

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

PLANNING AND OPERATIONS COMMITTEE, TEACHING AND LEARNING COMMITTEE,
RESOURCES COMMITTEE, GOVERNANCE COMMITTEE,
AND FACILITIES COMMITTEE MEETINGS

January 19, 2010 – 6:00 p.m.
Board Room AD122, O. W. Noble Administration Building, Riverside City College,
4800 Magnolia Avenue, Riverside, California

AGENDA

CALL TO ORDER

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 this meeting should contact the Chancellor’s Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the RCCD District Chancellor’s Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

I. Board Committee Reports

A. Convene Planning and Operations Committee

1. Riverside Community College District Pandemic Influenza Response Plan
- Committee to consider the Plan for inclusion in the current Riverside Community College District Emergency Operations Plan.
2. Comments from the Public
3. Board Discussion and Recommended Action on Planning and Operations Committee Agenda Item
4. Adjourn

B. Teaching and Learning Committee

1. Subcontract Agreement with California Poly Pomona Foundation, Inc.
- Committee to consider the agreement to perform work in support of the achievement of the goals and objectives of RCC's College Cost Reduction and Access Act (CCRAA) Cooperative Grant Program, Step Up to Success.
2. Proposed Curricular Changes
- Committee to consider curricular changes for inclusion in the catalog and schedule of classes.
3. Grants Office Update
- Committee to receive an update on grant opportunities, applications and awards.
- * 4. Accreditation Update
- Committee to receive an oral presentation and update on the accreditation process.
5. Comments from the Public
6. Board Discussion and Recommended Action on Teaching and Learning Committee Agenda Items
7. Adjourn

C. Resources Committee

1. 2010-2011 State Budget Update
- Committee to receive staff briefing on information relative to the State budget.
2. Comments from the Public
3. Board Discussion and Recommended Action on Resources Committee Agenda Item
4. Adjourn

D. Governance Committee (None)

E. Facilities Committee (7:30 p.m. or immediately following the Resources Committee Meeting)

1. ADA Transition Plan – Design and Engineering Services Amendment No. 1
- Committee to consider an amendment to a design services agreement with PSOMAS.
2. Health Science Center (Moreno Valley Campus) – FPP Design Services Agreement No. 2
- Committee to consider a design services agreement with Steinberg Architects.
3. Moreno Valley Campus Safety and Site Improvement – Change Order No. 2
- Committee to consider a change order for the credit of unused allowance funds with Fata Construction.

4. Norco Student Support Center – Design Services Amendments
- Committee to consider an amendment to a design services agreement with Harley Ellis Devereaux and Information Technology Solutions, LLC.
5. Norco Student Support Center – Change Orders
- Committee to consider change orders described in a Change Order Summary for this project.
6. Norco Operations Center – Design and Engineering Services Amendment No. 1
- Committee to consider an amendment to a design services agreement with Hill Partnership, Inc.
7. Phase III – Norco/Industrial Technology Project – Change Order
- Committee to consider a change order described in a Change Order Summary for this project.
8. Riverside City College Interim Parking – Lease Amendment No. 1
- Committee to consider an amendment with the City of Riverside for a decrease in premise use, reducing the amount of the original agreement.
9. Project Labor Agreement
- Committee will receive an oral update from the Chancellor on the Project Labor Agreement.
10. Comments from the Public
11. Board Discussion and Recommended Action on Facilities Committee Agenda Items
12. Adjourn

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: V1-A-1

Date: January 26, 2010

Subject: Riverside Community College District Pandemic Influenza Response Plan

Background: Presented for the Board's review and consideration is Riverside Community College District's Pandemic Influenza Response Plan. This plan has been revised to clarify District, County, State and Federal roles and responsibilities in the event of a Pandemic, and includes the various codes, laws, and ordinances that grant authority to these entities during the Pandemic phases. This revised plan also now differentiates between the District's responses to a non-virulent vs. a virulent Pandemic.

Once approved, this plan will be added to the current Emergency Operations Plan.

Recommended Action: It is recommended that the Board of Trustees approve the Pandemic Influenza Response Plan for inclusion in the current Riverside Community College District Emergency Operations Plan.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

Debbie DiThomas
Associate Vice Chancellor, Student Services and Operations

Riverside Community College District

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PANDEMIC INFLUENZA RESPONSE PLAN

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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Pandemic Influenza Response Plan Mission Statement

The Riverside Community College District assists the community with the attainment of their educational goals. As part of this process, it is committed to providing vital and current information for the health and welfare of the educational community. Toward this goal, the mission of the District Emergency Planning Committee is to stay current on all relevant information and research involving potential pandemic occurrences. In doing so, the Committee will undertake the responsibility of utilizing the most current information to educate institutional stakeholders regarding preparation and prevention.

Should a pandemic occur, the District will refer to this document for guidance, take direction from the County Health Official and/or the Riverside County Department of Public Health Department Operations Center, and respond to a declared emergency as outlined in the Organizational Emergency Operations Plan.

Purpose and Objectives

The purpose of the Pandemic Influenza Response Plan is to enable the Riverside Community College District to respond effectively and efficiently to a pandemic influenza event through proactive planning, preparedness, and participation in a coordinated countywide response.

Riverside Community College District's objectives during a pandemic influenza are:

1. Reduce transmission of the pandemic virus strain among our employees, students and visitors.
2. Minimize illness among employees, students and visitors.
3. Maintain critical operations and services.
4. Minimize social disruptions.
5. Minimize the economic impact of a pandemic.

RCCD PLAN AT A GLANCE

Based on World Health Organization Phases

<p>INTER PANDEMIC PHASE</p> <ul style="list-style-type: none"> • Review and update existing plans and procedures • Identify essential services • Ensure essential supplies necessary to provide essential services are available (stockpile) • Identify how essential services will be delivered when there are shortages of key personnel and essential supplies • Exercise plan • Keep informed
<p>PANDEMIC ALERT PHASE</p> <ul style="list-style-type: none"> • Cooperate with Riverside County Department of Public Health instructions • Activate plan as appropriate • Increase education of staff, students and public on safety and hygiene measures • Implement actions as needed to continue essential operations • Modify services in order to reduce face-to-face contact <ul style="list-style-type: none"> - Increase use of telecommuting, teleconference, staggering work shifts, face-to-face barriers, and other social distancing strategies • Ensure staff understand self-protection strategies <ul style="list-style-type: none"> - Use respiratory etiquette (e.g., covering cough or sneeze with a tissue or cloth) - Properly clean hands with soap and water or hand sanitizer regularly - Avoid direct skin-to-skin contact with others, such as shaking hands - Keep work areas and home clean and disinfected - Stay home when ill and do not send ill children to school or day care
<p>PANDEMIC PHASE (Non-Virulent)</p> <ul style="list-style-type: none"> • Cooperate with Riverside County Department of Public Health instructions • Follow guidance of Riverside County Public Health Official and/or Public Health Department Operations Center (DOC) • Continue self-protection strategies • Follow reporting guidelines
<p>PANDEMIC PHASE (Virulent)</p> <ul style="list-style-type: none"> • Perform essential services only • Maximize social distancing options such as telecommuting, teleconference, staggering work shifts, face-to-face barriers, and other social distancing strategies • Establish phone triage lines for Health Services • Locate RCCD personnel and students who have had contact with infected individuals on RCCD property

Overview of Pandemic Influenza

Influenza, also known as the flu, is a disease that attacks the respiratory tract (nose, throat and lungs) in humans. Different from a viral “cold,” influenza usually comes on suddenly and may include fever, headache, tiredness (which may be extreme), dry cough, sore throat, nasal congestion, and body aches. Seasonal influenza is a yearly occurrence that causes minor economic impact and kills primarily persons aged 65 and older. It also provides immunity to those who are exposed, but do not succumb, to the virus.

Worldwide pandemics of influenza occur when a novel (new or different) virus emerges to which the population has little immunity. During the 20th century there were three such pandemics, the most notable of which was the 1918 Spanish influenza responsible for 20 million deaths throughout the world. When influenza strains of avian or swine influenza interact with the common strains of human influenza, a mutation can occur that leads to a virus capable of human-to-human transmission (a novel flu), initiating a pandemic strain of influenza. Depending on the infectivity of such a virus and its disease causing potential, experts estimate that as many as 35% of the population will become ill and there could be more than 35,000 deaths in California due to pandemic influenza. This level of disease activity would disrupt all aspects of society and severely affect the economy.

There are several characteristics of an influenza pandemic that differentiate it from other public health emergencies. Unlike other natural disasters, where any disruption to business service provision is likely to be infrastructure-related, disruption to business operations in the event of a pandemic is anticipated to be human and material oriented. Since a pandemic has the potential to cause illness in a very large number of people, it would overwhelm the health care system, and jeopardize services by causing high levels of absenteeism in the workforce. Basic services (such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities) could be disrupted during a pandemic. Finally, the pandemic, unlike many other emergency events, could last many months and affect many areas throughout the world simultaneously.

In a pandemic situation, the goal is to slow the spread of disease to prevent illness. The most effective strategy to accomplish this is through vaccination. However, it is likely that effective vaccines will not be available for many months following the emergence of a new pandemic strain of influenza. Existing antiviral medications may also not be effective or available. Other infection control strategies such as social distancing, improved hygiene and respiratory etiquette, isolation and quarantine may be used to control the spread of disease.

Planning Assumptions

Due to the uncertainty about the timing, path and ultimate impact of an influenza pandemic in Riverside County, the following assumptions have been used to prepare this response plan.

Time Period

1. An influenza pandemic will result in the rapid spread of infection with outbreaks throughout the world. Communities across the state and the country will be impacted simultaneously. Riverside County will not be able to rely on timely or effective mutual aid resources, or state or federal assistance to support local response efforts.
2. There may be less than six weeks of warning from the time the pandemic is announced before it reaches Riverside County.
3. An influenza pandemic may occur in waves and last for 12 to 24 months with illnesses and deaths increasing and decreasing sporadically.
4. Waves of severe disease may last one to four months.

Prevention & Treatment

1. In the event of a pandemic, antiviral medications will be in extremely short supply. Administration of local supplies of antiviral medications will be prioritized by Riverside County Department of Public Health.
2. Antiviral medicines may not be effective in treating or protecting against a new influenza strain.
3. A vaccine will likely not be available for six to eight months following a pandemic influenza outbreak caused by a new influenza virus.
4. Social distancing strategies aimed at reducing the spread of infection (such as closing schools, community centers and other public gathering points, and canceling public events) will be implemented during a pandemic.
5. Isolation of ill people and the quarantine of people exposed to ill people will likely be implemented during a pandemic. Residents may be required to stay in their homes for a significant period during an influenza pandemic and will need public information, education and tools so they are prepared to take responsibility for basic needs (food, water, prescription medications, over-the-counter medications, etc.).
6. Issues of isolation and quarantine will also need to be addressed for tourists, visitors and commuters.
7. The number of ill people requiring outpatient medical care and hospitalization will overwhelm the local health care system leading to a substantial reduction in the normal amount and level of hospital care available.
 - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
 - b. The health care system will have to respond to increased demands for service while the medical workforce experiences 25-35% absenteeism due to illness or caring for ill family members.

- c. Demand for inpatient beds and ventilators could increase by ten fold or more and patients will need to be prioritized for services.
 - d. There will be tremendous demand for urgent care services.
 - e. The health system will need to develop alternative care sites to relieve demand at hospitals.
 - f. Emergency medical service responders will face extremely high call volumes, and may face 25 - 35% reduction in available staff which may result in the prioritization of 911 calls.
8. The number of fatalities may overwhelm the resources of the Coroner's Office, morgues and funeral homes.
 9. The demand for home care and social services will increase dramatically.

Staffing

1. There will be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety, and communications.
2. There may be as much as 20 – 50% absenteeism from staff and vendors as a result of workers becoming ill, staying home to care for children or family members, or refusing to go to work.
3. In a severe pandemic 0.1 - 2.5% of those who become ill will die.

Vendors of Services/Products

1. Critical goods and services provided by contractors, consultants and vendors will be erratic or unavailable.
2. National and international transportation services will be disrupted due to high absenteeism.

Roles and Responsibilities

RIVERSIDE COMMUNITY COLLEGE DISTRICT ROLE

During an influenza pandemic Riverside Community College District will be responsible for maintaining essential operations in line with its mission and supporting the public health response where possible. Riverside Community College District will maintain communications and will implement recommended procedures that promote the health and safety of employees, students and visitors.

During the Pandemic Alert phase and Pandemic phase, RCCD will work closely with the Riverside County Department of Public Health to monitor and respond appropriately to the influenza and provide employees, students and visitors with current information on the pandemic as it is received.

During the Pandemic phase, RCCD will continue to adhere to the pandemic alert phase strategies to prevent spread of the influenza and will take direction from the County Health Official and/or the Department of Public Health Department Operations Center (DOC).

AUTHORITY

RIVERSIDE COMMUNITY COLLEGE DISTRICT

During a pandemic influenza event, Riverside Community College District will respond in accordance with the Emergency Operations Plan. Should the response be to a novel virulent influenza virus, the response will be in accordance with the Emergency Operations Plan Appendix M, "Novel Virulent Flu Virus Response Grid." In the case of virulent and non-virulent flu virus pandemics, Riverside Community College District will follow established guidelines for infection control as noted in the following Guidelines and Education Plan for Pandemic Flu Response and will take direction from the Riverside County Public Health Official and/or the Department of Public Health Department Operations Center.

RIVERSIDE COUNTY ROLE

The Department of Public Health (DOPH) will be the lead agency in coordinating county-wide public health and emergency medical response and will activate its Department Operations Center (DOC) when necessary. The DOPH will work to ensure that all reasonable measures are taken to limit the spread of an outbreak within the community's borders. Activities will include:

- Pandemic Influenza Emergency Command and Management
- Surveillance
- Emergency medical response
- Maintenance of essential health and medical services
- Maintenance of other essential services
- Communications
- Vaccine/antiviral distribution

AUTHORITY

RIVERSIDE COUNTY

A critical capacity of the Riverside County Department of Public Health (DOPH) to respond to a pandemic influenza event is its ability to invoke its legal authority to implement actions to limit the spread of disease. During pandemic influenza, the DOPH may need to invoke such authority. While numerous federal, state and local statutes authorize public health actions to address pandemic influenza, cooperation with local law enforcement and the legal system will be critical. The Riverside County Health Officer has broad powers to address a pandemic influenza emergency. Under California law, a local Health Officer who believes a contagious, infectious or communicable disease exists within the territory under his or her jurisdiction "shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases" and to protect the public's health (California Health and Safety Code Section 120175).

STATE ROLE

Throughout all phases of a pandemic event, the California State Department of Health Services and/or the California Emergency Medical Services Authority will be responsible for:

- Coordinating statewide planning and providing recommendations for local public health and healthcare systems, planning and response activities, including surge capacity issues.
- Coordinating statewide monitoring and investigation of illnesses and deaths caused by influenza.
- Communicating with the Centers for Disease Control and Prevention, state, local, tribal and provincial health agencies.
- Providing laboratory facilities for influenza identification and serving as liaison to the Centers for Disease Control and Prevention.
- Coordinating any statewide distribution of vaccine or antiviral medication through the Strategic National Stockpile, prioritizing supplies, and monitoring medication safety.
- Providing information for the public on pandemic influenza and safety precautions.

AUTHORITY

STATE

California Emergency Service Act (Government Code [GC], Title 2, Division, Chapter 7, Section 8550 *et seq.*): Confers upon the Governor and chief executives of political subdivisions of the state emergency powers to provide for state assistance in organization and maintenance of emergency programs; establishes OES; assigns functions to state agencies to be performed during an emergency and provides for coordination and direction of emergency actions of those agencies; and, establishes mutual aid procedures. Authority for the creation of standby orders, crucial for preparedness, exists in GC section 8567. Authority to suspend statutes and agency rules exists in GC section 8671.

The California Department of Health Services (CDHS) is the lead state department for the state's pandemic influenza response. The CDHS Pandemic Influenza Preparedness and Response Plan is an emergency-specific annex to the CDHS *Public Health Emergency Response Plan and Procedures*. The CDHS plan describes the relationship of CDHS to the state emergency response structure and the roles and responsibilities of CDHS Executive staff, and the various divisions, branches, and sections of the department. CDHS's response to a pandemic will comply with SEMS/NIMS. CDHS will work closely with EMSA in coordinating the medical response. CDHS has primary responsibility for activating the pandemic influenza response at the level appropriate to the specific phase of a pandemic. Within CDHS, the structure of the response organization will include a Disaster Policy Council, a Joint Emergency Operations Center (JEOC), and various program coordination centers.

FEDERAL ROLE

While the federal government plays a critical role in elements of preparedness and response to a pandemic, the success of these measures is predicated on actions taken at the individual level and in states and communities. Federal responsibilities include the following:

- Advancing international preparedness, surveillance, response and containment activities.
- Supporting the establishment of countermeasure stockpiles and production capacity by:

- Facilitating the development of sufficient domestic production capacity for vaccines, antivirals, diagnostics and personal protective equipment to support domestic needs, and encouraging the development of production capacity around the world;
 - Advancing the science necessary to produce effective vaccines, therapeutics and diagnostics; and
 - Stockpiling and coordinating the distribution of necessary countermeasures, in concert with states and other entities.
- Ensuring that federal departments and agencies, including federal health care systems, have developed and exercised preparedness and response plans that take into account the potential impact of a pandemic on the federal workforce and are configured to support state, local and private sector efforts as appropriate.
 - Facilitating state and local planning through funding and guidance.
 - Providing guidance to the private sector and public on preparedness and response planning, in conjunction with states and communities.

Lead departments have been identified for the medical response (Department of Health and Human Services), veterinary response (Department of Agriculture), international activities (Department of State), and the overall domestic incident management and federal coordination (Department of Homeland Security). Each department is responsible for coordination of all efforts within its authorized mission, and departments are responsible for developing plans to implement the national strategy.

AUTHORITY

FEDERAL

The Secretary of Health and Human Services (HHS) is responsible for preventing the introduction, transmission, and spread of communicable diseases from foreign countries into the United States and within the United States and its territories/possessions (section 361 of the Public Health Service [PHS] Act).

