



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, January 12, 2016 6:00 PM
Riverside City College, O.W. Noble Building,
Board Room AD 122, 4800 Magnolia Avenue,
Riverside, CA 92506**

ORDER OF BUSINESS

Pledge of Allegiance

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

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

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

I. COMMENTS FROM THE PUBLIC

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

II. PUBLIC HEARING (NONE)

III. CHANCELLOR'S REPORT

- A. [Chancellor's Communications](#)
Information Only

IV. BOARD COMMITTEE REPORTS

- A. Governance (None)
B. Teaching and Learning
1. [Riverside City College Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)
The Committee to review Riverside City College's Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

2. [Riverside City College Substantive Change Report on the Culinary Academy](#)

The Committee to review Riverside City College's Substantive Change Report on the Culinary Academy.

3. [Proposed Curricular Changes](#)

The Committee to review the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

4. [Grants Office Winter Report for 2015-2016](#)

Information Only

C. Planning and Operations

1. [Risk Management Update](#)

Information Only

D. Resources

1. [Budget Augmentation for Construction, FFE and Management Services for the Culinary Arts Academy and District Offices Project](#)

The Committee to review the budget augmentation for the Culinary Arts Academy and District Offices Project by \$1,853,515 for additional Construction, Group II and Construction Services.

E. Facilities

1. [Change Order No. 2 for Culinary Arts Academy and District Office Building with Kamran and Co., Inc.](#)

The Committee to review the Project Change Order No. 2 with Kamran and Co., Inc. in the amount of \$42,297.20; and the change order in excess of ten percent by a total of \$57,540.38.

2. [Agreement for Ben Clark Training Center Preliminary Site Analysis with Holt Architecture](#)

The Committee to review the agreement with Holt Architecture in the amount not to exceed \$15,280 to provide a Preliminary Site Analysis for a new classroom building for the Ben Clark Training Center.

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION

A. [Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association](#)

Recommended Action to be Determined.

VII. ADJOURNMENT

Agenda Item (III-A)

Meeting 1/12/2016 - Committee
Agenda Item Chancellor's Report (III-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

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

Attachments:

None.

Agenda Item (IV-B-1)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Riverside City College Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Riverside City College's Substantive Change Report on the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

Background Narrative:

The Accrediting Commission for Community and Junior Colleges (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes. To meet this expectation, Riverside City College has prepared a Substantive Change proposal to report on the Henry W. Coil Sr. and Alice Edna Coil School for the Arts. The proposal will be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services
Wolde-Ab Isaac, President, Riverside
Patricia Avila, Dean, Career and Technical Education

Attachments:

[Coil of the Arts Bullet Report](#)
[Coil of the Arts Summary Report](#)
[Substantive Change Report for School of the Arts](#)

Substantial Change for Coil School for the Arts, Riverside City College

RCCD is currently building a beautiful, state-of-the-art facility for the performing arts at Riverside City College. It will be named the Coil School for the Arts.

- The facility is part of the strategic plan for Riverside City College and continues to support the mission of the college.
- RCC has a plan for Total Cost of Ownership (TCO) that includes financial planning for human and physical resources and enrollment management.
- The facility will be 0.9 miles away from the main campus.
- Students will travel to the facility from the campus via a 15-minute walk, short car ride, or use free public transportation. Currently RCC students can ride any Riverside Transit Authority bus for free with their student ID card.
- Less than 40 percent of the courses needed for completion of the AA for Fine and Applied Arts, AA for Humanities, Philosophy and Arts, or the Music Transfer Degree will be offered at the new facility.
- All of the courses needed for the locally approved certificates in performing arts in music will be offered at the new facility.
- The quality of the building will directly affect the quality of teaching and learning in the program.
- Extraordinary effort has gone into acoustic preparation and design for the concert hall, choral room, band and orchestra room, and practice rooms.
- The facility will provide an extraordinary environment for teaching and learning in the performing arts. Within the facility there will be:
 - 33 acoustically designed and treated practice rooms
 - Choral rehearsal room
 - Band and Orchestra rehearsal room
 - Piano lab (with new electric pianos)
 - MIDI (Musical Instrument Digital Interface) lab with new computers and digital audio equipment
 - Recording studio with new equipment
 - A 450-seat concert hall with adjustable acoustics
 - Percussion room
 - Drum-set room
 - Green rooms
 - Guest artist room
 - Choral library
 - Wind and Percussion music library
 - 8 faculty offices
 - Box office
 - Facility manager office
 - Student lounge
 - Courtyard.
- The concert hall will be the jewel of the facility. It will feature an extraordinary concert experience for the audience and performers. The acoustics will be adjustable, able to furnish the Chamber Singers with cathedral-like reverberation and blending of sounds, yet able to quickly change to appropriately handle rock and commercial music when needed.

