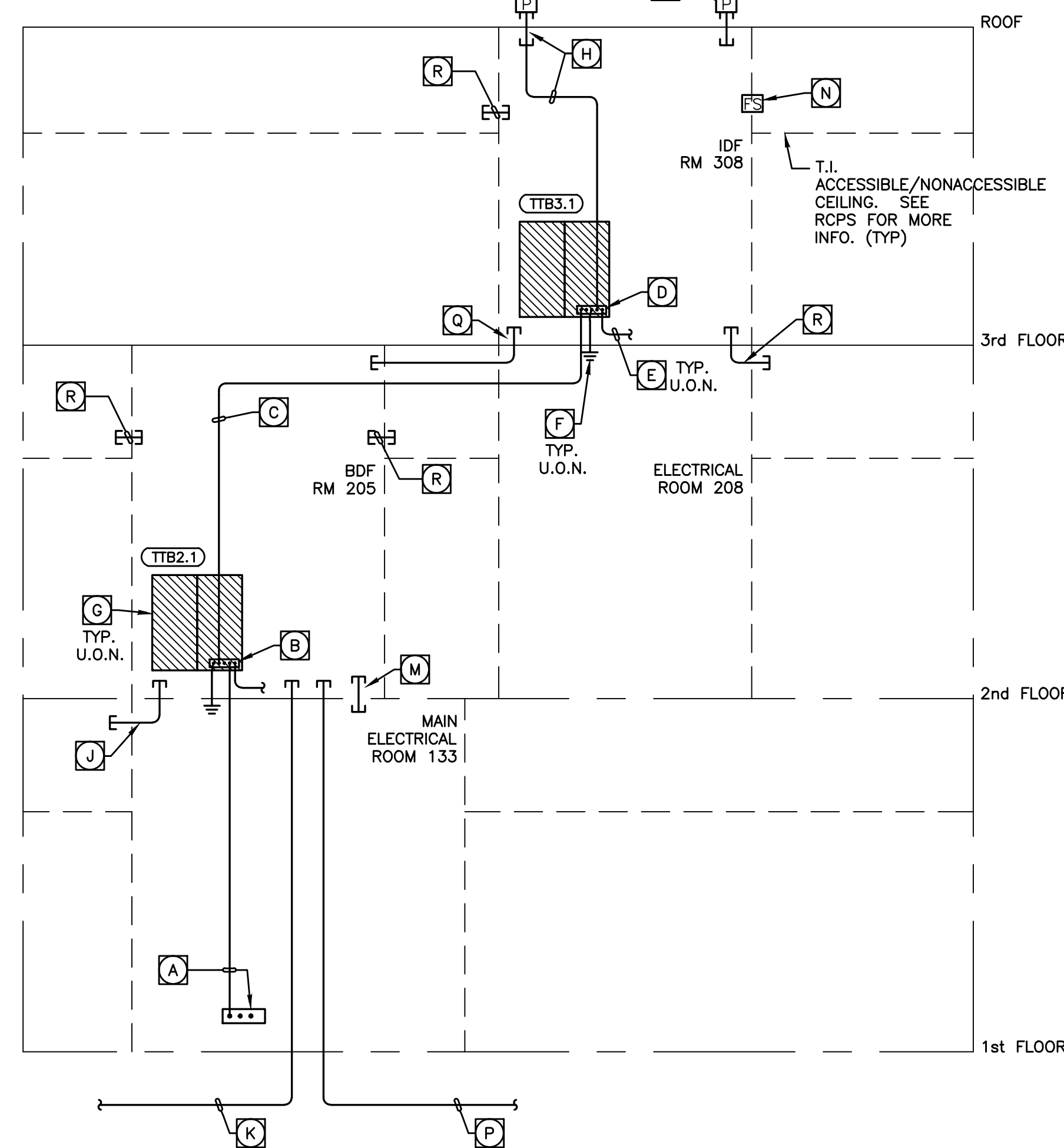
TELECOM CABLING RISER DIAGRAM

SCALE: NTS

2

TELECOM CABLING RISER DIAGRAM NOTES

- 1 IN (2) 4" CONDUITS TO CAMPUS MDF BUILDING (SEE ELECTRICAL SITE PLANS):
IN (1) 4" CONDUIT INSTALL (4) 1" OSP RATED INNERDUCTS.
IN (1) INNERDUCT INSTALL (1) 12-STRAND SINGLE-MODE OSP RATED FIBER OPTIC CABLE.
IN (1) INNERDUCT INSTALL (1) 50-PAIR CATEGORY 3 OSP RATED CABLE.
(2) INNERDUCTS SPARE.
(3) 4" CONDUITS SPARE.
- 2 TERMINATE COPPER ON BOTH ENDS WITH SOLID STATE PROTECTOR MODULES PER SPECIFICATION IN WALLFIELD MOUNTED 100-PAIR PROTECTOR BLOCKS.
- 3 TERMINATE FIBER ON BOTH ENDS WITH ST TYPE CONNECTORS IN NEW RACK MOUNTED FIBER ENCLOSURES.
- 4 BETWEEN 1ST FLOOR BDF AND 2ND FLOOR IDF:
IN (1) 4" CONDUIT SLEEVE INSTALL (4) 1" RISER RATED INNERDUCTS.
IN (1) INNERDUCT INSTALL (1) 12-STRAND MULTI-MODE OM3 50 MICRON OSP RATED FIBER OPTIC CABLE.
IN (1) INNERDUCT INSTALL (1) 50-PAIR CATEGORY 3 OSP RATED CABLE.
(2) INNERDUCTS SPARE.
(3) 4" CONDUIT SPARE FOR HORIZONTAL CABLE DISTRIBUTION.
- 5 TERMINATE COPPER CABLES ON BOTH ENDS ON WALL MOUNTED 110 BLOCKS PER SPECIFICATION.
- 6 INSTALL 25' SERVICE LOOPS ON INCOMING FIBER AND COPPER CABLE.
- 7 INCOMING FIBER AND COPPER CABLING FROM CSA BUILDING. SEE CSA BUILDING DRAWINGS.



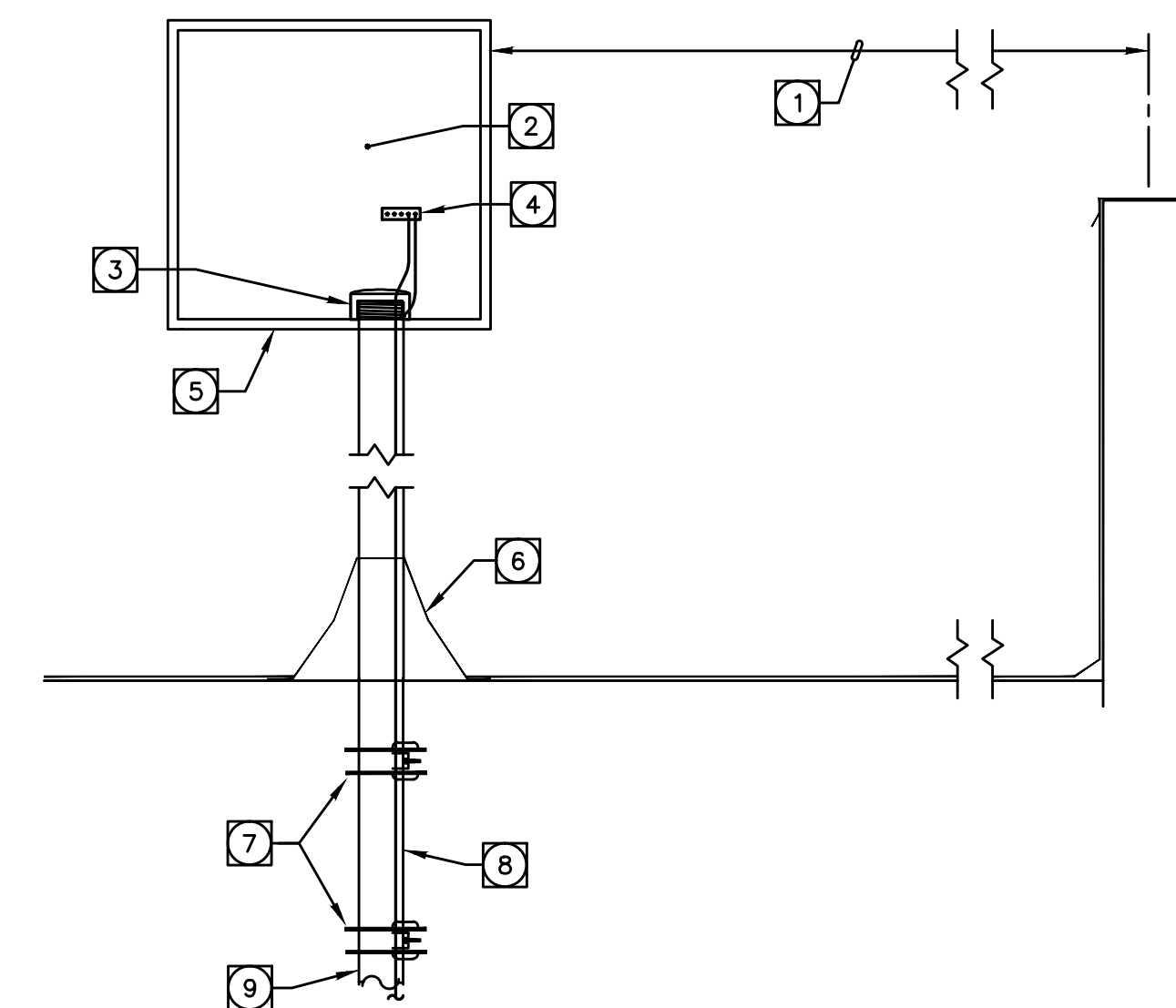
TELECOM PATHWAYS & GROUNDING RISER DIAGRAM

SCALE: NTS

1

TELECOM PATHWAYS & GROUNDING RISER DIAGRAM NOTES

- A PROVIDE TELECOMMUNICATIONS BONDING CONDUCTOR (TBC) CONSISTING OF (1) 1" C., W/ #3/0 WITH GREEN INSULATION, CONNECTING MAIN BUILDING GROUND BUS BAR LOCATED IN MAIN ELECTRICAL ROOM TO THE TELECOMMUNICATIONS MAIN GROUNDING BUSBAR (TMGB) UTILIZING 2-HOLE COMPRESSION CONNECTORS. LABEL EACH END OF TBC WITH A GROUND WARNING TAG (PANDUIT #PT-BGRND OR EQUAL). IF THE LENGTH OF THE TBC IS LESS THAN 100 FT PROVIDE A #1/0 WITH GREEN INSULATION IN LIEU OF A #3/0. BOND EACH END OF METAL CONDUIT TO TBC W/#6 WITH GREEN INSULATION.
- B ANSI-STD 607A COMPLIANT U.L.-LISTED TELECOMMUNICATIONS MAIN GROUND BUSBAR (TMGB). (CHATSWORTH #40153-020 OR EQUAL BY HARGER). PROVIDE 1/8" BRASS ENGRAVED NAMEPLATE WITH ABBREVIATION "T.M.G.B.". ATTACH NAMEPLATE TAG TO BUS BAR.
- C PROVIDE TELECOMMUNICATIONS BONDING BACKBONE (TBB) CONSISTING OF (1) 1" C., W/ #3/0 WITH GREEN INSULATION CONNECTING TMGB & TGB(S) AS SHOWN. CONNECTIONS SHALL BE MADE WITH 2-HOLE COMPRESSION CONNECTORS. LABEL EACH END OF TBB WITH A GROUND WARNING TAG (PANDUIT #PT-BGRND OR EQUAL). IF THE LENGTH OF THE TBB IS LESS THAN 100 FT PROVIDE A #1/0 WITH GREEN INSULATION IN LIEU OF A #3/0. BOND EACH END OF METAL CONDUIT TO TBB W/#6 WITH GREEN INSULATION.
- D ANSI-STD 607A COMPLIANT U.L. LISTED TELECOMMUNICATIONS GROUND BUSBAR (TGB). (CHATSWORTH #40153-020 OR EQUAL BY HARGER). PROVIDE 1/8" BRASS ENGRAVED NAMEPLATE WITH ABBREVIATION "T.G.B." - IDF "???" WHERE QUESTION MARKS INDICATE FLOOR AND IDF IDENTIFIER RESPECTIVELY. ATTACH NAMEPLATE TAG TO EACH BUS BAR.
- E #6 WITH GREEN INSULATION TO EACH DATA EQUIPMENT RACK/CABINET, OVERHEAD LADDER TRAY/LADDER RACK, TELECOMMUNICATIONS CONDUITS, TELECOMMUNICATIONS CABLE TRAY(S), ANTI STATIC TILE GROUNDING POINTS ETC. AS REQUIRED. CONNECTIONS SHALL BE MADE WITH 2 HOLE COMPRESSION CONNECTORS. ALL CONNECTIONS SHALL BE BARE METAL USING APPROPRIATE ANTIOXIDANT COMPOUND.
- F 1/2" C., 1#6 GROUND CONDUCTOR WITH GREEN INSULATION EXOTHERMICALLY CONNECTED TO NEAREST EFFECTIVELY GROUNDED BUILDING STEEL AND TO TMGB/TGB(S) VIA 2-HOLE COMPRESSION CONNECTION.
- G TELECOMMUNICATIONS BACKBOARD CONSISTING OF FIRE-RATED, EXTERIOR GRADE, DOUGLAS FIR PLYWOOD SHEETING FINISHED ONE SIDE AND PRIME COAT PAINTED ON ALL SURFACES WITH A FINISH COAT OF FIRE RETARDANT INTUMESCENT WHITE ENAMEL PAINT. LEAVE ONE (1) FIRE MARSHAL STAMP UNPAINTED FOR INSPECTION ON EACH PLYWOOD SHEET. UNLESS OTHERWISE INDICATED, USE 8'-0" HIGH X LENGTH AS SHOWN ON DRAWINGS X 3/4" THICK PLYWOOD. PLYWOOD SHALL BE RAISED 12" AFF.
- H PROVIDE (2) 2" C. WITH PULL STRING AND #6 INSULATED GREEN GROUND CONDUCTOR TO ROOF TOP HINGED WEATHERPROOF PULLBOX FROM NEAREST IDF. CONDUIT SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F). INTERCONNECT CONDUIT/MAST AND PULL BOX TO #6 GROUND CONDUCTOR TO TGB. TERMINATE CONDUIT A MINIMUM OF 12" ABOVE FINISHED ROOF AND PROVIDE LEAD FLASHING AS REQUIRED. PENETRATE ROOF WITH RGS ONLY - USE OF EMT IS UNACCEPTABLE. PROVIDE UNISTRUT BRACING AND COMPONENTS, IF REQUIRED, BETWEEN BELOW-ROOF STRUCTURAL ELEMENTS TO ALLOW FASTENING OF CONDUIT IN 2 PLACES WITHIN 24" OF THE UNDERSIDE OF THE ROOF DECK.
- I (6) 4"C.O. SLEEVES FOR HORIZONTAL CABLE DISTRIBUTION.
- J (2) 4"C.O. AND (2) 2" C.O. TO CSA BUILDING FOR CAMPUS INTERCONNECT. SEE ELECTRICAL SITE PLANS FOR MORE INFORMATION.
- K 2"C.O. SLEEVES AND SEALED RIGID CONDUIT SLEEVE ROOF PENETRATION FOR FUTURE HORIZONTAL AND RISER CABLE DISTRIBUTION. SLEEVE SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F). THIS CONDUIT SYSTEM IS RESERVED/PROVIDED FOR FUTURE BUILDING RETROFIT OF AN IN-BUILDING PUBLIC SAFETY RADIO FREQUENCY AMPLIFICATION SYSTEM.
- L PROVIDE (3) STI EZ-PATH #EZD44 FIRESTOP SYSTEMS IN RATED WALLS AS REQUIRED. PROVIDE MATCHING EZPATH SINGLE OR MULTIPLE GANG PLATE KITS AS REQUIRED TO INSTALL COMPLETE U.L. LISTED FIRE PENETRATION SYSTEMS. VERIFY EXACT LOCATION WITH OWNER'S SCS CONTRACTOR PRIOR TO ROUGH-IN.
- M (2) 4"C.O. AND (2) 2" C.O. FROM PARKING STRUCTURE FOR CAMPUS INTERCONNECT AND UTILITY COMPANIES/SERVICE PROVIDERS. SEE ELECTRICAL SITE PLANS FOR MORE INFORMATION.
- N (2) 4" C.O. FOR RISER CABLE DISTRIBUTION. SEE PLANS.
- O (3) 4" C.O. FOR HORIZONTAL CABLE DISTRIBUTION. SEE PLANS.



- 1 ROOF COMMUNICATIONS PULL BOX SET-BACK AS REQUIRED TO PREVENT BOX FROM BEING VISIBLE FROM GROUND LEVEL. COORDINATE EXACT LOCATION WITH ARCHITECT PRIOR TO ROUGH-IN.
- 2 CABLE TRANSITION TO PLENUM-RATED CABLE IN THIS PULL BOX. OSP-RATED CABLE MAY NOT BE BROUGHT INSIDE THE BUILDING.
- 3 PROVIDE CONDUIT CAP(S) TO SEAL ROOF CONDUIT.
- 4 COPPER GROUNDING BUS BAR (ILSCO #N174 SERIES OR EQUAL) BONDED TO PULLBOX (WHERE METALLIC), TO ALLOW CONNECTION OF ANY ANTENNA DISCHARGE UNIT(S). CONDUIT MAST & ANY ANTENNA(S) WITH MIN. #6 BARE COPPER GROUNDING CONDUCTOR. WHERE CONDUIT RISER IS CONTINUOUS TO IDF OR TELECOM CLOSET, BUS BAR SHALL BE CONNECTED VIA BARE #6 GROUNDING CONDUCTOR TO IDF/TELECOM CLOSET TELECOMMUNICATIONS BUS BAR - IF AVAILABLE. EACH END OF CONDUIT MAST SHALL BE BONDED TO GROUNDING CONDUCTOR. IN ALL CASES, GROUNDING BUS BAR SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F).
- 5 WEATHERPROOF NEMA 3R, GASKETTED PULL BOX WITH SCREW COVER (MIN. 12" X 12" X 6" WITH TAPPED HOLES FOR GROUND LUG) MOUNTING AS REQUIRED.
- 6 LEAD ROOF FLASHING UPON PER SPECIFICATIONS, ARCHITECTURAL PLANS AND SMACNA STANDARDS. SEAL CONDUIT AT FLASHING AS REQUIRED (TYP).
- 7 2 CONDUIT SUPPORTS REQUIRED PER PENETRATION. PROVIDE UNISTRUT AS NECESSARY TO SPAN BETWEEN ROOF SUPPORT MEMBERS. COORDINATE ALL ATTACHMENTS WITH ARCHITECT PRIOR TO ROUGH-IN (TYP).
- 8 RGS OR IMT CONDUIT SIZED PER PLAN. QUANTITY PER PLAN.
- 9 RUN CONDUIT AS REQUIRED.

TYPICAL COMMUNICATIONS CONDUIT ROOF PENETRATION DETAIL

SCALE: NTS

3

COMMUNICATIONS PATHWAYS GENERAL NOTES:

1. CONDUITS SHALL, (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDUITS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
2. CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
3. CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
4. TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
5. INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
6. FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
7. ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
8. ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	6"
4"	15"	60"	6"	8"

- FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.
9. CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
 10. PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
 11. PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

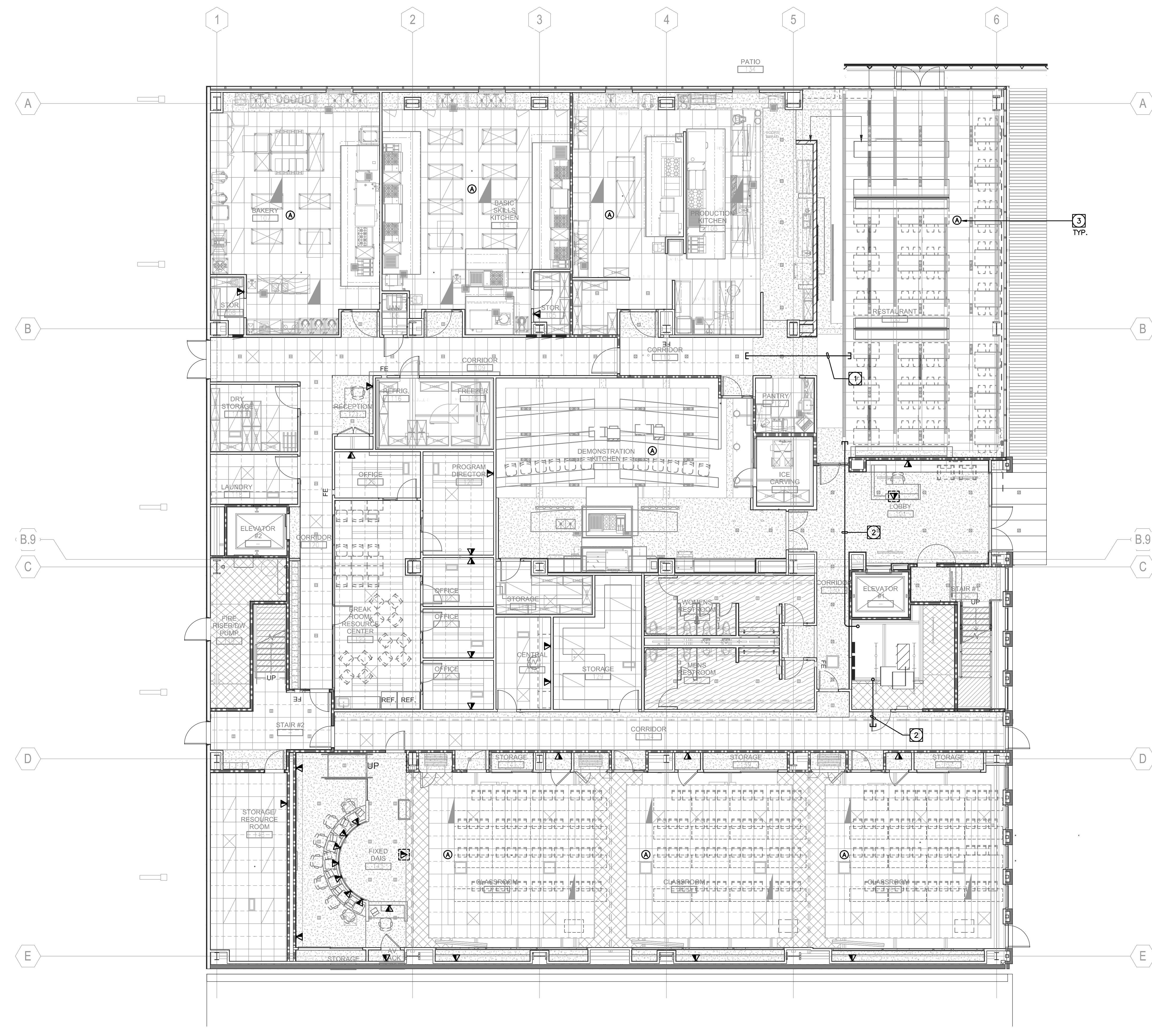
PROGRESS SET 06-18-13

This set of drawings was prepared by the author and is not to be used for any other project without the written consent of the author. The author assumes no responsibility for any errors or omissions in these drawings. The user of these drawings is advised to verify all dimensions and specifications with the manufacturer of the equipment and materials used. The user of these drawings is advised to verify all dimensions and specifications with the manufacturer of the equipment and materials used. The user of these drawings is advised to verify all dimensions and specifications with the manufacturer of the equipment and materials used.

Date	Revision
06/18/13	

Date	Submitted For Review
06/18/13	

Job No. 2907120
 Date 01-09-13
 Checked by rb
 Scale



- PLAN NOTES**
- ① (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.
 - ② (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR 2ND FLOOR BDF ABOVE TO ACCESSIBLE CEILING FOR HORIZONTAL CABLE DISTRIBUTION.
 - ③ WIRELESS ACCESS POINT. SEE SHEET SCS4.01 FOR MORE INFORMATION.

**COMMUNICATIONS PATHWAYS
 GENERAL NOTES:**

1. CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
2. CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
3. CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
4. TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
5. INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
6. FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
7. ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
8. ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	6"
4"	15"	60"	8"	8"
9. CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
10. PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
11. PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

FIRST FLOOR OVERALL SCS PLAN
 SCALE: 1/8" = 1'-0"

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PROGRESS SET 06-18-13

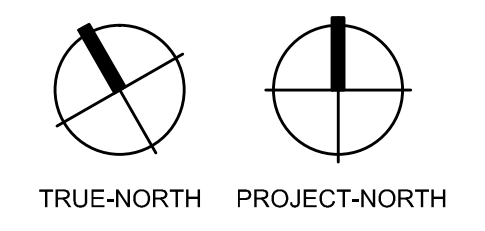
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Date	Submitted For Review	Submitted For Construction
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Date	01-09-13
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Scale	1/8" = 1'-0"

FIRST FLOOR
 OVERALL
 SCS PLAN

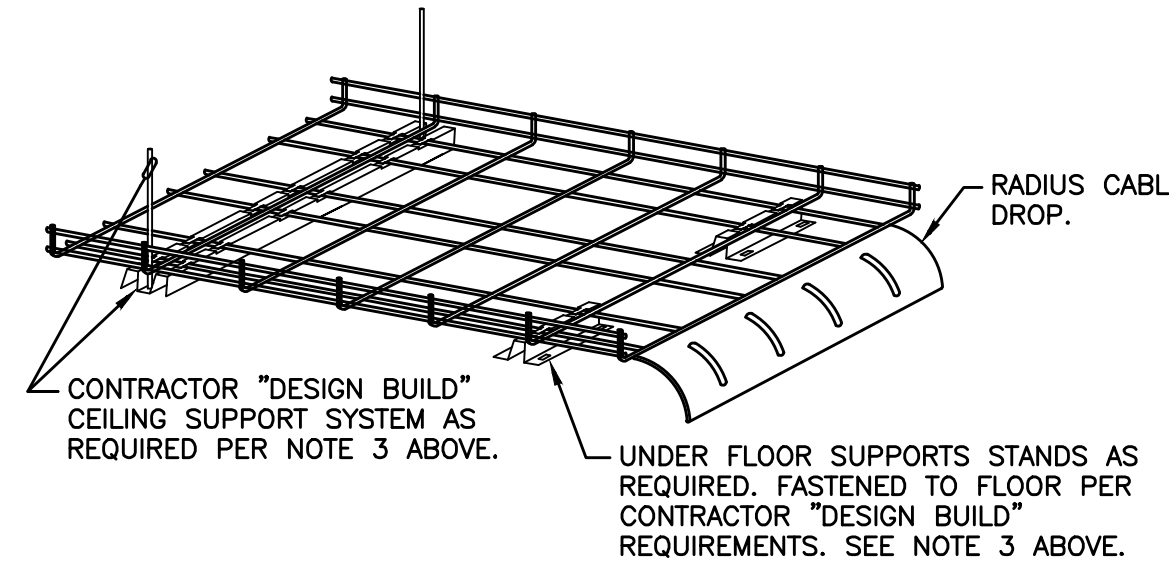
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FLEXIBLE CABLE TRAY SCHEDULE						
CABLE TRAY STYLE	TRAY WIDTH	TRAY DEPTH	RADIUS FITTINGS INSIDE BEND RADIUS	TRAY COVER	SYSTEM LOAD	REMARKS
WIRE MESH	6"	4"	12"	NO	15 LBS/LF	--

FLEXIBLE CABLE TRAY INSTALLATION REQUIREMENTS:

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FURNISHING OF ALL MATERIAL, LABOR, EQUIPMENT, AND SERVICES, IN CONNECTION WITH THE INSTALLATION OF A COMPLETE AND FULLY FUNCTIONING AND CODE COMPLIANT INSTALLATION.
- IT IS THE INTENT OF THE CONTRACT DOCUMENTS, WHICH ARE PRESENTED IN A DIAGRAMMATIC FORMAT, TO PROVIDE CONTRACTOR INFORMATION THAT SUPPLEMENTS AND ENHANCES THE GENERALLY ACCEPTED CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES EMPLOYED IN CONNECTION WITH INSTALLATION OF THIS TYPE OF PRODUCT / SYSTEM.
- THE CONTRACTOR SHALL ALSO INCORPORATE THE REQUIREMENTS OF THE MANUFACTURER'S INSTALLATION INSTRUCTIONS / WARRANTY REQUIREMENTS AS PART OF THE REQUIREMENTS OF THE CONSTRUCTION DOCUMENTS. IN THE EVENT OF A CONFLICT BETWEEN THE CONTRACT DOCUMENT REQUIREMENTS AND THE MANUFACTURER'S INSTALLATION REQUIREMENTS, THE MORE STRINGENT REQUIREMENTS SHALL APPLY. UNLESS THE MORE STRINGENT REQUIREMENT VOIDS APPLICABLE WARRANTIES OR VIOLATES THE REQUIREMENTS OF THE LOCAL AUTHORITY HAVING JURISDICTION, ANY SUCH CONFLICT SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ENGINEER IN WRITING THROUGH THE FORMAL RFI PROCESS.
- REFER TO THE ASSOCIATED SCHEDULES, SCHEMATICS, DRAWINGS, AND SPECIFICATIONS FOR DETAILED INFORMATION / REQUIREMENTS ON THIS PRODUCT / SYSTEM.