This statute is implemented through regulations found at 42 CFR Parts 70 and 71. Under its delegated authority, the Center for Disease Control and Prevention (CDC) is empowered to detain, medically examine, or conditionally release individuals reasonably believed to be carrying a communicable disease.

[See appendix for a list of various laws, statutes, and ordinances that may be evoked in a pandemic influenza public health emergency.]

Infection Control Measures for Pandemic Alert Phase and Pandemic Phase During a Novel Non-Virulent Influenza

Safeguarding the health of employees, students, visitors, and the public during a Pandemic Alert Phase and a Pandemic Phase is essential for effective preparedness and response. A variety of infection control measures, including heightened hygiene practices, social distancing, and infection control equipment may be utilized to slow the spread of disease.

Hygiene

Employees will be educated and reminded of hygiene measures that help to limit the spread of disease. These include:

- Use respiratory etiquette (e.g., covering cough or sneeze with a tissue or cloth).
- Properly clean hands with soap and water or hand sanitizer regularly.
- Avoid direct skin-to-skin contact with others, such as shaking hands. Substitute hand shaking with alternatives like waving, smiling, nodding, and bowing.
- Keep work areas and home clean and disinfected.
- Stay home when ill and do not send ill children to school or day care.

The following hygiene measures will be taken to reduce the spread of disease:

- Hand washing instructions will be posted in shared washrooms.
- Cover Your Cough reminders will be posted in waiting rooms and common areas.
- Magazines/papers will be removed from waiting rooms and common areas.
- Hand sanitizer will be available in waiting rooms and common areas.
- Tissues and trash cans will be available in waiting rooms and common areas.

Social Distancing

To reduce close contact among individuals the following social distancing strategies may be implemented:

Telecommuting. Encourage the use of telecommuting for those employees who have the technological capability to telecommute from home and can adequately perform their primary functions from home.

Teleconferences. Teleconferences are encouraged if they can be arranged.

Staggering work shifts. Consider staggering work shifts to cover 24 hours. This reduces the number of potential contacts who can become infected.

Face-to-face barriers. Consider reducing face-to-face contact with the public by providing services behind a barrier, or by telephone or on-line services. Consider whether any services can be reorganized to be provided to the public without face-to-face contact. .

* Other infection control strategies can be used to reduce the spread of disease between employees who must have face-to-face contact with others.

Infection Control Supplies

Increased use of infection control supplies may be advisable during an influenza pandemic. The following infection control supplies are regularly available and may be needed by employees during a pandemic.

Supplies
Soap within bathrooms
Soap within kitchen areas
Hand sanitizer (min. 60% alcohol content)
Paper towels
Tissues
Garbage bags and trash cans
Office cleaning supplies (details below)
Personal protective equipment
- Gloves
- Surgical masks

N95 masks and other respirators may be available for essential personnel (College Safety and Police, Health Services, etc.)

Workplace Cleaning

During a pandemic, thorough workplace cleaning measures will be required to minimize the transmission of influenza virus through hard surfaces (e.g., doorknobs, sinks, handles, railings, objects, and counters). The influenza viruses may live up to two days on such surfaces.

When a person with suspected influenza is identified and has left the workplace, it is important that their work area, along with any other known places they have been, is thoroughly cleaned and disinfected. Cleaning is the removal of visible dirt or soil. It is usually accomplished by physical scrubbing using detergent and water. To disinfect, use any of the disinfectants listed in the table below and follow the manufacturer's recommendations.

Influenza viruses are inactivated by many EPA approved disinfectants including alcohol and chlorine. Surfaces that are frequently touched with hands should be cleaned and disinfected often, preferably daily. Clean the surface to remove dirt and soil with a cleaning agent and disinfect following manufacturer's recommendations (see table below). The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure.

Recommended Workplace Disinfectants

Disinfectants	Recommended Use	Precautions
Sodium Hypochlorite 1 part bleach to 100 parts of water, or 1:100 dilution. Usually achieved by ¼ cup bleach for 1½ gallons water.	<ul style="list-style-type: none"> • Disinfection 	<ul style="list-style-type: none"> • Should be used in well-ventilated areas • Utilize gloves while handling and using bleach solution • Do not mix with strong acids to avoid release of chlorine gas • Corrosive to metals and certain materials
Alcohol (e.g., Isopropyl 70%, ethyl alcohol 60%)	<ul style="list-style-type: none"> • Disinfection • Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used 	<ul style="list-style-type: none"> • Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation. • Keep away from heat sources, electrical equipment, flames, and hot surfaces • Allow it to dry completely
EPA-Approved Product (see product container for instructions)	<ul style="list-style-type: none"> • Follow directions on label 	<ul style="list-style-type: none"> • Follow precautions on label

Infection Control Measures for Pandemic Phase During a Virulent Novel Influenza

- I. Confirmed cases of human-to-human transmission of a virulent, novel flu virus
- II. Suspected case(s) on campus or suspected/confirmed cases in Riverside area
- III. Confirmed case(s) on campus [only essential personnel required to report to campus].

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
1. Assessment Team (Health Srvs, College Police and Facilities)	1. Contact Chancellor. 2. Monitoring situation. 3. Contact Public Affairs.* 4. First Responders equipped with adequate protection, e.g., N-95 masks, gloves, gowns	1. Maintain contact amongst Assessment Team	1. Maintain contact amongst Assessment Team

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
2. Incident Commander (Chancellor or Designee)	<ol style="list-style-type: none"> 1. Communicate with Riverside County Health Department regarding planning and surveillance. 2. Communicate with Norco and Moreno Valley Health Services, campus police and facilities. 3. Establish communication with deans and Chief of Police regarding status of preparedness. 4. Update emergency action plan with Assessment Team as situation evolves. 5. In conjunction with the Assessment Team and Public Affairs, issue communication(s) to campus community regarding status of disease spread, self protection, and college response. (e-mail, website, mailboxes, View) 	<ol style="list-style-type: none"> 1. Notify Riverside County Health Dept. 2. Notify Student Services and Counseling and Psychological Services 3. Act as resource for the campus community regarding signs/symptoms, protocol for referral of suspected cases 	<ol style="list-style-type: none"> 1. To activate Emergency Operations Center (EOC) 2. Recommend temporary closure of building(s) and suspension of student and academic activities to Chancellor 3. Implement Emergency Action Plan with Assessment Team
3. Campus Safety & Police	<ol style="list-style-type: none"> 1. Health Center trains dispatchers, security, and police on novel virulent flu virus. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals 	<ol style="list-style-type: none"> 1. Secure buildings & post signage 2. Assist Health Center
4. Facilities Management	<ol style="list-style-type: none"> 1. Identify building ventilation systems. 2. Essential personnel receive recommended personal protective equipment such as N95 masks, gloves, and gowns as needed. 3. Facilities to ensure that adequate preventative hygiene methods in place. 4. Contract with hazardous material company for professional cleanup 	<ol style="list-style-type: none"> 1. Continue to monitor preventative hygiene measures in place on all campuses 2. Arrange for additional medical waste pick-ups 	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary
5. Chancellor's Office	<ol style="list-style-type: none"> 1. Receive information from Incident Commander. 2. Review content of internal and external public information bulletins and announcements. Work with Public Affairs to select appropriate district spokesperson(s) for media reporting. 4. Consider restricting movement on and off campus for activities/athletic events. 5. Based on U.S. State Department & 	<ol style="list-style-type: none"> 1. Advise Board and Executive Cabinet response options 2. Activate EOC 3. Evaluate information on institutional effects of the incident and set response priorities as appropriate 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, & faculty family notifications if appropriate 2. Authorize temporary suspension of classes or closure

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
	CDC recommendations, District recommends campus community not to travel to affected countries.		
6. Public Affairs	1. Draft internal and external bulletins and announcements (mailboxes, View).	1. Appoint liaison to interface with the Assessment Team 2. Write and record bulletins and updates on the District's Emergency Information Hotline 3. Write scripts for phone tree 4. Request to campus that faculty and staff and their families report all flu cases to Incident Commander	1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Public Affairs Center: coordinate press releases, manage news teams and interviews, etc.
7. Health Services	1. Post entry door notifying patients with influenza profile who have traveled to (or have been visited by persons from) affected countries. 2. Isolated exam room. 3. Arrange for negative pressure machines if required. 4. Standard precautions in place. 5. Respiratory protection equipment in place. 6. In-service training for virulent novel flu. 7. Follow state and county protocol for patient testing. 8. Monitor health care workers. 9. Essential personnel receive training on respiratory protection. 10. Recommend policy on transporting individual(s) to hospitals.	1. Monitor suspected cases 2. Identify contacts of suspected case(s) 3. Initiate prophylaxis of contacts based on strength of patient(s) presentation 4. Update Incident Commander 5. Establish phone triage lines for Health Services 6. Initiate pre-event counseling for essential personnel 7. Initiate poster and e-mail campaign on self-protection 8. Essential personnel receive N-95 masks if indicated by Health incident commander	1. Isolation room in Health Center (negative pressure) if campus remains open 2. Locate people contacted by patient 3. Arrange for screening of people who have had contact 4. Arrange for counseling services 5. Contact Coroner's Office, if necessary
8. Services Student	1. Health Center trains: International Students (IS) and other offices within Student Services on novel virulent flu. 2. IS monitors student travelers entering from affected regions and assists with communication to international students and their	1. Assist with relocation of students for quarantine 2. Assist with telephone consultation and support 3. Essential personnel receive personal	1. Identify student events where confirmed patients have attended

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
	families. 3. IS formulates and rehearses plan to address needs/support for students. 4. Identifies division personnel available for telephone support work. 5. Receives fit test and training on respiratory protection from Facilities.	protective equipment from Facilities as needed	
9. Human Resources	1. Identify essential personnel. 2. Monitor faculty & staff travelers entering from affected regions. 3. Prepare a call-off policy. 4. Identify personnel available for telephone support work.	Same as Level 1	Activate call-off policy

Riverside Community College District

CONFIDENTIAL

PANDEMIC INFLUENZA RESPONSE PLAN

APPENDIX

APPENDIX A

World Health Organization Pandemic Phases		
Phase	Description	Actions
INTER-PANDEMIC PERIOD		
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	<ul style="list-style-type: none"> • Establish Pandemic Influenza Planning Committee • Review and update existing plans and procedures • Identify essential services • Ensure essential supplies necessary to provide essential services are available (stockpile) • Identify how essential services will be delivered when there are shortages of key personnel and essential supplies • Exercise plan • Keep informed
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	
PANDEMIC ALERT PERIOD		
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	<ul style="list-style-type: none"> • Cooperate with DOPH instructions • Activate plan as appropriate • Implement actions as needed to continue essential operations • Prepare to perform essential services only • Increase use of telecommuting and social distancing strategies • Ensure staff understand self-protection strategies
4	Smaller cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	
PANDEMIC PERIOD		
6	Increased and sustained transmission in general population.	<i>Widespread human outbreaks in multiple locations overseas</i>
		<i>First human case in North America</i>
		<i>Spread throughout United States</i>

		<i>Recovery and preparation for subsequent waves</i>	
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APPENDIX B

Glossary

H1N1	The most current form of influenza A, novel for genes from avian, swine and human hosts.
Contact	A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.
H5N1	H5N1 is the latest avian influenza virus subtype of concern and there appears to be little human immunity to it. The predominant winter strain of human influenza is H3N2. Most adults have some partial immunity to this strain, which caused a pandemic in 1968 when it evolved from avian influenza.
Hand hygiene	Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill an influenza virus, hands must be washed with soap and water for 15 seconds and hand sanitizers or wipes must be used for 10 seconds and have an alcohol content of at least 60%.
Human-to-human transmission	Human-to-human transmission refers to the ability of an infectious disease to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted from animal-to-human (and vice versa), and some can be transmitted from human-to-human.
Infection control	Infection control is a broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, isolation, and quarantine.
Infectious disease	An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g., viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g., breath), or with an item touched by them.
Influenza	Influenza is a viral disease that causes high fever, sore throat, cough, and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land on the mucous membranes of the eyes or mouth or be inhaled into the lungs of another person. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. Also see seasonal, avian, and pandemic influenza.
Isolation	Isolation is when sick people are asked to remain in one place (e.g., home, hospital), away from the public, until they are no longer infectious.
Novel virus	A new or different virus containing genes from differing hosts (such as swine, avian or human) which has not been seen before. May be virulent or not virulent.
Pandemic influenza	A pandemic influenza, or pandemic flu, occurs when a new subtype of influenza virus: 1) develops and there is little or no immunity (protection due to previous infection or

vaccination) in the human population; 2) it is easily passed from human to human; 3) is found in many countries; and, 4) causes serious illness in humans. Also see influenza, seasonal influenza, and avian influenza.

Personal Protective Equipment (PPE)	PPE is specialized clothing or equipment worn to protect someone against a hazard including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that might cover some or all of the body.
Prophylaxis	Prophylaxis is an infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual (e.g., nurse, contact) to prevent illness before or after being exposed to an individual with an infectious disease (e.g., influenza).
Quarantine	A quarantine is when people who have been in close proximity to an infected person, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.
Respiratory etiquette	Respiratory etiquette, or good coughing and sneezing manners, is one way of minimizing the spread of viruses which are passed from human-to-human in the tiny droplets of moisture that come out of the nose or mouth when coughing, sneezing, or talking. Healthy and sick people should cover their nose and mouth when sneezing, coughing, or blowing their nose and then put the used tissue in the trash to prevent the spread of germs.
Recovery activities	Those activities or functions that normally occur following an emergency or disaster that are designed to return the area/people to pre-event status.
Seasonal influenza	Seasonal influenza, commonly referred to as the flu, is an infectious disease. In the United States, flu season usually occurs between December and March. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Each year experts monitor the influenza virus and create a new vaccine to address changes in the virus. For this reason people are encouraged to get a flu shot each year. Also see influenza, avian influenza, and pandemic influenza.
Social distancing	Social distancing is an infection control strategy that includes methods of reducing the frequency and closeness of contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.
Special populations	Those groups of individuals whose unique characteristics require that they be given special consideration in planning activities.
Trigger	The event, situation, or condition that initiates the activation of all or part of your response plan.
Virulent	Very poisonous: extremely poisonous, infectious, or damaging to organisms.

Appendix C
 Legal Citations

KEY WORD/SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Area Closures	CA Penal Code § 409.5	The Health Officer may “close the area where the menace exists” if the calamity caused by “flood, storm, fire, earthquake, explosion, accident or other disaster” has created “an immediate menace to the public health.”	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Area Closures	CA Penal Code § 409.6	The Health Officer has the authority to close the area where the menace exists where the menace was created by an avalanche.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Area Closures	Penal Code § 409.5	Allows closing of an area “whenever a menace to the public health or safety is created by a calamity” (e.g., a flood, storm, fire, earthquake, explosion, accident or other disaster). Describes power that is granted to certain law enforcement officers and the Health Officer.	Law Enforcement Powers
Area Closures	CA Penal Code §§ 409.5, 409.6	Certain law enforcement officers including, the Sheriff and Chief of Police may close areas to the public “whenever a menace to the public health or safety is created by a calamity” (e.g., flood, storm, earthquake, accident or other disaster) and consequently may order an evacuation.	Restrict Movement of People or Property Restricting access
Area Closures	CA Penal Code § 409.6	Allows specified law enforcement officers and the Health Officer to close or restrict access to an avalanche area, and provides for forcible removal from the area.	Restrict Movement of People or Property Restricting access
Area Closures	CA Streets and Highways Code § 124	State Department of Transportation may restrict traffic or close state highway for the protection of the public or for the protection of the highway from damage during storms or during construction, improvement or maintenance operations.	Restrict Movement of People or Property Road/highway closure
Area Closures	CA Vehicle Code §2812	CA Highway Patrol, police departments, and sheriff’s office may close public highways if there is a threat to public health or safety caused by dangerous substances (e.g., poisonous gas, explosives, dust, smoke or other similar substances or fire).	Restrict Movement of People or Property Road/highway closure
Constitutional Rights	U.S. and California Constitutions	The Health Officer may not issue isolation/quarantine orders that violate a patient’s constitutional rights.	Local Authority Limitations on Health Officer’s isolation/quarantine

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Control Movement	Title 42 U.S.C. § 264	Authority to Secretary of HHS to control movement of persons into and within US to prevent spread of communicable disease. Communicable diseases for which apprehension, detention or conditional release of persons are authorized must be set forth in Executive Orders of the President.	Federal Authority
Curfew	CA Government Code Emergency Services Act § 8634	During a local emergency, the County Board of Supervisors may issue orders and regulations "necessary to provide for the protection of life and property," including imposition of a curfew.	Restrict Movement of People or Property Curfew
Curfew	CA Health and Safety Code § 120140	CA DHS may enforce curfew to prevent the unnecessary spread of a disease to surrounding regions.	Restrict Movement of People or Property Curfew
Definitions	17 California Code of Regulation §§ 2215, 2520	Defines isolation and quarantine.	State Authority
Destruction of Personal Property	CA Health and Safety Code § 120210	(b) The Health Officer has the duty to destroy personal property when ordered by the state to do so in certain situations.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Detainment	Title 42 U.S.C. § 266	Grants less restricted authority to the Secretary of HHS during times of war to apprehend, examine and detain individuals believed to be infected with communicable disease.	Federal Authority
Detainment	Title 42 U.S.C § 249	Any person detained in accordance with quarantine laws may be treated and cared for by the U.S. Public Health Service...at the expense of the Service.	Federal Authority
Disease Investigation	Title 17 California Code of Regulations § 2501	(a) The Health Officer has the duty to investigate diseases, conditions or outbreaks.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Enforcement	CA Health and Safety Code § 101030	The Health Officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Enforcement	CA Constitution Art 11, § 7	Any county may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with the general laws.	Restrict Movement of People or Property
Federal Assistance/ Support	Title 42 C.F.R. § 70.2	Authority to CDC Director to take reasonably necessary measures to prevent the spread of disease between states if local efforts are "insufficient."	Federal Authority
Federal Assistance/ Support	The Stafford Act, 42 U.S.C. § 5121 et seq §5192	In any emergency, the U.S. President may direct any federal agency to utilize its authorities and resources (e.g., personnel, equipment, supplies etc.) in support of state and local emergency assistance efforts to save lives, protect property, and public health and safety, and lessen or avert the threat of a catastrophe.	Federal Authority
Government Immunity	Federal Torts Claims Act, Title 28 U.S.C. § 2680(f)	Federal government retains sovereign immunity from any claim for damages caused by quarantine imposed by the United States.	Federal Authority
Hazardous/Medical Waste	CA Health and Safety Code § 101080, § 101085	The Health Officer has the authority to declare a "county health emergency/local health emergency" whenever a release, spill, escape or entry of hazardous waste or medical waste occurs. ...Health Officer may require the production of certain information regarding the hazardous waste/medical waste, provide that information specified under the statute and sample, analyze or otherwise determine the type of hazardous material involved as necessary to protect the public.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Isolation and Quarantine Authority	CA Health and Safety Code § 120145	The CA Department of Health Services may quarantine, isolate, inspect, and disinfect persons, animals, houses, rooms, other property, places, cities or localities, whenever in its judgment the action is necessary to protect or preserve the public health.	State Authority
Isolation and Quarantine Authority	CA Health and Safety Code § 120210	The CA Department of Health Services promulgates rules, regulations and orders regarding quarantine, isolation, and disinfection of persons and property and may require the local Health Officer to enforce its directives.	State Authority
Isolation and Quarantine Authority	Gibbon v. Ogden Jacobson v. Massachusetts, 22 U.S. 1 (1824); 197 U.S. 11 (1905)	The primary authority for isolation and quarantine resides at the state level as an exercise of state's police power.	State Authority