Summary of Proposed Change
Coil School for the Arts
New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
By

Charles Richard
Professor of Music

Scott Bauer
Dean of Fine and Performing Arts

To:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

Summary of Proposed Change, Coil School for the Arts, Riverside City College

The purpose of this report is to describe the proposed change, need and anticipated effects to relocate performing arts instruction and performances at Riverside City College to a new facility that is currently under construction and located off the main campus.

The Change: A new facility is being constructed at 3890 University Avenue, Riverside, CA 92506. It is located a distance of 0.9 miles from the main campus. The facility will be named the Coil School for the Arts (CSA), and will be an integral part of the new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/2016) that will include CSA, Culinary Academy and RCCD Offices Building, Center for Social Justice and Civil Liberties and a dedicated parking structure. Performing Arts instruction will take place at CSA as well as concert performances in the new 450-seat concert hall.

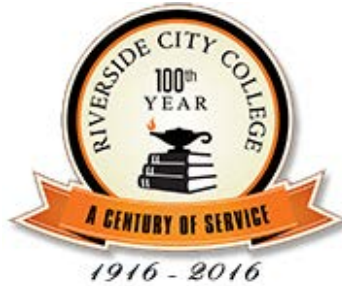
The Need: The rationale for change is to build a facility that will be an outstanding environment for teaching and learning in the performing arts that will directly address the considerable deficiencies in the current facilities. The high quality of the programs, with growing enrollments, has created demand for growth and improvement in the facilities. The RCC main campus is also landlocked, impacted and does not have room to build new structures of this size on campus.

The Anticipated Effect: This facility will provide an extraordinary environment for teaching and learning in the performing arts. The new facility will provide: 33 acoustically designed and treated practice rooms; a choral rehearsal room, a band and orchestra rehearsal room; a piano lab (with new electric pianos); a MIDI (Musical Instrument Digital Interface) lab with new computers and digital audio equipment; a recording studio with new equipment; an acoustically designed and treated 450-seat concert hall with adjustable acoustics; a percussion room; a drum-set room; green rooms; a guest artist room; a choral library; a wind and percussion music library; 8 faculty offices; a box office; a facility manager office; a student lounge; and a courtyard.

Students will travel to the facility from the campus via a 15-minute walk, short car ride, or use free public transportation. Currently RCC students can ride any Riverside Transit Authority bus for free with their student ID card.

During this strategic planning cycle there are no plans to offer more than 50% of the classes needed toward fulfillment of any academic degrees in the performing arts, though 100% of classes needed for several locally approved certificates in performing arts will be offered at the new facility.

Substantive Change Proposal
Coil School for the Arts
New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
By

Charles Richard
Professor of Music

Scott Bauer
Dean of Fine and Performing Arts

To

Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

2 Riverside City College
Statement of Proposal Review and Approval

The Riverside City College Substantive Change Proposal has been reviewed for accuracy and information by the District's governance leadership. It was reviewed by the Riverside Community College District Board of Trustees on _____.

Wolde-Ab Isaac, President, Riverside City College

Virginia Blumenthal, President, RCCD Board of Trustees

DRAFT

Table of Contents

Participant List

Overview of Substantive Change

Description and Reason for the Proposed Change

Relation to the College's Mission and Strategic Planning Goals

Riverside City College Mission Statement

RCC Music Mission Statement

RCC Strategic Planning Goals

Rationale for the Change

Planning Process Leading to the Requested Change

Relationship the RCC Planning Process, Evaluation and Mission

Assessment of Needs and Resources

Anticipated effects and intended benefits

Preparation and Planning

When the New Change Goes Into Effect

Location of New Facility

Institutional Resources:

Student Services

Counseling Services

Tutorial Services

Other Services

Disability Resource Center

Bookstore

Disabled Students Programs and Services

Financial Aid

Library Resources

Enrollment Services

Academic Support

Faculty, Support Staff and Management

Professional Development

Equipment, Facilities and their Monitoring

Sustainable Fiscal Resources and Initial and Long Term Impact on RCC Budget

Comparative Analysis of Budget for Enrollment and Resources and Identifying New or Reallocated funds.

Plan for Monitoring Achievement of Desired Outcomes for Change

Evaluation and Assessment of Student Learning Outcomes, Achievement, Retention and Completion.