FLEXIBLE CABLE TRAY SPECIFICATIONS:

- UL LISTED FLEXIBLE TRAY SHALL BE MADE OF CONTINUOUS, RIGID, WELDED, STEEL WIRE MESH WITH ALL ACCESSORIES AND FITTINGS AS OUTLINED IN THE MANUFACTURER'S DATA. STANDARD TRAYS SHALL BE UL CLASSIFIED AS EQUIPMENT GROUNDING CONDUCTORS.
- SECTIONS SHALL BE MADE OF 0.177 DIAMETER MINIMUM CARBON STEEL WIRE (ASTM A510, GRADE 1008) WELDED, BENT AND SURFACE TREATED AFTER MANUFACTURE. FINISH APPLIED AFTER MANUFACTURE SHALL BE A STANDARD FINISH, ELECTRO PLATED ZINC GALVANIZED, 0.7 MIL MINIMUM. OTHER FINISHES SHALL BE SUPPLIED AS SPECIFIED ON DRAWINGS.
- FLEXIBLE CABLE TRAY SYSTEM SHALL BE SEISMICALLY BRACED IN ACCORDANCE WITH THE S.M.A.C.N.A. SEISMIC RESTRAINT MANUAL AND S.M.A.C.N.A. ADDENDUM 1 (2001) FOR SEISMIC LEVEL "AA" TO SUPPORT EVENLY DISTRIBUTED LOAD AS INDICATED IN THE TABLE ABOVE. CONTRACTOR SHALL SUBMIT TO THE OWNER'S PROJECT MANAGER THE NECESSARY PAGES AND SECTIONS FROM THE S.M.A.C.N.A. MANUAL WHICH DEMONSTRATE S.M.A.C.N.A. COMPLIANCE OF THE SYSTEM AS INSTALLED.
- TRAY WIDTH AND DEPTH SHALL BE PER FLEXIBLE CABLE TRAY SCHEDULE. NOMINAL DIMENSIONS OF WIRE MESH FORMING TRAY SECTIONS SHALL BE 2" x 4". A MINIMUM OF (1) PAIR OF TRAY CONNECTORS ARE TO BE FURNISHED W/ EACH 10' SECTION.
- ACCESSORIES SHALL BE FURNISHED AS REQUIRED TO PROTECT, SUPPORT AND INSTALL A COMPLETE CABLE TRAY SYSTEM.
- FLEXIBLE CABLE TRAY AND ITS SUPPORT SYSTEM SHALL BE DESIGNED TO SUPPORT SYSTEM LOAD AS DEFINED IN FLEXIBLE CABLE TRAY SCHEDULE WITH A MAXIMUM DEFLECTION BETWEEN SUPPORT OF L/240. ALL CONNECTIONS TO STRUCTURE SHALL BE "DESIGN BUILD" BY THE CONTRACTOR AND TESTED TO NEMA VE 1-2002/CSA C22.2 NO. 126.1-02 5.2.8 LOADING TO DESTRUCTION WITH A SAFETY FACTOR OF 1.5 OR GREATER.
- FLEXIBLE TRAY SYSTEM/TRAY SUPPORT SYSTEM SHALL BE INDEPENDENT OF RAISED FLOOR SYSTEM.
- CONTRACTOR SHALL COORDINATE TRAY SYSTEM INSTALLATION WITH ALL TRADES PRIOR TO ORDERING AND AGAIN PRIOR TO INSTALLING TRAY SYSTEM.
- CABLE TRAY SYSTEM SHALL BE GROUNDED PER MANUFACTURER'S RECOMMENDATIONS VIA LISTED STRAPS, CONNECTORS, GROUND CONDUCTORS OR ANY COMBINATION OF THE ABOVE. WHEN FLEXTRAY SEGMENTS ARE REMOVED TO FORM CURVES OR MAKE CHANGES IN ELEVATION, THE TRAY MAY NOT RETAIN ITS UL LISTINGS AS A GROUND CONDUCTOR. IN THAT CASE, THE CONTRACTOR SHALL PROVIDE AND CONNECT #6 AWG. GROUND CONDUCTOR(S) W/ UL LISTED SPLIT BOLT GROUND LUGS TO CONNECT UNICUT AND CUT PORTIONS OF THE TRAY TO MAINTAIN GROUND CONTINUITY AND MEET NEC (OR CEC WHERE ADOPTED) AND UL REQUIREMENTS.
- FIRE STOPPING OF THRU PENETRATIONS WHERE THE FLEXIBLE CABLE TRAY OR ITS CONTENTS PENETRATE A FIRE RATED WALL, FLOOR, ETC., SHALL BE ACCOMPLISHED BY THE CONTRACTOR UTILIZING UL LISTED FIRE STOPPING METHODS. CONTRACTOR SHALL VERIFY TYPES/QUANTITIES OF CABLES TO BE UTILIZED BY THE OWNER AT EACH THRU PENETRATION CONDITION AND PROVIDE A SUITABLE REINTEGRABLE FIRESTOP SYSTEM LISTED FOR EACH FIRESTOP CONDITION.
- FLEXTRAY SHALL BE ROUTED AROUND OBSTRUCTIONS AS REQUIRED. IN NO CASE SHALL TRAY BE ROUTED IN A MANNER THAT PREVENTS REMOVAL OF ACCESSIBLE CEILING TILES OR PANELS, DATA CENTER FLOOR TILES, OR BLOCK ACCESS TO ELECTRICAL OR PLUMBING/MECHANICAL EQUIPMENT.
- FLEXTRAY UTILIZED FOR TELECOMMUNICATIONS CABLING SHALL BE LOCATED NO CLOSER THAN 3" TO ANY ELECTRICAL BRANCH CIRCUITRY AND 18" FROM ANY ELECTRICAL FEEDER.
- TRAY SHALL BE CUT USING OFFSET CUTTERS AVAILABLE FROM THE TRAY MANUFACTURER. CUT SHALL BE SMOOTH WITHOUT SHARP EDGES OR BURRS.
- PROVIDE RADIUS CABLE DROP OUT(S) MEETING EIA/TIA CABLE BENDING CRITERIA AT TRAY STOPPING POINT WITHIN A TELECOMMUNICATIONS CLOSET OR ANY DISCONTINUITY IN TRAY PATH.
- FLEXIBLE CABLE TRAY MANUFACTURERS MANUFACTURED BY CABLOFIL OR EQUAL BY COOPER B-LINE OR MONOSYSTEMS.

FLEXIBLE CABLE TRAY SYSTEM DETAIL

SCALE: NTS



PLAN NOTES

- (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.
- (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FROM 3RD FLOOR IDF ABOVE TO ACCESSIBLE CEILING FOR HORIZONTAL CABLE DISTRIBUTION.
- WIRELESS ACCESS POINT. SEE SHEET SCS4.01 FOR MORE INFORMATION.
- (2) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FROM 3RD FLOOR IDF ABOVE FOR RISER CABLE DISTRIBUTION.
- FLEXIBLE WIRE MESH CABLE TRAY FOR DISTRIBUTION OF HORIZONTAL CABLE. SEE CABLE TRAY SPECIFICATION THIS SHEET. SUSPEND CABLE TRAY ABOVE LEVEL OF PENDANT LIGHT FIXTURES. VERIFY HEIGHT WITH ARCHITECT PRIOR TO INSTALLATION.

COMMUNICATIONS PATHWAYS GENERAL NOTES:

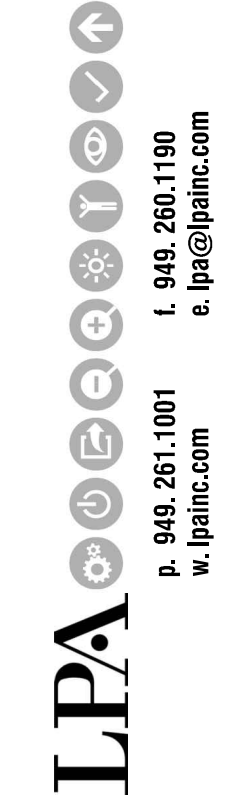
- CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
- CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
- CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
- TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
- INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
- FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
- ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
- ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	5"
4"	15"	60"	8"	5"

FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.

- CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
- PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
- PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

PROGRESS SET 06-18-13



LPA
1 849 261 1100
p. 849 261 1001
e. lpa@lpa.com



17911 Von Karman Avenue, Suite 260
Irvine, California 92614
949.761.6600 www.tkisc.com
(Rick Bryczek - Low Voltage)
tkisc Job #: 2013-0030

REGISTRATION STAMP
DIVISION OF THE STATE ARCHITECT
OFFICE OF REGULATION SERVICE
APPL. #:
DATE: _____
FILE NUMBER: _____

CULINARY ARTS AND DISTRICT OFFICES
3801 MARKET STREET
RIVERSIDE, CA 92501
Developed for
Riverside Community College District

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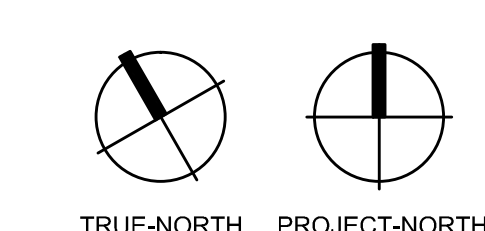
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06/18/13	

Submitted	Submitted Date	Submitted By
SUBMITTED FOR REVIEW	06/18/13	
FOR CONSTRUCTION DOCUMENTS		

Job No.	Date
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Checked by	rb
Scale	1/8" = 1'-0"

SECOND FLOOR OVERALL SCS PLAN

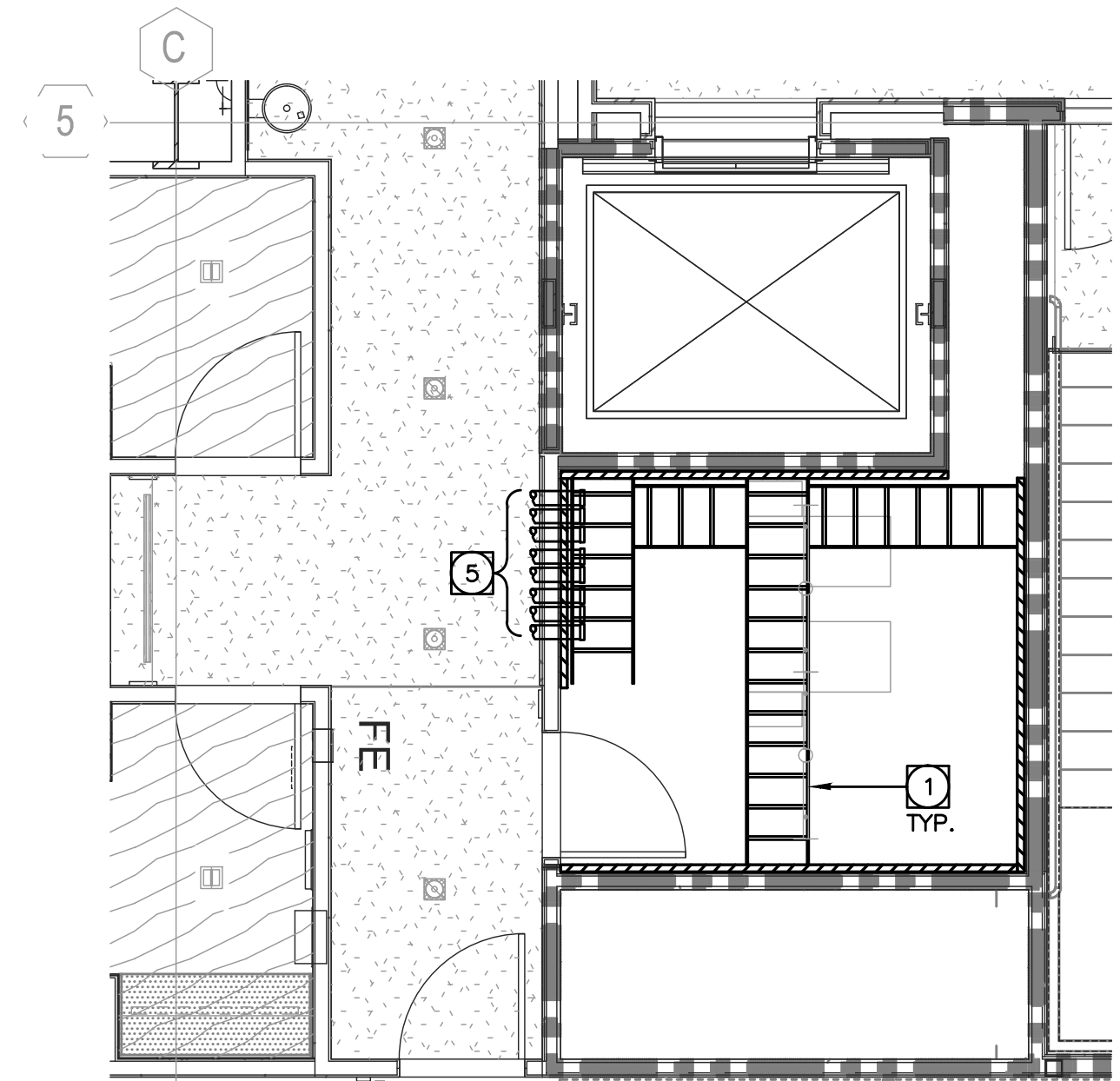
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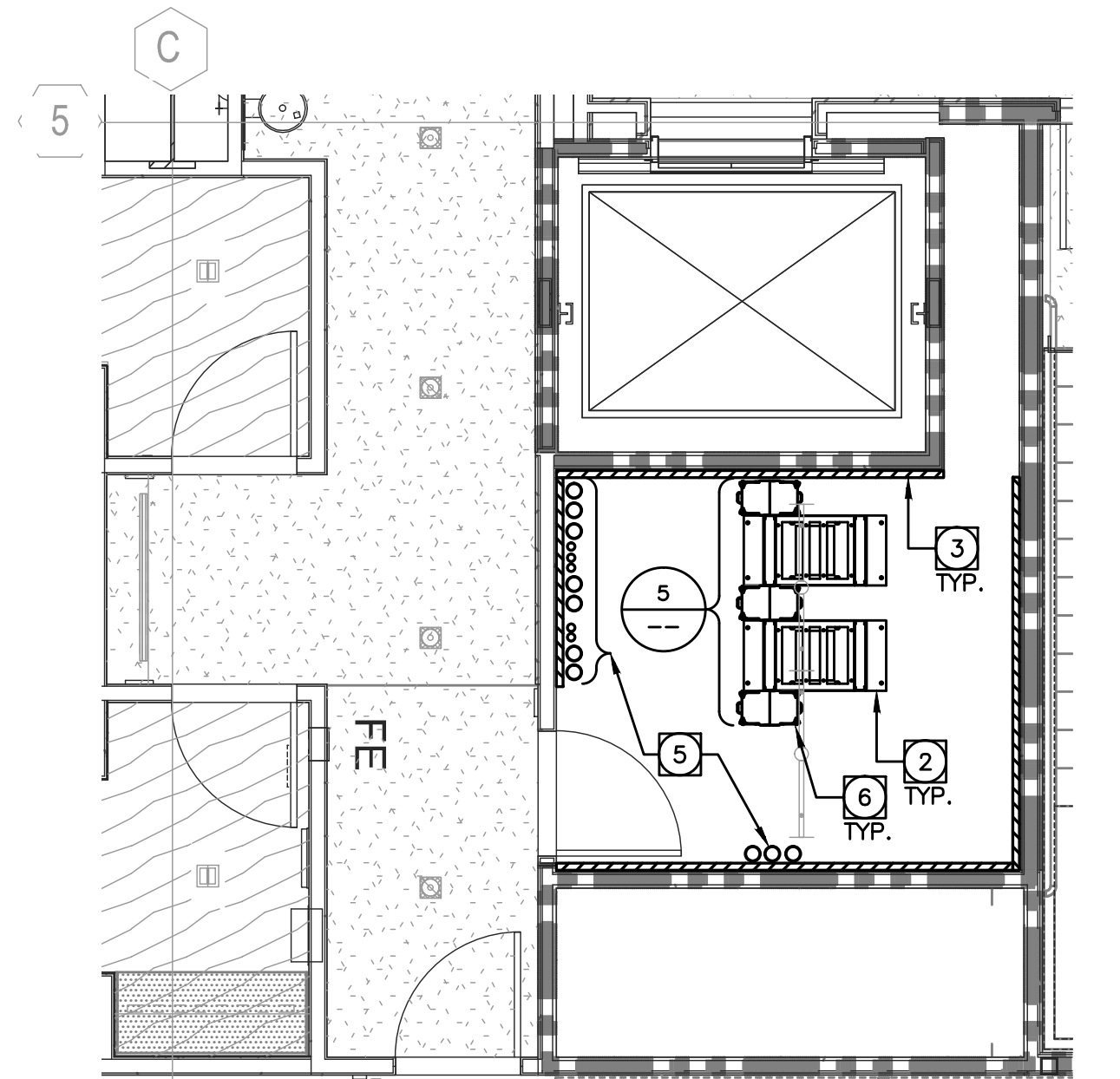
5161 California Avenue, Suite 100
Irvine, California 92618

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Riverside Community College District

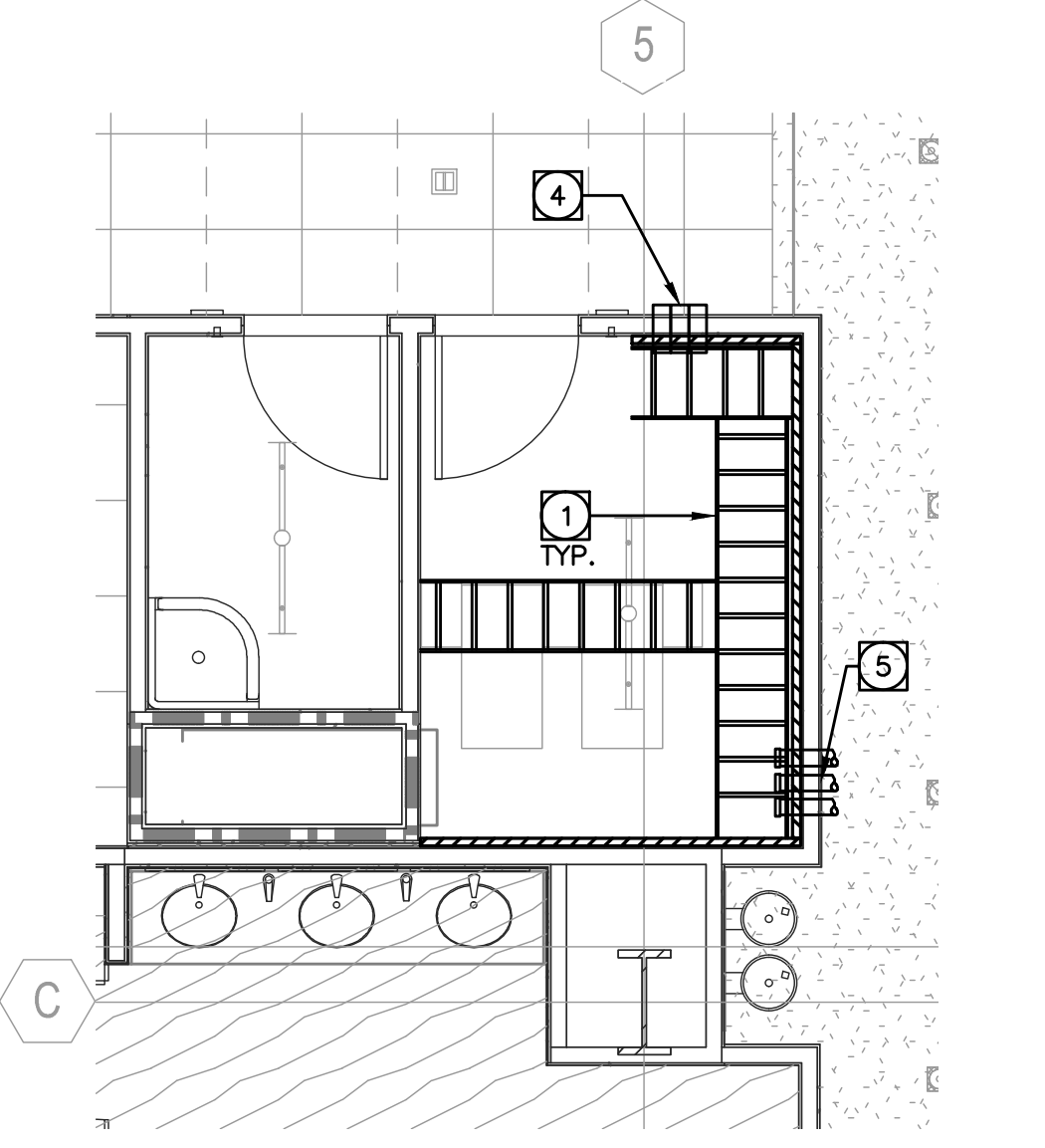
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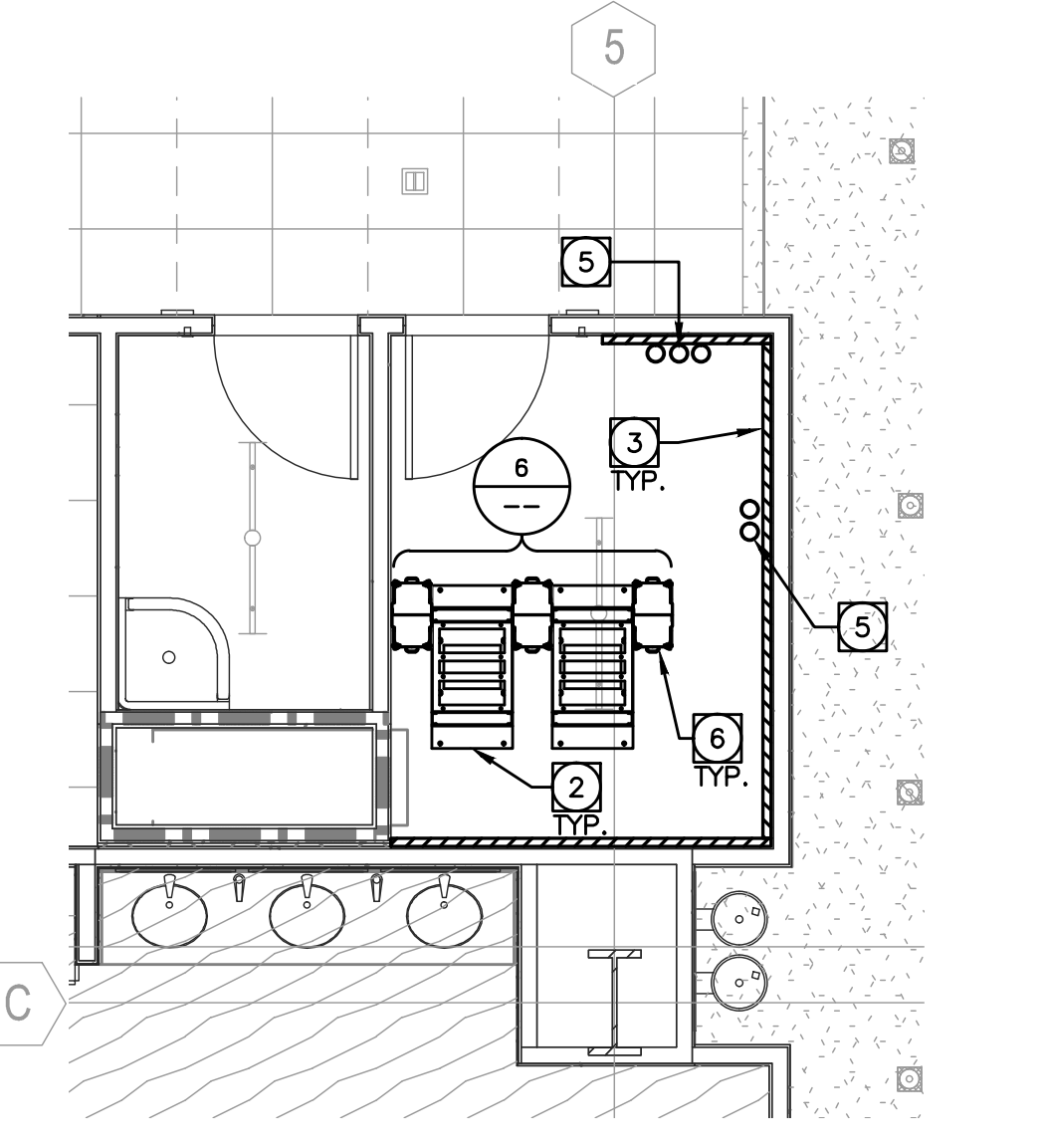
2ND FLOOR BDF ROOM 205 TRAY PLAN
SCALE: 1/4" = 1'-0"



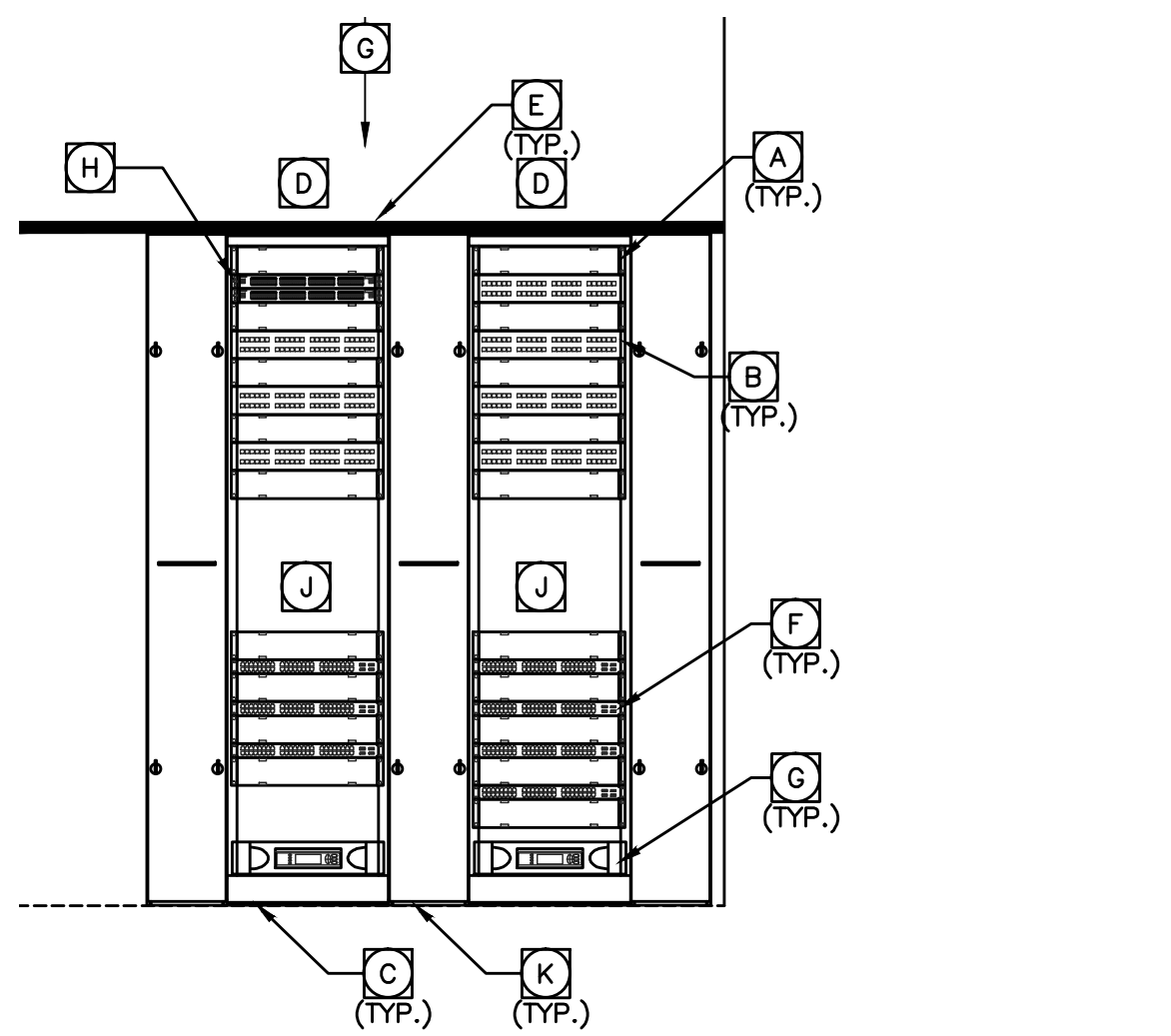
2ND FLOOR BDF ROOM 205 FLOOR PLAN
SCALE: 1/4" = 1'-0"