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Local Emergency Prevention Measures	CA Health and Safety Code § 101040	If a local emergency is declared under Govt. Code § 8630 and 8558(c), the Health Officer may take “any preventive measures that may be necessary to protect and preserve the public health from any public health hazard...”	Local Authority Powers/duties of Health Officer during declared emergency
Medical Examination	Title 17 California Code of Regulations § 2501	(a) The Health Officer has the duty and authority to examine or order examination of person/animal that was the subject of a disease report in order to “verify the diagnosis or the existence of an unusual disease, or outbreak.”	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Prevention of Disease Spread	CA Health and Safety Code § 120175	The Health Officer has the authority to “take measures as may be necessary” to prevent the spread of disease when the Officer has reason to believe that any case of a reportable disease or any other contagious, infectious or communicable disease exists within his jurisdiction.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Quarantine Animals	CA Food and Agriculture Code §§ 5763, 5301	The Director of the CA State Dept. of Food and Agriculture may impose quarantine measures to protect the state’s agricultural industry from pests.	State Authority
School Exclusion	CA Health and Safety Code § 120230	The Health Officer has the authority to exclude from schools instructors, teachers, pupils or children who are under strict isolation/quarantine orders.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State Consent Requirement	CA Health and Safety Code § 120205	The Health Officer may not establish quarantine against another county or city without the state’s written consent.	Local Authority Limitations on Health Officer’s isolation/quarantine powers
State Possession of Bodies	CA Health & Safety Code § 120140	If notified by the Health Officer of any contagious, infectious, or communicable disease, DHS may take measures as are necessary to ascertain the nature of the disease and prevent its spread. To that end, DHS, if it considers it proper, may take possession or control of the body of any living person, or the corpse of any deceased person.	Law Enforcement Powers
State/Local Coordination	CA Health and Safety Code § 100180	CA Department of Health Services role is to advise local health authorities. If the state determines that local public health is “menaced,” it shall take control and regulate the actions of the local Health Officers.	State Authority

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
State/Local Coordination	CA Health and Safety Code Title 17 California Code of Regulations § 120190 § 2501 (b); § 2502	The Health Officer has a duty to report certain diseases to the state.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120195; § 120210 (a); and § 120215 (b)	The Health Officer has the duty to enforce all order, rules and regulations regarding quarantine or isolation prescribed or directed by DHS.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120200	The Health Officer has a duty to maintain places of quarantine/isolation when required by CA Department of Health Services.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120185	The Health Officer has the duty to report local epidemics of disease to the state.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120200	Each Health Officer, whenever required by the state, shall establish and maintain places of quarantine or isolation that shall be subject to the special directions of the state.	Local Authority Limitations on Health Officer's isolation/quarantine powers.
Strict or Modified Isolation or Quarantine	CA Health and Safety Code § 120130 (c) § 120215	The Health Officer has the authority to require strict or modified isolation or quarantine for any case of contagious, infectious or communicable disease.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Violations	CA Health and Safety Code § 1020275	Persons who violate rules, orders or regulations prescribed by the state respecting quarantine or disinfection of persons, animals, things or places is guilty of a misdemeanor.	Obligation of Citizens
Violations	CA Food & Agriculture Code § 9698	It is unlawful to violate any quarantine order which "regulates, restricts, or restrains the movement of persons, vehicles, farm and dairy products into, from, or from place to place within a quarantined district, area, or premises."	Obligation of Citizens

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Violations	CA Government Code § 202	"The state may imprison or confine for the protection of the public peace or health or of individual life or safety."	Law Enforcement Powers
Violations	CA Penal Code § 409	Every person remaining present at the place of any riot, rout or unlawful assembly, after being warned to disperse, is guilty of a misdemeanor.	Restrict Movement of People or Property
Violations	CA Penal Code § 402	It is a misdemeanor for a person at the scene of an emergency to impede police, firefighters, emergency medical or other emergency personnel or military personnel in the performance of their duties in coping with the emergency.	Restrict Movement of People or Property Enforcement during restricted access
Violations	CA Penal Code § 409.5(c)	If an area has been closed as allowed under Penal Code section 409.5, any unauthorized person who willfully and knowingly enters the area and remains in the area after receiving notice to leave is guilty of a misdemeanor.	Restrict Movement of People or Property Enforcement during restricted access

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-1

Date: January 26, 2010

Subject: Subcontract Agreement with California Poly Pomona Foundation, Inc.

Background: Presented for the Board's review and consideration is a subcontract agreement between Riverside Community College District (RCCD) and California Poly Pomona Foundation, Inc. on behalf of California Polytechnic University, Pomona to perform work in support of the achievement of the goals and objectives of Riverside City College's College Cost Reduction and Access Act (CCRAA) Cooperative grant program, Step Up to Success. RCCD, California Polytechnic University, Pomona and California State University, San Bernardino will collaborate on this project and focus on one primary activity: improving Science Technology Engineering Math (STEM) student learning and success. RCCD will provide overall administrative oversight for the program. The term of the agreement is for October 1, 2009 through September 30, 2010. Funding source: CCRAA Grant.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement for the time frame of October 1, 2009 through September 30, 2010, for an amount not to exceed \$267,922.00, and authorize James Buysse, Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Jan Muto
President, Riverside City College

Patrick Schwerdtfeger
Vice President, Academic Affairs, Riverside City College

Subaward Agreement

Prime Awardee	Subawardee	
Institution/Organization Name: Riverside Community College District Address: 4800 Magnolia Avenue Riverside, CA 92506	Institution/Organization ("COLLABORATOR") Name: California Poly Pomona Foundation, Inc. on behalf of California State Polytechnic University, Pomona Address: 3801 W. Temple Avenue, Bldg. 55 Pomona, CA 91768 EIN No.: 95-2417645	
Prime Award No. P031 C080046	Subaward No. P031 C080046 - 1	
Awarding Agency U.S. Department of Education	CFDA No. 84.031C	
Subaward Period of Performance October 1, 2009 – September 30, 2010	Amount Funded this Action \$267,992	Total \$267,992
Project Title College Cost Reduction and Access Act (CCRAA) Step Up to Success Program		
Reporting Requirements [Project Director will notify as she is notified by U.S. Department of Education]		

Terms and Conditions

1) Riverside Community College District hereby awards a cost reimbursable subaward, as described above, to Collaborator. The statement of work and budget for this subaward are (check one):

as specified in Collaborator's proposal dated ; or

as shown in Attachment 4 . In its performance of subaward work, Collaborator shall be an independent entity and not an employee or agent of Riverside Community College District.

2) Riverside Community College District shall reimburse Collaborator not more often than monthly for allowable costs. All invoices shall be submitted using Collaborator's standard invoice, but at a minimum shall include current and cumulative costs, subaward number, and certification as to truth and accuracy of invoice. *Invoices that do not reference Riverside Community College District's subaward number shall be returned to Collaborator.* Invoices should be directed to the Project Director, as shown in Attachment 3. Questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.

3) A final statement of cumulative costs incurred, marked "FINAL," must be submitted to Riverside Community College District's Project Director NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Collaborator's final financial report.

4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Collaborator.

5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Project Director, as shown in Attachment 3. Technical reports are required as shown above, "Reporting Requirements."

6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.

7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

8) Either party may terminate this agreement with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. Riverside Community College District shall pay Collaborator for termination costs as allowable under OMB Circular A-21 or A-122, as applicable.

9) No-cost extensions require the approval of Riverside Community College District. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than forty-five days prior to the desired effective date of the requested change.

10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2. Funding for year two of the program (October 1, 2009 – September 30, 2010) is contingent upon the award of a second year's funding by the U.S. Department of Education to Riverside Community College District.

11) By signing below Collaborator makes the certifications and assurances shown in Attachment 1.

<p>By an Authorized Official of RIVERSIDE COMMUNITY COLLEGE DISTRICT:</p> <p>_____</p> <p>James L. Buysse, Vice Chancellor Administration and Finance</p> <p>_____</p> <p>Date</p>	<p>By an Authorized Official of COLLABORATOR:</p> <p>_____</p> <p>G. Paul Storey, Executive Director Cal Poly Pomona Foundation, Inc.</p> <p>_____</p> <p>Date</p>
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**Attachment 1
Subaward Agreement**

By signing the Subaward Agreement, the authorized official of COLLABORATOR certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Collaborator, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Collaborator shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to Riverside Community College District.

3) The Collaborator shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

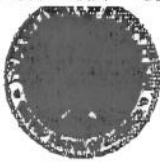
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more that \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

Collaborator certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Collaborator assures Riverside Community College District that it complies with A-133 and that it will notify Riverside Community College District of completion of required audits and of any adverse findings, which impact this subaward.



GRANT AWARD NOTIFICATION

<p>1 RECIPIENT NAME:</p> <p>Riverside Community College District/Riverside City College 4800 Magnolia Avenue Riverside, CA 92506 - 1299</p>	<p>5 AWARD INFORMATION</p> <p>PR/AWARD NUMBER P031C080046-09 ACTION NUMBER 01 ACTION TYPE Continuation AWARD TYPE Discretionary</p>																				
<p>2 PROJECT TITLE</p> <p>84.031C Riverside City College Step Up to Success Cooperative Grant</p>	<p>6 AWARD PERIODS</p> <p>BUDGET PERIOD 10/01/2009 - 09/30/2010 PERFORMANCE PERIOD 10/01/2009 - 09/30/2010</p>																				
<p>3 PROJECT STAFF</p> <p>RECIPIENT PROJECT DIRECTOR Mary Legner (951) 222 - 8886</p> <p>EDUCATION PROGRAM CONTACT Cynthia M. Proctor (202) 512 - 7686</p> <p>EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930</p>	<p>7 AUTHORIZED FUNDING</p> <table border="0"> <tr> <td>THIS ACTION</td> <td>\$1,116,476.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$1,116,476.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$2,344,259.00</td> </tr> <tr> <td>RECIPIENT COST-SHARE</td> <td>1.54%</td> </tr> <tr> <td>RECIPIENT NON-FEDERAL AMOUNT</td> <td>\$17,226.00</td> </tr> </table>	THIS ACTION	\$1,116,476.00	BUDGET PERIOD	\$1,116,476.00	PERFORMANCE PERIOD	\$2,344,259.00	RECIPIENT COST-SHARE	1.54%	RECIPIENT NON-FEDERAL AMOUNT	\$17,226.00										
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<p>4 KEY PERSONNEL</p> <table border="0"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Mary Legner</td> <td>Project Director</td> <td>50%</td> </tr> </tbody> </table>	NAME	TITLE	LEVEL OF EFFORT	Mary Legner	Project Director	50%	<p>8 ADMINISTRATIVE INFORMATION</p> <p>DUNS/SSN 110250284 REGULATIONS EDGAR AS APPLICABLE ATTACHMENTS A, B OPS-2, C, E1, E2, F, S, E3</p>														
NAME	TITLE	LEVEL OF EFFORT																			
Mary Legner	Project Director	50%																			
<p>9 LEGISLATIVE AND FISCAL DATA</p> <p>AUTHORITY: PL College Cost Reduction Act COLLEGE COST REDUCTION ACT PROGRAM TITLE: HIGHER EDUCATION - INSTITUTIONAL AID</p> <p>CFDA/SUBPROGRAM NO: 84.031C</p> <table border="1"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0201A</td> <td>2009</td> <td>2009</td> <td>EP000000</td> <td>B</td> <td>J15</td> <td>000</td> <td>031</td> <td>4101C</td> <td>\$1,116,476.00</td> </tr> </tbody> </table>		FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0201A	2009	2009	EP000000	B	J15	000	031	4101C	\$1,116,476.00
FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT												
0201A	2009	2009	EP000000	B	J15	000	031	4101C	\$1,116,476.00												

Form 8
ED-GA-7000 (05/75)



GRANT AWARD NOTIFICATION

10

FR/AWARD NUMBER: P011CDE0046-09

RECIPIENT NAME: Riverside Community College District/Riverside City College

TERMS AND CONDITIONS

- (1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:
 - (1) THE RECIPIENT'S APPLICATION (BLOCK 2),
 - (2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS (BLOCK 8),
- AND
- (3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

IN ACCORDANCE WITH 34 CFR 74.25(a)(2), OR 34 CFR 80.30(d)(3) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 4 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THIS AWARD SUPPORTS THE FINAL BUDGET PERIOD FOR THIS PROJECT. THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 90 DAYS AFTER THE END OF FEDERAL SUPPORT (BLOCK 6).

AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula, and Block Grants

(See Block 5 of the Notification)

1. **RECIPIENT NAME** - The legal name of the recipient, name of the primary organizational unit that will undertake the funded activity, and the complete address of the recipient. The recipient is commonly known as the "grantee."
2. **PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - ***RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business-management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
4. * **KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devote to the project.
5. **AWARD INFORMATION** - Unique items of information that identify this notification.
 - PI/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number."
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARDED"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK.
6. **AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - ***FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and continued funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
7. **AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - ***THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - ***BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - ***PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST-SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations under terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislative requirement, the recipient will be required to provide the non-federal funds.
8. **ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.
 - DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.
 - ***REGULATIONS** - The parts of the Education Department General Administrative Regulations (EDGAR) and specific program regulations that govern the award and administration of this grant.
 - ***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown on checklists, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.
9. **LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.
 - FUND CODE, FUNDING YEAR, AWARD YEAR, ORG. CODE, PROJECT CODE, OBJECT CLASS** - The fiscal information recorded by the U.S. Department of Education's Grant Administration and Payment System to track obligations by award.
 - AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).
10. **TERMS AND CONDITIONS OF AWARD** - Requirements of the award that are binding on the recipient.
 - ***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award.

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 3, 6, 8, 9 and 10 above)

1. **EDUCATION STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.
7. **AUTHORIZED FUNDING**
 - CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.
 - PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.
 - CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

Attachment 3 Subaward Agreement	
Riverside Community College District Contacts	Collaborator Contacts
<p>Administrative Contact</p> <p>Name: Colleen Molko Associate Director, Grants</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8932 Fax: (951) 328-3787 Email: colleen.molko@rcc.edu</p>	<p>Administrative Contact</p> <p>Name: Dr. Mandayam Srinivas Professor</p> <p>Address: 3801 W. Temple Avenue Building 8-12 Pomona, CA 91768</p> <p>Telephone: (909) 869-3437 Fax: (909) 869-4733 Email: masrinivas@csupomona.edu</p>
<p>Project Director</p> <p>Name: Kathy Nabours Associate Professor, Mathematics</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8207 Fax: (951) 222-8823 Email: kathy.nabours@rcc.edu</p>	<p>Project Director</p> <p>Name: Dr. Mandayam Srinivas</p> <p>Address: 3801 W. Temple Avenue Building 8-12 Pomona, CA 91768</p> <p>Telephone: (909) 869-3437 Fax: (909) 869-4733 Email: masrinivas@csupomona.edu</p>
<p>Financial Contact</p> <p>Name: Bill J. Bogle, Jr. District Controller</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8041 Fax: (951) 222-8021 Email: bill.bogle@rcc.edu</p>	<p>Financial Contact</p> <p>Name: Ms. Debbie Schroeder-Linthicum Grants Manager</p> <p>Address: Cal Poly Pomona Foundation, Inc. 3801 W. Temple Avenue, Bldg. 55 Pomona, CA 91768</p> <p>Telephone: (909) 869-2961 Fax: (909) 869-4549 Email: dlschroeder@csupomona.edu</p>
<p>Authorized Official</p> <p>Name: James L. Buysse Vice Chancellor, Administration and Finance</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8047 Fax: (951) 222-8893 Email: jim.buysse@rcc.edu</p>	<p>Authorized Official</p> <p>Name: G. Paul Storey Executive Director Cal Poly Pomona Foundation, Inc.</p> <p>Address: 3801 W. Temple Ave., Bldg. 55 Pomona, CA 91768</p> <p>Telephone: (909) 869-2951 Fax: (909) 869-4549 Email: gpstorey@csupomona.edu</p>

Proposed Budget

Year Two:

1. Personnel

Name/Title	Type (mos/No. of stints)	Computation	Term	Monthly/Hourly	WTUs	% effort	Effort mos./hrs	Grant Funds	Matching	Project Costs
Dr. Mandayam Srinivas (Assoc Dean of Science)	9	\$156,416	AY	\$17,380	9	20.00%	1.80	\$ 31,283	\$ -	\$ 31,283
Dr. Norali Pemalette (Eng. Tech)	9	\$86,020	AY	\$9,558	8	17.78%	1.60	\$ 15,292	\$ -	\$ 15,292
Dr. Gerald Herder (Eng. Tech)	12	\$140,217	AY	\$11,685	8	17.78%	2.13	\$ 24,927	\$ -	\$ 24,927
Dr. Pan Sperry (BIO)	9	\$125,031	AY	\$13,892	8	17.78%	1.60	\$ 22,228	\$ -	\$ 22,228
Dr. Chris George (BIO)	9	\$100,367	AY	\$11,152	8	17.78%	1.60	\$ 17,843	\$ -	\$ 17,843
Dr. Larisa Prieser (Comp. Info. Sys)	9	\$113,899	AY	\$12,655	8	17.78%	1.60	\$ 20,249	\$ -	\$ 20,249
Dr. Carlos Navarrete (Comp. Info. Sys)	9	\$113,995	AY	\$12,666	8	17.78%	1.60	\$ 20,266	\$ -	\$ 20,266
Dr. Kanita Rai (Math)	9	\$103,547	AY	\$11,505	8	17.78%	1.60	\$ 18,408	\$ -	\$ 18,408
Dr. Alan Krinik (Math)	9	\$108,107	AY	\$12,012	8	17.78%	1.60	\$ 19,219	\$ -	\$ 19,219
CPP Student Tutors	12		AY	\$12.50			50.00	\$ 7,500	\$ -	\$ 7,500
Subtotal								\$ 197,216	\$ -	\$ 197,216

2. Fringe Benefits

Name/Title	Term	Salary Base	Rate	Grant Funds	Matching	Project Costs
Dr. Mandayam Srinivas (Assoc Dean of Science)	AY	\$ 31,283	33.00%	\$ 10,323	\$ -	\$ 10,323
Dr. Norali Pemalette (Eng. Tech)	AY	\$ 15,292	33.00%	\$ 5,047	\$ -	\$ 5,047
Dr. Gerald Herder (Eng. Tech)	AY	\$ 24,927	33.00%	\$ 8,226	\$ -	\$ 8,226
Dr. Pan Sperry (BIO)	AY	\$ 22,228	33.00%	\$ 7,335	\$ -	\$ 7,335
Dr. Chris George (BIO)	AY	\$ 17,843	33.00%	\$ 5,888	\$ -	\$ 5,888
Dr. Larisa Prieser (Comp. Info. Sys)	AY	\$ 20,249	33.00%	\$ 6,682	\$ -	\$ 6,682
Dr. Carlos Navarrete (Comp. Info. Sys)	AY	\$ 20,266	33.00%	\$ 6,688	\$ -	\$ 6,688
Dr. Kanita Rai (Math)	AY	\$ 18,408	33.00%	\$ 6,075	\$ -	\$ 6,075
Dr. Alan Krinik (Math)	AY	\$ 19,219	33.00%	\$ 6,342	\$ -	\$ 6,342
CPP Student Tutors	AY	\$ 7,500	8.00%	\$ 600	\$ -	\$ 600
Subtotal				\$ 63,206	\$ -	\$ 63,206

3. Travel

From/to	Description	Grant Funds	Matching	Project Costs
1. Domestic	Local travel costs from CPP to RCCD for participating CPP faculty	\$ 5,000	\$ -	\$ 5,000
2. Foreign		\$ -	\$ -	\$ -
Subtotal		\$ 5,000	\$ -	\$ 5,000

4. Equipment

Unit Price	Qty	Grant Funds	Matching	Project Costs
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

5. Supplies

Unit Price	Qty	Grant Funds	Matching	Project Costs
		\$ 2,500	\$ -	\$ 2,500
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ 2,500	\$ -	\$ 2,500

6. Contractual

		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

7. Construction

		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

8. Other

Unit Price	Qty	Grant Funds	Matching	Project Costs
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

9. Total Direct Costs (sections 1-8)

Subtotal		\$ 267,922	\$ -	\$ 267,922
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10. Indirect Costs

Base	Grant Funds	Matching	Project Costs
\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

11. Training Stipends

Subtotal		\$ -	\$ -	\$ -
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12. Total Costs (sections 9-11)

Subtotal		\$ 267,922	\$ -	\$ 267,922
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RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-2

Date: January 26, 2010

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration 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.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings.

Gregory W. Gray
Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

- | | | | |
|---|--------|--|---|
| 18. | MAN 72 | Commercial and Industrial Electrical | N |
| 19. | MAN 73 | Electric Motors for Electricians | N |
| 20. | MAN 74 | Industrial Electrical Automation | N |
| <p>These courses have been proposed to provide students with specific electrical training and complement existing Electronics, Engineering, Manufacturing and Construction courses.</p> | | | |
| 21. | MAN 77 | Survey of Electrical Trades | N |
| <p>This course has been proposed to complement existing courses in Electronics, Engineering, Manufacturing and Construction Technology.</p> | | | |
| 22. | MUC 2 | Songwriting | N |
| <p>This course has been proposed to provide students with an introduction to songwriting techniques.</p> | | | |
| 23. | MUC 3 | Introduction to Pro Tools: MIDI and Audio Production | N |
| <p>This course has been proposed to provide students with an introduction to MIDI and digital audio using the Pro Tools software.</p> | | | |
| 24. | MUC 10 | Norco Choir | N |
| <p>This course has been proposed to add to the breadth of choral offerings.</p> | | | |
| 25. | MUC 11 | Studio Arts Ensemble | N |
| <p>This course has been proposed to provide students the opportunity to study, perform and record selected musical arrangements collaboratively.</p> | | | |
| 26. | SLP 4 | Field Work in Speech-Language Pathology Assisting | M |
| <p>This course has been proposed to provide students with a richer, more dynamic comprehension of the bio-psycho-social aspects of communication and the professional issues surrounding speech therapy services.</p> | | | |
| 27. | SLP 5 | SLPA Workplace Issues | M |
| <p>This course has been proposed to provide students with discussion of work place issues and problem-solving approaches related to field work experience.</p> | | | |

Course Revision Proposals

- | | | | |
|---|---------|--|-----|
| 1. | ART 44 | Animation Principles | MNR |
| <p>This course has been updated and includes changes in title, linking of GLOs to course SLOs and the addition of outside assignments.</p> | | | |
| 2. | BUS 46 | International Business-Introduction to Importing/Exporting | MR |
| <p>This course has been revised to include importing and include changes to title, methods of instruction and evaluation, and assignments.</p> | | | |
| 3. | COS 60A | Beginning Cosmetology Concepts | R |
| 4. | COS 60B | Level II Cosmetology Concepts | R |
| 5. | COS 60C | Level III Cosmetology Concepts | R |
| 6. | COS 60D | Level IV Cosmetology Concepts | R |
| 7. | COS 60E | Level V Cosmetology Concepts | R |
| <p>These courses were updated to comply with the California State Board of Barbering and Cosmetology licensing regulations regarding lecture and lab hours.</p> | | | |

- | | | | |
|-----|---------|--|-----|
| 8. | MAC 55 | OSHA Standards for Industry | N |
| 9. | MAN 55 | OSHA Standards for Industry | N |
| | | These courses were modified to include student learning outcomes aligned with the general education students learning outcomes and to update course assignments. | |
| 10. | MAN 60 | Hydraulic/Pneumatic Systems | N |
| | | This course was modified to respond to an educational need identified by current trends in manufacturing technology. | |
| 11. | NRN 1 | Intro to Nursing Concepts and Practice | R |
| 12. | NRN 3 | Intermediate Nursing Concepts of Health and Illness | R |
| 13. | NRN 4 | Advanced Nursing Concepts of Health and Illness | R |
| 14. | NRN 16 | Dimensions of AD-Registered Nursing | R |
| | | These courses were modified to include student learning outcomes aligned with the general education students learning outcomes and to update course assignments, and content. | |
| 15. | PHP 4 | Nutrition | MNR |
| 16. | PHP 6 | Intro PE for Preschool and Elementary Children | NR |
| 17. | PHP 8 | Triathlon Techniques | R |
| 18. | PHP 14 | Athletic and Fitness Administration | NR |
| 19. | PHP 17 | Athletic Training, Fall Sports, Lower Extremity | NR |
| 20. | PHP 18 | Athletic Training, Spring Sports, Upper Extremity | NR |
| 21. | PHP 19 | Athletic Training, Fall Sports, Head, Neck , Spine, Torso, and Hip | NR |
| 22. | PHP 20 | Athletic Training, Spring Sports, General Medical | NR |
| 23. | PHP 24 | Sports Officiating - Fall | NR |
| 24. | PHP 25 | Sports Officiating - Spring | NR |
| 25. | PHP 26 | Foundations of Coaching | NR |
| 26. | PHP 28 | Basketball Theory | NR |
| 27. | PHP 33 | Baseball Theory | R |
| 28. | PHP 38 | Stress Management | MNR |
| | | These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction. | |
| 29. | PHP 42 | Lifeguarding/Title 22 First Aid/Water Safety Instructor | R |
| | | This course has been updated as part of program review and includes changes to units (from 3 to 4), lecture hours (from 36 to 54), title, limitation on enrollment, as well as updating student learning outcomes, methods of evaluation and instruction, and assignments. | |
| 30. | PHP 43 | Personal Training | NR |
| 31. | PHP 44 | Yoga Instructor Training | MNR |
| 32. | PHP 45 | Group Fitness Instructor | NR |
| 33. | PHP 47 | Hiking and Backpacking | NR |
| 34. | PHP 59 | Athletic Advisement | NR |
| 35. | PHP A03 | Adaptive Physical Education for Students with a Physical Disability | NR |
| 36. | PHP A04 | Adaptive Water Exercise | R |
| 37. | PHP A05 | Song/ Cheerleading | NR |
| 38. | PHP A07 | Badminton | R |

39. PHP A09 Racquetball MNR
40. PHP A15 Bowling, Beginning MNR
These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
41. PHP A16 Bowling, Intermediate MNR
This course has been updated as part of program review and includes changes to advisory (addition of PHP A15) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
42. PHP A17 Bowling, Advanced MNR
This course has been updated as part of program review and includes changes to advisory (addition of PHP A16) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
43. PHP A28 Swimming, Beginning R
This course has been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
44. PHP A29 Swimming, Intermediate R
This course has been updated as part of program review and includes changes to advisory (from “proficiency in swimming 50 yards and being able to float on the front and back or have successfully completed PHP-A28” to PHP A28), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
45. PHP A30 Swimming, Advanced R
This course has been updated as part of program review and includes changes to advisory (from “proficiency in swimming 100 yards and being able to float on the front and back or have successfully completed PHP-A29” to PHP A29), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
46. PHP A31 Water Aerobics and Deep Water Exercise R
This course has been updated as part of program review, and addresses issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
47. PHP A33 Track and Field Techniques: Running Event Techniques MNR
48. PHP A34 Track and Field Techniques: Field Event Techniques MNR
This courses have been updated as part of program review and include changes to repeatability (from “enrollment is limited to four times within the track and field techniques activity area” to “may be taken a total of four times”), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
49. PHP A36 Cross Country Skiing MNR
50. PHP A40 Karate, Beginning MNR

These courses have been updated as part of program review, and addresses issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

51. PHP A41 Karate, Intermediate MNR

This course has been updated as part of program review and includes changes to advisory (from “Course has been designed for students with a proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP-A40” to PHP A40), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

52. PHP A43 T'ai-chi Ch'uan, Beginning MNR
 53. PHP A44 T'ai-chi Ch'uan, Intermediate MNR
 54. PHP A46 Hatha Yoga, Beginning MNR
 55. PHP A47 Hatha Yoga, Intermediate MNR
 56. PHP A50 Baseball, Defensive MNR
 57. PHP A51 Baseball, Offensive MNR
 58. PHP A55 Slow Pitch Softball MNR
 59. PHP A57 Basketball MNR
 60. PHP A60 Football, Defensive R
 61. PHP A61 Football, Offensive R

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

62. PHP A62 Flag Football MNR
 63. PHP A62A Flag Football MNR

These courses have been updated as part of program review and include changes to repeatability (from “May be taken a total for four times” to “Students may take PHP A62 and PHP A62A a combined total of four times”), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

64. PHP A63 Ultimate Frisbee MNR
 65. PHP A64 Soccer MNR
 66. PHP A67 Volleyball, Beginning NR

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

67. PHP A68 Volleyball, Intermediate NR

This course has been updated as part of program review and includes changes to the Advisory (from “Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A67” to PHP A67), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

68. PHP A69 Volleyball, Advanced NR

This course has been updated as part of program review and includes changes to Advisory (from “Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A68” to PHP A68), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

69. PHP A70	Water Polo Techniques	R
70. PHP A74	Hiking and Backpacking Activities	NR
71. PHP A77	Jogging for Fitness	NR
72. PHP A78	Long Distance Running	NR
73. PHP A80	Triathlon Techniques	R
74. PHP A81	Physical Fitness	MNR
75. PHP A82	Speed, Agility, and Quickness Training	R
76. PHP A83	Kickboxing Aerobics	MNR
77. PHP A85	Bicycling	MNR
78. PHP A86	Step Aerobics	MNR
79. PHP A87	Step Aerobics, Intermediate	MNR
80. PHP A88	Step Aerobics, Advanced	MNR
81. PHP A89	Body Sculpting	MNR
82. PHP A90	Weight Training	NR
83. PHP A92	Weight Training, Adv	NR
84. PHP A94	In-Season Varsity Sport Conditioning	NR
85. PHP A95	Out-Of-Season Sport Cond	NR
86. PHP V01	Cross Country, Varsity, Men	NR
87. PHP V02	Football, Varsity, Men	R
88. PHP V04	Basketball, Varsity, Men	NR
89. PHP V06	Track and Field, Varsity, Men	NR
90. PHP V08	Tennis, Varsity, Men	R
91. PHP V12	Cross Country, Varsity, Women	MNR
92. PHP V14	Track and Field, Varsity, Women	NR
93. PHP V18	Tennis, Varsity, Women	R
94. PHP V20	Basketball, Varsity, Women	NR
95. PHP V21	Volleyball, Varsity, Women	NR
96. PHP V22	Fastpitch, Varsity, Women	NR

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

97. SPE 1H	Honors Public Speaking	MNR
98. SPE 1	Public Speaking	MNR

These courses have been updated as part of program review, and include changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

99. SPE 2	Persuasion in Rhetorical Perspective	MNR
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This course has been updated as part of program review and includes changes to prerequisite (from SPE-1 or 1H to Advisory: SPE-1 and/or qualification for ENG 1A) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

100. SPE 3A Argumentation and Debate MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
101. SPE 5 Parliamentary Procedure MNR
This course has been updated as part of program review, and includes changes to units (3 to 1), lecture hours (54 to 18), title, and student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
102. SPE 6 Small Group Communication MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), course description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
103. SPE 7 Oral Interpretation of Literature MNR
This course has been updated as part of program review, and includes changes to advisory (addition of SPE 51 and/or Eligibility for ENG 1A), title, student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
104. SPE 9 Interpersonal Communication MNR
105. SPE 9H Honors Interpersonal Communication MNR
These courses have been updated as part of program review, and include changes to advisory (SPE 52 to SPE 51), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
106. SPE 10A Forensics Lecture and Activity: Speech and Debate R
This course has been updated as part of program review and includes changes to title (from Forensic Activity: Competition and Event Preparation to Forensics Lecture and Activity: Speech and Debate), Advisory (deletion of SPE 52), repeatability (from “May be taken a total of four times” to “Students may take SPE 10A and SPE 10B a combined total of four times”), course description as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
107. SPE 10B Extended Forensics Lecture and Activity: Speech and Debate R
This course has been updated as part of program review and includes changes to title (from Forensic Activity: Expanded Competition and Event Preparation to Extended Forensics Lecture and Activity: Speech and Debate), Advisory (deletion of SPE 52), repeatability (from “May be taken a total of four times” to “Students may take SPE 10A and SPE 10B a combined total of four times”), course description as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
108. SPE 11 Storytelling MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

109. SPE 12 Intercultural Communication MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
110. SPE 13 Gender and Communication MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description(deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
111. SPE 19 Reader's Theater MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
112. SPE 51 Enhancing Communication Skills MNR
 This course has been updated as part of program review, and include changes to advisory (ESL-55 or qualification for ENG-50 to none), description (deletion of pass/no pass), title, units (3 to 1), lecture hours (54 to 18), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

Proposed Course Deletions

These courses are being deleted because of outdated technology and/or lack of student interest.

- | | | |
|-------------|---|-----|
| 1. ENE 70 | Manufacturing Methods | N |
| 2. ENE 71 | Supplier Improvement | N |
| 3. ENE 80 | Advanced Composites | N |
| 4. ENG 21 | African-American Literature I: Early Oral Traditions through Harlem Renaissance | MNR |
| 5. ENG 22 | African-American Literature II: From the Harlem Renaissance to the Present | MNR |
| 6. MAN 70 | Manufacturing Methods | N |
| 7. MAN 71 | Supplier Improvement | N |
| 8. MAN 80 | Advanced Composites | N |
| 9. MAN 83 | Fundamentals of Operations Management | N |
| 10. MAN 84 | Fundamentals of Materials and Operations Planning | N |
| 11. MAN 91C | Survey of Electrical Trades | N |
| 12. PHP A10 | Table Tennis, Beginning | MR |
| 13. SPE 52 | Intro Survey of Speech Communications | MNR |

Discipline Name Change/Adoption

- Speech Communications to Communication Studies

Degree/Certificate Patterns

New Locally-Approved Certificate

- Early Childhood Studies — Infant and Toddler Specialization MNR
 The certificate is proposed to broaden the opportunity for students seeking a career working with young children and their families and to prepare students to interact sensitively to infants and toddlers.

Revised Certificates

- Exercise, Sport and Wellness - Athletic Training Emphasis R

2. Exercise, Sport and Wellness - Coaching Emphasis R
3. Exercise, Sport and Wellness - Fitness Professions Emphasis R

These state/locally-approved certificates have been revised to include an increase in units to an elective course.

4. Desktop Publishing (formerly PC Publishing) MNR
Substantive change to locally-approved certificate. This certificate has been revised to reflect greater emphasis on art and design, and the discontinuation of the PageMaker program.