Evidence of Necessary Approvals

Faculty, Administrative, Board of Trustees Approval

Legal Requirements Have Been Met

Board of Trustees Approves Change and Budget to Support It

Evidence That Eligibility Requirement Will Be Fulfilled

1. Authority
2. Mission
3. Governing Board
4. Chief Executive Officer
5. Administrative Capacity
6. Operational Status
7. Degrees

- 4 Riverside City College
 8. Educational Programs
 9. Academic Credit
 10. Student Learning and Achievement
 11. General Education
 12. Academic Freedom
 13. Faculty
 14. Student Services
 15. Admissions
 16. Information and Learning Resources
 17. Financial Resources
 18. Financial Accountability
 19. Institutional Planning and Evaluation
 20. Public Information
 21. Relations with the Accrediting Commission

Continued Compliance with the Accreditation Standards

Standard I: Institutional Mission and Effectiveness

Standard II: Student Learning Programs and Services

- Instructional Programs
- Student Support Services
- Library and Learning Support Services

Standard III: Resources

- Human Resources
- Physical Resources
- Technology Resources
- Financial Resources

Standard IV: Leadership and Governance

Conclusion: The Future of the Coil School of the Arts

Appendixes

- A Agenda Item, BOT Meeting, 6/5/12
- B Agenda Item, BOT Meeting, 12/3/13
- C Agenda Item, Chancellor's report, BOT Meeting, 6/19/12
- D Agenda, BOT Regular meeting, 5/07/13
- E LPA Program list for CSA, 2012
- F Minutes, LPA Design meeting for SCA with Faculty, Administration and design team, 1/31/13
- G Floor plans for CSA, 1st floor and 2nd floor
- H On campus performance counts for 2014-15
- I Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15
- J Degrees and Certificates in Music Area
- K Centennial Plaza Overview
- L Riverside City College Campus Map
- M Map showing close proximity of Centennial Plaza to Riverside campus
- N Awards and information about the music department ensembles
- O TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts
- P Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014
- Q RCC Human Resources Staffing Plan
- R Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College District, 2008

- S District website on Centennial Plaza Information:
- T District Strategic Plan 2008-2012
- U Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012
- V Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011
- W Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010
- X Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010
- Y RCC Institutional Assessment Plan
- Z Riverside Community College District Strategic Technology Plan
- AA DGS, DSA Approval

DRAFT

6 Riverside City College

Participant List

The following Riverside City College staff members participated in the preparation of this Substantive Change proposal:

Wolde-Ab Isaac, President

Susan Mills, Professor of Mathematics, Accreditation Liaison Officer

Tom Allen, Professor of English, Accreditation Liaison Officer

Virginia McKee-Leone, Acting Vice President of Academic Affairs

Scott Bauer, Dean, Fine and Performing Arts

Chris Carlson, Chief of Staff

Kevin Mayse, Associate professor, Chair, Music

Charlie Richard, Professor, Music

Richard Mahon, Professor, Humanities

Patricia Avila, Dean of Instruction, Career and Technical Education

Wendy McEwen, Dean, Institutional Effectiveness

Michelle Davila, Executive Administrative Assistant, President's Office

Bart L. Doering, Facilities Development Director

DRAFT

Overview of Substantive Change

The Riverside Community College District is one of the most diverse college districts in the nation, and Riverside City College is one of the most dynamic and diverse colleges. From its opening in 1916 on the site of the former Riverside Poly High School campus, Riverside City College has grown to be one of California's leading community colleges and is a landmark in downtown Riverside. Serving more than 18,000 students each semester, Riverside City College provides students with a wide range of choices including associate's degree programs, transfer to a four-year college or university, or career certificates that prepare them to enter the workforce. Riverside City College is home to strong programs in liberal arts, science, performing arts, the School of Nursing and athletics.

Riverside City College has a long history of outstanding instruction and performance in the fine and performing arts. The programs have robust enrollments and have outgrown the facilities available to them. In 2012, after years of planning and refining, RCC approved a new facility for the performing arts, the Coil School for the Performing Arts. The new facility will be named after Henry W. Coil SR. and Alice Edna Coil. **Appendix A: BOT, June 2012.** The new facility will primarily serve the music discipline since it has the greatest needs for facility space, and through secondary effects, the current RCC music facilities will be re-tasked for art, animation, dance, theater, photography, and film and television. The new facility will also contain a concert hall, and will be the first performance space in the district with acoustics appropriate for musical performances. The Coil School for the Performing Arts (CSA) will also be a part of a new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/1915) that will house the Coil School for the Arts, Culinary Academy and Systems Building, Center for Social Justice and a dedicated parking structure. The Centennial Plaza will be in downtown Riverside at one of the busiest city corners downtown, a block away from the historic Fox Theater and less than a mile from the main college campus. **Appendix K: re: Centennial Plaza Overview; Appendix L: re: Map showing close proximity of Centennial Plaza to Riverside campus; Appendix S: District website with Centennial Plaza Information.**

Description and Reason for the Proposed Change

The purpose of this report is to seek approval to establish a location geographically apart from the main campus for instruction of the courses needed to complete the Music AA, ADT and certificates. The Riverside main campus is landlocked, impacted and does not have room to build new structures of this size on campus.