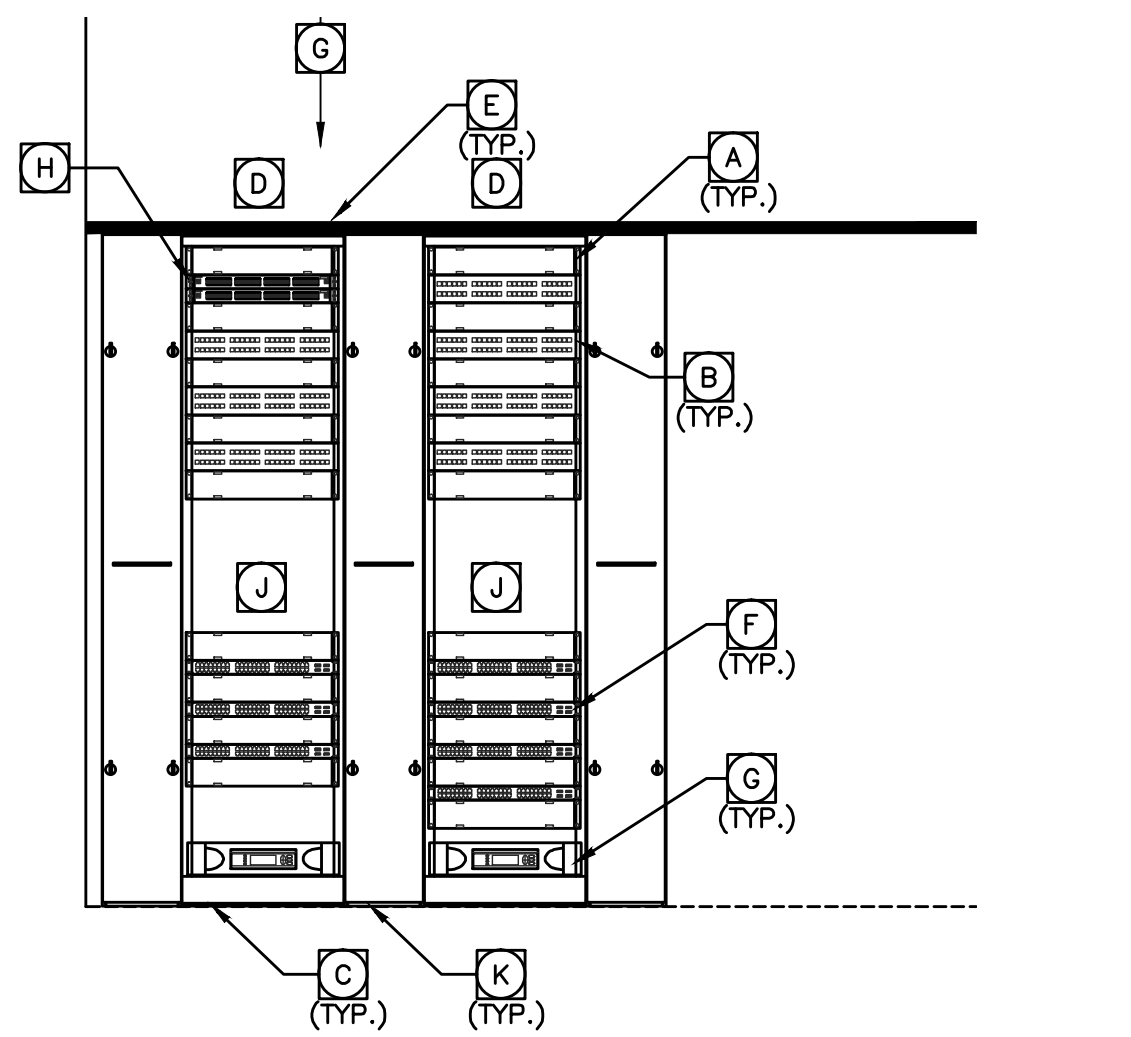
3RD FLOOR IDF ROOM 308 TRAY PLAN
SCALE: 1/4" = 1'-0"



3RD FLOOR IDF ROOM 308 FLOOR PLAN
SCALE: 1/4" = 1'-0"



3RD FLOOR IDF ROOM 308 RACK ELEVATION
SCALE: 1/4" = 1'-0"



2ND FLOOR BDF ROOM 205 RACK ELEVATION
SCALE: 1/2" = 1'-0"

PLAN NOTES:

- 1 LADDER TRAY, SIZE PER PLANS (CHATSWORTH #11275-718). LADDER TRAY TO BE ANCHORED TO WALLS AND MOUNTED TO RACKS WITH RACK-TO-RUNWAY MOUNTING PLATE (CHATSWORTH #10595-718). USE CABLE RUNWAY RADIUS DROP (CHATSWORTH #12101-702) AND CABLE RUNWAY RADIUS DROP (CHATSWORTH #12100-718) WITH MOVEABLE RUNWAY CROSS MEMBER (CHATSWORTH #12115-718) AS REQUIRED. SCS CONTRACTOR TO INSTALL RADIUS WHEREVER CABLE LEAVES TRAY. LADDER TRAY TO BE SUPPORTED EVERY 4 FEET. SUPPORT FROM DECK ABOVE WHERE NECESSARY.
- 2 4-POST FRAME. SCS CONTRACTOR TO ANCHOR FRAME TO FLOOR WITH APPROPRIATE FASTENERS. SEE RACK ELEVATIONS THIS SHEET FOR MORE INFORMATION.
- 3 TELECOMMUNICATIONS BACKBOARD (BY E.C.) CONSISTING OF FIRE-RATED, EXTERIOR GRADE, DOUGLAS FIR PLYWOOD SHEETING FINISHED ONE SIDE AND PRIME COAT PAINTED ON ALL SURFACES WITH A FINISH COAT OF FIRE RETARDANT INTUMESCENT WHITE ENAMEL PAINT. LEAVE ONE (1) FIRE MARSHAL STAMP UNPAINTED FOR INSPECTION ON EACH PLYWOOD SHEET, UNLESS OTHERWISE INDICATED. USE 8'-0" HIGH X LENGTH AS SHOWN ON DRAWINGS X 3/4" THICK PLYWOOD. PLYWOOD SHALL BE RAISED 12" AFF.
- 4 STI EZ-PATH #EZD44FW# FIRESTOP SYSTEMS LOCATED IN LINE WITH OVERHEAD CABLE TRAY SYSTEM, IF TRAY IS UTILIZED, OR LOCATED IN IDF WALLS. QUANTITY AS REQUIRED. PROVIDE WALL PLATE KITS OF APPROPRIATE SIZE AND QUANTITY TO ACCOMMODATE ALL INCOMING CABLES.
- 5 INCOMING CONDUITS BY E.C. SCS CONTRACTOR TO FIRE SEAL INSIDE ALL OPENINGS INCLUDING UNUSED SPARES AFTER CABLE INSTALLATION. SEE CONDUIT RISER DIAGRAM, SCS FLOOR PLANS, AND ELECTRICAL SITE PLAN FOR MORE INFORMATION.
- 6 RACK MOUNTED 7' VERTICAL WIRE MANAGEMENT CHANNEL. SEE ELEVATION THIS SHEET FOR MORE INFORMATION.

GENERAL NOTES:

1. INSTALLATION OF EQUIPMENT AND WIRING MUST MEET ALL APPLICABLE CODES AND STANDARDS INCLUDING BUT NOT LIMITED TO NEC, NFPA, ANSI/EIA/TIA AND ISO 9001.
2. EQUIPMENT AND MATERIALS MUST COMPLY WITH UL LISTING AND EACH ITEM STAMPED OR LABELED AS SUCH.
3. COMPLIANCE WITH ANSI/TIA/EIA 569-B. COMMERCIAL BUILDING STANDARDS FOR TELECOMMUNICATIONS PATHWAYS AND SPACES.
4. COMPLIANCE WITH ANSI/TIA/EIA 568-B. COMMERCIAL BUILDING TELECOMMUNICATIONS CABLING STANDARDS.
5. DRAWINGS AND LAYOUTS ARE PRIMARILY DIAGRAMMATIC, CONTRACTOR IS RESPONSIBLE FOR FINAL FOOTAGES AND EXACT LOCATIONS.
6. CONTRACTOR SHALL NOTE IN WRITING, ANY DISCREPANCIES BETWEEN DRAWINGS AND SPECIFICATIONS. AS SUCH DISCREPANCIES ARISE, THE MORE STRINGENT SHALL TAKE PRECEDENCE.
7. COMMUNICATIONS CABLES (ANY TYPE) ROUTED THRU FURNITURE SYSTEMS SHALL BE ROUTED VIA DEDICATED COMMUNICATIONS PATHWAY, WHEN AVAILABLE. WHEN DEDICATED COMMUNICATIONS PATHWAY IS UNAVAILABLE, THE ABOVE-MENTIONED CABLES SHALL BE ROUTED IN A BARRIERED SYSTEMS FURNITURE RACEWAY SEPARATE FROM POWER CONDUCTORS PER EIA/TIA STANDARDS AND NEC REQUIREMENTS.
8. CONTRACTOR SHALL VERIFY SYSTEMS FURNITURE TYPE AND CABLE ROUTING/ FACEPLATE LOCATION WITHIN SYSTEMS FURNITURE PRIOR TO BID. INCLUDE ALL COSTS IN BASE BID.
9. REFERENCE ALL ELECTRICAL DRAWINGS (SHELL & T.I.).
10. REFERENCE ALL STRUCTURED CABLING SYSTEM DRAWINGS (SCS-SHEETS).
11. REFERENCE ALL ARCHITECTURAL DRAWINGS (SHELL & T.I.).
12. REFERENCE ALL ELECTRICAL AND STRUCTURED CABLING SYSTEM SPECIFICATIONS (ALL 16000 NUMBERED SPECIFICATIONS).
13. CONTRACTOR SHALL UTILIZE CONDUIT(S)/SLEEVE(S) SEQUENTIALLY, MAXIMIZING THE CABLE FILL IN EACH BEFORE UTILIZING THE NEXT CONDUIT(S)/SLEEVE(S). MAXIMUM ALLOWABLE CONDUIT FILL SHALL BE BASED ON NEC TABLES FOR CONDUIT FILL.

RACK ELEVATION NOTES:

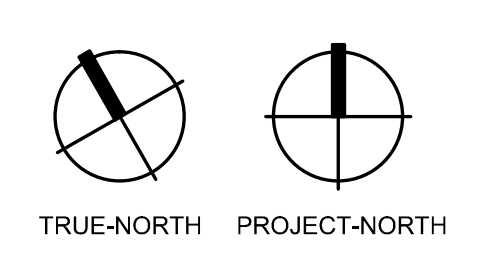
- A (1) EA. RACK MOUNTED 2U WIRE MANAGEMENT PANELS (DEEP). EACH RACK MOUNTED PATCH PANEL SHALL BE PROVIDED WITH FRONT WIRE MANAGEMENT PANELS ABOVE AND BELOW. CHATSWORTH #30330-719 U.O.N.
- B 48 PORT CATEGORY 6 PATCH PANEL. EACH PANEL SHALL INCLUDE (2) REAR CABLE STRAIN RELIEF/MANAGEMENT BARS (LEVITON 49005-CMB OR EQUAL). SEE SPECIFICATIONS FOR MORE INFORMATION.
- C FLOOR MOUNTED 7' 4-POST FRAME. PROVIDE COMPLETE WITH ALL REQUIRED FLOOR MOUNTING HARDWARE (CHATSWORTH #50120-703). FRAME SHALL BE SECURED ONLY ON TOP OF COMPLETED FLOOR SURFACE. SCS CONTRACTOR SHALL COORDINATE WITH FLOORING CONTRACTOR.
- D PROVIDE WIRE MANAGEMENT PANELS AND PATCH PANELS AS REQUIRED TO TERMINATE ALL REQUIRED CABLES. PROVIDE AN ADDITIONAL SPARE WIRE MANAGEMENT PANEL ON EACH RACK.
- E LADDER TRAY DIMENSIONS PER PLAN. SEE MDF/IDF FLOORPLAN FOR MORE INFORMATION.
- F OWNER PROVIDED AND INSTALLED EQUIPMENT.
- G MINIMUM ALLOWABLE CLEARANCE BETWEEN BOTTOM OF FIRE SPRINKLER HEAD AND TOP OF CABLE BUNDLES IS 18". SCS CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH FIRE SUPPRESSION CONTRACTOR AND G.C. TO MAINTAIN THIS REQUIREMENT.
- H FIBER ENCLOSURE PER SPECIFICATIONS. SEE RISER DIAGRAM FOR MORE INFORMATION.
- I THE SCS CONTRACTOR SHALL INSTALL ALL PATCH CORDS PER OWNER'S REQUIREMENTS.
- J RACK MOUNTED 7' VERTICAL WIRE MANAGEMENT CHANNEL (10") WITH COVERS (CHATSWORTH #30096-703). PROVIDE VELCRO STRAPS AS REQUIRED TO MAINTAIN CABLE BUNDLES. (CHATSWORTH #12009-201). PROVIDE RACK RADIUS DROPS WITH VERTICAL WIRE MANAGER (CHATSWORTH #12399-701).
- K UPS PROVIDED AND INSTALLED BY OWNER. SCS CONTRACTOR TO COORDINATE CONNECTION OF EPO CONTACT WITH E.C.

Date	Revision
06/18/13 <td>SUBMITTED FOR REVIEW</td>	SUBMITTED FOR REVIEW

Date	Revision
06/18/13 <td>SUBMITTED FOR REVIEW</td>	SUBMITTED FOR REVIEW

Job. No.	2307120
Date	01-09-13
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ROOMS



PROGRESS SET 06-18-13

EXHIBIT 6

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: VI-A-1

Date: June 15, 2010

Subject: Market Street Properties – Culinary Arts and District Office Building

Background: On April 22, 2010, the Board of Trustees was presented with a conceptual design and plan for the Market Street Properties located in downtown Riverside. The Board of Trustees approved staff to proceed with plans for constructing a new building, combining the Culinary Academy and District Office at the corner of Market Street and University Avenue.

Now after considerable review by District staff and approval by the RCC Strategic Planning Executive Council meeting on May 6, 2010 and the District Strategic Planning Committee on May 28, 2010, staff requests approval to use the last two remaining Market Street properties (Holyrood Hotel and System Offices Building) as the new location for the Culinary Academy combined with a District Office. A new state-of-the-art three story structure over two levels of a subterranean parking structure in downtown Riverside will benefit the community and District providing a unique opportunity for RCC Culinary students, staff and public. The downtown location will provide a centralized location for service and exposure to local businesses, centrally located to serve all RCCD Colleges, and will serve as the catalyst to the much anticipated Riverside School for the Arts (RSA) complex.

Staff now offers a project design presentation for the Board's consideration and a request for the Board approval of a tentative budget in the amount of \$23,043,996 and an architecture agreement with LPA in the amount of \$1,853,192 for the Culinary Arts and District Office Building project. The tentative budget includes services for planning and working drawings, Division of State Architect (DSA) fees, construction, test and inspection services, construction management and identified Group II Furniture, Fixtures and Equipment. Attached is the agreement with LPA for the Board's review and consideration. After completion of the contract documents, staff and design team will present the final draft to the Board of Trustees for review and approval to proceed to the bid process. The project to be funded by District Measure "C" Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Culinary Arts and District Office Building project located at the corner of Market Street and University Avenue; approve the tentative project budget in an amount not to exceed \$23,043,996 using District Measure "C" Funds; approve an agreement with LPA for an amount not to exceed \$1,853,192 for architectural services; and approve the Vice Chancellor, Administration and Finance to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson, Chief of Staff

Orin L. Williams, Associate Vice Chancellor
Facilities Planning, Design and Construction

Michael J. Stephens, Capital Program Administrator
Facilities Planning, Design and Construction

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
LPA

This AGREEMENT is made and entered into on the 16th day of June, 2010, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and LPA, hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for the CULINARY ARTS BUILDING AND DISTRICT OFFICE, hereinafter referred to as “PROJECT”, located at 3801 Market Street, Riverside, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that \$23,043,996 in funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before May 23, 2011.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.
2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).
3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.
4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.
5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 *et seq.*
6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.
7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.
8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.
9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition, ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. Schematic Design Phase

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority. ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental

agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall provide specialty consultant services and additional services to DISTRICT as set forth on Attachment "B".

d. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

e. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. Bidding & Award Phase

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. In addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.

h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on

marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

(i) Contract Information Form DSA-102.

(ii) Inspector Qualification Record Form DSA-5 should be submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. PROJECT Close-Out

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a “Certificate of Completion”.

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record’s semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on the approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster’s Certificate (if required by approved drawings and specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as approved by DSA.
- (viii) Copies of the signature page of all Change Orders as approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any “Field Trip Notes” have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT’S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT’s control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.

c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.

e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.

f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT’s compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.

g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT

representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT’S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT’s objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.
2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT’s objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the “Budget” for the PROJECT as set forth in this AGREEMENT.
3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.
4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT’s failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT’s responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT’s consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost (“Construction Cost”) shall be reconciled against the DISTRICT’s Budget for the PROJECT.
2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:

a. The DISTRICT may give written approval of an increase of such fixed limit;

b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.

c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;

d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or

e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the

estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S. A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase: (Board Approval)	3% of estimated Architect fee as set forth on Attachment "A".
Construction Admin:	25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	2% of estimated Architect fee as set forth on Attachment "A".

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION	100% of actual Architect Fee based on accepted bid.
--	--

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$83,574 as set forth on Attachment "A" and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence,

or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. The ARCHITECT'S obligation to indemnify does not include the obligation to defend actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and costs incurred by the District in defending such actions or proceedings brought against the District to the extent caused by the ARCHITECT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

6. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

7. This AGREEMENT shall be governed by the laws of the State of California.

8. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

9. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

LPA

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By:

Robert O. Kupper, AIA
Chief Executive Officer
5161 California Ave., Ste. 100
Irvine, CA 92617

By:

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

ATTACHMENT "A"

Architectural Fee Schedule:

1. Nine percent (9%) of the first five hundred thousand dollars (\$500,000.00) of computed cost. (\$45,000.00)
2. Eight and one-half percent (8 ½%) of the next five hundred thousand dollars (\$500,000.00) of computed cost. (\$42,500.00)
3. Eight percent (8%) of the next one million dollars (\$1,000,000.00) of computed cost. (\$80,000.00)
4. Seven percent (7%) of the next four million dollars (\$4,000,000.00) of computed cost. (\$280,000.00)
5. Six percent (6%) of the next four million dollars (\$4,000,000.00) of computed cost. (\$240,000.00)
6. Five percent (5%) of computed cost in excess of ten million dollars (\$13,043,996.00). (\$652,200.00)
7. Four percent (4%) on the cost of factory built portables. (Building cost only - all other costs are included in calculation items (1) through (6) above.)

Total compensation is not to exceed one million, three hundred thirty-nine thousand and seven hundred dollars (\$1,339,700) based on the project budget of \$23,043,996.

Reimbursable Expenses:

Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid in an amount not to exceed \$83,574.

ATTACHMENT "B"

Specialty Consultant Services:

Specialty Consultant Services (SCS) are estimated at a not to exceed amount of \$308,318. SCS include the following:

Consultant	Amount
Food Service	\$74,160
Vibration	\$46,350
Fire Sprinkler Engineer	\$51,500
Data/Telecom Distributor	\$30,900
Technology Program	\$25,750
Audio Visual	\$25,750
Acoustics Basic	\$19,570
Cost Estimation	\$34,338
SCS Total:	\$308,318

Additional Services:

Additional services are estimated at a not to exceed amount of \$121,600. Additional services include the following:

Service	Amount
Information Technology & Audio/Visual Architectural Support	\$70,000
Furniture, Fixtures & Equipment	\$51,600
Additional Services Total:	\$121,600



DGS

DEPARTMENT OF GENERAL SERVICES

Division of the State Architect – San Diego Office

3/25/2014 - APPROVAL OF PLAN(S)

GREGORY GRAY
RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 MAGNOLIA AVENUE
RIVERSIDE, 92506-1299

Project: RIVERSIDE COMMUNITY COLLEGE

Total Scope of Project: Construction of 1-Culinary Arts Classroom/District Office Building, 1-Parking Structure

Increment #: 0
Application #: 04-112789
File #: 33-C1

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 3/25/2014. This letter constitutes the "written approval of the plans as to safety of design and construction" required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction start date, must be given to DSA prior to start of construction.

DSA does not review drawings and specifications for compliance with Parts 3 (California Electrical Code), 4 (California Mechanical Code), and 5 (California Plumbing Code) of Title 24. It is the responsibility of the professional consultants named on the application to verify this compliance.

Please refer only to the boxes checked below which indicate applicable conditions specific to this project:

- Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety.
- Due to the nature of the building(s), certain precautions considered necessary to assure long service have not been required. In the condition as built, the building(s) will meet minimum required standards for structural, and fire and life safety. The owner must observe and correct deterioration in the building in order to maintain it in a safe condition.
- Your attention is drawn to the fact that this application was submitted under the provisions of Sections 39140/81130 of the Education Code which permit repairs or replacement of a fire damaged building to be made in accordance with the drawings and specifications previously approved by this office. The drawings and specifications approved for the reconstruction of this building conform to the drawings and specifications approved under application # _____.
- These drawings and specifications meet the rules, regulations, and building standards in effect at the time of the original approval and do not necessarily comply with rules, regulations, or building standards currently in effect.
- Due to the nature of the poles, certain precautions considered necessary to assure long service have not been insisted upon. In their condition as built, they will meet minimum required safety standards; however, your attention is directed to the comparatively short life of wood poles. It will be the responsibility of the owner to maintain them in a safe condition.

Regional Office * 10920 Via Frontera, Suite 300 * San Diego, CA 92127 * (858) 674-5400

- Bleachers or grandstands constructed in accordance with approved drawings and specifications will meet minimum required standards for structural, and fire and life safety. The owner should provide for and require periodic safety inspections throughout the period of use to ensure framing and other parts have not been damaged or removed. On bleachers or grandstands having bolts, locking or safety devices, the owner shall require that all such components be properly tightened or locked prior to each use.
- This approval is for the part shown only since the drawings and specifications for the proposed work include only the portion of the building to be partially constructed on the subject site. It is understood that a separate application will be subsequently filed, together with drawings and specifications showing a plot plan and details of work necessary for completion. A contract for completion shall not be let before the written approval of such drawings has been obtained from the Department of General Services.
- The building(s) was designed to support a snow load of 0 pounds per square foot of roof area. Snow removal must be considered if the amount of snow exceeds that for which the building(s) was designed.
- This constitutes the written approval certifying that the drawings and specifications are in compliance with State regulations for the accommodation of the disabled which are required before letting any contract for construction. (See Section 4454, Government Code.)
- Your application for the construction of a relocatable building submitted under the provisions of Section 17293 of the Education Code is hereby approved. This approval certifies that the drawings and specifications are in compliance with state regulations for accommodation of the disabled, structural safety, and fire and life safety. This approval applies only to the drawings and specifications for the foundation system, anchorage of the overhead nonstructural elements, and site work related to this project. Documentation has been received indicating that the building was constructed after December 19, 1979, and bears a commercial coach insignia of approval from the Department of Housing and Community Development (HCD). Confirmation that the construction of the HCD building conforms to the appropriate state regulations is done by others. (See Section 17307, Education Code and Section 4454, Government Code.)
- Deferred Approval(s) Items:
Elevator Guide Rails and Support Bracket Anchorage, Window Wall Systems or Storefronts with spans greater than 10 feet

This Project has been classified as **Class 1**. An Inspector who is certified by DSA to inspect this class of project must be approved by DSA prior to start of construction.

Please refer to the above application number in all correspondence, reports, etc., in connection with this project.

Sincerely,



Digitally signed by Chris Christakos
DN: cn=Chris Christakos, o=DGS,
ou=DSA,
email=chris.christakos@dgs.ca.gov
, c=US
Date: 2014.03.27 08:00:48 -07'00'

for Chester "Chet" Widom, FAIA
State Architect

cc:
Architect
pete.fischer@dgs.ca.gov

EXHIBIT 7

EXHIBIT 8

Riverside City College

Total Enrollment in CTE

	CTE Overall	Applied Technology	Business Admin / Info Systems Technology	College Overall	CTE as a Percentage of College
2011-2012	22,548	5,389	11,779	113,503	19.9%
2012-2013	20,087	5,001	10,810	101,183	19.9%
2013-2014	21,143	5,234	10,873	107,797	19.6%
2014-2015	21,179	5,093	10,504	111,479	19.0%

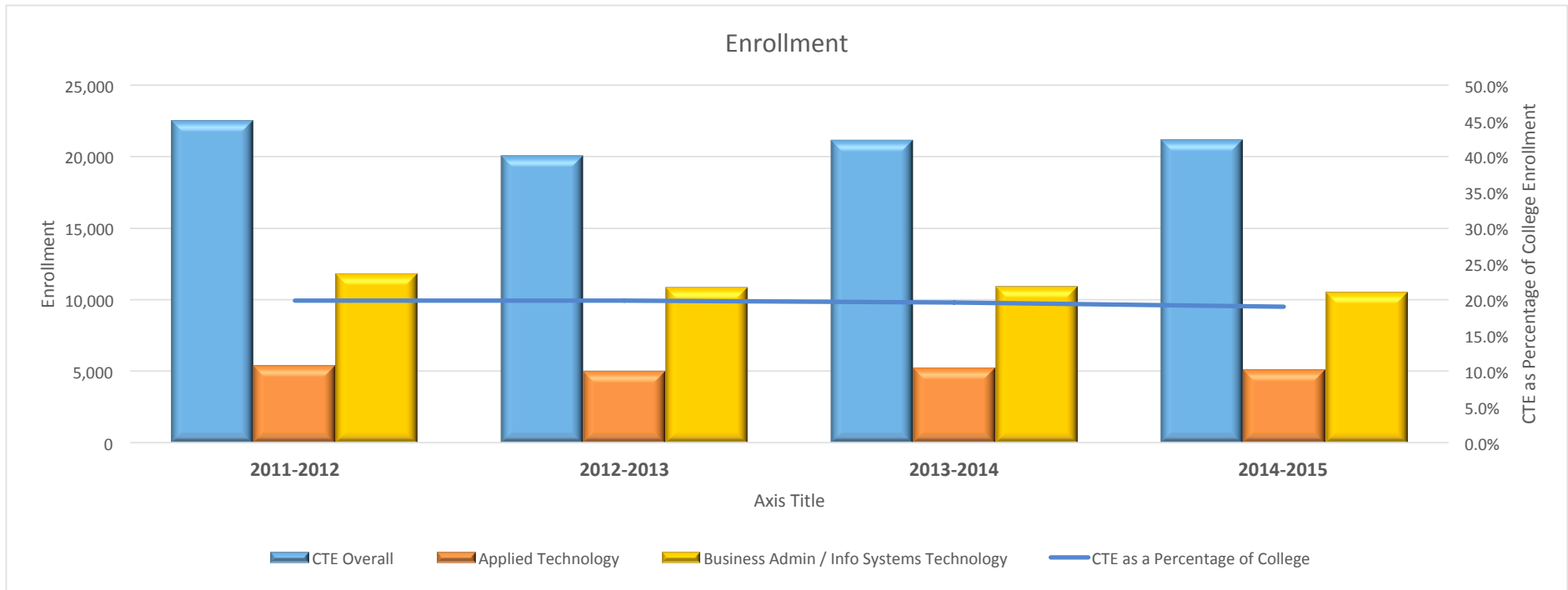


EXHIBIT 9

Culinary Arts Degree and Certificates

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

Culinary Arts AS561/AS561B/AS561C/CE561

Certificate Program

Program Learning Outcomes

Upon successful completion of this certificate program, students should be able to:

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (26 units)

CUL-36	Introduction to Culinary Arts	8 units
CUL-37	Intermediate Culinary Arts	8 units
CUL-38	Advanced Culinary Arts	8 units

Elective of 2 units, either

CUL-20	Fundamentals of Baking	2 units
CUL-22	Cake Decorating I	2 units

Associate of Science Degree

The Associate of Science Degree in Culinary Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EXHIBIT 10



Riverside City College
Total Cost of Ownership Assessment
Physical Resource Advisory Group (PRAG)
Culinary Arts Academy

- Strategic Goals
1. Student Success
 2. Student Access
 3. Institutional Effectiveness
 4. Resource and Learning Environment Development
 5. Community Engagement

Does this project align with the Long Range Educational Plan?

Yes No N/A

Comments: Goals 1, 2, 4 and 5

The Educational Master Plan (EMP) serves as the guiding document for the Facilities Master Planning on the RCC campus. The Culinary Arts Academy will house professional quality demonstration and teaching kitchens, a bakery, classrooms, rooftop pavilion, and a public dining room where Culinary students can gain experience and the community can enjoy delicious fare.

Have FTES considerations been addressed?

Yes No N/A

Comments: Goals 1, 2, 3 and 4

The college enrollment plan has taken into consideration the expected growth population in the Culinary Arts discipline. This program enrolls 35 students per each Culinary class in a cohort. Additional Hospitality & Management classes will be offered in the new facility.

Does this project align with the Facilities Master Plan?

Yes No N/A

Comments: Goals 4 and 5

The RCC Strategic Planning Executive Council on May 6, 2010 and the District Strategic Planning Committee on May 28, 2010, recommended approval of this facility. The project was board approved on June 15, 2010. This project is in line with the Facilities Master Plan to provide economic, intellectual, and creative opportunities and experiences for students and the general public. This facility will be one of the three educational facilities in downtown Riverside's Centennial Plaza.

Have cap/load ratio considerations been addressed?

Yes No N/A

Comments: Goal 4

Cap load ratios considerations were initially evaluated in 2010 during the planning of the project and have been reassessed since that period to ensure no negative affect on load ratios when analyzing interior space.

Has sustainability considerations been addressed?

Yes No N/A

Comments: Goal 4

The Culinary Arts Academy facility is being designed to meet LEED Silver standards for green (sustainable) efficiencies.