5. Cosmetology R
This state/locally-approved certificate has been revised to include an increase in units to courses.

INFANT AND TODDLER SPECIALIZATION

Certificate Program

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

PHYSICAL EDUCATION
 EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
PHP-4	Nutrition	3
PHP-10	Introduction to Physical Education	3
PHP-12	Sport Psychology	3
PHP-14	Athletic and Fitness Organization and Administration	3
PHP-16	Introduction to Athletic Training	3
PHP-30	First Aid and CPR	3
PHP-35	Foundations for Fitness and Wellness	3
In addition, choose and complete courses from one Emphasis below		3-16

FITNESS PROFESSIONS EMPHASIS (Total of 24 units)

Core requirements (21 units)

Take one of the following:		Units
PHP-42	Lifeguard and Water Safety Instructor Certification	3
PHP-43	Personal Training	3
PHP-44	Yoga Instructor Training	3
PHP-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (Total of 29 units)

Core requirements (21 units)

Core requirements (21 units)		Units
PHP-21	Athletic Training Applications (Must take two times)	2-2
and		
Take <u>two</u> of the following:		
PHP-17	Athletic Training, Fall Sports, Lower Extremity	2
PHP-18	Athletic Training, Spring Sports, Upper Extremity	2
PHP-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
PHP-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (Total of 30 units)

Core requirements (21 units)

Core requirements (21 units)		Units
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3
Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

<u>Group 1 Electives (3 units)</u>		<u>Units</u>
PHP-24	Sports Officiating, Fall Sports	3
PHP-25	Sports Officiating, Spring Sports	3

<u>Group 2 Electives (3 units)</u>		<u>Units</u>
PHP-26	Foundations of Coaching	3
PHP-27	Football Theory	3
PHP-28	Basketball Theory	3
PHP-29	Soccer Theory	3
PHP-33	Baseball Theory	3
PHP-34	Softball Theory	3
PHP-42	Lifeguard/Water Safety Instructor Certification	4

<u>Group 3 Electives - Individual Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A11	Tennis, Beginning	1
PHP-A12	Tennis, Intermediate	1
PHP-A13	Tennis Advanced	1
PHP-A20	Golf, Beginning	1
PHP-A21	Golf, Intermediate	1
PHP-A28	Swimming, Basic Skills and Aquatic Exercise	1
PHP-A29	Swimming, Intermediate Skills	1
PHP-A30	Swimming, Advanced Skills and Conditioning	1
PHP-A33	Track and Field: Running Event Techniques	1
PHP-A34	Track and Field: Field Event Techniques	1

<u>Group 4 Electives - Team Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A50	Baseball Fundamentals, Defensive	1
PHP-A51	Baseball Fundamentals, Offensive	1
PAP-A52	Fast Pitch Fundamentals, Offensive	1
PHP-A53	Fast Pitch Fundamentals, Defensive	1
PHP-A54	Fast Pitch Softball Fundamentals	1
PHP-A57	Basketball	1
PHP-A60	Football Fundamentals, Defensive	1
PHP-A61	Football Fundamentals, Offensive	1
PHP-A62	Flag Football	1
PHP-A64	Soccer	1
PHP-A67	Volleyball, Beginning	1
PHP-A68	Volleyball, Intermediate	1
PHP-A69	Volleyball, Advanced	1

<u>Group 5 Electives - Fitness Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A31	Water Aerobics and Deep Water Exercise	1
PHP-A74	Hiking and Backpacking	1
PHP-A75	Walking for Fitness	1
PHP-A77	Jogging for Fitness	1
PHP-A78	Long Distance Running	1
PHP-A80	Triathlon Techniques	1
PHP-A81	Physical Fitness	1
PHP-A86	Step Aerobics	1
PHP-A87	Step Aerobics, Intermediate	1
PHP-A88	Step Aerobics, Advanced	1
PHP-A90	Weight Training	1
PHP-A92	Weight Training, Advanced	1

Associate of Science Degree

The Associate of Science Degree in Physical Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Desktop Publishing
Certificate Program

<u>Required Courses (18.0 units)</u>		<u>Units</u>
CIS/CAT-78A	Introduction to Adobe Photoshop	3
CIS/CAT-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing Using Adobe InDesign	3
ART-22	Basic Design	3
ART-39	Design and Graphics	3

Associate of Science Degree

The Associate of Science Degree in Desktop Publishing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COSMETOLOGY

Certificate Program

Required Courses (47.5 units)		Units
COS-60A	Beginning Cosmetology Concepts	11
COS-60B	Level II Cosmetology Concepts	10.5
COS-60C	Level III Cosmetology Concepts	10
COS-60D	Level IV Cosmetology Concepts	8
COS-60E	Level V Cosmetology Concepts	8

Evening students may take the following courses to meet the requirements for COS-60E:

COS-60E1	Level V Cosmetology Concepts	4
COS-60E2	Level V Cosmetology Concepts	4

NOTE: Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Associate of Science Degree

The Associate of Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-3

Date: January 26, 2010

Subject: Grants Office Winter Report

Background: District Administrative Procedure (AP) 3280, which corresponds with Board Policy (BP) 3280, requires that the Grants Office provide the Board with a report three times each academic year. In October of 2009, the Grants Office presented its fall report and provided the Board with a master grant submission schedule, which is a listing of grants for which the District intends to apply in the 2009-10 academic year. Each winter, the Grants Office is required to update the Board on the progress and status of grant opportunities, applications and awards and in keeping with this requirement, the Grants Office is pleased to provide the Board with an updated master grant submission schedule, which details revisions that have occurred and outcomes that have resulted subsequent to our fall report. This spring, we look forward to providing the Board with a comprehensive grant activity report for the 2009-10 academic year.

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

Richard Keeler
Director, Grants

Colleen Molko
Associate Director, Grants

Riverside Community College District
Report to the Board of Trustees
Grants Office – Winter 2010

Per District Administrative Procedure (AP) 3280, which requires that each winter the Grants Office update the Board on the progress and status of grant opportunities, applications and awards, we are pleased to provide the Board with an updated master grant submission schedule and this narrative, which details the revisions that have occurred and outcomes that have resulted since we last reported in fall.

Awards

Riverside City College received three new grant awards totaling \$274,595. The first, resulting from a request submitted last fiscal year, was received from the National Endowment for the Arts through their Challenge Grant Program. It provides \$10,000 to Performance Riverside to extend the reach of the arts to underserved populations. Performance Riverside also received \$15,000 through a Music Presenting Grant awarded by the California Arts Council and the Department of Justice; this award also provides opportunities for underserved populations to experience musical theatre. The third, awarded by the National League of Cities, provides \$249,595 to improve postsecondary persistence and degree completion of low-income young adults. The Communities Learning in Partnership proposal was developed by Workforce Preparation in partnership with the City of Riverside.

The Moreno Valley Campus received \$350,000 of funding from the Chancellor's Office under the Statewide Economic Stimulus Funds for Allied Health Program. The funding will pay for faculty and equipment in both the Dental Assisting and Dental Hygiene programs.

Economic Development received \$137,497 in continuation funding for its Procurement Assistance Center, a program sponsored by the Defense Logistics Agency to provide important resource information and procurement training to businesses seeking to market their goods and services to federal, state and local government.

Requests to the Ronald McDonald House Children's Charities, Pacific Life Foundation, and to the U.S. Department of Housing and Urban Development for the Hispanic-Serving Institutions Assisting Communities Program were not awarded. Responses are still pending for requests shown as "Submitted".

New Additions

Any grant request added to the master submission schedule subsequent to our fall report is identified as a New Addition. Riverside City College has \$1,124,964 of these, all for the School of Nursing, all of which have been submitted. Another new addition request for City College, the Public Telecommunications Facilities Program (PTFP), will not be submitted because the PTFP Program Officer advised that the proposed project did not fall within their funding scope.

Although not originally on the master submission schedule, institutional eligibility was submitted to the U.S. Department of Education for the Moreno Valley Campus, because the designation is required in order that the campus may apply for other non-Title V Hispanic-

Serving Institutions grants. Moreno Valley is ineligible to apply as the lead on a Title V individual or cooperative grant because it already has one of each.

Institutional eligibility was also submitted for the Norco Campus as they have made a New Addition request to submit a Title V Cooperative grant application in the area of arts and media. They anticipate partnering with a 4-year institution for the application, which is expected to be submitted in mid-March. Munsell and Associates will serve as consultants for the request, which may be for as much as \$3.5 million dollars. Another addition for the Norco Campus is a request to the U.S. Department of Commerce, National Telecommunications and Information Administration, for Public Telecommunications Facilities Program funding to launch a new campus radio station. The amount of the request is not yet known. A final new request for the campus is to the Chancellor's Office to rebid for the Center for Applied Competitive Technologies (CACT) Program, which funds the CACT Center. The request will be for \$205K in year one with subsequent years funding at approximately the same level.

There have been three New Addition requests for the district, two to the Chancellors Office for the re-bidding of the Center for International Trade Development (CITD) and Strategic Priority Leadership, Coordination and Technical Assistance programs, which live with our Economic Development department. These requests will be for \$205K and \$172,500 respectively for the first year's funding with subsequent years funding at approximately the same level. The third new request will be to the U.S. Department of Education under their Emergency Management for Higher Education program. The purpose of the program is to fund higher education institution projects to develop, or review and improve, campus-based emergency management planning efforts. We can request up to \$500K in the application, which is expected to be due in March.

Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
National Endowment for the Arts	Challenge Grant	Extends the reach of the arts to underserved populations	Performance Riverside	\$10,000	2008-09 Fiscal Year Submission	Riverside/RCCD Foundation	Awarded
California Arts Council and Department of Justice	Music Presenting Grant	Discounted or free musical theatre performances and transportation that will serve California's underserved, rural and/or inner-city populations	Performance Riverside	\$15,000	7/1/09	Riverside/RCCD Foundation	Awarded
Ronald McDonald House Children's Charities	N/A	Funding to support the aquatics complex	Aquatics	\$100,000	7/1/2009	RCCD Foundation	Not Awarded
National League of Cities	Communities Learning in Partnership	In partnership with the City of Riverside, to improve postsecondary persistence and degree completion of low-income young adults	Basic Skills	\$249,595	7/29/09	Riverside	Awarded
U.S. Department of Housing and Urban Development	Hispanic-Serving Institutions Assisting Communities	Community service	Community service, basic skills	\$600,000	8/7/09	Moreno Valley	Not Awarded
Chancellor's Office	Statewide Economic Stimulus Funds for Allied Health	Grant has already been awarded, however, the Chancellor's Office has requested a completed redesign of the project	Allied Health	\$350,000	8/10/09	Moreno Valley	Awarded

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 Norco = yellow color

Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
The Office of Statewide Health Planning and Development	Song-Brown Physicians Assistant Training Program	Support the training of Physician Assistants	Allied Health	\$100,000	8/13/09	Moreno Valley	Submitted, Award Announcements Expected in December 2009
The Office of Statewide Health Planning and Development	Song-Brown Physicians Assistant Training Special Programs	Support special programs for PA students	Allied Health	~\$50,000	8/13/09	Moreno Valley	Submitted, Award Announcements Expected in December 2009
California Arts Council	Community Arts Partnership Grant	To explore the development of an arts education and marketing volunteer organization that would provide services to community centers, underserved groups, hospitals, after school programs, and service clubs and organizations located throughout the Greater Riverside area	Performance Riverside	\$1,500	8/14/09	Riverside/RCCD Foundation	Submitted
California Arts Council	Recovery Grant Applications	To pay three musicians for four performances (to replace lost jobs due to the economy)	Performance Riverside	\$19,476	8/24/09	Riverside/RCCD Foundation	Submitted
Pacific Life Foundation		To underwrite the Discovery Theatre Program	Performance Riverside	\$10,000	8/29/09	Riverside/RCCD Foundation	Not Awarded

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
Defense Logistics Agency	Procurement Assistance Center	Provides important resource information and procurement training to businesses seeking to market their goods and services to federal, state and local government	Economic Development	\$137,497	9/1/09	District	Awarded
National Science Foundation	Scholarships in Science, Technology, Engineering, and Mathematics	Support scholarships for academically talented, financially needy students, enabling them to enter the workforce following completion of an associate, baccalaureate, or graduate level degree in science and engineering disciplines	STEM	\$600,000	9/14/09	Riverside	Submitted
LA84	N/A	Funding to support the aquatics complex	Aquatics	~\$100,000	9/30/09	RCCD Foundation	The RCCD Foundation is in discussions with the Program Officer
U.S. Department of Labor	Health Care and Other High Growth and Emerging Industries	The purpose of the SGA is to fund projects providing training, education, and job placement assistance to prepare workers to enter the health care sector and other high growth and emerging industries.	Nursing and Allied Health	\$2-\$5M	10/5/09	Riverside and Moreno Valley	Submitted
U.S. Department of Labor	Health Care and Other High Growth and Emerging Industries	Part of a consortia led by the Chancellor's Office on behalf of an allied health initiative	Allied Health	~\$300 - \$400K	10/5/09	Moreno Valley	Submitted to the Chancellor's Office

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
U.S. Department of Labor	Health Care and Other High Growth and Emerging Industries	Part of a consortia led by the Chancellor's Office on behalf of a health information technology initiative	Health Information Technology	~\$300 - \$400K	10/5/09	Moreno Valley	Statewide Consortium Submitted But Did Not Accept Material From Individual Colleges
National Science Foundation	Advanced Technological Education - National Center Category	With an emphasis on two-year colleges, the Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions and employers to promote improvement in the education of science and engineering technicians at the undergraduate and secondary school levels.	Logistics and Supply Chain Technology	\$5 M	10/15/09	Norco	Submitted
The Office of Statewide Health Planning and Development	Song Brown Registered Nursing Education Capitation Program	Associate Degree in Nursing Program Expansion	School of Nursing	\$200,000	11/5/09	Riverside	Submitted, Award Notifications Expected in February 2010

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
The Office of Statewide Health Planning and Development	Song Brown Registered Nursing Education Special Programs Grant	To fund outreach to underrepresented populations and provide support services to students in the ADN program	School of Nursing	\$125,000	11/5/09	Riverside	NEW ADDITION Submitted, Award Notifications Expected in February 2010
U.S. Department of Education	Student Support Services	Provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education	Student Support Services	\$1,000,000	12/14/2009	Riverside	Submitted
U.S. Department of Education	Student Support Services	Provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education	Student Support Services	\$1,000,000	12/14/2009	Moreno Valley	Submitted
U.S. Department of Education	Student Support Services	Provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education	Student Support Services	\$1,100,000	12/14/2009	Norco	Submitted

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
U.S. Department of Education	Student Support Services	Provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education	Student Support Services (DSP&S Target Population)	\$1,192,480	12/14/2009	Norco	Submitted
U.S. Department of Commerce	Broadband Technology Opportunities Program (Recovery Funds)	Infrastructure development and equipment related to broadband capacity	Infrastructure	Not Specified	2nd Round in Late 2009; 3rd Round in Early 2010	Riverside	Second Round Has Not Been Announced
U.S. Department of Commerce	Broadband Technology Opportunities Program (Recovery Funds)	Infrastructure development and equipment related to broadband capacity	Infrastructure	Not Specified	2nd Round in Late 2009; 3rd Round in Early 2010	Moreno Valley	Second Round Has Not Been Announced
Health Resources and Services Administration	Nurse Education, Practice and Retention Program	To provide support for academic, service and continuing education projects designed to strengthen the nursing workforce and improve nurse retention and quality of patient care	School of Nursing	\$949,742	12/22/2009	Riverside	NEW ADDITION Submitted
Carpenter Foundation		To underwrite the Discovery Theatre Program	Performance Riverside	\$10,000	1/31/2010	Riverside/RCCD Foundation	

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	Access to all HSI Grants	N/A	1/6/2010	Moreno Valley	NEW ADDITION In Progress
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	Cooperative Application	N/A	1/6/2010	Norco	NEW ADDITION In Progress
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	Engagement Centers	N/A	1/6/2010	Riverside	In Progress
Health Resources and Services Administration	Nursing Workforce Diversity Program	To increase nursing education opportunities for individuals from disadvantaged backgrounds (including racial and ethnic minorities underrepresented among registered nurses) by providing student scholarships or stipends, pre-entry preparation, and retention activities	School of Nursing	~\$279,000	1/20/2010	Riverside	School of Nursing Chose to Pursue the Nurse Education, Practice and Retention Grant Instead (See Above)
The Foundation for California Community Colleges	Unknown	FCCC will be the applicant for this Chancellor's Office consortia effort in support of allied health; Moreno Valley Campus has been selected to participate along with several other colleges	Allied Health	~\$1.2M	Expected to be due in January 2010	Moreno Valley	

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
U.S. Department of Education	Talent Search	This program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice.	Pipeline from Middle School to RCCD via Academic and Student Support Services	\$1,100,000	Competitions for funding are held every four years; the next deadline is expected in Winter 2010	Riverside	DOE Announced Delay Until Fall of 2010
U.S. Department of Education	Talent Search			\$1,100,000		Moreno Valley	DOE Announced Delay Until Fall of 2010
U.S. Department of Commerce, National Telecommunications and Information Administration	Public Telecommunications Facilities Program	The purpose of this program is to support the planning and construction of public telecommunications facilities	Radio Station	Up to \$300K	2/4/2010	Riverside	NEW ADDITION
U.S. Department of Commerce, National Telecommunications and Information Administration	Public Telecommunications Facilities Program	The purpose of this program is to support the planning and construction of public telecommunications facilities	Radio Station	\$100-\$200K	2/4/2010	Norco	NEW ADDITION

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
U.S. Department of Agriculture	Hispanic-Serving Institutions Education Grants Program	To promote and strengthen the ability of Hispanic-Serving Institutions to carry out higher education programs that attract, retain, and graduate outstanding students capable of enhancing the nation's food and agricultural scientific and professional work force	STEM	\$300,000	2/16/2010	Riverside	
Chancellor's Office	Strategic Priority Leadership, Coordination and Technical Assistance	Coordinate resources and assist in providing a system-wide response to economic and workforce development opportunities	Economic Development	\$172,500	2/18/2010	District	NEW ADDITION
Chancellor's Office	Center for International Trade Development	Advance California's economic development and global competitiveness by providing quality training and services to small to medium sized enterprises that are potential or current exporters or importers	Economic Development	\$205,000	2/18/2010	District	NEW ADDITION
Chancellor's Office	Center for Applied Competitive Technologies	Strengthen California's manufacturing industries' ability to compete successfully in changing markets and the global economy. The Centers for Applied Competitive Technologies (CACTs) are dedicated to serving advance technology companies with innovative solutions that are unique and customized to businesses.	Manufacturing Technology	\$205,000	2/18/2010	Norco	NEW ADDITION