Riverside City College

Total Cost of Ownership (TCO) Summary

Planning Year: 2010
Project Title: CAADO (Culinary)

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

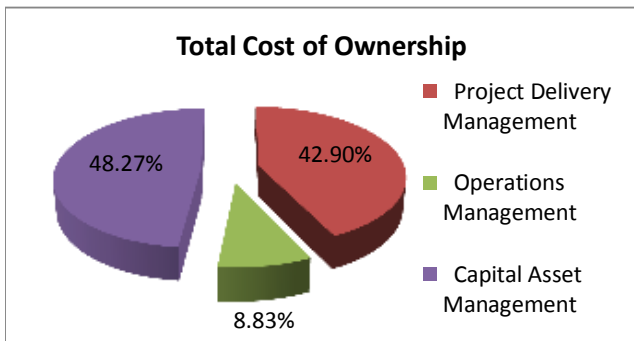
Name of Facility	CULINARY			<i>(choose from dropdown)</i>	
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016		
Age of Facility	0	Years	Last Addition	0	
Project Description	With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.				
Project Justification	The Culinary Arts program is currently located in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.				
Gross Square Footage (GSF)	15,916	Assignable Square Footage (ASF)	12,476		
Weekly Student Contact Hour Capacity (WSCH)	6,205				

Project Delivery Management: One-Time	
<i>Total Project Costs</i>	\$ 17,024,381
<i>Total Project Funding</i>	\$ 17,024,381
<i>Funding Sources Over / Under Project Costs</i>	\$ -

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

	New		
	One-Time	New Ongoing	Total
<i>Salaries and Benefits</i>	-	744,956	744,956
<i>New FT Faculty & Counselor Equipment</i>	-		-
<i>Equipment, Supplies and Services</i>	1,300,794	445,136	1,745,930
<i>Technology</i>	769,085	113,883	882,968
<i>Building Maintenance and Operations</i>	9,863	119,657	129,521
Total Operating Costs	\$ 2,079,742	\$ 1,423,632	\$ 3,503,374

Capital Asset Management - (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)	Current	Annualized Costs	Replacement Costs
Total Projected Capital Asset Management	\$ 17,812,823	\$ 544,482	\$ 19,151,638



Assessment by Physical Resources Advisory Group (PRAG) completed on September 2015

CULINARY Project Recommendation: Approved to Move Forward



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement New

Department/Division CTE/Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Name of Facility	CULINARY				<i>(choose from dropdown)</i>				
State Inventory Building Number	<i>(existing facility data from FUSION)</i>			XXX					
Year Built	2016	Age of Facility	0	Years		Last Addition	0		
Project Description	With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.								
Project Justification	and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.								
Condition and Efficiencies of Building									
<i>(choose from dropdown)</i>		<i>free form field for comments</i>							
Present Condition	This is a new facility, therefore excellent condition. A formal assessment of the facility will be completed by the State Chancellor's Office in 3 years (2019).								
Estimated Cost to Fully Renovate Building				<i>(data in FUSION)</i>		\$ -			
Recent Renovations	No	Date of Renovation	N/A		Cost of Renovation	\$ -			
Describe Renovations Below:									
N/A									
<i>(choose from dropdown)</i>		<i>free form field for comments</i>							
Energy Efficiencies	This is a new facility, therefore excellent condition. A formal assessment of the facility will be completed by the State Chancellor's Office in 3 years (2019).								
<i>free form field for comments</i>									
Sustainability	The Culinary Arts Academy is being designed to meet LEED Silver standards for green (sustainable) efficiencies.								
Square Footage Data:		Gross	15,916	Assignable	12,476	Efficiency	78%		
Programs/Services Housed in the Facility						<i>(Instructional Programs/Support Services)</i>			<i>free form field for comments</i>
The Culinary Arts Academy will house all programs related to the culinary discipline. The facility will include professional quality demonstration and teaching kitchens (production & basic skills), a bakery, classrooms, offices, and a public dining room where Culinary students can gain experience and the community can enjoy the delicious fare.									



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement New

Department/Division CTE/Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Analysis of Interior Space *(data from FUSION)*

	ASF Inventory	Assigned Stations	free form field for comments
1 Classroom (100 space)	2,558	108	Educational classrooms.
2 Laboratory (200 space)	-	-	
3 Office (300 space)	1,489	7	Faculty and staff offices, lobby, reception area and fixed dais.
4 Library (400 space)	-	-	
5 AV/TV and Physical Education(500 space)	1,504	1	Demonstration kitchen, Ice carving room and media closet.
6 Assembly (600 space)	6,116	132	Restaurant, bakery, production kitchen, and basic skills kitchen, breakroom/resource center.
7 Data Processing and Storage (700 space)	809	-	Storage
8 Inactive (800 space)	-	-	
9 All Other Space	-	-	
Total ASF	12,476	Total # of Rooms	38

Capacity Load Ratio/Utilization of Facility

- 1 Classroom Load (State Std.) 32-25 Hours/week
- 2 Classroom Use (F-06) 36 Hours/week
- 3 Laboratory Load (State Std.) 28-32 Hours/week
- 4 Laboratory Use (F-06) 47 Hours/week

Please discuss outcome of space load ratios versus intended use. If there is a negative effect on the overall Cap Load Ratio, justify why this project should continue.

The cap load ratios are not negatively affected by the build out of this facility. Culinary Arts was previously in a leased facility off campus and now will be co-located with the District Office.

Weekly Student Contact Hour Capacity(WSCH) <i>(Maximum Capacity)</i>	6,205	
Weekly Student Contact Hour Capacity(WSCH) <i>(Current Capacity)</i>	4,474	
Weekly Student Contact Hour (WSCH) <i>(Currently Generated)</i>	Not available	



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Name of Facility	CULINARY				<i>(choose from dropdown)</i>	
State Inventory Building Number	<i>(existing facility data from FUSION)</i>		XXX			
Year Built	1995	Age of Facility	20	Years	Last Addition	0
Project Description	With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.					
Project Justification	The Culinary Arts program is currently located in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.					
Condition and Efficiencies of Building		<i>(choose from dropdown)</i> <i>free form field for comments</i>				
Present Condition	Roof	This is a leased facility however the roof appears to be in moderate condition with no apparent leaks.				
Present Condition	Mechanical	The package units are 10 years into a 20 year life cycle. They are in moderate condition.				
Present Condition	Electrical	The age of the building is unknown however the electrical system is far past its capacity. There is no more breaker space in the panels therefore no additional equipment can be added.				
Present Condition	Low Voltage Electrical	20 years old into 20 year life cycle, Very poor condition, it is not compliant to current code. This is a non addressable system.				
Present Condition	Plumbing	The plumbing system is in very poor condition. The main sewer line from the kitchen needs complete replacement. The fixtures are in moderate condition however are constantly in need of repair.				
Present Condition	Structural	The structural components of this building are in good condition. There are no deficiencies to the integrity of the building.				
Present Condition	Flooring	The flooring throughout the building is in poor condition. Replacement of the flooring would be necessary if the program was not moving to Centennial Plaza.				
Present Condition	Paint	The entire interior of the leased space needs paint. Many repairs have been made during the past few months to the drywall and spot painting has been done.				
Present Condition	Technology	Existing Technology is minimal and end of life. Technology to support instruction in kitchen is appropriate for use and six years into life.				
Present Condition	FFE	The furniture in the entire building is dated and should be replaced. It is past its useful life.				
Present Condition	Other	N/A				
Estimated Cost to Fully Renovate Building <i>(data in FUSION)</i>				\$	-	
Recent Renovations	No	Date of Renovation	N/A	Cost of Renovation	\$	-
Describe Renovations Below:						



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

N/A							
	<i>(choose from dropdown)</i>						
<i>free form field for comments</i>							
Energy Efficiencies	Lighting This building does not offer a lighting control system. The building does not have motion sensor either. This lighting is a very inefficient lighting						
Energy Efficiencies	HVAC / Mechanical The HVAC units are moderately efficient however they are controlled by stand alone thermostats that are highly inefficient.						
Energy Efficiencies	Plumbing All toilets and urinals are not low flow and most are not sensor controlled for reduction in water usage. Replacement of the fixtures for water consumption is recommended.						
Energy Efficiencies	Roofing The built up roof is not Title 24 compliant as per current code.						
Energy Efficiencies	Solar N/A						
Energy Efficiencies	Wind N/A						
Energy Efficiencies	Other N/A						
<i>free form field for comments</i>							
Sustainability	N/A						
Square Footage Data:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Gross</td> <td style="width: 15%;">16,723</td> <td style="width: 15%;">Assignable</td> <td style="width: 15%;">13,773</td> <td style="width: 15%;">Efficiency</td> <td style="width: 15%;">82%</td> </tr> </table>	Gross	16,723	Assignable	13,773	Efficiency	82%
Gross	16,723	Assignable	13,773	Efficiency	82%		
<i>free form field for comments</i>							
Programs/Services Housed in the Facility (<i>Instructional Programs/Support Services</i>)	<i>free form field for comments</i>						
The Culinary Arts Academy offers classes in a leased facility off campus. There is currently a production kitchen, skills lab, baking kitchen, public dining room and two classrooms where Culinary students can gain experience and the community can enjoy delicious fare.							

Analysis of Interior Space (data from FUSION) Leased Facility - ASF/Stations information is not available

	ASF Inventory	Assigned Stations	<i>free form field for comments</i>
1 Classroom (100 space)	-	-	Educational classrooms.
2 Laboratory (200 space)	-	-	
3 Office (300 space)	-	-	Director office only.
4 Library (400 space)	-	-	
5 AV/TV and Physical Education(500 space)	-	-	Demonstration kitchen.
6 Assembly (600 space)	-	-	Restaurant, baking kitchen, production kitchen, and skills lab.
7 Data Processing and Storage (700 space)	-	-	Storage.
8 Inactive (800 space)	-	-	
9 All Other Space	-	-	
Total ASF	-	-	Total # of Rooms 0



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Capacity Load Ratio/Utilization of Facility

- 1 Classroom Load (State Std.) 32-25 Hours/week
- 2 Classroom Use (F-06) 36 Hours/week
- 3 Laboratory Load (State Std.) 28-32 Hours/week
- 4 Laboratory Use (F-06) 47 Hours/week

Please discuss outcome of space load ratios versus intended use. If there is a negative effect on the overall Cap Load Ratio, justify why this project should continue.

The cap load ratios are not negatively affected by the build out of this facility. Culinary Arts was previously in a leased facility off campus and now will be co-located with the District Office.

Weekly Student Contact Hour Capacity(WSCH) (Maximum Capacity)	3,803	
Weekly Student Contact Hour Capacity(WSCH) (Current Capacity)	1,992	
Weekly Student Contact Hour (WSCH) (Currently Generated)	Not available	



Riverside City College

Total Cost of Ownership (TCO)

Requestor	Career & Technical Education	Department/Division CTE/ Culinary
Project Title	CAADO (Culinary)	Planning Year 2010
		Date September 2015

Project Delivery Management (Design, Construction & Start-up/Commissioning)

Total Project Cost <i>(Capital Outlay)</i>	<u>One-Time Costs</u>	
Acquisition		New <i>(choose from dropdown)</i>
Preliminary Plans	1,454,524	New <i>(choose from dropdown)</i>
Working Drawings	105,503	
Construction	14,196,641	
Equipment	1,267,713	
	17,024,381	
Total Project Cost <i>(Capital Outlay)</i>	\$ 17,024,381	
 Project Funding Sources:		
State Funding		
Local Funding <i>(including donations)</i>	323,250	RCC Contribution
Grant Funding	325,000	Redevelopment
College Contribution <i>(budgeted resources)</i>	16,376,131	Measure C Funding
	17,024,381	
Total Funding Sources	\$ 17,024,381	
Funding Sources Over / Under Project Costs	\$ -	



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Use the Total Cost of Ownership Estimator

Salaries and Benefits		Select Job Title (Choose from Drop Down and Cost Information will populate automatically)	New One Time Salary	New Ongoing Salary	New Ongoing Benefits	Total
Certificated Administrator/Manager		Dean, Instruction CTE Programs & Grants **		18,350	4,304	22,654
Classified Manager		Executive Director, Hospitality and Culinary Arts		89,335	57,059	146,394
Full-Time Classified - Position 1		Culinary Program Specialist		49,392	47,977	97,369
Full-Time Classified - Position 2						
Full-Time Classified - Position 3						
Full-Time Classified - Position 4						
Full-Time Classified - Position 5						
Full-Time Classified - Position 6						
Full-Time Classified - Position 7						
Full-Time Classified - Position 8						
Full-Time Classified - Position 9						
Full-Time Classified - Position 10						
Full-Time Classified - Position 11						
Permanent Part-Time Classified Enter FTE New Position Request	0.49	Custodian		16,696	858	17,554
Permanent Part-Time Classified Enter FTE New Position Request	0.49	Maintenance Mechanic - General		25,512	1,311	26,823
Full Time Faculty - Enter # of FT	3.00	All Full Time Faculty are Costed at H-6 (\$89,213)		267,639	151,511	419,150
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Counselor/Librarian Enter # of FT	0.00	All Full Time Counselors/Librarians are Costed at H-6 (\$94,282)				



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

			Select Job Title	Rate Will Fill In	Ongoing? Select Yes or No				
Short Term Non Classified	Enter Annual Hrs.					0	0		
Student Employee	Enter Annual Hrs. -		Student Aide I	\$ 9.00	No	0	0	-	
Associate Faculty	Enter Faculty Load	0.60	Associate Faculty Costed at \$73.82/hr.		Yes	0	13,006	2,006	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
PT Counselor or Librarian	Enter Annual Hrs.		PT Counselor/Librarian Costed at \$73.82/hr.			0	0	-	
Salaries and Benefits Total						-	479,930	265,026	744,956

New FT Faculty & Counselor Equipment Allocation	New One Time	New Ongoing	Total
Computer, Desk, Bookcase & Phone	-		-
Total	-		-



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Supplies, Services and Equipment	Life Cycle	Enter Description	New One Time	New Ongoing	Total
Supplies		Instructional, Office and Repair Parts, Food	43,463	135,672	179,135
Software		Instructional Media, Software, Maintenance & Licensing	-	1,940	1,940
Printing or Copying Services		Printing	-	340	340
Memberships/Subscriptions		Memberships, Subscriptions, Reference Books, Surveys	-	-	-
Travel/Conference/Training		Mileage, Travel, Conference, Transportation	-	850	850
Advertising			2,437	-	2,437
Repairs		Repairs by Vendor	-	14,011	14,011
Other Services		Other Services, Insurance, Permits, Indirects, Bank Charges	62,700	4,733	67,433
Office Equipment < \$1,000		Office Phones	5,552		5,552
Equipment Maintenance Agreements/Other Contracts		Preventative & Repair for equipment	10,590	287,590	298,180
Furniture and Fixtures		Benches, Receptacles, outside emergency phones, Key Access System, Furniture	910,000		910,000
Instructional Equipment		Culinary Kitchen Equipment	266,052		266,052
Supplies, Services and Equipment Total			1,300,794	445,136	1,745,930



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Technology	Life Cycle		New One Time	Annualized Cost	Upgrade / Replacement Cost
Computer Hardware/Software	Varies	<i>Enter Information on Technology Tab</i>	769,085	113,883	808,567
Technology Total			769,085	113,883	808,567

Annual Operating Costs - Maintenance and Operations				
Operating Expenses - Buildings	<i>choose building from dropdown list</i>	New One Time	New Ongoing	Total
Building Maintenance	CULINARY			-
Service and Routine Maintenance				-
Custodial Supplies		5,970	9,345	15,316
Custodial Equipment		1,788	-	1,788
Maintenance Supplies	Routine Maintenance: Restrooms and Lighting, Fixtures and Fixed Equipment	-	13,132	13,132
Contracts / Services	Maintenance Agreements	-	9,047	9,047
Security Services	Firstline Security Systems, Security by Design	2,105	380	2,485
Insurance /Licenses		-	-	-
Grounds Care, Landscape/Hardscape Maintenance		-	1,882	1,882
Mandated Costs <i>(Integrated Waste Management)</i>	Permits, Fees, Fire Inspections	-	23,760	23,760
Telephone <i>(both landlines and cell phone)</i>	Cell Phone	-	811	811
Waste Hauling and Waste Diversion (Recycling)		-	1,618	1,618
Annualized Costs:	Flooring, Wall Coverings, Ceiling, Plumbing, Doors	-	5,247	5,247
Utilities <i>(Electric, Gas, Water)</i>	<i>Use Utilities Estimator on Utilities Tab</i>		54,434	54,434
Operating Expenses Total		9,863	119,657	129,520



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CAADO (Culinary)

Department/Division CTE/ Culinary
Planning Year 2010
Date Sept 2015

Capital Asset Management (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)

Name of Facility	CULINARY			<i>(choose from dropdown)</i>	
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016		
Age of Facility	0	Years		Last Addition	0

	Life Cycle Range	Current	Annualized Cost	Replacement Cost
Equipment > \$1K per item	10	\$ 266,052	\$ 26,605	\$ 292,657
Equipment < \$1K per item	5	43,276	4,328	47,604
Furniture Replacement	6 - 30 years	910,000	30,333	937,300
Vehicle Acquisition		-	-	-
Roof Replacement		-	-	-
Lighting System Upgrade or Replacement	5	12,429	2,486	13,051
Elevators	25	160,898	9,047	176,988
HVAC System Upgrade or Replacement	25	2,287,693	91,508	2,516,462
IMC Equipment <i>(detail on separate tab)</i>	6	502,000	83,667	517,060
Other Technology Equipment	5	271,827	30,596	291,217
Building Construction/Acquisition	50	13,295,648	265,913	14,359,300
Building Improvement		-	-	-
Land Acquisition		-	-	-
Interior Renovations		-	-	-
Site Improvement		-	-	-
Swing Space		-	-	-
Removal of Existing Facility		-	-	-
Moving Costs		63,000	-	-
Address Repurpose		-	-	-
Demolition		-	-	-
Other		-	-	-
Total Projected Capital Asset Management		\$ 17,812,823	\$ 544,482	\$ 19,151,638

EXHIBIT 11

CULINARY PROGRAM 2016

WINTER 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD		SPRING 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD		FALL 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD	
Information Workshop:	September 14, 2015	Information Workshop:	December 7, 2015	Applicant Meeting: (All Applicants)	April 18, 2016
Online Application Day:	October 5, 2015	Online Application Day:	January 25, 2016	Online Application Day:	May 16, 2016
Orientation Day: (New Students Only)	December 14, 2015	Orientation Day: (New Students Only)	April 11, 2016	Orientation Day: (New Students Only)	July 18, 2016
Class Dates:	January 4, 2016 - April 15, 2016	Class Dates:	May 2, 2016 - August 12, 2016	Class Dates:	August 29, 2016 - December 9, 2016
Graduation Date:	Thursday April 14, 2016 *** (Program started on May 4, 2015 (Spring 2015 Class))	Graduation Date:	Thursday, August 11, 2016 started on August 31, 2015 (2015 Class) *** (Program (Fall	Graduation Date:	Thursday, December 10, 2015 *** (Program started January 4, 2016 (Winter 2016 Class))
Break:	April 18, 2016 - April 29, 2016	Break:	August 15, 2016 - August 26, 2016	Break:	December 12, 2016 - January 1, 2017
Winter Holidays:	January 15, 2016, February 12, 2016, February 15, 2016, March 31, 2016	Spring Holidays:	May 30, 2016	Fall Holidays:	September 5, 2016, November 11, 2016, November 24 & 25, 2016

CLASS TIMES:
 MONDAYS: 8:30 am - 12:30 pm (3 hrs. Lecture, 1hr. Lab)
 TWTHF: 8:15 am - 2:00 pm (4.75 hrs. Lab, 1hr Lecture)
 (Hours Listed Include Breaks).

EXHIBIT 12

Riverside City College

Culinary Arts Academy

Hospitality management and Culinary Arts Program
1155 Spruce Street
Riverside, CA 92507
Phone: (951) 328-3575
FAX: (951) 686-1148
For information, call: (951) eat Food
(328-3663)



Student Handbook

Welcome

Congratulations, you have chosen to begin training at the Riverside City College Culinary arts academy. The academy will be offering you an exciting and challenging training program in the world of culinary arts.

Table of Contents

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Introduction, the Curriculum and Career Objectives for Culinary students	1
training at the academy and Course information	2
steps to follow regarding your enrollment	4
RCC Health and Wellness Center fee schedule	4
Riverside Community College/Culinary arts academy standards of student Conduct	5
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ada statement (americans with disabilities act) and useful phone numbers	22
student's agreement signature	28

Statement of non-discrimination

It is the policy of the Riverside Community College district not to discriminate against any person on the basis of race, color, religion, national origin, ancestry, sex, physical/mental disability, medical conditions, marital status, age, or sexual orientation with regard to its educational and employment programs, services and activities

Mission statement of Riverside City College Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

Mission statement of Riverside City College Culinary arts academy

the Riverside City College Culinary arts academy's mission is to provide students with an outstanding foundation for a career in culinary arts by utilizing in-depth academic training and practical hands-on experience in an intensive program to prepare, empower, and instill students with professional and practical skills necessary in many phases of the food service industry.

Diversity

diversity is an acceptance of individuality regardless of gender, race, personality, age, varying abilities, background, sexual orientation and ethnicity. it is *understanding, valuing, respecting, and accommodating* human and cultural differences.

Globalization was once a nicety and now it is a necessity. diversity is essential in menuing, hiring, developing, and motivating employees. there is a functional linkage between diversity of quality, customer, and employee. everyone has an obligation to promote diversity through the work environment and to treat all people with equal respect. all must create an environment where people from different cultures not only feel comfortable and are accepted, but also feel as if they are a part of that environment.

to be truly diverse, it is necessary to learn about other cultures, new dishes, new spices, a new way to prepare an old favorite dish, or to develop a new and different cooking style, create new experiences, new concepts, ideas and develop new lifestyles.

diversity is awareness, acceptance and tolerance. it is interaction based on openness; it is a willingness to disclose the process, to focus on the needs of the individual, developing an environment that creates concern, caring, and dedicated teaching.

Communication is the first step towards improving respect for diversity. Establish a climate that encourages a free exchange of ideas. "acceptance of diversity can mean getting used to speech in a different accent or people who dress differently. it means feeling comfortable with team members whose skin is a different color. diversity in a team refers to physical and cultural dimensions that separate and distinguish us as individuals and groups."1

"total quality respect (tQR) is linked closely to valuing the differences among individuals. it is about driving fear out of the establishment and adopting a sense of tolerance toward all ethnic, gender, and other differences among team members. understanding and valuing diversity within the team enables each person to see they have a special contributions to make. the self-esteem of diverse team members will stay intact if they believe their backgrounds are accepted and respected."2

1 life Beyond the Line, Cullen, noel (2001) Prentice Hall, upper saddle River, nj isBn 0-13-907585-2, p.251

2 life Beyond the Line, (sic) p.251

The late Noel C. Cullen, PhD., was a Certified Master Chef, American Culinary Federation President and a professor at Boston university.

Riverside City College Culinary Arts Academy

Your entry into a world of opportunity in the food service industry

1155 Spruce Street
Riverside, CA 92507
Phone (951) 328-3575
FAX (951) 686-1148

Introduction

The Riverside City College Culinary Arts Academy was established in 1996 and endorsed for quality education by the American Culinary Federation Foundation. The Program is designed to help students acquire the knowledge, skills and experience they need to be successful in the food service industry. Students receive hands-on training in a student-centered environment that is committed to excellence in teaching from experienced culinary educators. When they complete the Program, students are prepared for entry into a wide range of careers in the rapidly growing culinary arts industry.

The Curriculum

The Academy offers a Certificate and Associate Degree in Culinary Arts. The Culinary Arts Certificate Program consists of 27 units of coursework that can be completed in one year in three consecutive 15-week terms. The Associate Degree in Culinary Arts will be awarded upon completion of the Certificate requirements plus completion of the graduation requirements and electives totaling 60 units of college work.

Students in the Culinary Program receive classroom instruction as well as practical hands-on training in a state-of-the-industry culinary teaching lab. They have the opportunity to further develop their skills by participating in the day-to-day operation of a full-service restaurant that serves breakfast and lunch to the general public. Because of its reputation in the community, the Academy is often called upon to host and provide catering services for special events and banquets.

Culinary Arts Certificate Program – 27 Units

Required Courses

Introduction to Culinary Arts	CUL-36	8 units
Intermediate Culinary Arts	CUL-37	8 units
Advanced Culinary Arts	CUL-38	8 units
Work Experience	CUL-200	1 unit

Elective Courses (Select 2 units)

Fundamentals of Baking I	CUL-20	2 units
Cake Decorating I	CUL-22	2 units

Elective courses are generally scheduled in fall and spring semesters, and may occasionally be offered during Summer Session.

A total of **27 units** and a **GPA of 2.0** are **required** to receive a Certificate in Culinary Arts. Upon completion of the Culinary Arts Program as well as the completion of required core and general education courses, students will be eligible for an Associate in Science Degree.

Students taking Culinary Arts 36 are required to pass the ServSafe, Presenting Service and CPR examinations in addition to passing Culinary Arts 36 prior to enrolling in Culinary Arts 37. Students who fail to pass Culinary Arts 36 (freshman semester) must go through the reapplication process in order to repeat the course. This entails going through all paper work and waiting for an available opening in future classes. Repeating freshmen are not given any preference in the application process. **The only way a freshman student may return without reapplying is to drop the course before the allowed deadline to drop without a “w.”** You must have completed at least half of the term before you are able to return. Only a grade of C or better is acceptable to proceed to the next course. Freshman students receiving a grade of “D” or “F” cannot receive preference for registration. (See page 19).

Students must register for classes no later than the third day of school. No student will be permitted to attend class if not registered. Students accepted into the Program who choose not to register will have no preference for admission into subsequent semesters (you cannot reserve space in future semesters.)

Students are required to enroll in and attempt their elective course prior to enrolling in Culinary Arts 38. Students, who have enrolled in one of the above specified electives and have failed to achieve a passing grade in the elective course, may repeat the elective while concurrently enrolled in Culinary Arts 38.

Students may only repeat a course one time without the consent of the Vice President of Academic Affairs. All students who fail to achieve a passing grade in any course after having taken it twice must obtain the Vice President of Academic Affairs consent prior to enrolling in the course for a third time.

Career Objectives for Culinary Graduates

The Culinary Arts Certificate is a competency-based program that gives students the occupational skills and professionalism they need to be successful in careers in the food service industry. The curriculum is designed to develop both competency and confidence and to provide students with an intensive professional and practical experience. This hands-on approach is accomplished through the daily operation of a full-service fine dining restaurant that is open to the public. This unique opportunity provides students with the basic knowledge needed to work in volume dining establishments and experience in all phases (front and back of the house) of a restaurant operation.

Students are prepared for such food service careers as:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Sous Chef | <input type="checkbox"/> Short Order Cook |
| <input type="checkbox"/> Station Cook | <input type="checkbox"/> Breakfast Cook |
| <input type="checkbox"/> First Cook | <input type="checkbox"/> Pantry and Catering Personnel |
| <input type="checkbox"/> Second Cook | <input type="checkbox"/> Food Server |
| <input type="checkbox"/> Lead Cook | |

Training at the Academy

The Culinary Academy curriculum is divided into three 15-week semesters. Each semester students complete one of the required eight-unit courses. Each of the required courses provides students with in-depth classroom instruction and practical hands-on training in a professionally equipped laboratory kitchen and restaurant. Each successive course builds upon skills that have been developed in the previous course. Students may complete their electives at any time during the three-semester program or prior to their enrollment in the Academy. Work experience is offered in the fall and spring, and can be taken at any time during your enrollment at the Culinary Academy.

Academy classes are conducted Monday through Friday for five hours each day except Monday when classes end at 12:30 p.m. Each five-hour day is designed to provide theoretical knowledge and hands-on culinary experience in the student-operated kitchen and dining room. Monday is a shortened day reserved for instruction only.

In addition to the required elective courses, supplemental elective courses not required for graduation are offered at night for students wishing to fortify their knowledge in the culinary field. Currently offered courses include: Advanced Baking, Advanced Cake Decorating, Food and Wine Pairing, Garde Manger, International Cuisine, Cognizant Cuisine and Professional Waitstaff Training.

*“Destiny is not a matter of chance; it is a matter of choice;
it is not a thing to be waited for; it is a thing to be achieved.”
William Jennings Bryan*

<p>CUL-36 Introduction to Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Introduction to Hospitality Industry and Culinary Arts - Safety and Sanitation/HACCP - Operation of Restaurant Service Area - Food Handling - Breakfast Cooking - Short Order & Line Cooking
<p>CUL-37 Intermediate Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Salads and Salad Dressings - Food Preparation - Baking Production - Garde Manger - Garnishes - Banquet/Catering Preparation and Service
<p>CUL-38 Advanced Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Classic, Modern and International Food Preparation - Meats and Poultry - Fish and Seafood - Soups and Sauces - Sausages and Cured Food - Menu Planning - Restaurant Management Skills
<p>CUL-200 Work Experience 1 unit</p> <p>-60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience.</p>

For information on registration, please telephone (951) 328-3805. For information regarding qualification for financial assistance, please telephone Student Financial Services at (951) 222-8710.

I. Prepare For Your First Day of Class

CONGRATULATIONS!

You have been selected to begin training at the Riverside City College Culinary Arts Academy, which is recognized and endorsed by the American Culinary Federation Foundation for providing quality culinary education to its students.

All Students: *To confirm your spot, or if you are unable to begin your coursework on the scheduled date, please contact Dawn Martin immediately at (951) 328-3805 to enable another student to fill your vacancy.*

Here is a reminder checklist of things you should do to get ready for the first day of class. It is important to complete each step as soon as possible.

- STEP 1: COMPLETE & SUBMIT THE ONLINE RCC ADMISSIONS APPLICATION**
- STEP 2: TAKE THE RCC ASSESSMENT TEST (Only for new students at RCC)**
- STEP 3: ATTEND SKILL BUILDING CLASSES (Optional)**
- STEP 4: TAKE A TB TEST**
- STEP 5: REQUEST & SUBMIT OFFICIAL COLLEGE TRANSCRIPTS**
- STEP 6: APPLY FOR FINANCIAL AID**
- STEP 7: PREPARE FOR YOUR FINANCIAL COMMITMENT**
- STEP 8: ATTEND ORIENTATION DAY – COUNSELING & SEP**
- STEP 9: REGISTER ONLINE**
- STEP 10: ATTEND THE FIRST DAY OF CLASS**
- STEP 11: GOOD LUCK & ENJOY YOUR PROGRAM!**

Riverside City College
Health and Wellness Center

Name: _____
Date: _____

TB Test \$10.00
MMR \$29.00
Tetanus \$26.00
Hepatitis B \$34.00
Labs \$10.00
In House Only

Total \$_____

Authorized by: _____

Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on race, gender, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students' work;
 3. Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating or drinking in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of guide dogs) on District property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.

27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. Administrative Procedure 5520 deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

III. Attendance Policy

Class Hours: Mondays	8:30 a.m. – 12:30 p.m. (May be longer with special programs)
Tuesday through Friday	8:15 a.m. – 2:00 p.m.
Special Events	As Assigned

The Academy’s Attendance Policy is in place to make students aware of the minimum standards with which they are expected to comply. Attendance is required to receive the education provided by the Academy. Hands-on practice is a very important part of the training. Remember that more than 6,000 hours of hands-on skills training are required to complete a chef’s apprenticeship. Attendance is a requirement.

Students in the Culinary Arts Program are expected to dedicate themselves to its 45 weeks of intensive training. Upon successful completion of the Program they will have earned 27 college units and a Certificate. Being absent from class one day means that a student is missing 5 hours of instruction and laboratory experience.

Students are allowed only THREE EXCUSED absences* and THREE EXCUSED late arrivals during each 15-week semester.

Any arrival after 9:00 am will be considered an ABSENCE. Any arrival after roll call is considered to be a LATE ARRIVAL.

***There are NO EXCUSED ABSENCES on days when graduation, fundraisers, and catering functions are scheduled.**

There are NO EXCUSED ABSENCES FOR ANY REASON beyond the THREE set forth above.

Early departures for any reason (such as illness) are permitted only with the consent of the instructor and will be treated in the manner of an absence or tardy. (Departures before 51% of the day has been completed will be treated as an absence. Departures after 51% of the day has been completed will be treated as a tardy.)

Students that are asked to leave the premises or dismissed from class for a day will be counted as absent for that day.

Students should reserve their three excused absences for times of utmost necessity and consider carefully prior to using an excused absence as ONLY the three are permitted.

Students who find themselves gravely ill, or involved in an accident requiring them to miss more than three days will do so at the expense of their grade. However, in the event of the death of an immediate family member (mother, father, brother, sister), 3 excused absences will be granted to the student, or 5 excused absences if students needs to travel out of state. These excused absences may only be honored if student can provide proper documentation of such event.

Absences and late arrivals beyond the three excused will be deducted from students final grade as follows:

1 additional late arrival	1.1% of the final grade will be reduced	
2 additional late arrivals	2.2% of the final grade will be reduced	
3 additional late arrivals	= 1 absence	
1 additional absence	5 hours of missed instruction	3.3% of the final grade will be reduced
2 additional absences	10 hours of missed instruction	6.6% of the final grade will be reduced
3 additional absence	15 hours of missed instruction	1 letter grade reduction (i.e., an A becomes a B), etc.

Please note that this reduction pattern continues and that a student should not expect to pass a course no matter their performance while in attendance upon missing 9 classes.

STUDENTS ARE NOT PERMITTED TO “MAKE-UP” ABSENCES OR TARDIES.

The Culinary Arts Program is designed to prepare students to comply with standard industry practices. Therefore, **students must telephone their instructor prior to the start of the school day and leave a message if they are to be absent or tardy.** Students may leave a message 24 hours a day on the school’s answering machine by telephoning **(951) 328-3806.**

To be found present for the purposes of attendance, a student must:

1. Arrive at class on time. Students should note that timely attendance includes Special Events which are outside of the normal 8:30 – 12:30 Monday and 8:15 – 2:00 Tuesday – Friday schedule. The Culinary Graduation Ceremony is an example of this type of event.
2. Comply with all regulations set forth in this handbook regarding uniforms and body care. Students must be in full uniform (chef’s coat buttoned, pants hemmed, rubber soled shoes, undergarments without visible logos, apron on, clean and without wrinkles), shaven and hair restrained.
3. Be prepared for all lectures including having their textbook and note-taking materials.

Students are expected to keep track of their absences, late arrivals and early departures and know their effect on their progress in the Program. Students should be aware that absences, tardies, and early departures could impact their progress in the Program. Students uncertain of their point loss caused from absences, late arrivals and early departures should contact their instructor.

The policies and procedures regarding attendance in the Student Handbook are strictly enforced with NO exceptions. Any students seeking to make arrangements with their instructor regarding the attendance policy contrary to the established policy and procedure in the Student Handbook will not be allowed or honored.

Students enrolled in the Riverside City College Culinary Academy are bound by the rules and regulations set forth in the Standards of Student Conduct as defined in Riverside Community College District Board Policy BP5500.

*“Treat people as if they were what they ought to be and
you will help them to become what they are capable of being.”
Johann W. von Goethe*

IV. Guidelines for Students in Culinary Arts Classes

This Uniform and Hygiene policy has been implemented to meet professional standards. Violation of this policy by students will result in:

1. Loss of points from the student's grade;
2. The student possibly being asked to leave the Academy's premises; and/or
3. The student being subject to disciplinary action in accordance with Riverside Community College District's Standards of Student Conduct as defined in R.C.C.D. Board Policy BP5500.

. Students are expected to comply fully with the Policy set forth below.

A. Clothing

The professional standard the Riverside City College Culinary Arts Academy seeks to instill in students requires that students begin their education in a professional manner and professional appearance. Students are expected to learn and maintain professional standards in what they **MUST** and **MUST NOT** wear while on the job. Therefore, students attending the Academy must adhere to this Policy.

Both the required wear (uniforms) and prohibited wear are set forth below.

1. Uniforms

Students **MUST** wear uniforms of the Culinary Academy as set forth below.

It is essential that all students are aware of two things about uniforms:

1. **All students enrolled in the Culinary Arts Program are required to purchase, maintain and wear the full school uniform for all lecture, laboratory, and demonstration classes. And special events.**
2. **The full school uniform must also be worn when the student is representing the Academy at official Culinary Academy functions.**

Students are expected to be in full school uniform at all times on Academy property including, but not limited to, time spent prior to and following classes and in the Academy offices. Students are expected to respect the uniform of their chosen profession and conduct themselves in a manner showing their regard for their future profession while wearing it. Students should not engage in behavior that reflects poorly on their profession or the Academy while wearing the school uniform.

Once it is understood what is required, the question arises regarding how to comply. Requirements for the Culinary Academy uniform are set forth below.

a. Required Uniform

The Culinary Academy has an approved uniform consisting of each of the following required items:

1. White chef's coat;
2. Checkered chef's trousers that have been hemmed to the appropriate length
3. White apron
4. White chef's toque (hat)
5. Black work shoes (non-skid kitchen) with grease resistant soles or black work clogs. No sneakers or open toe shoes are permitted.
6. Black or white socks.
7. Side towels
8. Clean, sanitized stem thermometer.

Only students wearing the full Academy uniform will be permitted in the classroom, laboratory, demonstrations and special events. Students not wearing a complete Academy issued uniform may be immediately dismissed from the remainder of that day's attendance. Such a dismissal will be counted as an absence in accordance with the Attendance Policy set forth above.

Students are expected to wear a clean apron and a clean side towel even while serving or clearing food from the kitchen or dining room areas.

i. Purchase

Students may purchase the required school uniform from the Academy prior to the first day of class.

Students will not be permitted to enter the classroom, laboratory/kitchen, demonstrations or special events, unless they are wearing the full school uniform.

All uniform items must be purchased from the Academy with the exception of shoes, socks and undergarments.

ii. Maintenance

Students are required to maintain their uniforms in a professional manner. Students are expected to keep their uniforms clean and wrinkle-free. Students arriving in uniforms that are incomplete, soiled, or excessively wrinkled may be dismissed from the Academy for the day. Such a dismissal will be considered an absence under the attendance policy set forth above.

b. Undergarments

Students are expected to wear appropriate garments underneath their uniforms including a plain white t-shirt underneath the chef's coat.

Undergarments should not be visible.

Undergarments are not permitted to extend beyond the length of the uniform (for example, the coat's collar, cuff, waist or the waist of the pants). Undergarment logos should not be visible.

2. Prohibited Wear

To maintain professional standards, it is important to learn not only what a professional is required to wear but also what a professional **MUST NOT WEAR** while on the job. Because professional chefs are required to prepare food in what can be a hazardous environment, health, safety and the consumer market dictate what a chef must not wear.

While many items prohibited at the Academy are set forth under Personal Grooming, external items that students are prohibited from wearing include:

1. **Non-protective shoes** – This includes, but is not limited to: gym shoes, tennis shoes, canvas shoes, plastic shoes, fabric shoes, shoes with a heel, platform shoes, open-toe shoes, open-back shoes, sandals, or any shoe which has poor protection capabilities.
2. **Jewelry** – Students are prohibited from wearing any jewelry with two exceptions:
 - a. Students may wear one plain ring without stones on their left ring finger. Students may wear this ring at any time. Stones are not permitted as they have been known to become loose and fall into food
 - b. Students may wear watches with certain limitations. Wristwatches may be worn only to lecture classes. Only pocket or coat watches may be worn in the laboratory/kitchen or dining room.

No visible body piercing jewelry is permissible, including, but not limited to, pierced ears, noses, tongues, chins, belly buttons, eyebrows, etc., nor are bracelets, rings, necklaces, etc. permitted. Students are expected to remove all jewelry prior to arriving at school. Jewelry is not considered safe or sanitary.

3. **Headgear** – No headgear is permitted except for the issued hair net (provided by the Culinary Academy) and purchased/issued white chef's toque (hat) or white floppy hat. Headgear other than a chef's hat is not permissible, including, but not limited to, baseball caps, scarves, bandanas, skull caps, etc.

B. Knife Set

Students must purchase their knife set from an approved vendor through the Culinary Academy. Our vendor will provide the best price for your knife set and will also provide scholarships for culinary academy students. Students are not allowed to bring their own knife set unless they are transferring from another culinary school. Students are asked not leave knives unattended because the Culinary Academy is not responsible for the loss of student property.

C. Personal Grooming

In addition to the professional clothing students are expected to wear, students are required to maintain their bodies in a professional manner. Personal grooming is not only a matter of courtesy to one's co-workers and patrons but is a matter of professional health and safety for one's patrons. Therefore students are expected to learn to maintain their bodies in a manner befitting a professional chef.

Professional chefs are expected to pay particular attention to their bodies in the areas of body care, body hair, fingernails, cosmetics, body scents and personal health.

In order to maintain the highest possible sanitary standards at the Academy a personal hygiene code has been established. USDA Health, Hygiene and Sanitation Standards and the California Health and Safety Codes are observed at the Academy.

1. Body Care

All students are expected to bathe or shower DAILY and use deodorant. It should be remembered that the heat of the kitchen intensifies all body odors.

Students are expected to thoroughly wash and clean their hands frequently, including at the beginning of each class, before and after going on break, before and after meal periods, before proceeding with food preparation, before food handling, after using the restroom facility, after smoking, after touching the face or hair, and after touching anything where contamination may occur.

2. Body Hair

Because part of the growth process of hair requires that it fall out, professional chefs must pay particular attention to their hair. No patron wants to find a hair in his or her food. Hair can fall from not only a chef's head but from a beard or moustache as well. Therefore, students are expected to follow the standards set forth below in hair care.

a. Hair on Top of Head

Hair must be neatly groomed, clean and well covered. Hair should be washed regularly on a frequent basis. Long hair or hair that extends two or more inches below the collar must be tucked up under the student's hat and enclosed in a hair net. Many people find putting their hair in a bun helpful. No hair will be permitted to hang below the collar. Excessive styles are not permitted (for example, a Mohawk). Only natural hair color shades are permitted for Culinary Academy students

b. Facial Hair

Students are expected to be smooth-faced. This may require male students to shave prior to their arrival at class.

i. Moustaches

Students having moustaches must keep them short, clean and neatly trimmed. No extreme moustache styles are permitted including Fu Manchu and handlebar moustaches.

ii. Beards

No beards are permitted.

iii. Sideburns

Sideburns must not be longer than the top of the earlobes. Mutton chop sideburns are not permitted.

iv. Goatees and other facial hair

Goatees and all other facial hair are not permitted.

3. Fingernails

Fingernails must be clean and trimmed. Fingernails must be trimmed to one-quarter-inch length or less. Fingernail polish is not permitted. False nails are not permitted.

4. Cosmetics

Students choosing to wear cosmetics must do so with moderation. Moderation is especially important in the summer months. Excessive or extreme makeup (for example, a full gothic or punk look) is not permitted.

5. Body Scents

The use of perfumes, colognes, scented after shaves, scented lotions, etc., is not permitted. The heat of the kitchen intensifies all body odors.

D. Personal Health

Students are required to report to their instructor any information about their health relevant to diseases that can be transmitted through food. This is an ongoing obligation throughout students' attendance at the Academy. A student is required to report any such health information immediately to his or her instructor to prevent the likelihood of transmission of the illness.

E. Consuming Meals in the Dining Room with Guests

While you are at the academy, you are not allowed to sit in the dining room and have a meal with your family or friends—even if you pay full price. You may, however, stop by for a few seconds to greet your family and/or friends, but only with the consent of your instructor.

F. Break Room

The break room is for the use of the students and other tenants of the building. The break room refrigerators and equipment belong to the academy. Students should not leave dirty dishes, glasses, and utensils in the break room after their meal. Please be considerate of others who wish to enjoy their meal in a clean room as you would like. Students will be scheduled weekly to clean the refrigerator and dispose of any food left on Friday before departing from the academy.

G. Parking and Speeding

Students must park in designated area explained at the beginning of each semester by the faculty. Students must enter and leave parking area from designated entrance and not exceed 15 miles per hour. Students who violate the speed limit may lose the privilege of parking in the parking lot and will be asked to park in the street for the remainder of the semester. Other tenants and the public (including children) use the parking lots and we do not want to put them in harms way.

“Every worthwhile accomplishment has a beginning, a struggle and a victory.

Don't judge each day by the harvest you reap, but by the seeds that you plant.”

V. Classroom and Laboratory Policies and Guidelines

1. Each student will report to class and the laboratory/kitchen at the scheduled time as follows:
 - a. Dressed in full uniform (as set forth above in Section IV);
 - b. With the required textbook;
 - c. With the laboratory assignment;
 - d. With a notebook;
 - e. With a pencil or pen;
 - f. With the necessary tools (for example, knives).

2. Each student will store all personal belongings, other than required class materials in use, in designated areas, lockers, or their car. **THE RIVERSIDE CITY COLLEGE CULINARY ACADEMY IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY PERSONAL PROPERTY. STUDENTS ARE REQUIRED TO LEAVE THEIR BELONGINGS (HANDBAG, KNIFE SET, BOOKS, ETC.) IN THEIR ASSIGNED LOCKERS OR CARS. DO NOT LEAVE YOUR BELONGINGS IN THE HALL WAYS, DINING ROOM, BREAK ROOM OR KITCHEN.**

3. **Smoking is not permitted** anywhere on the Culinary Academy premises. Students wishing to smoke must go outside the Academy to the designated area to smoke.

4. **ALCOHOLIC BEVERAGES:** In compliance with State Law, consuming, being under the influence of, or possessing intoxicating beverages on Academy property **is not permitted**. Riverside City College students are expected to abide by the College Rules of Conduct. The College maintains jurisdiction over violations of all College Rules. Students who violate the rules and regulations of the college may be subject to any of the following disciplinary actions:
 - a. Verbal reprimands;
 - b. Restitution for damages;
 - c. Restriction of privileges;
 - d. Withdrawal from a course, a program or the College;
 - e. Suspension from the Academy or College;
 - f. Dismissal from the Academy or College.

5. Students are not permitted to engage in horseplay, “fooling around”, or games of any kind on the Academy premises. All activities at the Academy must be conducive to the purpose of learning. Students are expected to be actively engaged in the learning process at all times when on the Academy premises. Students finding themselves with a free moment are expected to study from their book or ask for an additional assignment in the laboratory/kitchen.

6. **NO PHYSICAL CONTACT IS PERMITTED AT ANY TIME AT THE ACADEMY.** Students finding it necessary to make physical contact with another should keep it to the utmost minimum (for example, tapping a shoulder with two fingers).

7. Students are expected to observe the basic code of social conduct with one another and with the faculty and show respect to everyone on the Academy premises. Students must adhere to the Academy’s policies and guidelines with a sincere understanding of the purpose for attending a higher learning institution.

8. Students are not permitted to go beyond the perimeter of the Academy to the other parking lots or areas of the building, which are not allowed to use by students, while attending the Academy.

9. Students must pay for all food and drinks without exception. Students may purchase food and drinks at student prices from The Students Menu. Students are required to purchase all food items they consume or take out in accordance with meal schedule time deadlines (items such as cookies, breads, soups, desserts, etc, must be purchased before the closing of the cash register). Any items purchased from the regular Academy menu by students must be purchased at full menu price. No discounts will be given from the regular menu. . **Students committing any sort of stealing whatsoever will receive a written warning and will be sent home for the day. They will be subject to disciplinary action, including but not limited to the removal, suspension or expulsion of the student (RCCD Standards of Student Conduct, No. 6). Stealing includes, but is not limited to, GIVING OR RECEIVING food prior to being shown a receipt for purchase by any student requesting food for themselves or to take out. PLEASE KEEP YOUR RECEIPT FOR THE PROOF OF PURCHASE UPON REQUEST BY FACULTY AND STAFF. Stealing also includes taking equipment, food supplies, etc., without the written authorization of an instructor, regardless of the student's intent to return such equipment, food, and/or supplies. Any student found in possession of such equipment, food, and/or supplies without having the prior written authority from an instructor will be presumed to have stolen such equipment, food, and/or supplies and offer to pay for such will not waive the presumption of theft.**

10. Students should not use Styrofoam cups to drink beverages but should use a glass or bring their own cup. If you purchase food and leave it in a Styrofoam box, make sure your name is on the box. Any food items found in boxes without names on them are assumed to have been taken without pay and will be discarded

11. Students must turn their cellular telephones off or place them on silent ring the entire time they are on Academy premises. Students are not allowed to use cell phones anywhere in the Academy including, but not limited to, classrooms, laboratory/kitchen, dining room, outside hallways and break room. The only time that students may use cell phones on the Academy premises is during their break, lunch time, or prior to departure when all assignments and work for the day have been completed.

12. Earphones of any type are not permissible, including, but not limited to iPods, MP3 players, etc.

13. Students are not allowed to use the Academy's telephone for personal reasons at any time. Instructor permission may be given to use the telephone for 2-3 minutes only under exceptional circumstances.

14. Students are prohibited from using instructors' computers without the express permission from the instructor and only for a specific assignment given by the instructor. Student computers are to be used only for related course assignments and **not for navigating the Internet or playing games.**

15. **Students should never use counters, work units, or supply areas as seats.**

16. **While sitting in the classroom or dining room, students should not sleep, lie down, or extend their legs across the table, chair or booth. Violation of this rule may result in disciplinary action such as dismissal for the day.** Students are expected to go to bed early and rest sufficiently at home to perform their tasks at the Academy.

17. Students develop and maintain excellent habits in grooming and appearance that prepare them for their work after graduation. Perfection in grooming and appearance are imperative for food service employees. A manager or supervisor must have standards that will set an example. Personal grooming and appearance are so important that they are part of the students' final grade in all work done in the laboratory/kitchen.

18. No student may leave the laboratory or class without the permission of the instructor in charge.

19. Students may work in groups in the laboratory. Each group will be assigned a laboratory station for the class period. It is the group's responsibility to have their assigned station clean and complete in every detail before leaving the laboratory.

20. Students should pay careful attention to all verbal instructions and recipes. Instructions should be carefully followed. Do not vary measurements, regulations or size of portions.

21. Students should be attentive to their assigned tasks. Students have the obligation to carry out responsibilities that have been delegated to them.
22. Conversation in the laboratory should only be related to students' assigned work. Irrelevant conversation distracts students from concentrating on their correct and timely performance of assigned tasks and should be avoided.
23. Students that have finished their assigned task should help other students that are still working on their assigned tasks.
24. **Students having questions or doubts concerning any matter in the laboratory should seek the attention of the instructor in charge.**
25. Students should refrain from touching their faces or hair when working.
26. Students are expected to wipe up all spills of liquids and foods IMMEDIATELY. Keeping a clean facility is part of good management.
27. Students should always keep the floor clean. Students should not leave water standing in puddles when mopping the floor. STUDENTS SHOULD ALWAYS USE "CAUTION – WET FLOOR" SIGNS WHEN NEEDED.
28. Students are expected to know the proper name and correct usage of all major utensils including those with specific purposes or multiple uses.
29. Students should know the proper location of all equipment, supplies and utensils and keep them in their proper place when not in use. At the end of the day students should restore all equipment to its proper position. Students seeing equipment out of place have the obligation to restore it to its proper location even though they may not have used the equipment and even if they did not originally locate the equipment in its proper place.
30. Students should never lick spoons, beaters, rubber spatulas or other utensils used for stirring, blending or food preparation.
31. Students should never use a serving spoon for tasting purposes.
32. Students should immediately wash any utensil that has been used for tasting prior to proceeding with food preparation.
33. At the beginning of each class day the instructor in charge will designate a manager/sous chef for the day. The manager has the following responsibilities:
 - a. The manager has the overall responsibility to see that students have met all guidelines.
 - b. The manager has the responsibility to see that the kitchen, dish room, dishwasher and refrigerators are clean and in order.
 - c. The manager will report to the instructor for final inspection when he or she is satisfied that all negative conditions have been resolved.
 - d. The manager will dismiss students when the manager has completed the final inspection with the instructor and the instructors' approval has been given.
34. Students should be certain that only items that the food disposal unit can properly dispose of, are placed in the food disposal. Please refrain from putting icing or grease of any kind in the dishwasher sink (spray sink), food disposal, sinks, or floor drains.
35. Students must be certain to drain the dishwasher and turn it off when cleaning it. Do not use scouring pads to clean the dishwasher, as this will damage it. DO NOT STORE ANYTHING ON THE DISHWASHER.

36. No students are allowed to be in the kitchen or bakery after 2:00 p.m. when the Academy is closed unless an instructor in the kitchen agrees to supervise you and when your assignment is finished you clean the kitchen and leave immediately.
37. If you have classes in the evening and do not want to leave the Academy, you must stay either in the classroom or in the dining room (instructor's discretion). NOTE: You are not allowed to walk into the kitchen to visit anyone who is taking an afternoon course nor are you allowed in the Academy under any circumstances if there are no instructors on the premises. If you do not follow these instructions you will not be allowed to stay in the Academy to wait for your evening classes anymore.
38. Food, supplies, equipment and utensils of the Academy are strictly for use by the students during the Academy's class hours only. They are not to be borrowed or taken out of the Academy by anyone under any circumstances. Please respect this rule and DO NOT ask to borrow equipment, supplies, etc.
39. You are not allowed to bring your own food, products, equipment, and utensils to bake or prepare any food items in the kitchen and bakery at any time for any purposes.
40. Allow instructors to monitor your use of chemicals/cleaning supplies. Do not overuse/waste such supplies, including, but not limited to, draining sinks full of detergent and sanitizer too often.
41. Students are not allowed to bring tool boxes in the kitchen (only knife set). In special circumstances with the consent of the instructor students may bring their tool boxes, but may be subject for inspection by faculty and staff at their departure.
42. Students must be very careful in using equipment as some are fragile and may become damaged or break. Damaged or broken parts may not be easily replaced, are costly, and may it take a long time to be able to obtain the parts. This will hinder the learning process and make it difficult for production.
43. Students should not use steel wool to clean stainless steel, glass, and plastic. It will leave permanent scratches on the surface.
44. Students should not consume food or drinks in the kitchen by placing them on the bottom shelf of the work table or on any shelves that are not used for that purpose.
45. Students are not allowed to take and consume food in the classroom (See RCCD Standards of Student Conduct, No. 22) except for special projects and presentations.
46. Use of copy machines and printers
Students are not allowed to use copy machines and printers for personal or other uses other than for academy related text and recipes. Students' personal project, term paper, etc. must be copied/printed outside of the academy. Use of copy machines and printers must be limited to only the required pages. Do not copy a book or magazine from one end to the other. Students will be provided with a maximum of given number of pages weekly for their copying and printing. Please use copy machines and printers wisely and limit your copying and printing to what is needed and necessary.

*“Coming together is the beginning.
Working together is progress.*

Keeping together is success”.

VI. Grading

Because the Culinary Academy covers a broad spectrum of required and elective courses and makes available classes for concentrated study, it is not possible to give one overall set of grading criteria applicable to every single class. **Each class syllabus will provide the student with the criteria upon which students will be graded for that particular course.**

Grading is done based upon the students' level of achievement as determined by a straight percentage (as opposed to a class curve). Percentages determining letter grades are as follows:

A	90% or above
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% or below

A GRADE OF “C” OR BETTER IS REQUIRED TO PROCEED TO THE NEXT CLASS IN THE PROGRAM AND FOR ALL CLASSES IN THE PROGRAM TO GRADUATE. Students are required to repeat any class for which they did not get a grade of “C” or better. This applies to all classes but does not affect the rules pertaining to the freshman class discussed on page 1 of this book.

While specific grading concerns and questions regarding the grading criteria used in each course should be directed to the course instructor, a general list of criteria used to evaluate laboratory performance is set forth below. **Please remember that this is for general information purposes only. Specific criteria given by course instructors will determine student evaluation criteria.**

A. General Techniques

1. The student uses the proper hand washing sinks and never washes his or her hands in the same sink that contains or will contain dishes or pots to be washed. The student uses the approved hand soap to wash hands and uses paper towels to dry hands.
2. The student wears rubber or latex/vinyl gloves at all times during preparation when handling food that will not be cooked immediately. The student replaces gloves each time they become contaminated to prevent cross contamination.
3. The student knows how to operate both gas and electric equipment.
4. The student controls the cooking and baking temperatures. The student knows that once food comes to a boil the heat is reduced to continue boiling or to simmer.
5. The student keeps the kitchen in order at all times while working.
6. The student keeps all doors and drawers closed to avoid accidents.
7. The student maintains orderly arrangement of equipment, dishes and silverware when not in use.
8. The student always uses a tray to collect and arrange MISE EN PLACE. The student begins all laboratory projects with MISE EN PLACE. The student uses trays or a rolling cart to save steps whenever possible when getting supplies, collecting accessories, table appointments and serving utensils.
9. The student keeps potholders or mitts near the ovens and ranges to handle hot utensils. The student NEVER uses a damp or wet towel on a hot pan.
10. The student uses a cutting board to chop or cut food items and does not do so on bare tables or counter top surfaces.
11. The student uses a breadboard, pastry cloth, waxed paper or plastic wrap sheeting when rolling out dough and other foods.
12. The student properly prepares and produces best quality of finished products.
13. The student tastes prepared food by approved methods only and does not eat in quantities. The student uses the two-spoon tasting method.
14. The student uses a TASTING SPOON to taste a product during preparation and not a STIRRING SPOON.

15. The student washes preparation utensils as soon as possible after completion of the preparation. It is acceptable for students to use the “wash as you go” method providing the timing deadline is met first.
16. The student does not place knives or other sharp and/or pointed utensils in the pot sinks. The student washes sharp utensils separately.
17. The student knows how to properly operate the food disposal unit never reaching inside and never putting hard objects in the disposal.
18. The student stores leftovers in covered storage containers, “lockable” plastic bags, or covered jars, refrigerating them promptly when appropriate and marking the date, class, section and content.
19. The student consults the instructor in charge for more storage information when necessary especially when wrapping and storing larger containers or larger food items.
20. The student RETURNS ALL EQUIPMENT TO ORIGINAL STORAGE AREAS or arranges equipment neatly on or in prescribed cabinets, bins, shelves and hooks.
21. The student places all soiled clothes, etc., into the proper basket to be washed.
22. The student complies with and consults, when necessary, training manuals regarding proper cleaning and sanitizing procedures.
23. The student leaves the laboratory and refrigerators in order for the next class or day.

B. Working Techniques

1. The student works quietly, speedily and accurately.
2. The student uses good judgment in utilizing his or her workspace.
3. The student maintains cleanliness when preparing food.
4. The student uses care in lighting gas appliances such as ovens or broilers.
5. Prior to starting work the student has
 - a. Read all recipes and/or formulas;
 - b. Performed MISE EN PLACE;
 - c. Checked temperatures used and suggested preparation and cooking time needed for each
6. The student manages his or her time and equipment efficiently.
7. The student demonstrates ATTITUDE/ ABILITY / ATTENDANCE:
 - a. The student demonstrates an ability to apply knowledge, skill and follows directions (both written and oral);
 - b. The student is able to see applications of the lesson beyond the assigned task.
 - c. The student is able to distinguish when accuracy in measuring and procedures is important.
8. The student demonstrates an aptitude for the assigned task.
9. The student demonstrates interest in his or her work.
10. The student exhibits quality in his or her work and is able to explain possible causes for any failure of the work product.
11. The student works compatibly with others in the work environment.
12. The student performs a good quantity of work.
13. The student demonstrates initiative.
14. The student demonstrates dependability.
15. The student demonstrates a readiness for class.

D. Clean Up

The student performs all of the following functions at the end of the day:

1. Checks all ranges for cleanliness:
 - a. Removes and soaks/washes all range top burner grids and burners;
 - b. Cleans the slide-out crumb and spill catcher drawer under the burners;
 - c. Washes and sanitizes all exterior range surfaces.
 - d. Turns off all range ovens.
2. Checks all refrigerators for cleanliness:
 - a. All stored foods are covered and labeled with the date, class section and content;
 - b. All interior surfaces are washed and sanitized;
 - c. All hasps and locks are in place.