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 Riverside = turquoise color
 Moreno Valley = lavender color
 Norco = yellow color

Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
National Science Foundation	Proactive Recruitment in Introductory Science and Mathematics	Strengthen the nation's scientific competitiveness by increasing the numbers of well-prepared, successful U.S. undergraduate majors and minors in science and mathematics	STEM (including articulation with 4-year institutions and revision of curriculum)	~\$1.3M	Expected to occur in February 2010	Riverside	
California Community Colleges Chancellors Office	Enrollment Growth for Associate Degree in Nursing Programs	To support expanded capacity in the ADN program	Nursing	~\$1.1M	Expected to be due in March 2010	Riverside	
U.S. Department of Education	Emergency Management for Higher Education	Funds higher education institution projects to develop, or review and improve, and fully integrate all-hazards campus-based emergency management planning efforts	Emergency Preparedness	Up to \$500K	Expected to be due in March 2010	District	NEW ADDITION
U.S. Department of Education	Title V Cooperative	Developing Hispanic Serving Institutions grant	Arts and Media	\$3.5M	Anticipated deadline date is 3/15/2010	Norco	NEW ADDITION
U.S. Department of Education	Title V	Developing Hispanic Serving Institutions grant	Engagement Centers	\$2.8M	Anticipated deadline date is 3/15/2010	Riverside	

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
National Science Foundation	Advanced Technological Education - Project Category	With an emphasis on two-year colleges, the Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions and employers to promote improvement in the education of science and engineering technicians at the undergraduate and secondary school levels.	Green Technology	\$900,000	4/23/10	Norco	
National Science Foundation	Advanced Technological Education - Project Category	The Course, Curriculum, and Laboratory Improvement (CCLI) program seeks to improve the quality of science, technology, engineering, and mathematics (STEM) education for all undergraduate students. The program supports efforts to create, adapt, and disseminate new learning materials and teaching strategies, develop faculty expertise, implement educational innovations, assess learning and evaluate innovations, and conduct research on STEM teaching and learning.	CIS	\$900,000	4/23/10	Riverside	
National Science Foundation	Course, Curriculum, and Laboratory Improvement	This program supports the participation of low-income parents in postsecondary education through the provision of subsidized campus-based child care services	STEM	\$200,000	Expected to be in May 2010 for phase 1 projects	Riverside	
National Science Foundation	Course, Curriculum, and Laboratory Improvement		STEM	\$200,000	Expected to be in May 2010 for phase 1 projects	Norco	
U.S. Department of Education	Child Care Access Means Parents in School		Early Childhood Studies	\$300,000	5/8/10	Riverside	

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
National Endowment for the Arts	Challenge America: Reaching Every Community Fast-Track Review Grants	The Challenge America: Reaching Every Community Fast-Track Review Grants category offers support primarily to small and mid-sized organizations for projects that extend the reach of the arts to underserved populations -- those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability	Performance Riverside	\$10,000	Not announced but expected to be 5/28/10	Riverside/RCCD Foundation	
Economic Development Administration (EDA), Department of Commerce	EDA American Recovery Funding	To promote comprehensive, entrepreneurial and innovation-based economic development efforts to enhance the competitiveness of	Various High-Skill, High Wage Industry Sectors	To Be Negotiated With Local/Regional EDA Office	Rolling through 6/30/10	Riverside	Wilfred Marshall, Regional EDA
Economic Development Administration (EDA), Department of Commerce	EDA American Recovery Funding	regions, resulting in increased private investment and higher-skill, higher-wage jobs in regions that have experienced sudden and	Various High-Skill, High Wage Industry Sectors	To Be Negotiated With Local/Regional EDA Office	Rolling through 6/30/10	Moreno Valley	Manager told us they did not receive the funds they
Economic Development Administration (EDA), Department of Commerce	EDA American Recovery Funding	severe economic dislocation and job loss due to corporate restructuring	Various High-Skill, High Wage Industry Sectors	To Be Negotiated With Local/Regional EDA Office	Rolling through 6/30/10	Norco	expected and advised that we should not apply

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Master Submission Schedule for 2009-10

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Result
Bank of America	Neighborhood Excellence Initiative Awards	Neighborhood improvement through focus on areas such as education, community development/ neighborhood preservation, arts and culture, and health and human services	Performance Riverside	\$10,000	Ongoing	Riverside/RCCD Foundation	

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Foundation Grants for Potential Inclusion in the Master Submission Schedule for 2009-10

Agency	Opportunity	Initiative Met	Amount	Known or Anticipated Submission Deadline	Comments
Kresge Foundation	Challenge Grant	Aquatics Complex	\$500K+	February, May, August, November	The appropriate time to submit a letter of intent for a Challenge grant is when your organization has raised initial private gifts, including some lead gifts, toward your private capital campaign fundraising goal. Initial approach: Letter or proposal. Board meeting dates: March, June, September and December. Deadline: None. Final notification: Generally within 4 to 6 months; decisions announced after each board meeting, applicants notified in writing.
Weingart Foundation	Capital Fund	Aquatics Complex	Will fund construction, 10% of total	Rolling	For specific projects with capital expenditures. Funding is available to support land, facility, equipment purchases, renovations, or new construction. For new construction and major renovation projects, grant amounts will generally not
Weingart Foundation	Capital Fund	Nursing and Arts	budget, must have a large portion already funded	Rolling	exceed 10% of a total capital budget, and in the case of very large projects, the percentage is likely to be considerably less. For large capital campaigns, an application will generally only be invited for projects that have raised a substantial
Weingart Foundation	Capital Fund	Allied Health	~\$250K	Rolling	amount of their fundraising goal, and are either in construction or have a firm construction start date. The Foundation accepts and processes grant requests through our Regular Grant Program throughout the year with no deadlines. Applying to our Regular Grant Program involves a two-step application process.

<p>The LA84 Foundation accepts proposals at any time on a first-come, first-served basis. Please keep in mind that the Board of Directors meets three times per year and it takes months to process an application. For time-sensitive programs beginning between June and September, the grant proposal should be received no later than March 13; for programs beginning between October and December, the grant proposal should be received no later than July 10; for programs beginning between January and May, the grant proposal should be received no later than October 9.</p>			<p>March 13 July 10 October 9 (if not submitted in September 2009)</p>	<p>Aquatics Complex</p>	<p>\$100-\$250K</p>
<p>California Wellness Foundation</p>	<p>Various</p>	<p>Allied Health</p>	<p>Rolling</p>	<p>Allied Health</p>	<p>~\$100K+</p>
<p>California Wellness Foundation</p>	<p>Various</p>	<p>Nursing</p>	<p>Rolling</p>	<p>Nursing</p>	<p>~\$100K+</p>
<p>The California Endowment</p>	<p>Various</p>	<p>Allied Health</p>	<p>Rolling</p>	<p>Allied Health</p>	<p>~\$100K+</p>
<p>The California Endowment</p>	<p>Various</p>	<p>Nursing</p>	<p>Rolling</p>	<p>Nursing</p>	<p>~\$100K+</p>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-1

Date: January 26, 2010

Subject: ADA Transition Plan – Design and Engineering Services Amendment No. 1

Background: On February 24, 2009, the Board of Trustees approved an agreement with PSOMAS to provide design and engineering services for a District-wide American with Disabilities Act (ADA) Transition Plan in the amount of \$481,780 using Measure “C” funds. The ADA Transition Plan is mandated by the Federal government. The ADA Transition Plan will identify non-compliant exterior paths of travel, review of all building interior spaces and proposed corrective action for the District Office support facilities and the three college campuses.

Staff now requests approval of an amendment with PSOMAS to provide Accessibility Master Planning services in support of the District’s Phasing and Implementation plan for campus accessibility. These services shall facilitate the District’s goal to prioritize and fund the barrier removal projects on its college campuses in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG). The additional services are described in the attached amendment. The additional cost associated with Amendment No. 1 is not to exceed \$75,000. The PSOMAS agreement totals \$556,780, inclusive of the original agreement, Amendment No. 1 and reimbursable expenses.

A formal Board of Trustees presentation of the ADA Transition Plan and Accessibility non-compliance mitigation proposal will be made following the completion of this study.

To be funded by District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with PSOMAS for Accessibility Master Planning services to the ADA Transition Plan in an amount not to exceed \$75,000, and authorize the Vice Chancellor, Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

Bart L. Doering
Capital Program Administrator
Facilities Planning, Design and Construction

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
PSOMAS
(ADA Transition Plan)

This document amends the original agreement between the Riverside Community College District and PSOMAS, which was approved by the Board of Trustees on February 24, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$75,000, including reimbursable expenses. The term of this agreement shall be from the original agreement date of February 25, 2009, to the extended estimated completion date of June 30, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

PSOMAS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Sean P. Vargas
Vice President, Principal
2010 Iowa Ave., Suite 101
Riverside, CA 92507

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: ADA Transition Plan
District-wide

Scope of Services:

Additional services were requested by the District for Accessibility Master Planning Services in support of the Riverside Community College District's Phasing and Implementation Plan for campus accessibility. These services shall facilitate the District's goal to prioritize and fund the barrier removal projects on its college campuses in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG).

Scope of Work:

1. Provide code research and review of submission procedures of applicable regulatory agencies, including the California Division of the State Architect.
2. Assist the District in scheduling Phasing Options based on criteria jointly developed with District representatives.
3. Provide database programming to develop District requested queries and reports in support of items #1 and #2 (above).
4. Prepare District requested exhibits, including graphics, charts, and Power-point presentations for use by District staff in support of items #1 and #2 above.
5. Attend meetings with District representatives.

Deliverables:

The following items will be provided to Riverside Community College District:

1. Two (2) hard copies of final Phasing and Implementation Plan for Campus Accessibility for each District Campus (Riverside City College, Moreno Valley Campus, Norco Campus, and District Office support facilities).
2. Computer Aided Drafting (CAD) file versions of the plans will be provided on a compact disk.

Exclusions:

Work outside of the scope of work, including but are not limited to phasing or sequencing of the plans, shall be deemed extra work and will be billed on an hourly rate. PSOMAS Team will obtain written approval prior to commencing services outside of the original scope.

Assumptions:

Information to be furnished by Riverside Community College District:

1. Current building Master Plans for the District Campuses; Riverside City College, Moreno Valley Campus, Norco Campus, and District Office support facilities (including schedule of existing buildings to be replaced or demolished).
2. Civil and Architectural site plans and Architectural floor plans of all District buildings presently under construction or in design (in AutoCAD and PDF formats).
3. Names and/or designations of all existing District buildings.

Schedule:

PSOMAS will begin work upon receipt of a written Notice to Proceed from the District. The tentative schedule for the Scope of Work presented is as follows:

- Start of Services 01/27/2010
- End of services 03/14/2010

Compensation:

Compensation for the professional services described in the Scope of Work are as follows:

<u>DESCRIPTION</u>	<u>BUDGET</u>
I. Master Planning Services	\$45,000
II. Database Programming	\$20,000
III. Project Meetings (T&M NTE*)	\$7,000
Subtotal Professional Services	\$72,000
Allowance for Reimbursables	\$3,000
TOTAL	\$75,000

* Project Meetings, Bid Phase Support and Selection Process, and Construction Administration Support, shall be billed on a Time and Materials basis, not to exceed \$7,000. If additional meetings are required, a amendment to the agreement will be provided at that time.

The above referenced fees are based on PSOMAS new *Fee Schedule* effective through September 30, 2010. Increases in the *Fee Schedule* will be applied as a percentage increase to all remaining compensation. Amendment services will be performed in accordance with the provisions of the current agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-2

Date: January 26, 2010

Subject: Health Science Center (Moreno Valley Campus) – FPP Design Services Agreement No. 2

Background: On February 24, 2009, the Board of Trustees approved an agreement with Steinberg Architects to provide Final Project Proposal (FPP) services for the Health Science Center project at the Moreno Valley campus in the amount of \$94,271, using District Measure “C” Funds. The services provided by Steinberg Architects included development of the FPP based on the current campus long range facilities master plan, program needs as established by the current long range educational plan and enrollment data for the campus. Steinberg Architects submitted the completed FPP to the California Community Colleges State Chancellor’s Office in June 2009 for approval.

Recently, the District withdrew the FPP submittal to revise and resubmit by June 2010. The District will include the March Dental Education Center within the revised FPP for the Health Science Center at the Moreno Valley campus. Planning and design of the March Dental Education Center was approved by the Board of Trustees on March 17, 2009.

Staff now requests a second agreement for additional FPP design services with Steinberg Architects for revisions to the FPP for the Health Science Center submitted in June 2009. Revisions to the FPP will include new programmatic elements, new series of user group meetings, development of a new program, new concept design, and project budget that will reflect the District’s goals. A significant amount of the scope of work is new therefore the District cannot take full advantage of the previous work completed. The re-defined FPP design services are described in the attached agreement. The second agreement with Steinberg Architects for revisions to the current FPP for the Health Science Center at the Moreno Valley Campus is not to exceed \$70,700. The Steinberg Architects original agreement and Agreement No. 2, including reimbursable expenses, totals \$164,971.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-2

Date: January 26, 2010

Subject: Health Science Center (Moreno Valley Campus) – FPP Design Services
Agreement No. 2 (continued)

To be funded by District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Agreement No. 2 with Steinberg Architects to provide revisions to the FPP design of the Health Science Center located at the Moreno Valley campus in an amount not to exceed \$70,700, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez
President
Moreno Valley Campus

Reagan Romali
Vice President, Business Services
Moreno Valley Campus

Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

STEINBERG ARCHITECTS

THIS AGREEMENT is made and entered into on the 27th day of January, 2010, by and between STEINBERG ARCHITECTS hereinafter referred to as "Architect" 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. Scope of Services and the conditions of delivery should be clearly articulated in Exhibit I
2. The services outlined in Paragraph 1 will primarily be conducted at Architect's office(s), and on site at Riverside Community College District's, Moreno Valley Campus.
3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from January 27, 2010, to the estimated completion date of June 30, 2010, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Architect.
5. Payment in consideration of this agreement shall not exceed \$70,700 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. This section may be changed depending on the payment agreement that is negotiated. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning, Design and Construction, 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 Associate Vice Chancellor of Facilities Planning, Design and Construction.
6. All data prepared by Architect hereunder, 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 Architect shall have the right to retain copies of all

such data for Architect 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 Architect shall be indemnified against any damages resulting from such use. In the event the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning, Design and Construction, 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 Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect 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. Architect 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 or asserted upon any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect 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 alleged negligence, recklessness or willful misconduct. 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 alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any 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 Architect), Architect, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.

10. Architect shall procure and maintain 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 Architect's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.
11. District may terminate this Agreement for convenience at any time upon written notice to Architect, in which case District will pay Architect 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 Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, religion, sex or gender, disability, medical condition, marital status, age or sexual orientation. Architect understands that harassment of any student or employee of District with regard to religion, sex or gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect and District.
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.

Steinberg Architects

Riverside Community College District

David Hart
Senior Vice President
523 West 6th St., Suite 245
Los Angeles, CA 90014

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services

Steinberg Architects will provide the following basic services for the Health Science Center at the Moreno Valley Campus. This Scope of Services anticipates that the Final Project Proposal (FPP) for the New Health Science Center will be developed based on the most current campus master plan, program needs as established by the most current educational plan and enrollment data for the campus.

1. Review existing space uses and needs for the New Health Science Center and related site development. Identify future space use needs for programs to be accommodated in the New Health Science Center and related site development. Confirm space needs with District staff and consultants for final determination of the project program.
2. Conduct meetings with District/College staff and consultants to review and confirm the space needs for the project.
3. Review and solicit feedback for proposed needs with the California Community College Chancellor's Office (CCCCO). Make recommendations to the District regarding the type and quantity of space to be constructed based on CCCCCO feedback. Make recommendations for supplemental District funding based on CCCCCO feedback.
4. Prepare and coordinate exhibits as required for inclusion in the FPP document including the following documents. As applicable, exhibits may be prepared by discipline sub-consultants under the direction of Steinberg Architects and with District assistance as indicated.
 - a. Form 1.1 – Title Page
 - b. Form 2.1 – Final Project Proposal Checklist
 - c. Form 3.1 – Approval Page (District)
 - d. Form 3.2 – Project Terms and Conditions
 - e. Form 4.1 – Analysis of Building Space Use – JCAF 31
 - f. Form 4.1A – Building Space Analysis Support
 - g. Form 5.1 – Cost Estimate Summary – JCAF 32
 - h. Form 5.2 – Quantities/Unit Costs for JCAF 32
 - i. Form 6.1 – California Energy Commission Audit
 - j. Form 7.1 – State Administrative Manual Requirements (District)
 - k. Form 8.1 – CEQA Compliance (District)
 - l. Form 9.1 – Outline of Specifications
 - m. Form 10.1 – Federal Funds Detail
 - n. Form 11.1 – Analysis of Future Costs (District)
 - o. Form 12.1 – Campus Plot Plans
 - p. Form 13.1 – Diagrams of Building Area
 - q. Form 13.2 – Site Plans
 - r. Form 13.3 – Floor Plans
 - s. Form 13.4 – Exterior Elevations
 - t. Form 13.5 – Electrical Plans (N/A)
 - u. Form 13.6 – Mechanical Plans (N/A)
 - v. Form 13.7 – Building Cross-Sections (N/A)
 - w. Form 14.1 – Guideline-Based Group 2 Equipment
 - x. Form 15.1 – Justification of Additional Costs Exceeding Guidelines

y. Form 16.1 – Detailed Equipment List (by District)

5. Compile all exhibits for the Final Project Proposal. Prepare final FPP document for the District's final review, execution, and submittal to the CCCCCO. Update the District's FUSION database based on the final FPP document.
6. The Architect shall provide and be responsible for all required Mechanical, Electrical, Plumbing, Telecommunications, Civil, Structural, Lab Planning, Cost Estimating, and Facilities Planning consultants. Any other project consultants deemed necessary by the Owner shall be provided by and are the responsibility of the Owner.

Exclusions

- As-built documents and measured drawings of existing site and facilities.
- Hazardous materials work.
- Renderings and Scale Models.