3. All cooking, serving and eating utensils are washed, sanitized, and placed in their proper drawers or racks.
4. All table tops, table bottom shelves and counter surfaces have been washed and sanitized.
5. All worktables and machines are restored to their proper place or arranged in a work pattern suggested by the instructor.
6. All bowls, baking pans, scales, pots, saucepans, skillets and other equipment are returned to their proper storage cabinets, table bottoms and shelving units.
7. The floor is swept and mopped including the area around each sink, work area, range area, and oven area.
8. All machines are unplugged and thoroughly washed and sanitized; bowls, beaters, and other accessories are returned to each machine.
9. All mops have been washed and hung to dry.
10. All brooms, mops, dustbins, and other cleaning equipment have been returned to its proper place.
11. All trash containers' contents have been secured, tied properly and placed in the dumpsters outside the kitchen. Trash containers have been washed down when appropriate.
12. All lights and electrical switches have been properly turned off.
13. Lids have been placed on all grease/oil buckets.
14. All pilot lights have been left burning.
15. All items in the refrigerator or cooler have been left in their proper places: items are in their assigned place or produce on the top shelf, beef on the second shelf from the top, pork on the third shelf from the top, poultry on the fourth shelf from the top, and seafood on the bottom shelf.

Managers may appoint students to each of the above cleaning details. Managers should allow sufficient time to clean up and replace all to order. Managers may dismiss students as they deem fit after first checking all areas themselves and getting the instructor's approval. **If necessary, managers will be required to re-clean all areas themselves.**

“Even if you are on the right track, you will get run over if you just sit there.”

ADA Statement (Americans with Disabilities Act)

Riverside Community College is committed to providing reasonable accommodation for all qualified students with disabilities. If you have a physical, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned coursework, you should contact the staff in the Office of Disabled Student Services. The office is located on the Riverside Campus, room 21 of the Administration Building, or call (951) 222-8060 (City Campus), (951) 372-7070 (Norco Campus) or (951) 485-6138 (Moreno Valley Campus). DSP&S will review your concerns and determine, with you, what accommodations are necessary and appropriate. All information and documentation is confidential. When the disability has been documented and verified, a counselor will contact the faculty member regarding any special accommodation to be provided.

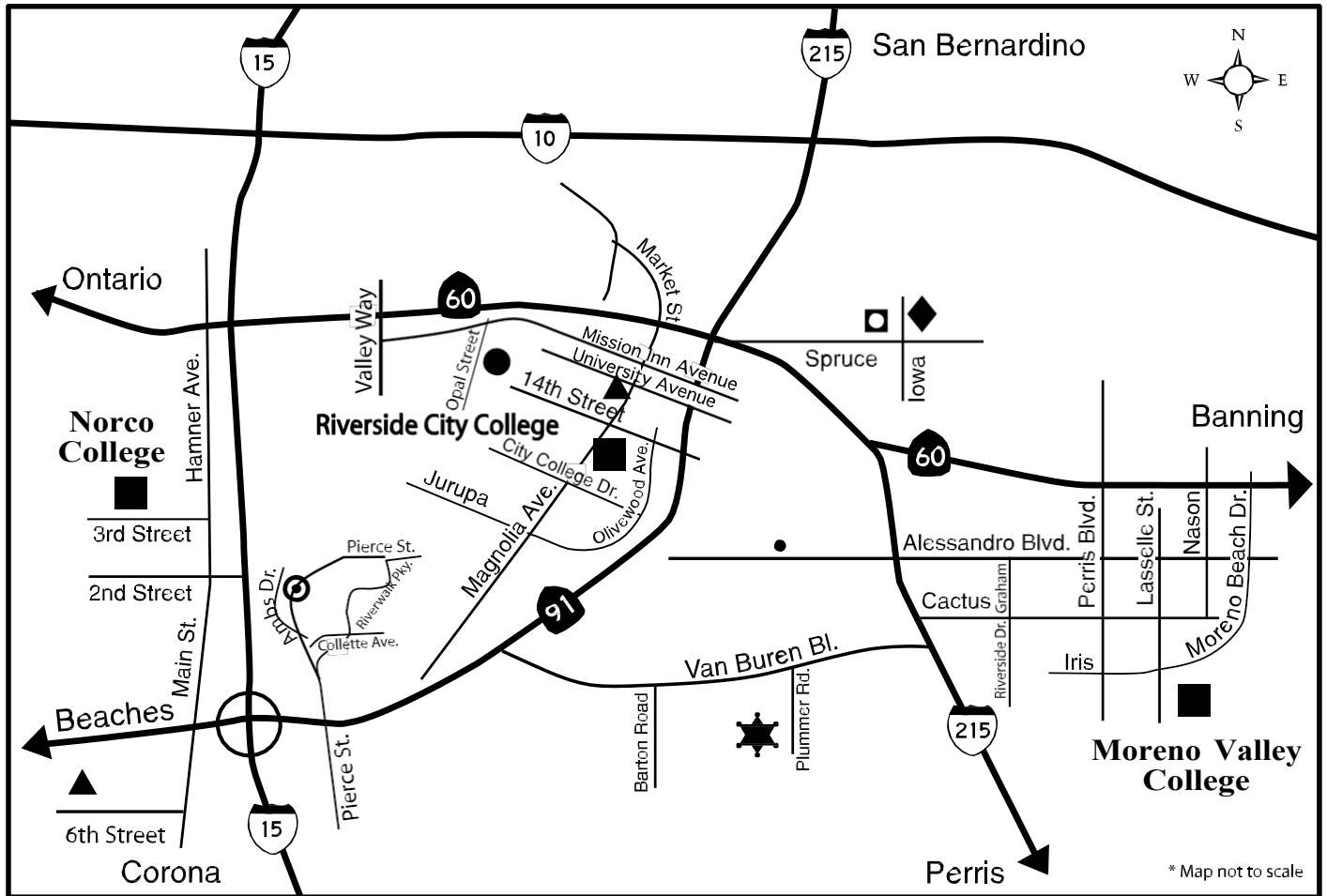
Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Office for Student Disability Services.

Useful phone numbers:

Director of Academy's office	(951) 328-3807
Director of Academy's cell phone	(951) 522-9054
Riverside City Campus	(951) 222-8000
Dean of Student Services	(951) 222-8108
Health Services	(951) 222-8151
Bookstore	(951) 222-8140
Library	Office (951) 222-8650
	Circulation (951) 222-8651
	Reference (951) 222-8652
College Safety and Police	(951) 222-8172
24 hours Dispatch	(951) 222-8171
Student Services	(951) 222-8570
Student Financial Services	(951) 222-8709/8710
Student Employment	(951) 222-8000x4281
Student Accounts	(951) 222-8604
Student Insurance	800-406-2338
Switchboard Operators	(951) 222-8600, "0"

RCCD

RIVERSIDE COMMUNITY COLLEGE DISTRICT



■ Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000

■ Norco College
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

■ Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100

● RCCSO
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039

■ RCCD District Office
1533 Spruce Street
Riverside, CA 92507
(951) 222-8506

★ Ben Clark Training Ctr.
3423 Davis Avenue
Riverside, CA 92518
(951) 486-2800

▲ RCCD Economic Development
152 East Sixth Street
Corona, CA 92879
(951) 571-6474

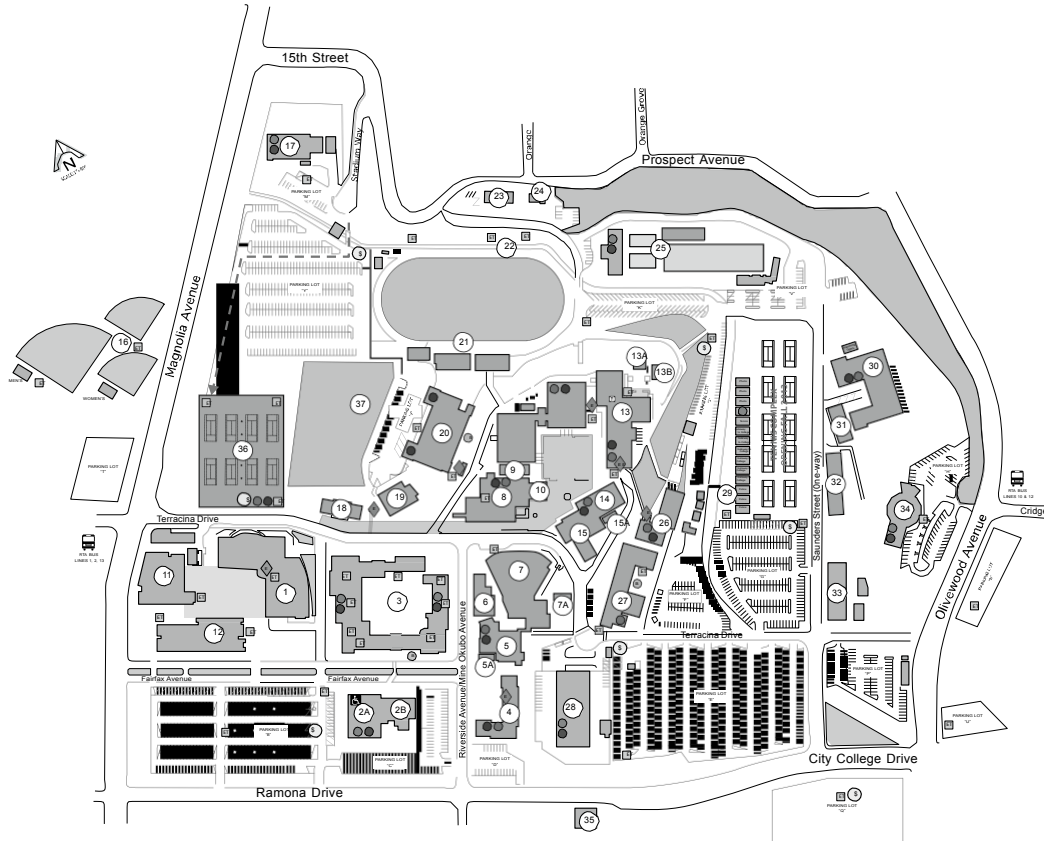
◆ Culinary Academy
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311

● Rubidoux Annex
4250 Opal Street
Jurupa Valley, CA 92509
(951) 328-3790

● Stokoe Annex
4501 Ambs Drive
Riverside, CA 92505
(951) 222-8729

▲ The Center for Social Justice and Civil Liberties
3855 Market Street
Riverside, CA 92506

Riverside City College



UPPER CAMPUS

1. Digital Library & Learning Resource Center
 - Academic Senate/CTA
 - Auditorium
 - Glenn Hunt Center for Teaching Excellence
 - Instructional Media Center
 - Tutorial Services
2. Administration (O.W. Noble)
 - Section A
 - Board Room
 - Disabled Services
 - H.O.M.E. Room (The Ujima Project)
 - Learning Disabilities Center
 - Mailroom/Admin Service Center
 - Veterans' Resource Center
 - Veterans' Services
 - Section B
 - Academic Affairs
 - Athletics
 - Business Services
 - Community Learning in Partnership (CLIP)
 - Office
 - President's
 - Workforce Resource and Development
3. Quadrangle (Arthur G. Paul)
 - Art Gallery
 - Community for Academic Progress (CAP)
4. Business Education (Alan D. Pauw)
 - CalWORKS/Resource Center
 - Independent Living Program (ILP)
 - Micro Support Services
 - Workforce Preparation (WFP)
5. Music
 - 5A. Music Annex
 - 6. Music Hall (Richard M. Stover)
 - 7. Landis Performing Arts Center
 - 7A. Landis Annex

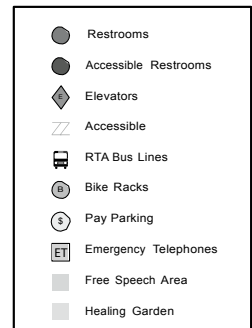
8. Martin Luther King, Jr. High Tech Center

- Academic Labs
 - Center for Communication Excellence
 - Stem Center
9. Assessment Center
 - Viewpoints
 10. Planetarium (Robert T. Dixon)
 11. School of Nursing
 - Healing Garden
 12. Math and Science Building
 13. Student Center (Ralph H. Bradshaw)
 - Aguilar Patio
 - Auxiliary Business Services/ Cashier
 - Bookstore
 - Cafeteria/Food Services
 - Citrus Room
 - Extended Opportunities Programs & Services (E.O.P.S.)
 - Hall of Fame
 - Health Services
 - Heritage Room
 - Matriculation
 - Student Services/Student Activities
 - TRIO
 - Upward Bound
 - 13A. ASRCC Student Government
 - 13B. Information Services Telecom Annex
 14. Student Financial Services
 - Financial Aid
 - Network Services
 - Outreach Completion Counts
 - Welcome Center
 - Student Employment Services
 15. Admissions & Counseling (Cesar E. Chavez)
 - Admissions & Records
 - Career/Transfer
 - Counseling
 - Transcripts
 - 15A. Annex/Wells Fargo

LOWER CAMPUS

16. Sports Complex (Samuel C. Evans)
 - Baseball Field
 - Pony League Field (Nate DeFrancisco)
 - Softball Field (Ab Brown)
17. Early Childhood Studies
18. Ceramics
19. Art
20. Gymnasium (Arthur N. Wheelock)
 - Athletic Coaches' Office
 - Fitness Room
21. Stadium (Arthur N. Wheelock Field)
 - Weight Room
22. Nature Trail (Arlene & Robert F. Richard)
23. North Hall
 - Finance & Accounting Services
 - Purchasing & Accounts Payable
24. College House
 - Administration & Finance
 - Risk Management
25. Riverside Aquatics Complex
26. Technology B Information
 - Services International
 - Students Center Printing & Graphics Center
27. Technology A
 - Air Conditioning & Refrigeration
 - Career/Technical Education
 - Welding
28. Automotive Technology
29. Lovekin Complex
 - College Safety and Police
 - Gateway to College (GTC)
 - Marching Tigers
 - Photo Lab & Studio
 - Tennis
30. Gymnasium (Catherine S. Huntley)
 - Band
 - Dance
31. Pilates Studio (Eleanor H. Crabtree)
32. Warehouse

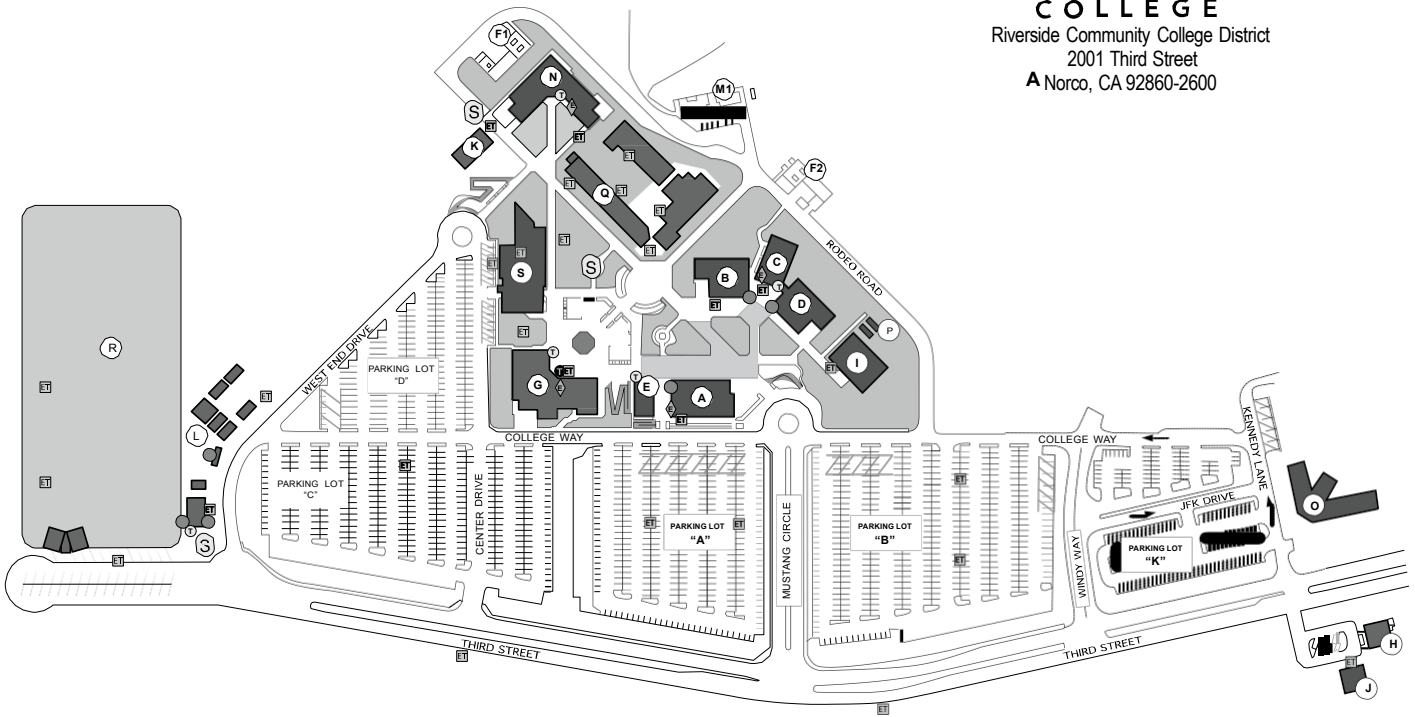
33. Maintenance & Operations
34. Cosmetology
35. Alumni House - 3564 Ramona Drive Foundation
36. Parking Structure/Tennis Courts (Frank Bushman)
37. Practice Field



Updated 03/13

NORCO COLLEGE

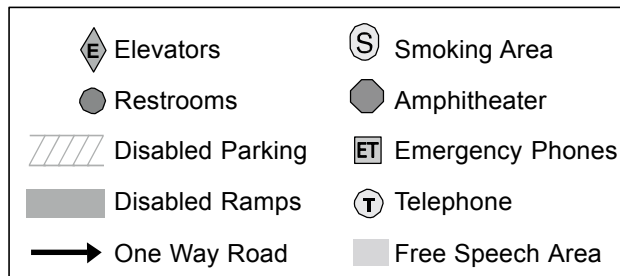
Riverside Community College District
 2001 Third Street
 Norco, CA 92860-2600



- | | | |
|--|--|--------|
| A Student Services - (SSV) | J Early Childhood Education Center - (ECEN) | |
| B Science & Technology - (ST) | K Center for Applied and Competitive Technologies (CACT) | Elevat |
| C Theater - (THTR) | L West End Quad - (WEQ) | Restro |
| D Humanities - (HUM) | M1 Facilities | Disabl |
| E College Safety and Police Sports Complex | N Applied Technology - (ATEC) | Disabl |
| F Central Plants | O JFK Middle College High School - (JFK) | One V |
| G Wilfred J. Airey Library - (LIBR) | P Portables A & B | |
| H Head Start | Q Industrial Technology (IT) | |
| I Bookstore | R Sports Complex | |
| | S Center for Student Success (CSS)
The Corral (Cafeteria and Dining Room) | |

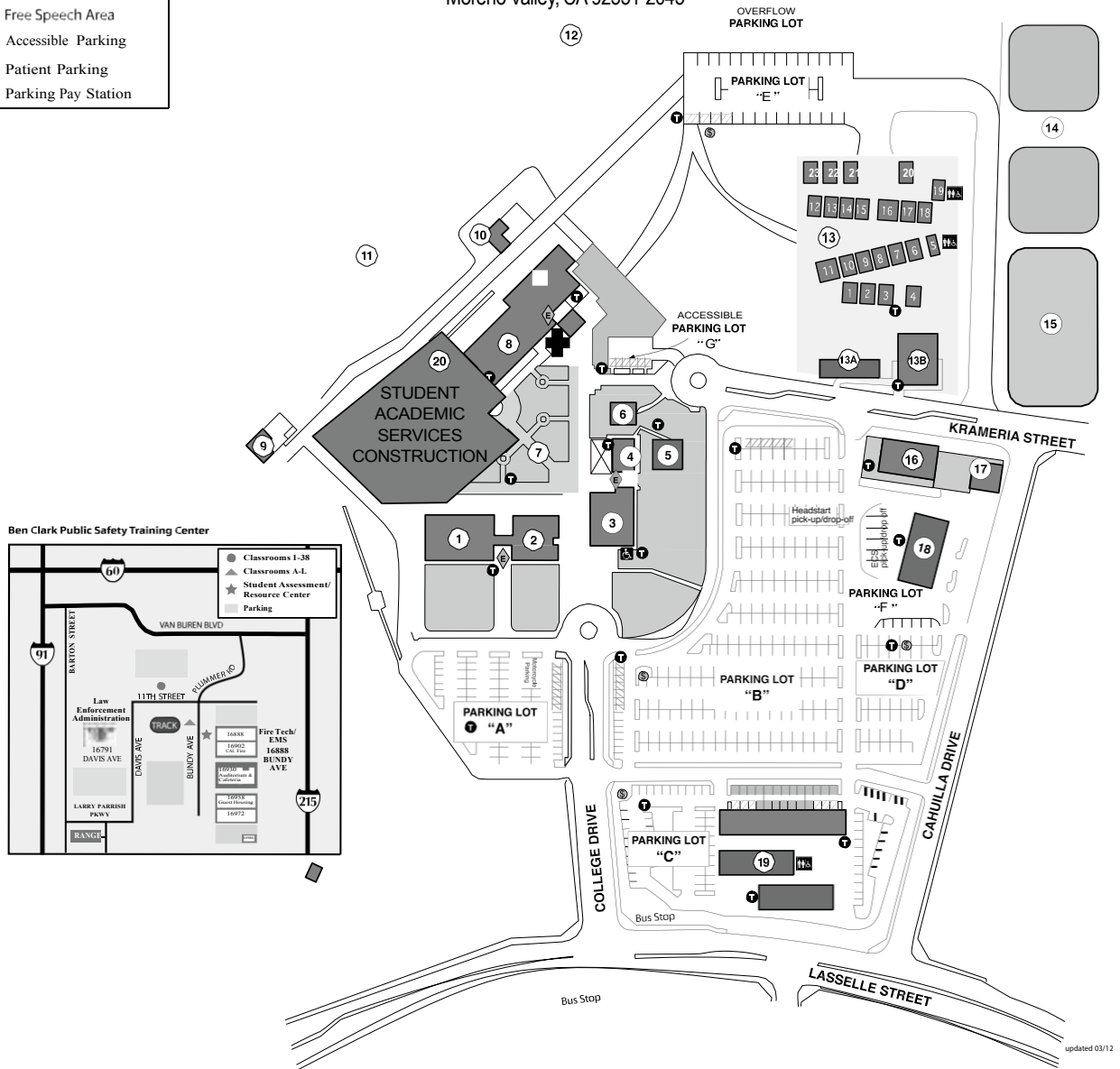
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education Center - (ECEN)
 and Competitive Technologies (CACT)
 (WEQ)
 y - (ATEC)
 e High School - (JFK)
 gy (IT)

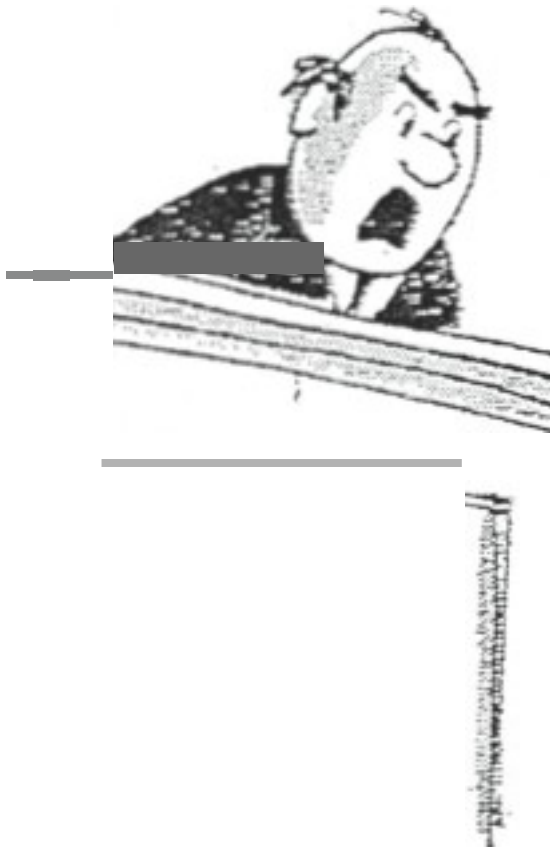


Moreno Valley College
 Riverside Community College District
 16130 Lasselle Street
 Moreno Valley, CA 92551-2045

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station



- | | | | |
|--|--|---|---|
| <p>1. LIBRARY
 Dean, Technology & Instructional Support Services
 IMC Office
 KRCC TV, Channel 17
 Middle College High School Office
 Tutorial Services
 Vice President, Student Services</p> <p>2. STUDENT SERVICES
 Admissions
 Assessment Center
 Career and Transfer Center
 Counseling Services
 E.O.P.S./CARE
 Student Financial Services</p> <p>3. SCIENCE AND TECHNOLOGY
 Computer Lab
 Disabled Student Program and Services
 Science Labs</p> | <p>4. LIONS' DEN CAFÉ</p> <p>5. STUDENT ACTIVITIES CENTER
 ASMVC Student Government</p> <p>6. BOOKSTORE</p> <p>7. JOHN M. COUDURES, JR. PLAZA</p> <p>8. HUMANITIES
 Dean of Instruction
 Academic Departments:
 • Mathematics, Sciences, and Kinesiology
 • Communications
 • Humanities and Social Sciences
 • Business and Information Technology Systems
 Writing and Reading Center
 Language Lab
 Math Lab
 Workforce Prep</p> <p>9. PHASE I MECHANICAL BUILDING</p> <p>10. PHASE II MECHANICAL BUILDING</p> | <p>11. EDMUND C. JAEGER DESERT INSTITUTE</p> <p>12. CROSS COUNTRY TRACK</p> <p>13. PARKSIDE COMPLEX (PSC)
 1-2 Faculty Offices
 3-4 Classrooms
 5 Restrooms
 6 Health Services
 7-10 Classrooms
 11 Center for Professional Development
 12 Classroom
 14B Health Sciences Student Resource Center
 15 Health Science Programs/Faculty Offices
 16-18 Classrooms
 19 Restrooms
 20 Classroom
 21 Physician Assistant Program</p> | <p>22-23 Classrooms</p> <p>13A. PSC WAREHOUSE
 Campus Police
 Facilities Office
 Mailroom</p> <p>13B. PSC MULTIPURPOSE BUILDING</p> <p>14. SPORTS FIELDS</p> <p>15. COLLEGE PARK</p> <p>16. ADMINISTRATION ANNEX
 President and Vice President offices</p> <p>17. HEADSTART</p> <p>18. EARLY CHILDHOOD EDUCATION CENTER</p> <p>19. DENTAL EDUCATION CENTER</p> <p>20. STUDENT ACADEMIC SERVICES (Under Construction)</p> |
|--|--|---|---|



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"I sentence you £0 be smothered in onions!"

By following precisely the student handbook you would not have to stand up and answer questions regarding your attitude, your behavior, and your actions or inactions.

Your attitude is your altitude

Your determination is your destination

Your perseverance is your success

Your goal setting and planning is your future happiness

Good luck and best wishes for your success at the
Academy

I _____ have received a copy of, read and understand all policies, procedures and all regulations contained in the Student Handbook for the Riverside Culinary Arts Academy at Riverside Community College, Riverside California. I agree to comply with all regulations, including attendance policies, grading scale, standard of student conduct, guidelines for students in food preparation, production, lecture, and demo classes, and participation in catering, banquet and fundraising functions of the program.

Signed: _____

Date: _____

Instructor: _____

(student's copy)

I _____ have received a copy of, read and understand all policies, procedures and all regulations contained in the Student Handbook for the Riverside Culinary Arts Academy at Riverside Community College, Riverside California. I agree to comply with all regulations, including attendance policies, grading scale, standard of student conduct, guidelines for students in food preparation, production, lecture, and demo classes, and participation in catering, banquet and fundraising functions of the program.

Signed: _____

Date: _____

Instructor: _____

(student's file copy)

EXHIBIT 13

Culinary Arts

CUL -20 Fundamentals of Baking I 2 units

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters, soft and stiff doughs, baking times, temperatures and handling techniques.

CUL-21 Fundamentals of Baking II 2 units

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries, and cakes; soft and stiff doughs; baking times, temperatures and handling techniques.

CUL-22 Cake Decorating I

This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products.

CUL-23 Advanced Cake Decorating

Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste – dark, white, and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves.

CUL-24 Techniques of Garde Manger 2 units

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudites, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients.

CUL-36 Introduction to Culinary Arts 8 units

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements.

CUL-37 Intermediate Culinary Arts 8 units

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and

service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied.

CUL-38 Advanced Culinary Arts 8 units

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation.

CUL-40 Professional Waitstaff Training .5 unit

This course introduces the skills, techniques, and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette.

CUL-41 Wine and Food Pairing 2 units

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served.

CUL-42 International Cuisine 2 units

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate, and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own.

CUL-45 Cognizant Cuisine 1 unit

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible.

EXHIBIT 14

EXHIBIT 15

BUDGET ALLOCATION MODEL

The construct of the Budget Allocation Model was based on a FTES model reflective of how resources are allocated from the State. The State model does not differentiate, and makes no provision for, high cost programs versus any other program offered at a community college. One credit FTES rate is applied to all earned credit FTES, regardless of the cost to produce the FTES.

The District's previous credit FTES based Budget Allocation Model was developed and implemented in FY 2013-14, albeit with the substantial issue of entity budget alignment still left unresolved. A "one size fits all" rate was calculated and applied to the credit FTES generated by each college, similar to the State model. Inequities emerged between the revenues generated by each college versus the expenditures incurred by each college. This basic stumbling block issue has remained since its implementation, despite the numerous discussions and analytical attempts made to resolve it.

A need was identified to allocate resources to the colleges in a way that provides enhanced budget autonomy and reflects the unique instructional programs and organizational structures that have developed based on decisions made over time. In other words, a model that recognizes the "realities" of the decisions that have been made and one that moves the District closer to aligning allocated college revenues with allocated expenditures (i.e. Entity Budget Alignment).

During FY 2014-15, discussions ensued with District and college constituency groups to revise the Budget Allocation Model (BAM 2.0). The basic framework to revise the model was consideration for the known cost of producing FTES at each college. The method should reflect the decisions mentioned earlier regarding the unique instructional program offerings and organizational structures at each college that derive the individual FTES rate per college. The resulting rates would then be applied to the funding rate per credit FTES.

The following comprise the framework for the revised Budget Allocation Model:

- Using historical total actual expenditures and FTES for each college, calculate separate rates per FTES using a seven (7) year average; transitioning to a ten (10) year rolling average over time.
 - The rolling average will smooth out year-to-year anomalies, program level efficiencies and inefficiencies, high cost and low cost programs, staff seniority, changes in administration, etc., etc.
 - Note – Application of the ratios will result in a remainder that will be allocated on an FTES percentage basis in order to balance the model.
 - Total actual expenditures takes into consideration ALL costs (support, administration, instruction, facilities) to produce the FTES.
 - The starting point for historical expenditures is FY 2008-09 since this is when three college status started.
 - Adhere to the following BAM Principles as much as possible:
 - #3 – Equitable Allocation of Resources
 - #4 – Enrollment Management Decisions Drive the Allocation of Resources

BUDGET ALLOCATION MODEL *(continued)*

- #5 – Simple, Readily Communicable and Understood, and as Easy to Administer as Possible
- #6 – Defined in Measurable Terms to Maintain Objectivity and Predictability and the Outcome is Independently Verifiable
- #7 – Driven by Verifiable Data
- Revises the Budget Allocation Model but does not result in reduction of or additional resources for the colleges
- Provides a baseline to begin moving forward on implementing other components of the BAM as well as a basis for closing the remaining budget gap in future years

After vetting by the colleges' shared governance groups and considerable discussion at the District Budget Advisory Council (DBAC), DBAC reached consensus to move the proposal forward District Strategic Planning Committee (DSPC) as a transitional model to achieving entity budget equilibrium. DSPC considered the proposal and reached consensus to move the proposal forward to the Chancellor's Cabinet. Chancellor's Cabinet approved the revised Budget Allocation Model (BAM 2.0) for implementation effective for FY 2015-16.

BAM 2.0 will be monitored to assess its effectiveness and will be evaluated prior to the FY 2016-17 budget development cycle.

Following are the BAM principles, components, FY 2015-16 Budget Allocation Model, and credit FTES rate ratios (Exhibit D).

BAM Principles

1. Equilibrium in the operating budget structural balance is maintained through assurance that ongoing expenditures do not exceed ongoing revenues and that compliance with State and District reserve requirements is maintained.
2. The BAM recognizes that resource allocation is linked to District-wide strategic planning.
3. The BAM provides for the equitable allocation of available resources to the three (3) colleges and the District Office, while ensuring compliance with statutory and regulatory requirements.
4. Enrollment management decisions drive the allocation of operational resources.
5. The BAM is simple, readily communicable and understood, and as easy to administer as possible.
6. The BAM is defined in measurable terms to maintain objectivity and predictability and so that the outcome is independently verifiable.
7. The BAM is driven by verifiable data.

BUDGET ALLOCATION MODEL *(continued)*

Policy/Organizational Considerations

1. Defining the roles of the District vis-à-vis the District's four major entities in the budget development and execution processes.
2. Defining the way in which compliance with statutory, regulatory and policy requirements shall be assured (e.g. FON, 50% Law, categorical match).
3. Defining self-insurance funding.
4. Defining DSPS services and funding levels.

BAM Components

1. RCCD's BAM will mirror the State funding model for the California Community Colleges for the basic allocation, full-time-equivalent student (FTES) apportionment, one-time funding, and one-time funding on an annual basis (e.g. Prop 30). The model will comply with budget-related statutory and regulatory requirements (e.g. 50% Law, FON, etc.).
2. The minimum 5% required level of District reserves and funding for the district office will be the first allocations of the District's "Total Available Funds" in the Unrestricted General Fund.
3. In recognition that it may be necessary to transition over time to a point whereby each of the colleges achieve equilibrium between allocated revenues and the expenditures needed to support instructional service levels to students, a separate allocation may be provided.
4. Non-State apportionment, one-time funds, ongoing funds and entrepreneurial revenues (e.g. Norco College Trading Post, Riverside City College Splash, Nonresident tuition, indirect cost reimbursements, lease/rental income, etc.) that are specific to a particular entity will be retained by the respective college that generates the revenue.
5. Revenue sources that are not specifically identifiable to a particular entity will be allocated based on the same methodology used to allocate apportionment revenues unless otherwise specified by the funding source.
6. A minimum of 1% of total available funds will be allocated for contingency at the entity level.
7. Child Care Centers, Food Services, Performance Riverside, Contract Education, Community Education, and Bookstore must be self-sustaining by entity.
8. Interfund loans will be allocated "off the top" of the District budget.
9. The budget allocated for the District Office and District Support Services shall correlate with the percent increase/decrease of the aggregate budget allocated to the colleges.

Exhibit D
Riverside Community College District
FY 2015-2016
Budget Allocation Model - Final Budget

	<u>Total</u>					
Contingency Budget from FY 2014-2015	\$ 7,801,811					
Apportionment						
Basic Allocation	\$ 10,774,172					
Cr FTES (MVC - 6,250.04; NC - 6,250.04; RCC - 14,556.37 (27,056.45))	126,513,315					
COLA at 1.02%	1,404,189					
Full-Time Faculty Hiring	1,487,154					
Base Increase	6,693,612					
Growth at 3.88% (MVC - 237.88; NC - 237.88; RCC - 554.02 (1,029.78))	<u>4,864,305</u>					
Total Gross Apportionment	\$ 151,736,747					
Less, Property Taxes	(34,003,620)					
Less, Enrollment Fees	(8,837,384)					
Less, Estimated Deficit Factor (.0093)	<u>(1,415,718)</u>					
Total Net Apportionment	\$ 107,480,025					
Total Beginning Balance and Apportionment	\$ 115,281,836					
Less, Contingency Reserve (Board Policy at 5.00% or more)	(10,447,116)					
Less, DO Allocation	(4,062,065)					
Less, DSS Allocation	(17,417,248)					
Less, Outgoing Transfer for CSJCL (Resource 1120)	(159,847)					
Less, Outgoing Transfer for DSPS Match, FWS Support and Veterans Educ	<u>(1,008,341)</u>					
Total Funds for Per Credit FTES Calculation	\$ 82,187,219					
Target Credit FTES Target	28,465.64					
Total Funding Rate Per Target Credit FTES	\$ 2,887.2430					
		Moreno Valley	Norco	Riverside	DSS	DO
Total Funding Rate Per Target Credit FTES (Adjusted per Entity)	\$ 2,887.2430	\$ 2,955.9167	\$ 2,419.4720	\$ 3,056.4384		
Target Credit FTES Target	28,465.64	6,575.56	6,575.56	15,314.52		
Total Funds for Per Credit FTES Calculation	\$ 82,187,219	\$ 19,444,465	\$ 15,917,039	\$ 46,825,715		
FY 2014-15 Excess (Shortfall) of Budgeted Revenues	2,686,307	181,246	1,197,195	1,307,866	309,209	-
FY 2014-15 Excess (Shortfall) of Budgeted Expenditures	2,289,431	670,609	537,789	1,081,033	1,330,703	250,481
Non-Credit FTES	392,662	222,590	-	170,072	-	-
Federal Revenues	188,246	59,867	50,016	78,363	-	-
Other State Revenues	7,056,813	1,503,997	2,049,997	3,502,819	-	15,004,000
Local Revenues	46,712,128	10,195,150	10,539,264	25,977,714	131,637	-
Incoming Transfer from Customized Solutions (Resource 1170)	56,714	-	56,714	-	-	-
Incoming Transfer from Bookstore (Resource 1110)	612,035	68,757	340,801	202,477	-	-
Total Available Funds	\$ 142,181,555	\$ 32,346,681	\$ 30,688,815	\$ 79,146,059	\$ 1,771,549	\$ 15,254,481
Base Expenditures for FY 2015-2016						
FY 2015-2016	(142,181,554)	(33,744,773)	(30,456,424)	(77,980,357)	(19,188,797)	(19,316,546)
Budget (Shortfall) or Excess	\$ 0	\$ (1,398,092)	\$ 232,391	\$ 1,165,702	\$ (17,417,248)	\$ (4,062,065)

Exhibit D
Riverside Community College District
FY 2015-2016
Budget Allocation Model - Final Budget

Base Expenditures for FY 2015-2016	Total				DSS	DO	Total DO/DSS
	Colleges	Moreno Valley	Norco	Riverside			
FY 2014-2015 Base Expenditure Budget	\$ 128,248,014	\$ 30,676,951	\$ 26,228,136	\$ 71,342,927	\$ 18,115,541	\$ 4,222,230	\$ 22,337,771
Step/Column and Personnel Adjustments	1,122,450	155,961	437,459	529,030	(415,681)	65,701	(349,980)
Full-Time Salary Increases (4.02%)	3,151,948	715,118	692,999	1,743,831	359,505	69,110	428,615
Part-Time Faculty Salary Increases (5.02%) and Growth	2,291,917	576,138	731,164	984,615	39,955	-	39,955
Health/Dental/Life Insurance	2,837,754	516,051	769,840	1,551,863	359,138	125,753	484,891
Fixed Charges (STRS, PERS, FICA, MC, UI, WC, GL)	26,296	18,210	(767)	8,853	(94,010)	(11,889)	(105,899)
New Faculty Positions (24)	2,973,120	743,280	743,280	1,486,560	-	-	-
New Classified Positions (2)	-	-	-	-	195,356	-	195,356
New Administrator Position (1)	84,991	84,991	-	-	-	-	-
Centennial and Silver Anniversary Celebrations Support	-	-	-	-	100,000	-	100,000
Enrollment Marketing	-	-	-	-	41,000	-	41,000
Indirect Cost Reimbursement Holding	-	-	-	-	-	357,330	357,330
OPEB Liability Costs	277,430	66,850	57,277	153,303	26,761	7,932	34,693
General Liability and Property Expense	499,225	120,317	103,275	275,633	48,168	9,242	57,410
State Mandate Block Grant Set-Aside for FY 16-17 and FY 17-18	-	-	-	-	-	15,004,000	15,004,000
Coil School for the Arts/Culinary Arts/District Office Operation Holding	-	-	-	-	500,000	-	500,000
Supplemental Income Retirement Plan Payment (SIRP) Elimination	(353,560)	(40,037)	(69,484)	(244,039)	(85,236)	-	(85,236)
Eliminate Administrator Settlements/Backfill	(205,990)	-	-	(205,990)	-	(208,708)	(208,708)
Contracts/Agreements/Licenses	100,000	23,100	23,100	53,800	347,128	(2,072)	345,056
Utilities Holding Account	285,414	96,851	46,648	141,915	14,586	-	14,586
Legal	-	-	-	-	-	300,000	300,000
Off-Year Board of Trustees Election	-	-	-	-	-	(600,000)	(600,000)
Miscellaneous Adjustments	296,545	(9,008)	147,497	158,056	(363,414)	(22,083)	(385,497)
Apprenticeship Program	546,000	-	546,000	-	-	-	-
Base Expenditure Budget FY 2015-2016	\$ 142,181,554	\$ 33,744,773	\$ 30,456,424	\$ 77,980,357	\$ 19,188,797	\$ 19,316,546	\$ 38,505,343
% of Base Budget	78.69%	18.68%	16.86%	43.16%	10.62%	10.69%	21.31%
\$ Increase (Decrease) to PY Base Budget	13,933,540	\$ 3,067,822	\$ 4,228,288	\$ 6,637,430	\$ 1,073,256	\$ 15,094,316	\$ 16,167,572
% Increase/-Decrease to PY Base Budget	10.86%	10.00%	16.12%	9.30%	5.92%	357.50%	72.38%

Agenda Item (VIII-B-3)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-3)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and approval are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services

Attachments:

[Proposed_Curricular_Changes_011916.pdf](#)

Course	Title	Location
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1. New Courses:

This course will enhance the current honor course offerings and will be the first Film Studies honors course:

FST-1H	Honors Introduction to Film Studies	R
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Due to modifications being made to the art programs, art classes will no longer be a requirement for the gaming programs. As such, it is necessary that the amount of learning surrounding digital drawing skills increase. This class is the successor to GAM-42:

GAM-80	Digital Drawing for Game Art	N
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Substantial modification to the game art programs have resulted in the consolidation and streamlining of several courses. This course represents the merging and retooling of GAM-31 and GAM 49:

GAM-81	3D Modeling and Texturing	N
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Due to major changes to the game art programs, there has been the need for consolidation and streamlining of courses. This course merges and retools content from GAM-34, 47, and 48:

GAM-82	Game Rigging and Animation	N
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This course will enhance the current offering of honors courses:

HIS-2H	Honors History of World Civilizations II	R
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Creating new MIS Work Experience course to go with new discipline:

MIS-200	Music Industry Studies Work Experience	N
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These courses will replace NVN-55. Splitting into two courses (Pathophysiology and Introduction to Vocational Nursing/Nutrition) rather than one course covering all three content areas. The intent is to allow for more flexible offerings of the courses for students:

NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	R
NVN-55B	Principles of Pathophysiology	R

2. New Stand Alone Courses:

The course will provide an introduction to computer security for all computer users:

CIS-4	Practical Computer Security	MR
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These courses will be part of an apprenticeship certificate program that is being moved from Palomar College to Norco College in an effort to better serve the Inland Empire residents:

ELE-420	Intro to Sound/Communication Trade Industry	N
ELE-421	Electrical Theory and Practices DC	N
ELE-422	Electrical Theory and Practices AC	N
ELE-423	Semiconductor Electronics	N
ELE-424	Intro to Digital Electronics and Signaling Devices	N
ELE-425	Management/Alarms/Codes/Circuits	N
ELE-499	Work Experience: Electricians Apprenticeship	N

Course	Title	Location
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This program and these courses will replace the current Chief Officer certification courses that are now being offering. These courses will allow the college to continue to meet the career development needs of the Fire Technology students:

FIT-CFO3A	Human Resources Management Chief Fire Officer	M
FIT-CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	M
FIT-CFO3C	General Administration Functions Chief Fire Officer	M
FIT-CFO3D	Emergency Service Delivery Responsibilities	M

These six courses will be in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and these courses will replace the current Fire Officer certification courses currently being offered. These courses will allow the college to continue to meet the career development needs of our Fire Technology students:

FIT-CO2A	Human Resource Management	M
FIT-CO2B	General Administrative Functions	M
FIT-CO2C	Fire Inspections and Investigations	M
FIT-CO2D	All Risk Command Operations	M
FIT-CO2E	Wildland Incident Operations	M
FIT-COH1	Hazardous Materials Incident Commander	M

The California Office of the State Fire Marshal has implemented new certification requirements that are modeled after the National Fire Protection Association (NFPA) Professional Qualifications 1041. This requires new curricula to be operational by December 31, 2016. Old courses such as Training Instructor 1A will be retired at that time:

FIT-INS1	Instructor I	M
FIT-INS2	Instructor II	M

These five new courses (the 5th course has already been approved) will be combined with six existing courses in order to provide a series of five stackable certificates leading to an associate of science degree in Quality Assurance Management. Each certificate follows the body of knowledge presented by internationally recognized certification exams:

MAG-74	Statistical Process Control	R
MAG-75	Quality Auditing	R
MAG-76	Metrology	R
MAG-77	Problem Solving and Improvement	R

Industry has expressed a need for basic machine shop practices using manual machine tools:

MAN-36	Machine Shop	N
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The program intends to obtain National Institute for Metalworking Skills (NIMS) Standards certification and this course will be part of that certification. This also provides transferability to San Bernardino Valley College:

MAN-39	Machine Shop Theory	N
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New course for students wishing to play in pep band:

MUS-97	Pep Band	R
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Course	Title	Location
PHO-18	Photographic Editing and Printing	R

3. Major Course Modifications:

The following course is being modified with a change in course number from 65, and an update in the course description:

ADM-2A	Color Systems and File Management	R
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The following course is being modified with a change in course number from 58, change in title from “Paper and Inks for Multipurpose Design,” and an update in the course description, student learning outcomes (SLOs), and course content:

ADM-2B	Prepress, Paper and Ink	R
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The following course is being modified with a change in course number from 64, change in title from “Ethics and Legalities of Digital Manipulation,” and an update in the course description, SLOs, course content and course materials:

ADM-2C	Ethics and Legalities for Graphic Designers	R
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The following course is being modified with a change in title from “Management and Estimating in the Graphics/Design Industry,” removal of the advisory of ADM-80 and 85, and an update in the course description, SLOs, course content, and course materials:

ADM-55	Business Management for Graphic Communications	R
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The following course has been updated to add transfer information:

ADM-63A	Adobe InDesign, Beginning	R
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The following course is being modified with a change in title from “Web Animation with Flash,” and an update to the course description, SLOs, course content, and course materials:

ADM-67	Multimedia Animation	R
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The following course is being modified to change the course number from 68:

ADM-68A	Animation with Maya I	R
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The following course is being modified with a change in course number from 88 and a change in the prerequisite to ADM-68A:

ADM-68B	3D Animation with Maya II	R
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The following course is being modified with a change in title from “Motion Graphics and Compositing with After Effects,” and an update to the course description:

ADM-69	Motion Graphics and Special Effects with After Effects	R
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The following course is being modified to change the prerequisite to add ADM-71A and to change the advisory to remove ADM-71:

ADM-70	Project Production and Portfolio	R
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The following course is being modified with a change in course number from 71, and an update to the course description:

ADM-71A	Adobe Photoshop	R
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Course	Title	Location
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The following course is being modified with a change in course number from 72, and a change in the prerequisite to ADM-71A, and an update to the course description:

ADM-71B	Adobe Photoshop, Advanced	R
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The following course is being modified with a change in course number from 85, a change in the course title from “Beginning Offset Printing,” a change to the prerequisite to ADM-85A, and an update to the course description, SLOs, and course content:

ADM-85A	Commercial Printing	R
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The following course is being modified with a change in the course number from 86, a change in the course title from “Advanced Offset presswork and Finishing,” and an update to the course description, and SLOs:

ADM-85B	Commercial Printing, Advanced	R
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The following course is being modified to update the course description, SLOs, course content, methods of evaluation (MOE), sample assignments and course materials to be CID compliant:

CIS-1A	Introduction to Computer Information Systems	MNR
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The following course is being modified to update the course description, SLOs, course content, methods of instruction (MOI), and course materials to be CID compliant:

CIS-2	Fundamentals of Systems Analysis	MNR
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CSC-2	Fundamentals of Systems Analysis	MNR
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The following course has been modified to update the SLOs, sample assignments and course materials

CIS-5	Programming Concepts and Methodology I:C++	MNR
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CSC-5	Programming Concepts and Methodology I:C++	MNR
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The following course is being modified to change the title from “Introduction to Data Communications,” to change the prerequisite to an advisory, and to update the course description, SLOs, course content, MOE, sample assignments and course materials to be CID compliant:

CIS-25	Information and Communication Technology Essentials	R
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CSC-25	Information and Communication Technology Essentials	R
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The following course is being modified to change the prerequisite, and to update the course description, SLOs, course content, and course materials to be CID compliant:

CIS-26A	Cisco Networking Academy 1A	R
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The following course is being modified to update the course description, SLOs, course content, and course materials to be CID compliant:

CIS-26B	Cisco Networking Academy 1B	R
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The following course is being modified to change the laboratory hours from 0 to 18, and to update the course description, SLOs, course content, and course materials to be CID compliant:

CIS-61	Introduction to Database Theory	MNR
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CSC-61	Introduction to Database Theory	MNR
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Course	Title	Location
The following course is being modified to update the course description, SLOs linkages, course content, and course materials:		
CIS-78A	Introduction to Adobe Photoshop	MNR
CAT-78A	Introduction to Adobe Photoshop	MNR
The following course is being modified to change the units from 4 to 4.5, to change the laboratory hours from 54 to 81, and to update the SLOs, course content, MOE, sample assignments and course materials:		
DEA-10	Introduction to Dental Assisting and Chairside Assisting	M
The following course is being modified to update the SLOs, course content, and course materials:		
DEA-20	Infection Control for Dental Assistants	M
The following course is being modified to change the units from 2 to 2.5, to change the lecture hours from 18 to 27, and to update the SLOs, course content, and course materials:		
DEA-21	Introduction to Radiology for Dental Assistants	M
The following course is being modified to change the laboratory hours from 54 to 70, and to update the SLOs, course content, MOE, and course materials:		
DEA-22	Introduction to Supervised Externships	M
The following course is being modified to update the SLOs, course content, and course materials:		
DEA-23	Introduction to Dental Sciences	M
The following course is being modified to change the laboratory hours from 54 to 64, and to update the SLOs, and course materials:		
DEA-24	Dental Materials for the Dental Assistant	M
The following course is being modified to change the units from 1.5 to 1, to change the lecture hours from 18 to 9, and to update the SLOs, course content, and course materials:		
DEA-31	Radiology for Dental Assistants	M
The following course is being modified to change the prerequisite to add DEA-10, and to update the course materials:		
DEA-32	Intermediate Supervised Externships	M
The following courses are being modified to update the SLOs, and course materials:		
DEA-40A	Advanced Chairside Surgical Dental Assistant	M
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M
The following course is being modified to change the limitation on enrollment, and to update the course materials:		
DEA-40C	Advanced Chairside Restorative Dental Assistant	M
The following course is being modified to update the SLOs, and course materials:		
DEA-41	Dental Office Procedures	M
The following course is being modified to change the title from “Internship in Infant and Toddler Care,” update the course description, SLOs, course content, MOE, and course materials:		
EAR-35	Practicum in Infant and Toddler Care	MNR

Course	Title	Location
The following course is being modified to change the title from “Microprocessors,” to change the units from 4 to 3, to change the lecture hours from 54 to 36, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-26	Microcontrollers	N
The following course is being modified to change the title from “Residential Wiring for Electricians,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-71	Residential Electrical Wiring	N
The following course is being modified to change the title from “Commercial and Industrial Electrical,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-72	Commercial and Industrial Electrical Wiring	N
The following course is being modified to change the title from “Electric Motors for Electricians,” and to update the short description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-73	Electric Motors and Transformers	N
The following course is being modified to change the title from “Industrial Electrical Automation,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-74	Industrial Wiring and Controls	N
The following course is being modified to change the title from “Electronics for Electricians,” to change the units from 4 to 3, change the lecture hours from 54 to 36, and to update the course description, SLOs, course content, MOI, MOE, and course materials:		
ELE-75	Solid State Devices and Lighting Controls	N
The following course is being modified to change the title from “Electrician Specialties,” to change the units from 4 to 3, to change the lecture hours from 54 to 36, and to update the SLOs, MOI, MOE, and course materials:		
ELE-76	Low Voltage Wiring and Alternate Energy Generation	N
The following course is being modified to change the title from “Survey of Electrical Trades,” to change the units from 4 to 3, to change the laboratory hours from 54 to 0, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-77	Electrical Theory	N
The following course is being modified to separate lab and lecture content and update the course materials:		
ENG-4	Writing Tutor Training	MNR
The following course is being updated to link to the new GESLOs and to update the course materials:		
ENG-39	Screenwriting II	R
The following course is being modified to update the SLOs, course content, sample assignments and course materials:		
ESL-71	Basic Reading and Vocabulary	MNR

Course	Title	Location
The following courses are being modified to change the advisory, and to update the SLOs, course content, and course materials:		
ESL-72	Intermediate Reading and Vocabulary	MNR
ESL-73	High Intermediate Reading and Vocabulary	MNR
The following course is being modified to reword the prerequisite, and to update the course description, SLOs, course content and course materials:		
ESL-90A	Special Topics in ESL: Improving Note Taking Skills	MNR
The following course is being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
ESL-90D	Special Topics in ESL: Verb Tense Review	MNR
The following course is being modified to update the SLOs, MOI, MOE, sample assignments and course materials:		
ESL-91	Oral Skills I: Beginning Oral Communication	MNR
The following course is being modified to change the advisory, and to update the SLOs, MOI, MOE, sample assignments and course materials:		
ESL-92	Oral Skills II: Intermediate Oral Communication	MNR
The following course is being modified to change the advisory, and to update the SLOs, course content, MOE, sample assignments and course materials:		
ESL-93	Oral Skills III: Advanced Oral Communication	MNR
The following course is being modified to update course content, MOI, MOE, sample assignments and course materials:		
ESL-95	Pronunciation and Accent Reduction	NR
The following course is being modified to update the SLOs, MOI, MOE, sample assignments and course materials:		
FIT-S21	Public Safety Honor Guard Academy	M
The following course is being modified to change the advisory, and to update the SLOs, course content, sample assignments and course materials to be CID compliant:		
FST-1	Introduction to Film Studies	MR
The following courses are being modified to change the prerequisite to GAM-81, and to update the SLOs:		
GAM-32	Designing Game Characters	N
GAM-41	Game Asset and Engine Integration	N
The following courses are being modified to change the prerequisite to GAM-81:		
GAM-45	Materials and Lighting	N
GAM-46	Environment and Vehicle Modeling	N
The following course is being modified to remove the corequisite, to change the units from 1 to 2, to change the laboratory hours from 6 to 54, to change the title from "Computer Skills for Game Art," and to update the SLOs, course content, MOI, MOE, and sample assignments :		
GAM-70	Game Development Basics	N

Course	Title	Location
The following courses are being modified to change the prerequisite to GAM-80:		
GAM-71	Perspective for Game and Animation	N
GAM-72	Anatomy for Game Art	N
The following course is being modified to change the prerequisite to GAM-81:		
GAM-73	Storyboarding for Games	N
The following course is being modified to change the prerequisite to GAM-33 and 82:		
GAM-79B	Game Studio: Character Modeling	N
The following courses are being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
KIN-4	Nutrition	MNR
KIN-16	Introduction to Athletic Training	NR
The following courses are being modified to change the corequisite, to update the SLOs, and course materials:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	R
KIN-18	Athletic Training, Spring Sports, Upper Extremity	R
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	R
KIN-20	Athletic Training, Spring Sports, General Medical	R
The following courses are being modified to update the SLOs, and the course materials:		
KIN-21A	Athletic Training Applications A	R
KIN-21B	Athletic Training Applications B	R
KIN-21C	Athletic Training Applications C	R
KIN-21D	Athletic Training Applications D	R
The following course is being modified to update the SLOs, and course content:		
KIN-30	First Aid and CPR	MNR
The following course is being modified to change the lecture hours from 45 to 36, the laboratory hours from 27 to 54, and to update the SLOs, course content, sample assignments and course materials:		
KIN-35	Foundation for Fitness and Wellness	MNR
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
KIN-36	Wellness: Lifestyle Choices	MNR
The following courses are being modified to change the units from 2 to 3, and to update the course description, SLOs, and course materials:		
KIN-V07	Golf, Varsity, Men	R
KIN-V22	Fastpitch, Varsity, Women	R
The following course is being modified to add laboratory content, update the SLOs, sample assignments and course materials:		
MAN-56	CNC Machine Set-Up and Operation	N

Course	Title	Location
The following course is being modified to change the lecture hours from 40 to 36 and the laboratory hours from 72 to 54, to add laboratory content, to update the SLOs, sample assignments and course materials:		
MAN-57	CNC Program Writing	N
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, and to update the SLOs, course content, MOE, sample assignments and course materials:		
MUS-48	Marching Band	R
The following course is being modified to change the units from 1 to 3, the laboratory hours from 54 to 162, to remove the advisory, update the limitation on enrollment, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-49	Indoor Marching Percussion	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-59	Winter Marching Band Clinic	R
The following course is being modified to update the limitation on enrollment, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-60	Summer Marching Band Clinic	R
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-61	Auxiliary Marching Units	R
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, to remove the prerequisite, to change the title from “Advanced Auxiliary Marching Units,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-66	Indoor Color Guard	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, and course materials:		
PHO-9	Intermediate Photography	R
The following course is being modified to change the prerequisite, and to update the course description, and course materials:		
PHO-12	Photojournalism	MR
The following course is being modified to change the title from “Rapid Reading,” and to update the course description, course content, MOI, MOE, sample assignments and course materials:		
REA-2	Flexible Reading	MNR
The following course is being modified to add an advisory of “qualification for ENG-1A,” to reduce the SLOs, and to update the course content, MOE, and course materials:		
REA-4	Critical Reading as Critical Thinking	MNR
The following course is being modified to update the SLOs, course content, MOI, MOE, and course materials:		
REA-887	Reading Clinic	NR