Schedule

Steinberg Architects anticipate completion of the above described services within approximately a 12-week period. This timeframe accounts for a progressive process where the required representatives from the District will have availability for meetings and make timely decisions. This schedule is contingent that the tasks identified above are produced as a single phase project. Separation of these tasks or extension in the schedule may require additional services.

Fees

Steinberg Architects and its consultants will perform the above described services for a not to exceed amount of Seventy Thousand, Seven Hundred Dollars (\$70,700), inclusive of reimbursable expenses.

Hourly Rates

For hourly or Additional Services as agreed to by both parties, the Architect's hourly rates as of September 1, 2009 are set forth below. The Architect's hourly rates are adjusted annually on the first of September, in accordance with normal salary review practices. The rates represent the range for professional and administrative personnel. Project-specific roles for personnel will be established with the appropriate rate.

Principal	\$190-230	Job Captain	\$132
Senior Project Architect	\$170-180	Intermediate	\$108-119
Senior Project Manager	\$170	Entry Level Designer	\$98
Senior Designer	\$170	Interior Designer	\$98
Project Manager	\$155	Administrative Staff	\$85
Project Architect	\$148	Intern	\$69
Designer	\$143		

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-3

Date: January 26, 2010

Subject: Moreno Valley Campus Safety and Site Improvement –
Change Order No. 2

Background: On June 16, 2009, the Board of Trustees approved the Safety and Site Improvement Project at the Moreno Valley Campus and an estimated project budget of \$1.1 million using \$900,000 of Measure “C” funds and \$200,000 of Moreno Valley Campus Scheduled Maintenance funds. The Safety and Site Improvement Project included replacement of carpet and tile flooring, wallpaper removal and repair, replacement of damaged ceiling tiles, damaged window coverings and counter tops, in restrooms replacement of missing tiles, toilet partitions and toilet accessories, parking lot repair, and other identified deferred maintenance work throughout the campus. On August 18, 2009, the Board of Trustees awarded a bid to Fata Construction for removal and replacement of various finishes and repair of the existing parking lot for the Safety and Site Improvement Project at the Moreno Valley Campus.

On November 17, 2009, the Board of Trustees approved Change Order No. 1 for an extension of the contract by seven (7) calendar days at no additional cost to the District.

Staff is now requesting approval of Change Order No. 2 for the credit for unused allowance funds. A description of change order work is noted in the attached Change Order Summary.

Recommended Action: It is recommended the Board of Trustees approve the deductive Change Order No. 2 for the Safety and Site Improvement Project at the Moreno Valley Campus with Fata Construction in the amount of \$14,562.07 and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Order.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez
President
Moreno Valley Campus

Reagan Romali
Vice President, Business Services
Moreno Valley Campus

Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

Riverside Community College District
Facilities Planning, Design and Construction
Moreno Valley Campus Safety and Site Improvement Project

CHANGE ORDER SUMMARY

Change Order: 2
Contractor: Fata Construction

<i>Contract Amount:</i>	\$ 913,330.00
<i>Change Order No. 1 Amount:</i>	\$ 0.00
<i>Change Order No. 2 Amount:</i>	\$ (14,562.07)
<i>Revised Contract Sum:</i>	\$ 898,767.93
<i>Original Contract Contingency:</i>	\$ 91,333.00
<i>Remaining Contract Contingency:</i>	\$ 91,333.00

Change Order Description:

This change order represents full and complete compensation for all cost, direct and indirect, associated with the work. Credit for unused allowance funds. (\$14,562.07)
Requested by: District
Accountability: Credit returned to Measure "C" account

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-4

Date: January 26, 2010

Subject: Norco Student Support Center – Design Services Amendments

Background: On November 21, 2006, the Board of Trustees approved the planning, design and construction of the Norco Student Support Center project in the amount of \$19,994,500 using Measure “C” Funds. On February 20, 2007, the Board of Trustees ratified a contract agreement with Harley Ellis Devereaux (HED) for the Student Support Center project at the Norco Campus to prepare program plans, a Final Project Proposal, detailed plans, specifications, and working drawings for \$726,800. On August 19, 2008, the Board of Trustees approved a first amendment with HED to calculate HED’s design fee on the final project construction cost, therefore adding \$330,911 to their agreement. On May 19, 2009, the Board of Trustees approved a second amendment for additional services with HED to provide an interior signage design package, audio visual architectural infrastructure design, security infrastructure integration, project electronic fly through and additional construction/audio visual design meetings for an added amount of \$59,927. On November 17, 2009, the Board of Trustees approved a third amendment for additional services with HED to provide necessary and discretionary contract revisions throughout the project for an added amount of \$41,930.

Staff now requests approval of a fourth amendment for additional services with HED for the Norco Student Support Center to provide redesign of an audio visual cabinet and window wall area due to an audio visual change requested by the campus. Also, HED was required to review submittals several times beyond their contractual requirement. This additional fee of \$5,000 will be back-charged to the contractor or construction manager, where appropriate. The additional services are described in the attached amendment. The additional cost associated with the fourth amendment is not to exceed \$21,440. The HED agreement totals \$1,181,008 including all four amendments and reimbursable expenses.

Additionally, on November 20, 2007, the Board of Trustees approved an agreement with Information Technology Solutions, LLC (ITS) to provide information technology and audio visual design services inclusive of Group I and Group II related design, design support, bid process support and project quality assurance/project management type services in the amount of \$158,400.

Staff also requests approval of Amendment No. 1 for additional services with ITS for the Norco Student Support Center to provide changes within the audio visual equipment, cabling configurations and connectivity requested by the campus as delineated in paragraph two (above). The additional services are described in the attached amendment. The additional cost associated with Amendment No. 1 is not to exceed \$4,603.75. The ITS agreement, including Amendment No. 1 and reimbursable expenses totals \$163,003.75.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-4

Date: January 26, 2010

Subject: Norco Student Support Center – Design Services Amendments (continued)

To be funded from the Board approved project budget, District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 4 with Harley Ellis Devereaux in an amount not to exceed \$21,440 and approve Amendment No. 1 with Information Technology Solutions, LLC in an amount not to exceed \$4,603.75 for revisions to the Norco Student Support Center project, approve and authorize the Vice Chancellor, Administration and Finance to sign the amendments.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco Campus

Gaither Loewenstein
Vice President Educational Services, Norco Campus

Orin L. Williams
Associate Vice Chancellor, Facilities Planning, Design and Construction

FOURTH AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HARLEY ELLIS DEVEREAUX
(Norco Student Support Center Project)

This document amends the original agreement between the Riverside Community College District and Harley Ellis Devereaux, which was approved by the Board of Trustees on February 20, 2007.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$21,440, including reimbursable expenses. The term of this agreement shall be from the original agreement date of February 28, 2007, to the estimated completion date of December 31, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HARLEY ELLIS DEVEREAUX

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Brent T. Miller
Principal
1770 Iowa Avenue
Riverside, CA 92507

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Student Support Center Project
Norco Campus

Scope of Work:

Additional services with Harley Ellis Devereaux (HED) include redesign of an Audio Visual (AV) cabinet and window wall area due to an audio visual change requested by the campus for the Norco Student Support Center Project.

Scope of Services:

- **Redesign of Audio Visual Cabinet Design**
Redesign the AV cabinet located under the stairs due to new AV requirements. AV requirements were provided to HED during construction by Riverside Community College District (RCCD). A coordination meeting occurred on site with Information Technology Solutions (ITS) to coordinate the requirements and dimensions for the cabinet. The task is to be completed in two phases due the schedule urgency in locating the underground conduit for the cabinet. The initial phase located the conduit and the second phase will provide the revised cabinet documents. HED will issue a bulletin for construction and review the Change Order. The redesign will coordinate the AV equipment requirements provided by ITS. The original AV requirements would require the cabinet to be approx. 7'6" tall by 4'x4'. It was determined that this was unacceptable. HED coordinated with ITS to relocate equipment to the storage room and only have required equipment located under the stair. ITS then required a cabinet approx. 5' tall by 2'x4'. This was still not aesthetically acceptable to the campus so HED coordinated with ITS to develop a side-by-side configuration for the AV cabinet in which an acceptable dimension of 33" tall x 46"wide x 37" deep on 7/30/09. HED has already developed this to determine the conduit locations as required for initial phase of this scope and need authorization to complete the design. Campus is to provide the cut sheets for the Plasma TV's for integration into the wall.

Harley Ellis Devereaux fee for the redesign of the AV cabinet design is not to exceed \$2,600.00.

- **Redesign of Window Wall to include plasma screens and new speakers**
Redesign the wall for the dining room plasma screen. AV requirements were provided to HED during construction by RCCD for the addition of speakers on each side of the plasma screen. ITS provided the required speaker dimensions which is unacceptable to the campus for surface mounting. The campus has directed HED to revise the speaker locations from the wall adjacent to the plasma screen wall to an integrated design with the speakers in the Plasma screen wall. The campus has also determined that the Plasma TVs' need to be recessed in the Plasma screen wall and not surface mounted. HED to provide venting at the top and bottom of the wall. Structural will require a new design for the secondary structural supports and provide calculations to DSA for approval. HED will issue a bulletin for construction and review the Change Order.

Harley Ellis Devereaux fee for the redesign of the window wall inclusive of the plasma screens and new speakers is not to exceed \$5,400.00.

- Electrical coordination scope for revised AV design
Redesign of electrical scope due to revisions of AV system design. The electrical engineer will review proposed AV revisions and provide a coordinated design with the new requirements. The revisions will be developed in sketches and issued as a bulletin. The scope was reviewed in the following bulletins with the owner for agreement of additional services:
 - Bulletin #7
 - Revised /added receptacles in seating area-102
 - Revise/added floor boxes and related conduits in seating area-102
 - Revise panel schedule
 - Included A/V revision drawings with HED bulletin
 - Prepare and issue bulletin
 - Bulletin #9
 - Revised/added floor receptacles in Faculty Room-211.
 - Revise/added floor outlets for IT and A/V in Faculty room-211.
 - Revise panel schedule.
 - Included IT and A/V revision drawings with HED bulletin.
 - Prepare and issue bulletin
 - Bulletin #16
 - Added outlet boxes and conduit for security/card access at various doors.
 - Added motion detectors and cameras in Meeting Rm.-212 and corridor-206.
 - Added installation details for addition doors.
 - Revised door hardware schedule and specification.
 - Included security revision drawings with HED bulletin.
 - Coordinate locations with room design
 - Prepare and issue bulletin
 - Bulletin #16r1 (revised with additional security revisions)
 - Additional camera in First floor corridor and Seating area-102.
 - Various Camera and motion detector location revision at Second floor.
 - Additional door in Meeting room-219 to storage room-218A.
 - Additional cameras at various locations.
 - Included Security system revision drawings and specification with HED bulletin.
 - Update door hardware schedule and specification.
 - Coordinate locations with room design
 - Prepare and issue bulletin

- ITS Bulletin #5
 - Revise electrical drawing for Atrium window wall per new revision by ITS.
 - Revise electrical drawing to include revision to AV rack in storage room.
 - Revise electrical drawing for Board room per A/V revision.
 - Revise electrical drawings for Meeting rooms at Second floor per A/V revision.
 - Include A/V bulletin with HED bulletin.
 - Coordinate locations with room design
 - Prepare and issue bulletin

Harley Ellis Devereaux fee for the redesign of the electrical coordination of the revised AV design is not to exceed \$11,040.00.

- Additional submittal review beyond the two (2) reviews as contracted on original agreement dated February 20, 2007 per 8.1.7 of agreement.

The following list reflects the submittal reviewed by Harley Ellis Devereaux as submitted by the prime contractors for the third time:

06402-1.4-A,B-001-R2

Architectural Woodwork Shop Drawing: PTC needed to resubmit per addendum #2.

08411-1.5-B-006-R2

Aluminum Storefronts-The Type B Window Shop Drawing: Resubmit due to changes per Bulletin 18. PTC's structural engineer did not review Bulletin 18. Previous manufacturer provided was Arcadia which was not a specified manufacturer.

08411-1.5-D-007-R2

Aluminum Storefronts-Type A Window Shop Drawing: Resubmit to include missing first floor elevation and missing details per reviewed comments for submittal #176-R1.

09511-1.4-A-001-R2

Acoustical Ceiling-Shop Drawing: PTC responsibility to resubmit to reflected changes per Addendum 2.

09681-1.3-D-005-R2

Carpet Flooring-Shop Drawing: PTC needed to reflect changes per Addendum 2 and show transition point.

10101-1.3-A,B-001-R2

Visual Display Surfaces: The previous submittals were rejected because it not a specified manufacture. The specified manufacturer - Polyvision went out of business but the PTC did not submit during the required substitution time or provide a substitution request form with the submittal.

12490-1.4-A,B-001-R2

Roller Shades: Resubmit shop drawing and because the mockup sample was rejected.

14240-1.4-A-001-R2

Elevator Shop Drawing: Resubmit due to incorrect PTC structural calc formula.

14240-1.4-A-001-R3

Elevator Shop Drawing: Resubmit per DSA review comments.

15181-1.4-B-004-R2

Hydronic Pipe Fitting Valves: Resubmit to include missing data requested by HED.

15181-1.4-B-004-R3

Hydronic Pipe Fitting Valves: Resubmit automatic flow control valves per previous review comments.

15726-1.5-A-001-R2

Air Handling Units: Submittal was previously approved but controls and dimensions have changed. Supplemental submittal is needed to provide missing information.

15820-1.3-B-001-R2

Duct Accessories: Resubmit Fire dampers and fire stopping not included in previous submittals.

16470-1.4-A-001-R2

Panelboards: Revise and resubmit panels: J1PA, J1PE, J1LA, and J2LA.

16721-1.6-A-001-R2

Fire Alarm: Resubmit to reflect changes per Bulletin 4

16950-1.4-A-002-R2

Lighting Control Panels: Resubmit missing detail wiring diagrams .

Harley Ellis Devereaux fee for additional submittal review is not to exceed \$5,000.00.

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INFORMATION TECHNOLOGY SOLUTIONS, LLC
(Norco Student Support Center Project)

This document amends the original agreement between the Riverside Community College District and Information Technology Solutions, LLC, which was approved by the Board of Trustees on November 20, 2007.

The agreement is hereby amended as follows:

III. Additional compensation of this amended agreement shall not exceed \$4,603.75, including reimbursable expenses. The term of this agreement shall be from the original agreement date of November 21, 2007, to the extended estimated completion date of June 1, 2011. Payments and final payment shall coincide with original agreement.

IV. Additional scope of work shall be provided in Exhibit I, Attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

INFORMATION TECHNOLOGY
SOLUTIONS, LLC

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Gary L. Hiller
President/CEO
7323 Sage Avenue
Yucca Valley, CA 92284

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Student Support Center
Norco Campus

Scope of Work:

Additional services with Information Technology Solutions, LLC (ITS) include changes within the Information Technology (IT) and Audio Visual (AV) design of Group I and Group II for the Student Support Center Project located at the Norco Campus.

Scope of Services:

Group I

1. Areas involved:
 - a. Faculty Innovation Room 2nd floor, Rm. 211
 - b. Conference Room, 2nd Floor, Rm. 219
 - c. Atrium, Window Wall
 - d. AV Room for Large Meeting Room
2. Description of change:
 - a. Faculty Innovation Room 2nd floor; change floor box inserts in ITS plan set due to Harley Ellis Devereaux (HED) changing the floor box type.
 - b. Conference Room, 2nd floor; change the cabling configuration needed for dual integration capability with the PolyCom teleconferencing system and support the use of Link carts with IP cabling connectivity.
 - c. Atrium; Change speaker types as a result of HED design limitation criteria, change performance level of (1) cable type due to factory recommendation
 - d. AV Room supporting large meeting room; change rack layout configuration and detail to fit all the equipment resulting from the change in capability requested by the College during the group II design process. Changed design to control systems from the lectern to the AV Control Room. Some reductions in equipment.
3. Actions needed:
 - a. ITS to issue an IT and separate AV bulletin as required through ProWest Constructors for stated changes
 - b. HED (or ITS can do this also) issue bulletin through ProWest Constructors for floor box change
4. Cost Impact: Soft: IT Bid Package= \$450.00, AV Bid Package: \$750.00
Construction: \$none to \$2k
Breakdown:
 - Faculty Innovation: anywhere from a wash to +\$250.00 increase
 - Conference Room: up to \$1,500.00 increase
 - Atrium Window Wall: a) credit up to \$2k, offset by a slight increase in installation costs of \$500
 - AV Room supporting Large meeting room: Up to \$450.00

Group II

1. Areas involved:
 - a. Faculty Innovation Room 2nd floor, Rm. 211
 - b. Medium Conference Room, 2nd Floor, Rm. 219
 - c. Small Conference Room, 2nd Floor, Rm. 216
 - d. Atrium, Window Wall:
 - e. Integrated Event AV Support Equipment:

- f. AV Room for Large Meeting Room
2. Description of changes:
 - a. Faculty Innovation Room: Change type of speakers and amplifier
 - b. Medium Conference Room, 2nd Floor, Rm. 219: Addition of a Link Cart with custom overbridge, changing the AV switching equipment, and PolyCom High Definition Teleconference System
 - c. Small Conference Room, 2nd Floor, Rm. 216: Addition of a Link Cart with custom overbridge and AV switching equipment
 - d. Atrium, Window Wall: Add AV equipment to support requested capability, add Four Winds digital signage software and integration
 - e. Integrated Event AV Support Equipment: Adding into the design the needed audio and video integration equipment necessary to support live events such as concerts and other venues. (3 different design iterations)
 - f. AV Room/Large Meeting Room: Change lectern configuration
3. Actions needed:
 - a. ITS to change IT and AV plan sets and procurement lists and re-issue for procurement/bid by site
4. Cost Impact: Soft: \$3,403.75 (31.5 Engineering hours and 11.75 CAD)
Construction: \$none expected
Breakdown:
 - o Faculty Innovation: approximately \$500.00 increase
 - o Medium Conference Room: \$ no cost given deductions and changes
 - o Small Conference Room: up to \$17,000.00 increase (originally had no equipment where the medium did have some equipment)
 - o Atrium Window Wall: \$25k increase
 - o Integrated Event AV Support Equipment: \$31k (most if not all of this should be able to be covered by the original AV Budget)
 - o AV Room supporting Large meeting room: Although this is a redesign the end result should be within the existing budget
 - o Integrated Media Servers for storage of source and event video files

***Due to eliminating some items and changes in others there are savings in the AV Budget that we are reapplying above hence why there is minimal increase in cost expected. Items changed/reduced or eliminated include the smart board, assisted listening system, (3) LCD Projectors, (2) High Resolution Document cameras, streaming media converter, room control system etc.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-5

Date: January 26, 2010

Subject: Norco Student Support Center – Change Orders

Background: On August 19, 2008 the Board of Trustees approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Student Support Center at the Norco Campus. On February 26, 2009, the Board of Trustees approved thirty-two (32) construction trade contractors for the multiple prime delivery method. The individual contractors would complete construction services throughout the Norco Student Support Center project.