Course	Title	Location
The following course is being modified to update the course content, MOI, MOE, sample assignments and course materials:		
WEL-15	Introduction to Basic Shielded Metal Arc Welding	R
The following course is being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-16	Advanced Shielded Metal Arc Welding	R
The following course is being modified to change the lecture hours from 18 to 27 and the laboratory hours from 54 to 27, and to update the SLOs, course content, MOI, MOE, and sample assignments:		
WEL-34	Metal Joining Process	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-35	Semi-Automatic Welding	R
The following course is being modified to change the title from “ Gas Tungsten Arc Welding Plate Materials,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-55A	Introduction to Gas Tungsten Arc Welding	R
The following course is being modified to change the title from “ Gas Tungsten Arc Welding (GTAW),” change the advisory to a prerequisite, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-55B	Advanced Gas Tungsten Arc Welding (GTAW)	R

4. Course Exclusions:

These courses have rarely been offered at Norco or not at all:

ADJ-10	Introduction to Security	N
ADJ-15	Narcotics	N
ADJ-18	Institutional and Field Services	N
ADJ-20	Introduction to Corrections	N
ADJ-21	Control and Supervision in Corrections	N
ADJ-22	Legal Aspects of Corrections	N
ADJ-25	Introduction to Probation and Parole	N
ADJ-30	Introduction to Family Support Law	N

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

ART-3	Art for Teachers	N
ART-30A	Printmaking-Introduction	N
ART-34	Studio Three Dimensional Design	N
ART-35A	Illustration - Beginning	N
ART-38	Studio Illustration	N
ART-41A	Figure Painting-Introduction	N
ART-44A	Beginning Animation Principles	N

Course	Title	Location
ART-44B	Intermediate Animation Principles	N
ART-44C	Advanced Animation Principles	N
ART-50A	Beginning Storyboarding	N
ART-50B	Intermediate Storyboarding	N
ART-51A	Beginning Animation Production	N
ART-51B	Intermediate Animation Production	N
ART-8	Mexican Art History	N

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

BIO-31A	Regional Field Biology Studies	M
BIO-31B	Regional Field Biology Studies	M

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

CHI-1	Mandarin Chinese 1	N
CHI-11	Culture and Civilization	N
CHI-2	Chinese 2	N
DAN-5	Introduction to Movement Education for Preschool and Elementary Children	N
DAN-D19	Conditioning for Dance	N
DAN-D20	Introduction to Social Dance	N
DAN-D30	Social Dance Styles	N
DAN-D31	Hip-Hop Dance, Beginning	N
DAN-D32	Jazz, Beginning	N
DAN-D33	Jazz, Intermediate	N
DAN-D37	Modern Dance, Beginning	N
DAN-D38	Modern Dance, Intermediate	N
DAN-D43	Tap, Beginning	N
DAN-D44	Tap, Intermediate	N
DAN-D60	Dance Techniques for Musical Theater	N

These courses have rarely been offered at Norco or not at all:

EAR-23	Family Home Child Care Program	N
EAR-37	School Age Child Care	N
EAR-52	Parenting: Parents as Teachers	N
EAR-53	Parenting: Guiding Young Children	N
EAR-54	Parenting: Contemporary Parenting	N
EAR-55	Parenting: Common Problems in Infancy	N

Course	Title	Location
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These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

FRE-11	Culture and Civilization	N
FRE-3	French 3	N
HUM-16	Arts and Ideas: American Culture	N
JPN-11	Culture and Civilization	N
JPN-3	Japanese 3	N
JPN-4	Japanese 4	N
MUS-1	Teaching Music to Young Children	N
MUS-26	Film Music Appreciation	N
MUS-34	Vocal Jazz Lab	N
MUS-35	Vocal Music Ensembles	N
MUS-43A	Jazz Improvisation and Theory I	N
MUS-43B	Jazz Improvisation and Theory II	N
MUS-43C	Jazz Improvisation and Theory III	N
MUS-51	Men's Ensemble	N
MUS-72	Group Keyboarding Skills	N
MUS-73	Vocal Jazz Singers	N
MUS-77	Guitar Ensemble	N
MUS-83	Advanced Chamber Choir	N
MUS-P44	Jazz Lab Band	N

The following courses have never been offered and they are unlikely to be offered in the near future:

REA-2	Rapid Reading	M
REA-3	Reading for Academic Success	M

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

PHO-20	Introduction to Digital Photography	N
SPA-13	Spanish for Health Care Professionals	N
THE-2	Play Practicum-Special Projects Laboratory I	N
THE-25	Makeup for the Stage	N
THE-30	Voice and Movement for the Stage	N
THE-36	Improvisational Acting	N
THE-38	Auditioning for the Stage	N
THE-4	Play Practicum-Special Projects Lab II	N
THE-6	Advanced Theater Practicum	N
THE-9	Dramatic Literature-Script Analysis	N

Course	Title	Location
5. Course Deletions:		
These courses are no longer being offered since the Architecture degree was discontinued last year:		
ARE-26	Architectural Rendering	N
ARE-28	Perspective Drawing	N
These courses are only included in the Norco College catalog. They have been superseded by other courses and are not in any current certificate or degree pattern; they have not been offered for at least two years; there are no plans to schedule these classes or to maintain the course outlines:		
CIS-16A	Programming Games with DirectX, OpenGL	N
CSC-16A	Programming Games with DirectX, OpenGL	N
These courses are crosslisted with GAM which will remain in the inventory and the CIS/CSC courses are no longer needed:		
CIS-24	Video Game Prototyping	N
CIS-50	Introduction to Game Programming	N
CSC-52	Game Engine Scripting I	N
CSC-53	Game Engine Scripting II	N
Neither Norco College or Riverside City College plan on offering this course in the future:		
ENG-57	Basic Literature and Composition	NR
Moreno Valley and Riverside have not offered the course series (60A 1-4) in several years and do not intend to revive them. The program for which the courses were created at Riverside no longer exists:		
ENG-60A1	English Fundamentals: Sentence Structure	MR
ENG-60A2	English Fundamentals: Grammar and Usage	MR
ENG-60A3	English Fundamentals: Mechanics and Spelling	MR
ENG-60A4	English Fundamentals: Paragraph Construction	MR
This course has not been offered for many years:		
ESL-90K	Special Topics in ESL: Introduction to Using the Internet	R
Each of these courses have been replaced by a new one and are not part of any GAM program:		
GAM-31	31 Introduction to 3D Modeling	N
GAM-34	Character Rigging	N
GAM-38C	Simulation Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations	N
GAM-42	PhotoShop for Game Art and Animation	N
GAM-43	Survey of Media Art for Game Design/Animation	N
GAM-47	Introduction to 3D Animation	N
GAM-48	3D Character Animation	N
GAM-49	Game Modeling and Texturing	N
This course was part of the 3D Animation program, which is being discontinued, therefore, this course is no longer needed:		
GAM-79A	Game Studio: Animation	N

Course	Title	Location
The following course is no longer used in any of the college's certificates:		
MAN-75A	Robotic Systems	N
This course has not been offered for several years, and the discipline does not plan to offer it in the future:		
REA-87	Reading Clinic	R
This course has not been offered for several years, and the discipline does not plan to offer it in the future:		
REA-95	Special Topics in Reading	R
These courses are no longer part of any degree or certificate:		
SCT-2	Supply Chain Technology Analysis and Models	N
SCT-3	Supply Chain Technology	N
SCT-4	Transportation Technology and Vehicle Routing	N
6. New State Approved Certificates/Degrees:		
	Sound and Communication Systems Installer Apprenticeship	N
7. Modification to State/Locally Approved Certificate/Degrees:		
	Communication Studies for Transfer	N
	Electrician	N
	Game Art Character Modeling	N
	Game Art Environments and Vehicles	N
	Industrial Automation	N

Program Outline of Record
New Degree/Certificate

Sound and Communication Systems Installer Apprenticeship

College: Norco

This is a three-year apprenticeship program. Applicants for the Riverside/San Bernardino/ Mono/Inyo counties should be directed to the Riverside and San Bernardino Joint Electrical Apprenticeship Training Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply a working knowledge of math formulas to perform complex solutions related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols.
- Analyze a circuit of electrical device(s) with the appropriate meters or testing equipment so that troubleshooting of common system faults can be detected and repaired.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirements of the National Electrical Code.

<u>Required Courses (37 units)</u>		<u>Units</u>
ELE-420	Introduction to Sound/Communication Trade Industry	3.5
ELE-421	Electrical Theory and Practices DC	3.5
ELE-422	Electrical Theory and Practices AC	3.5
ELE-423	Semiconductor Electronics	3.5
ELE-424	Introduction to Digital Electronics and Signaling Devices	3.5
ELE-425	Management/Alarms/Codes/Circuits	3.5
ELE-499	Work Experience: Electricians Apprenticeship (4 units x 4)	16

Associate of Science Degree

The Associate of Science Degree in Sound and Communication Systems Installer Apprenticeship will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Outline of Record Degree Modification

Associate in Arts in Communications Studies for Transfer

College: Norco

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units)	Units
COM-1*/1H* Public Speaking/Honors	3
COM-9*/9H* Interpersonal Communication/ Honors	3
Electives from Group A	3
Electives from Group B	6
Electives from Group C	3-4

Electives Group A (3 units)

COM-3* Argumentation and Debate	3
COM-6* Dynamics of Small Group Communication	3

Electives Group B (6 units)

Any course not applied in group A	
COM-2* Persuasion in Rhetorical Perspective	3
COM-7* Oral Interpretation of Literature	3
COM-12* Intercultural Communication	3
COM-20 Introduction to Communication Theory	3
JOU-7* Mass Communications	3

Electives Group C (3-4 units)

Any course not applied in group A or B above	
COM-11* Storytelling	3
COM-13* Gender and Communication	3
ANT-2* Cultural Anthropology	3
ENG-1B*/1BH* Critical Thinking and Writing/Honors	4
MAT12*/12H* Statistics/Honors	4
PSY-1* General Psychology	3
SOC-1*/1H* Introduction to Sociology/ Honors	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

Program Outline of Record
Degree/Certificate Modification

Medical Assisting

College: Moreno Valley

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

Administrative/Clinical Medical Assisting
Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate competency in clinical and/or administrative skills needed to prepare for an entry level position in Medical Assisting.

Required Courses (22 units)		Units
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-54	Clinical Medical Assisting and Pharmacology	5
MDA-59	Medical Office Procedures	5
Electives	(Choose from list below)	6
<hr/>		
Electives (6 units)		
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3

Associate of Science Degree

The Associate of Science Degree in Administrative/Clinical Medical Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Outline of Record
Degree/Certificate Modification

Electrician

College: Norco

This program prepares students to become an entry-level Electrician Trainee and along with California state requirements prepares for careers as an Electrician, Electrical Apprentice, Electrician's Helper, Industrial Electrician, Journeyman Electrician, and Residential Electrician. Courses are aligned with California state standards to prepare students to earn their Electrician Training card (<http://www.dir.ca.gov/dlse/ecu/electricaltrainee.htm>).

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of electrical devices (switches, sensors, motor, controllers, and lights)
- Explain how the electrical grid works, from generation to the end user.
- Solve electrical design criteria by using formula, and tables for proper electrical installation.
- Demonstrate electrical raceway sizing and installation, meeting National Electrical Code (NEC) requirements for sizing, location requirements, distances, supports and bending.
- Demonstrate quantitative analysis of electrical circuits for blueprints.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirement of the NEC.

Required Courses (32 units)		Units
ELE-77	Electrical Theory	3
CON-66	National Electrical Code	3
ELE-71	Residential Electrical Wiring	4
ELE-73	Electric Motors Transformers	4
ELE-75	Solid State Devices and Motor and Lighting Controls	3.5
ELE-72	Commercial and Industrial Electrical Wiring	4
ELE-74	Industrial Wiring and Controls	4
ELE-76	Low Voltage and Alternate Energy Generation	3.5
ENE-60	Math for Engineering Technology	3

Associate of Science Degree

The Associate of Science Degree in Electrician will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Outline of Record
Degree/Certificate Modification

Game Art: Character Modeling

College: Norco

Students completing the Game Art: Character Modeling program will possess advanced knowledge of digital modeling as well as applied skills in rigging and materials. Students will gain skills in figure drawing and the application into a game environment. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as a Character Modeler, Environment Modeler, Lighting Artist, or 3D Artist.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand and utilize the production pipeline and workflow between Maya and ZBrush for modeling characters for use in Game, Animation and Simulation.
- Analyze and construct bipedal, quadruped and anthropomorphic character models for use in Game, Animation and Simulation.
- Utilize the industry standard techniques of Maya and ZBrush to create both low poly and high poly models for use in Game, Animation and Simulation.
- Produce industry quality character models that demonstrate a thorough understanding of anatomy and proportion as well as proper topology flow as it pertains to modeling characters for use in Game Animation and Simulation.
- Analyze, differentiate, and construct character models that demonstrate an understanding of standard industry artistic styles such as hyper-realism, cartoony and stylized design.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D character models developed in class projects.

Required Courses (44 units)		Units
GAM-21	History of Video Games	3
GAM-32	Designing Game Characters	3
GAM-33	Advanced Digital Sculpting	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3
GAM-73	Storyboarding for Games	3
GAM-79B	Game Studio: Character Modeling	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	3D Texturing and Modeling	4
GAM-82	Game Rigging and Animation	4

Associate of Science Degree

The Associate of Science Degree in Game Art: Character Modeling will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Outline of Record
Degree/Certificate Modification

Game Art: Environments and Vehicles

College: Norco

Students completing the Game Art: Environment and Vehicles certificate will be well qualified to create larger scale modeling including environments, props, vehicles, as well as indoor and specialized enclosures in video game worlds. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as a 3D Environments Artist, Prop Modeler, Level Builder or Junior Modeler.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Employ the proper use of industry standard terminology to describe geometry and scenes in a 3D environment.
- Utilize both polygonal and nurbs modeling to create 3D hard surface and organic objects for use in game, animation and simulation environments.
- Create digital vehicles, terrains and environments to scale according to a specific art style direction containing aspects of realism, futuristic and fantasy based design and function.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D environments and vehicle models developed in class projects.

Required Courses (38 units)		Units
GAM-21	History of Video Games	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-46	Environment and Vehicle Modeling	3
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-73	Storyboarding for Games	3
GAM-79C	Game Studio: Environments and Vehicles	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	Texturing and Modeling	4
GAM-82	Game Rigging and Animation	4

Associate of Science Degree

The Associate of Science Degree in Game Art: Environments and Vehicles will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Program Outline of Record
Degree/Certificate Modification

Industrial Automation

College: Norco

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair and implement new equipment. The Industrial Automation program teaches how to use Electronics, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. This certificate prepares students for employment as an automated systems technician, maintenance mechanic, or general maintenance worker.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of Programmable Logic Control systems (PLCs) or Variable Frequency Drives (VFD) PLC modules.
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Establish a systematic approach to recognizing the essential information given on a blueprint.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.
- Write descriptive and operational instructions for nontechnical users of technical information, including occupational safety concerns.

Required Courses (28 units)		Units
ELE-11	DC Electronics	4
ELE-13	AC Electronics	4
ELE-74	Industrial Wiring and Controls	4
ELE/ENE-27	Technical Communications	3
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN-55	Occupational Safety and Health Administration	2
MAN-60	Hydraulic and Pneumatic Systems	3
MAN/ELE-64	Programmable Logic Controllers	3

Associate of Science Degree

The Associate of Science Degree in Industrial Automation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Agenda Item (VIII-D-1)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Budget Augmentation for Construction, FFE and Management Services for the Culinary Arts Academy and District Offices Project
College/District	District
Funding	District Centrally Controlled Measure C and Redevelopment Pass-Through Funds
Recommended Action	It is recommended that the Board of Trustees augment the budget for the Culinary Arts Academy and District Offices Project by \$1,853,515 for additional Construction, Group II and Construction Services.

Background Narrative:

At the June 26, 2012 Special Meeting, the Board of Trustees approved a project scope and budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices (CAA/DO). On October 15, 2013, the Board of Trustees approved adding parking revenue in the amount of \$48,000 to the budget. Then on June 17, 2014, the Board approved an allocation of \$650,000 to the CAA/DO project to serve as additional contingency funding, to cover construction bids.

As the CAA/DO project progressed, the following conditions developed:

-Information Technology Budget was an estimate. To outfit and support the entire technology plan, additional funding is needed for the instructional programs and the inclusion of the District IT staff currently located on the Riverside City College campus.

-Instructional Media and Audio Visual Equipment and Services including integration services are more extensive and need to accommodate changes in product lines.

-Equipment needs and changes in the area of parking meters, point of sale system for culinary, kitchen hoods, and kitchen equipment.

-Street improvements and repairs uncovered with the installation of public works improvements and city requirements were expansive and beyond scope.

-Furniture, Fixture and Equipment scope for District Offices need to accommodate the inclusion of the District IT staff incorporated into the project.

-Funds for project closeout.

-Additional months for construction management and inspection services as the project delivery time frame has extended, due to construction delivery impacts in the schedule.

Costs for the items listed above totals an amount not to exceed \$1,853,515, which would bring the project total to \$35,902,276. The additional cost breakdown is attached (Exhibit I). District Centrally Controlled Measure C and Redevelopment Pass-Through Funds, to be split 50%-50% have been identified to support the augmentation. At this time, it is requested that the Board of Trustees augment the budget for the CAA/DO project in the amount not to exceed \$1,835,515 for additional Construction and FF&E Services.

Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Augmentation and Project Budget Exhibit](#)

Exhibit I
Additional Cost Breakdown

	Budget	Adjusted Bid/Cost	Differential
Group 2 IT Budget	\$ 500,000	\$ 922,658	\$ 422,658
Group 2 AV/IMC Budget	\$ 275,000	\$ 1,056,186	\$ 781,186
Culinary Point of Sale System	\$ -	\$ 32,428	\$ 32,428
Parking Meters	\$ -	\$ 26,000	\$ 26,000
Additional Kitchen Stove/Refrigerator	\$ -	\$ 22,000	\$ 22,000
Kitchen Hood Changes	\$ -	\$ 106,243	\$ 106,243
Street Repair/Replacement	\$ -	\$ 150,000	\$ 150,000
Project Closeout	\$ -	\$ 100,000	\$ 100,000
District Furniture & Fixture (25%) Expansion	\$ 1,240,650	\$ 1,370,650	\$ 130,000
Construction Management Services	\$ 2,489,924	\$ 2,572,924	\$ 83,000
Budget Augmentation			\$ 1,853,515

Project Budget	
June 2012, Initial Budget	\$ 33,350,761
October 2013, Parking Adjustment	\$ 48,000
June 2014, Bid Adjustment	\$ 650,000
January 2016, Proposed Adjustment	\$ 1,853,515
TOTAL	\$ 35,902,276

Agenda Item (VIII-E-1)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Change Order No. 2 for Culinary Arts Academy and District Office Building with Kamran and Co., Inc.
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. 2 with Kamran and Co., Inc. in the amount of \$42,297.20; and 2) the change order in excess of ten percent by a total of \$57,540.38.

Background Narrative:

On December 9, 2014, the Board of Trustees approved Change Order No. 1 for Kamran and Co., Inc. in the amount of \$106,243.18 for Food Services for the Culinary Arts Academy and district Office Building (CAA/DO), which was in excess of ten percent of the original contract contingency by a total of \$15,243.18.

At this time it is requested the Board of Trustees approve change Order No. 2 with Kamran and Co., Inc. in the amount of \$42,297.20 amending their contract to \$1,058,540.33, now exceeding the allowable change order contingency by a total amount of \$57,540.38. The added costs are for kitchen equipment upgrades/additional equipment. Detailed costs are listed on the attached Change Order Summary (Exhibit I).

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
Bart Doering, Facilities Development Director

Attachments:

[Change Order Summary_Kamran No 2](#)

Exhibit I

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

CHANGE ORDER SUMMARY

Change Order **No. 2**

Contractor: **Kamran & Co., Inc.**

<i>Approved Contract Amount:</i>	\$910,000.00
<i>Change Order No. 1 Amount:</i>	\$106,243.18
<i>Change Order No. 2 Amount:</i>	<u>\$ 42,297.20</u>
<i>Revised Contract Sum:</i>	\$1,058,540.38
<i>Original Contract Contingency</i>	\$ 91,000.00
<i>Remaining Project Contingency:</i>	\$ - 57,540.38

Change Order Descriptions:

Item No. 1 Cost Proposal 151: Owner has requested to change and upgrade kitchen equipment oven 31 and oven 165 and add oven 106. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$18,891.60

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

Item No. 2 Cost Proposal 191: Pursuant to direction received in CCD#105 contractor is to provide and install one additional Hydrovection Oven. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$11,820.00

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

Item No. 3 Cost Proposal 192: Pursuant to response received in RFI#828R1 contractor is to provide and install one additional reach in freezer. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$11,585.51

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

TOTAL/ADD/CREDIT: **\$42,297.20**

Agenda Item (VIII-E-2)

Meeting	1/19/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Agreement for Ben Clark Training Center Preliminary Site Analysis with Holt Architecture
College/District	Moreno Valley
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Holt Architecture in the amount not to exceed \$15,280 to provide a Preliminary Site Analysis for a new classroom building for the Ben Clark Training Center.

Background Narrative:

There has been several alternative sites examined for the potential location of the new building. Holt Architects will finalize the conceptual site plans including vehicular and pedestrian patterns, site drainage and water retention, underground infrastructure and beneficial adjacencies to the other proposed buildings. They will also work with and obtain consensus with our counterparts the Riverside Sheriffs' Department and California Fire Department.

At this time it is requested that the Board of Trustees approve the agreement with Holt Architecture in the amount not to exceed \$15,280. Detailed scope of work is outlined in the attached agreement (Exhibit I).

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Chris Carlson, Chief of Staff & Facilities Development
Lynn Purper, Facilities Development Director

Attachments:

[Agreement_Holt Architecture](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HOLT ARCHITECTURE

THIS AGREEMENT is made and entered into on the 20th day of January, 2016, by and between Holt Architecture hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College Districts Ben Clark Training Center location.
3. The services rendered by the Consultant are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from January 20, 2016, to the estimated completion date of April 29, 2016, with the provision that the Vice Chancellor of Business and Financial Services or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$15,280 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Chief of Staff and Facilities Development, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by the Chief of Staff and Facilities Development.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Consultant shall be indemnified and defended

against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Chief of Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon adjudicated any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:

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

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

Workers' Compensation insurance in accordance with the laws of the State of California.

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

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes

that would be associated with the payment under this Agreement is to be paid solely by Consultant.

14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Holt Architecture

Riverside Community College District

Timothy M. Holt
President
3891 11th Street
Riverside, CA 92501

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



December 3, 2015

Chris Carlson
Riverside Community College District
Chief of Staff & Facilities Development
Facilities Planning and Development
450 Alessandro Boulevard
Riverside, CA 92508

RE: Stage 1 Site Analysis @ Ben Clark Training Center for
Riverside Community College District Classroom Building

Dear Ms. Carlson:

Holt Architecture is pleased to provide you with this Proposal to explore various possible site locations for a new classroom building for RCCD of approximately 20,000 s.f. at the Ben Clark Training Center. We understand that the prospective site is to be located within the area north of the Fire Training Facilities, west of Bundy, south of 11th, and east of Davis Street. This site location is also to accommodate the Riverside County Sheriff and Fire Classroom complexes in the future, as well as cafeteria/multi-purpose building.

A. Scope of Services:

Several alternative sites will be examined for the potential location of the new RCCD building. The options will consider the Master Planned locations of the proposed Sheriff and Fire campus which will depict potential available sites for the RCCD building. The following design considerations will be examined:

- Vehicular and pedestrian circulation patterns
- Existing conditions relevant to the site selection
- Topography, including site drainage and water retention
- Adjacent and new parking areas
- Existing underground and surface utility infrastructure
- Beneficial adjacencies to other proposed buildings
- Conformance to currently approved Master Plan

Upon review of the above alternatives, final conceptual site plan(s) will be prepared for your use in obtaining consensus with other stakeholders. Detailed Civil Engineering shall be conducted in a subsequent phase of the work and is not included here.

70-225 Highway 111, Suite D | Rancho Mirage, CA 92270
3891 11th Street | Riverside, CA 92501
760.328.5280 FAX: 760.328.5281



Chris Carlson
Riverside Community College District
Page 2 of 2

B. Base Scope Compensation:

We propose the following Fixed-Fee as compensation for the above-described Scope of Work.

\$11,280.00

Additionally, we suggest a budget of \$1,000 for allocable reimbursable expenses.

Included in the above are three (3) interim meetings with RCCD staff and one (1) meeting for final presentation. Five (5) copies of the final site evaluation will be provided at the conclusion of our work.

C. Additional Services and Compensation:

Additional project meetings, at the request of the client, can be provided at a cost of six-hundred dollars (\$600.00) per meeting, not to exceed:

\$3,000.00

We expect to complete this site evaluation within ninety (90) days from a written authorization to proceed.

We appreciate this opportunity to be of service to Riverside Community College District and we look forward to providing a valuable assist to your evaluation process in selecting the most appropriate site for your building. Please contact me with any questions.

Very truly yours,

Authorized by:

Holt Architecture

Signature:

Timothy M. Holt, President

Date:

TMH/KMD

70-225 Highway 111, Suite D | Rancho Mirage, CA 92270
3891 11th Street | Riverside, CA 92501
760.328.5280 FAX: 760.328.5281

Agenda Item (IX-A-1)

Meeting 1/19/2016 - Regular
Agenda Item Administrative Reports (IX-A-1)
Subject Adult Education Block Grant
College/District District

Information Only

Background Narrative:

The Adult Education Block Grant (AEBG - formerly referred to as AB86) Consortium has received notice of the funding allocation schedule for 2015-2016. During the first year of implementation of the Comprehensive Plan, Consortium members plan to make progress by establishing sustainability, increasing access and capacity of services and classes, aligning transitions and pathways among providers, improving outreach and support services to students in our region. The Riverside Community College District (RCCD) allocation for the first year is \$540,527.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services

Attachments:

None.

Agenda Item (XII-A)

Meeting 1/19/2016 - Regular

Agenda Item Business From Board Members (XII-A)

Subject CCCT Board Election Nominations for 2016

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees consider nominations for the CCCT Board Election for 2016

Background Narrative:

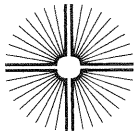
The California Community College Trustees (CCCT) board meets five times a year to provide leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 16, nominations for membership on the CCCT board will be accepted by the Community College League of California should the Board of Trustees wish to nominate a trustee to serve on the CCCT board.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[2016_CCCT Board Election](#)



RECEIVED
DEC 15 2015
CHANCELLOR'S
OFFICE

Date: December 11, 2015
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Larry Galizio, President & CEO, Community College League of California
Subject: CCCT Board Election - 2016

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Nominations for membership on the CCCT board will be accepted in the League office from January 1 through February 16, 2016. Nominations are to be made by member district boards of trustees, and each district may nominate only members of its own board.

Each nominee must be a local community college district trustee (other than the student trustee) and must have consented to the nomination. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed and/or electronically mailed materials will **not** be accepted.

The election of members of the CCCT board will take place between March 10 and April 25, 2016. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) full terms consecutively.

For 2016, eight persons will be elected to the CCCT board. There are six incumbents eligible to run for re-election; one seat is open due to a board member who will resign from the CCCT board in the Spring; and one seat is being vacated by a board member who did not win re-election at the district level in November.

Election results will be announced at the CCCT annual conference in May. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference (May 1, 2016), and the President of the CCCT board will administer the Oath of Office at the June 17-18, 2016 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Judy Centlivre (916-444-8641 or jcentlivre@cclleague.org) at the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
Official Nominating Form
Official Biographical Sketch Form
Official Statement of Candidacy
CCCT Board Roster

CCCT BOARD NOMINATION FORM 2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:
**CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811**

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

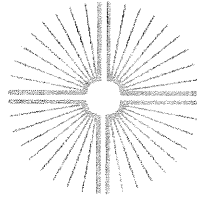
Offices and Committee Memberships Held on Local Board: _____

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER



**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2015-16 BOARD ROSTER**

SALLY BIGGIN
Redwoods CCD

STEPHEN BLUM
Ventura County CCD

LAURA CASAS
Foothill DeAnza CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

NANCY CHADWICK
Palomar CCD

JANET CHANIOT
President
Mendocino-Lake CCD

PAT CORDOVA GOFF
Student Member
Citrus CCD

DON EDGAR
Sonoma County CCD

PAUL GOMEZ
1st Vice President
Chaffey CCD

ADRIENNE GREY
West Valley-Mission CCD

CY GULASSA
Peralta CCD

JERRY HART
Imperial CCD

BRENT HASTEY
Yuba CCD

PAMELA HAYNES
Los Rios CCD

LOUISE JAFFE
Immediate, Past-President
Santa Monica CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

SUSAN KEITH
Citrus CCD

JIM MORENO
Coast CCD

MANNY ONTIVEROS
North Orange County CCD

DOUGLAS OTTO
2nd Vice President
Long Beach CCD

ANN RANSFORD
Glendale CCD

LINDA WAH
Pasadena CCD

Agenda Item (XII-B)

Meeting 1/19/2016 - Regular
Agenda Item Business From Board Members (XII-B)
Subject Update from Members of the Board of Trustees on Business of the Board.
College/District District
Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)
Association of Governing Board of Universities and Colleges (AGB)
California Community College Trustees and Legislative Network (CCCT)
Community College League of California (CCLC)
Latino Trustees Association
Inland Valleys Trustees and CEO Association
African-American Organizations Liaison Riverside Branch - NAACP
Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside
Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside
Riverside County School Board Association
Riverside County Committee on School District Organization
Alvord Unified School District Ad-Hoc Committee

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

Attachments:

None.

Agenda Item (XIII-A)

Meeting	1/19/2016 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

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

Attachments:

None.

Agenda Item (XIII-B)

Meeting	1/19/2016 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association
College/District	District
Funding	
Recommended Action	Recommended Action to be Determined

Background Narrative:

None.

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

Attachments:

None.