Staff is now requesting Board approval of Change Orders for modifications to the Norco Student Support Center project for the following contractors:

- | | |
|-----------------------------|-------------|
| • Doja, Inc. | \$40,726.64 |
| • K.A.R. Construction | \$53,687.31 |
| • McCullough Plumbing, Inc. | \$16,796.53 |

A description of change order work is noted in the attached Change Order Summary.

Additionally, although the added change order amount will slightly exceed the allowable ten per cent (10%) limit of the contract with Doja, Inc., the shoring changes were urgent and received Chancellor approval prior to work. This additional work by Doja, Inc. was essential to avoid a potential collapse of the adjacent bridge structure and maintain the project schedule. Staff requests Board of Trustees approval of the excess change order allowance by \$3,419.34 which is included within the change order total of \$40,726.64. Excess costs will be paid for from project contingency funds.

To be funded from the Board approved project contingency, District Measure “C” funds - Resource 4160.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-5

Date: January 26, 2010

Subject: Norco Student Support Center – Change Orders (continued)

Recommended Action: It is recommended that the Board of Trustees approve the Change Orders for the Norco Student Support Center for Doja, Inc. - \$40,726.64, K.A.R. Construction - \$53,687.31, McCullough Plumbing, Inc. - \$16,796.53; approve the exceeded contingency amount with Doja, Inc.; and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco Campus

Gaither Loewenstein
Vice President, Educational Services, Norco Campus

Orin L. Williams
Associate Vice Chancellor, Facilities Planning, Design and Construction

Riverside Community College District
Facilities, Planning, Design and Construction
Norco Student Support Project

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: Doja, Inc.

<i>Contract Amount:</i>	\$ 373,073.00
<i>Change Order No. 1 Amount:</i>	\$ 40,726.64
<i>Revised Contract Sum:</i>	\$ 413,799.64
<i>Original Contract Contingency:</i>	\$ 37,307.30
<i>Remaining Contract Contingency:</i>	\$ -3,419.34

Change Order Description:

Over excavation and tie back work as directed by HED_RFI_015R1, HED_RFI_018R1, HED_RFI_019R1, HED_RFI_021R1, HED_RFI_022R1, HED_RFI-025. Cost proposal #5 is a total of \$74,235.00. \$40,000.000 was paid under Allowance Billing #1, the balance of \$34,235.00 will be paid under Change Order #1. Shoring redesign.
Requested by: Shoring Engineer
Accountability: Unforeseen soil conditions

\$34,235.00

Additional cost for changes in tie-back sizes and schedule. Additional changes by shoring engineer after the initial order for materials was placed.
Requested by: Shoring Engineer
Accountability: Unforeseen soil conditions

\$5,411.44

Time and materials ticket #6280 to grade in front of Library Building. The grading work is not indicated on the demolition drawing but is required by the Landscape drawings.
Requested by: Construction Manager
Accountability: Errors & Omissions

\$1,080.20

Change Order: 1
Contractor: K.A.R. Construction

<i>Contract Amount:</i>	\$ 663,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 53,687.31</u>
<i>Revised Contract Sum:</i>	\$ 716,687.31
<i>Original Contract Contingency:</i>	\$ 71,668.73
<i>Remaining Contract Contingency:</i>	\$ 17,981.42

Change Order Description: \$53,687.31
Cost to install 610 cubic yards of lean concrete associated with HED_RFI_133. Due to existing structures, the over excavation cannot comply with the Soil Reports. Concrete was added to strengthen soil.
Requested by: Soil Engineer and Structural Engineer
Accountability: Unforeseen soil conditions

Change Order: 1
Contractor: McCullough Plumbing, Inc.

<i>Contract Amount:</i>	\$ 194,900.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 16,796.53</u>
<i>Revised Contract Sum:</i>	\$ 211,696.53
<i>Original Contract Contingency:</i>	\$ 19,490.00
<i>Remaining Contract Contingency:</i>	\$ 2,693.47

Change Order Description: \$3,037.57
Additional cost to shift Manhole #1 approximately five (5) feet. The adjustment was required because the underground sewer line was not in the location as laid out and staked by surveyor.
Requested by: Architect/Construction Manager
Accountability: Unforeseen conditions/improve as-builts

\$458.35
Time and materials to dig and expose footing for possibility of having to re-route the 36" storm drain under the footing at the bridge. We had to explore the possibility of having to re-route the storm drain since it is located directly underneath the footings for the canopy at Grid Line A.
Requested by: Architect/Construction Manager
Accountability: Unforeseen conditions/improve as-builts

\$5,990.96
Remove three (3) existing storm drain inlets since the elevation of the storm drain inlets at the new handicap parking is about 4 inches below the top of grade. To meet the required ADA slopes, removal of three (3) inlets was necessary since they will be abandoned anyway.
Requested by: District
Accountability: Unforeseen conditions/possible Errors & Omissions

Time and materials to re-route the existing 15" storm drain located directly underneath the footing at the Southwest corner of the building at the new Grid Line A. The footings for the canopy at the original Grid Line A was moved approximately 5.5 feet to avoid having to re-route the 36" storm drain; the new Grid Line A.1 obstructed the installation of the 15" storm drain.
Requested by: Architect/Construction Manager
Accountability: Unforeseen conditions/improve as-builts

\$7,309.65

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-6

Date: January 26, 2010

Subject: Norco Operations Center – Design and Engineering Services Amendment No. 1

Background: On May 19, 2009, the Board of Trustees approved the planning and design of the Norco Operations Center project and allocated funding in the amount of \$1,600,000 using Measure “C” funds. An agreement with Hill Partnership, Inc. in the amount of \$809,600 was also approved in order to provide design and engineering services for the project located at the Norco Campus.

Staff now requests approval for additional services with Hill Partnership, Inc. for the Norco Operations Center project in an amount not to exceed \$11,385. The additional services include a topographic field survey to locate all visible features, including curbs, flow lines, finished surface elevations, natural ground elevations, tops and toes of slope, grates and manholes. Also included are services to perform potholing and utility location services for non-visible utilities including cable, electrical and telephone via electro-magnetic surveying and/or ground penetrating radar. The Hill Partnership, Inc. agreement, including Amendment No. 1 and reimbursable expenses, totals \$820,985.

To be funded from the Board approved project budget, District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with Hill Partnership, Inc. to provide additional design and engineering services for the Norco Operations Center project in an amount not to exceed \$11,385, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President
Norco Campus

Gaither Loewenstein
Vice President Educational Services, Norco Campus

Orin L. Williams
Associate Vice Chancellor, Facilities Planning, Design and Construction

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HILL PARTNERSHIP, INC.
(Norco Operations Center Project)

This document amends the original agreement between the Riverside Community College District and Hill Partnership, Inc., which was approved by the Board of Trustees on May 19, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$11,385, including reimbursable expenses. The term of this agreement shall be from the original agreement date of May 20, 2009, to the estimated completion date of September 30, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HILL PARTNERSHIP, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Lawrence A. Frapwell
President
115 Twenty-Second St.
Newport Beach, CA 92663

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Operations Center
 Norco Campus

Scope of Work:

Additional services with Hill Partnership, Inc. include a topographic field survey to locate all visible features within the Norco Operations Center project, and potholing and utility location services for non-visible utilities within the project at the Norco campus.

Scope of Services:

- Task 1:

Perform topographic field survey to locate all visible features; including curbs, flow lines, finished surface elevations, natural ground elevations, tops and toes of slope, grates and manholes, all surface evidence of utilities, invert elevations for all accessible storm drain manholes, sewer manholes, and catch basins within the survey limits. Compensation is at a fee not to exceed \$9,075 for Task 1 services.

Conditions: Contingent on the acquisition and recovery of previous survey control to ensure a consistent coordinate datum (with previous aerial survey). Should this information not be provided, or no evidence of previous survey control exists, this work (associated with recreating this work) will be billed as “extra work.”

- Task 2:

Perform potholing and utility location services for non-visible utilities including cable, electrical and telephone via electro-magnetic surveying and/or ground penetrating radar. Compensation is at a fee not to exceed \$2,310 for Task 2 services.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-7

Date: January 26, 2010

Subject: Phase III-Norco/Industrial Technology Project – Change Order

Background: On October 17, 2006, the Board of Trustees approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Phase III-Norco/Industrial Technology Project. On December 11, 2007, the Board of Trustees approved bids for thirty-two (32) construction prime trade contractors for the multiple prime delivery method. The individual contractors would complete construction services throughout the Phase III-Norco/Industrial Technology Project.

Staff is now requesting Board approval of Change Orders for modifications to the Phase III-Norco/Industrial Technology Building Project for the following contractor:

- Budget Electric Contractors, Inc. \$19,489.83

A description of change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget change order contingency State Construction Act Funds (Resource 4100) and District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Change Order for the Phase III-Norco/Industrial Technology Project for Budget Electric Contractors, Inc. in the amount of \$19,489.83; and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President
Norco Campus

Gaither Loewenstein
Vice President Educational Services
Norco Campus

Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

Riverside Community College District
Facilities Planning, Design and Construction
Phase III-Norco/Industrial Technology Project

CHANGE ORDER SUMMARY

Change Order: 4

Contractor: Budget Electric Contractors, Inc.

<i>Contract Amount:</i>	\$ 3,890,000.00
<i>Change Order No.1 Amount:</i>	\$ 44,911.49
<i>Change Order No. 2 Amount:</i>	\$ 33,899.40
<i>Change Order No. 3 Amount:</i>	\$ 13,792.65
<i>Change Order No. 4 Amount:</i>	\$ 19,489.83
<i>Revised Contract Sum:</i>	<u>\$ 4,002,093.37</u>
<i>Original Contract Contingency:</i>	\$ 389,000.00
<i>Remaining Contract Contingency:</i>	\$ 276,906.63

Change Order Description:

Patch and repair existing AC paving that was installed under previous campus phases. Paving had deteriorated and required deferred maintenance. \$4,744.73

Requested by: District/Campus

Accountability: None

Remove and replace all floor box covers in Room IT 123. \$807.06

The floor finish per the contract documents was to be sealed concrete finish. The campus requested that VCT be installed in this room. The floor box covers had to be removed for the installation of the VCT. This was done on a time and material basis.

Requested by: District/Campus

Accountability: None

Furnish and install temporary fiber cable. During the Beginning of the project, new fiber cable had to be installed \$14,946.00

before the over-excavation could be completed. The subcontractor, RCCD's consultant specified as the only contract compliant vendor was listed by BEC but was unable to meet the District's requirements for IT work after bids were awarded. This caused a delay of obtaining a certified sub-contractor that could install the specified fiber cable. A temporary cable was installed to keep the campus online while the project moved forward.

Requested by: District

Accountability: Possible Back Charge to I.T.S. (consultant) as Errors and Omissions

Back Charge from Inland Building Companies for having to Reset the elevator. The final testing of the fire alarm system was behind schedule and not complete prior to the substantial completion date. BEC began testing the fire alarm system during furniture move-in and installation. This required the use of the elevator to transport furniture. The elevator had to be placed on bypass to operate during the fire alarm testing. The charge is for a technician to reset the elevator after it would not return to normal operation. (\$1,278.96)
Requested by: District
Accountability: Deductive change to Inland Building Companies

Back Charge from Western Rim Constructors for installation of concrete. BEC was responsible to provide concrete to repair trenches that were dug at the beginning of the project. BEC failed to schedule this work to accommodate student access to the new building. The District exercised its right to have the work completed by others to meet the occupancy deadline. (\$2,500.00)
Requested by: District
Accountability: Deductive change to Western Rim Constructors

Repair damaged conduit to two light poles outside of project site. There were two light poles adjacent to the project site that were not working. Upon investigation, conduit had been damaged at some time in the past and the wire had been removed. \$2771.00
Requested by: District
Accountability: Repair of Facilities maintenance item.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-8

Date: January 26, 2009

Subject: Riverside City College Interim Parking – Lease Amendment No. 1

Background: On August 18, 2009, the Board of Trustees approved funding for the Riverside City College Interim Parking project in the amount of \$260,000 and a lease agreement with the City of Riverside for Parking Lot 33 in the amount of \$204,000, using Measure “C” Funds. The interim parking located in downtown Riverside at the corner of Third Street and Market Street would provide additional parking for Riverside City College (RCC) students during the Fall/Winter/Spring semesters of 2009 thru 2011. The additional parking was provided for students due to the use of approximately 606 parking spaces being displaced during the construction of the Riverside Aquatics Complex and Riverside Nursing/Science Building projects at the Riverside City College.

After administrative review, staff is now requesting to only supplement the parking spaces during the peak periods of the Riverside Community College semesters of 2009 thru 2011. Staff requests the Board of Trustees to approve an amendment to the parking lease agreement with the City of Riverside for the Riverside City College Interim Parking project; decreasing the term dates, re-defining the use of premises, and identifying the specific time periods and dollar amounts for use of premises. The changes within the original parking lease agreement are described in the attached amendment. The changes associated with Amendment No. 1 decrease the parking lease agreement with the City of Riverside to \$116,250, a reduction of \$87,750 from the original agreement. Reduction amount to be identified as project savings from the Board approved project budget, District Measure “C” Funds (Resource 4160).

Transportation for RCC students is provided during the peak periods identified in the amendment. Students will have use of the “Go Pass”, the free-ride transportation program provided by Riverside Transit Agency (RTA) to and from Parking Lot 33 during its regular routes. Additionally, the College will coordinate van shuttle service and College Police will provide parking lot security. A campus police emergency phone was installed on Parking Lot 33 and is operational.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-8

Date: January 26, 2009

Subject: Riverside City College Interim Parking – Lease Amendment No. 1 (continued)

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 of the lease agreement with the City of Riverside for the Riverside City College Interim Parking project for the decreased amount not to exceed \$116,250 of the original agreement, and authorize the Vice Chancellor Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Jan Muto
President
Riverside City College

Norm Godin
Vice President, Business Services
Riverside City College

Jim Miyashiro
Chief
College Safety and Police

Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

FIRST AMENDMENT TO PARKING LEASE AGREEMENT
(RIVERSIDE COMMUNITY COLLEGE DISTRICT)

THIS FIRST AMENDMENT TO PARKING LEASE AGREEMENT (“Amendment”), is made and entered into this _____ day of _____, 20_____, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation, (“City”) and RIVERSIDE COMMUNITY COLLEGE DISTRICT (“Lessee”) with respect to the following facts:

RECITALS:

WHEREAS, on or about August 31, 2009, City and Lessee entered into the Parking Lease Agreement for the period from September 15, 2009 through May 15, 2011; and

WHEREAS, City and Lessee desire to amend the term of the Agreement, the amount of consideration for use of the Premises, patrol enforcement, cost of lighting, and cost of and duties related to signage.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, City and Lessee agree as follows:

1. Section 2 - TERM of the Agreement is hereby amended in its entirety as follows:

“TERM. The term of this Lease shall become effective September 15, 2009, (“Effective Date”), and shall terminate April 1, 2011, and the use shall only be permitted specifically during the following time periods; unless this Lease is earlier terminated pursuant to the termination provisions contained herein.

September 15, 2009 to December 31, 2009
February 16, 2010 to April 2, 2010
August 30, 2010 to October 1, 2010
February 14, 2011 to April 1, 2011

The time periods above are collectively referred to as “Usage Dates”. City and Lessee may extend the individual useage dates by written mutual consent. Any extension may be approved by the City Manager or his/her appointed designee.”

2. Section 3 (a) is amended as follows:

“Access to and use of the Property for the general public will be on Saturdays and Sundays and all non-Usage Dates; and City may hire a private operator to manage the Property.”

3. Section 3 (c) is amended in its entirety as follows:

“City will provide enforcement at all times. Lessee’s students will be required to display a City Pass. If said City Pass is not displayed, a citation may result.”

4. Section 3 (e) is amended in its entirety as follows:

“(e) City, subject to reimbursement of Eight Thousand Seven Hundred Fifty Dollars (\$8,750.00) from Lessee, shall install lighting on the Property. City will send Lessee a bill for the same and Lessee shall pay said bill not later than February 1, 2010. City shall be responsible for installing signage which states that a City parking pass is required, that ADA spaces are available at the main campus, and an emergency phone to call the Lessee’s campus police. Lessee will reimburse City One Thousand Five Hundred Dollars (\$1,500.00) for said signage and will be responsible for removing signage at the end of this Lease. Lessee shall pay said bill not later than February 1, 2010.”

5. Section 4 (a) - Consideration is amended in its entirety as follows:

“4 (a) As consideration for the use of the Premises, Lessee shall pay to City a lease fee per parking space in the amount indicated as follows:

<u>Amount per month</u>	<u>Period</u>	<u>Total</u>
\$30.00	09/15/09 - 12/31/09	\$42,000
\$40.00	02/16/10 - 04/02/10	\$24,000
\$40.00	08/30/10 - 10/01/10	\$16,000
\$40.00	02/14//10 - 04/01/11	\$24,000

Said lease fees shall be payable on the first of the month.”

6. All terms and conditions of the Agreement not inconsistent with this Amendment shall remain in full force and effect and are incorporated herein by this reference as if set forth in full.

(Signatures on following page)

IN WITNESS WHEREOF, City and RIVERIDE COMMUNITY COLLEGE DISTRICT have caused this Amendment to the Parking Lease Agreement to be duly executed on the day and year first above written.

CITY OF RIVERSIDE

RIVERIDE COMMUNITY COLLEGE
DISTRICT

By: _____
City Manager

By: _____
James L. Buysse
Vice Chancellor
Administration & Finance

Attest: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Supv. Deputy City Attorney

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CA: 09-1180.1
12/02/09