In June 2012, the RCCD Board of Trustees approved funding for the construction of a new facility in downtown Riverside using Measure C funds. **Appendix A: BOT Meeting, 6/5/12.** In May 2013, the RCCD Board of Trustees approved the program such that the majority of instruction in the new facility would be in music while performances in the new music hall would be available to all disciplines. Originally, the planning was for the facility to be the new home for several disciplines; however, the economic downturn caused state funding for the project to diminish and after working on the design for the facility with LPA (the integrated design firm selected for the project), it eventually became obvious that there wasn't a large enough footprint at the location to build a facility that would do justice to the regular instruction for more than one discipline. It could either be a facility with many compromises for all disciplines, or an excellent facility for a single discipline. At that point it was decided that the facility would primarily host music instruction but also include a concert hall available for all of the performing arts. **Appendix D: BOT Regular meeting, 5/07/13; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1 2012.**

The Music program at RCC includes a nationally known and celebrated marching band (Marching Tigers), award winning vocal music and ensembles (including the multi-award winning Chamber Singers), award winning instrumental music and ensembles (including Symphony Orchestra, Wind

8 Riverside City College

Ensemble, Concert band, Guitar Ensemble and three Jazz Ensembles), music technology certificate programs, piano and theory instruction, and applied instruction from many of the finest musicians in Southern California. **Appendix N: re: Awards and information about the music department ensembles.**

For the majority of the RCC Music program's existence, instruction has been housed in a red brick building known as the Music Building. It was once the bookstore for Riverside Poly High School, and was not designed for music instruction and performance. In 2002 RCC added a temporary steel building (Stover) next to the red brick Music building to house instrumental music instruction while theory, technology and vocal music remained in the original. For performances, the choral and string ensembles offer all their concerts in neighboring churches because of the lack of an adequate facility on campus (because of poor acoustics). The other instrumental programs give their concerts in the 1300 seat Landis Auditorium on campus, an acoustically challenged room with a too-large seating capacity for student concerts, or in the Digital Library Auditorium, a 190-seat room appropriate for soft chamber music. The music discipline currently schedules more than 70 performances a year. **Appendix: L: Campus map, Appendix H: On campus performance counts for 2014-15.**

The performing arts programs continue to be in demand and have steady enrollment. The number of students enrolled in the fine and performing arts programs each semester is about 8% of the college's enrollment. **Appendix I: Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15.** In Music there are 200 plus students identifying themselves as music majors and/or enrolled in applied music. These robust enrollments plus the national recognition of the programs for excellence led to the consideration of an expansion of facilities for the performing arts. Fine and performing arts students successfully transfer to continue their studies at various Universities in southern California and beyond. Many RCC alumni are employed as music educators, and in the music industry in rock and pop bands, orchestras and other positions.

Additionally, career and technical certificate programs prepare students for jobs in both emerging and traditional industries while meeting the needs of regional economies. The music program offers certificates in music technology, piano, and music performance. **Appendix: J: List of degrees and certificates.**

The building of a new facility for the music discipline will allow the development of new programs and degrees, growth in student enrollment, and a most substantial improvement in the acoustic environment for music students where they can learn, practice, study, rehearse and perform.

Currently, students pursuing music studies are on the main campus at RCC and instruction is given in five different buildings. The new building, located less than a mile away, would allow students to continue to complete the music ADTs, AA and certificates but also provide a substantial improvement in the facilities and acoustic environment for music students to learn, practice, study, rehearse and perform. The RTA (Riverside Transit Agency) has, in cooperation with RCCD, free bus rides available to all RCCD students with their ID cards. The RTA has scheduled buses such that there will be one available every 15 minutes to take students in each direction, so students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus. The Centennial Plaza also includes a new parking structure for RCCD staff and students.

Relation to the College's Mission and Strategic Planning Goals

RCC's mission focuses on the college's efforts to support student achievement of their educational goals. It states:

To help students achieve their goals, the College offers comprehensive learning and

student support services, student activities, and community programs.

The new facility supports the college's mission through the access it provides to the students pursuing AA and ADT degrees and certificates. Riverside City College's mission to help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning. This facility will offer professional quality practice rooms, rehearsal rooms, state of the art labs, and a true concert hall enabling a remarkable enhancement in student learning in the performing arts.

Riverside City College Mission Statement

Riverside City College provides a high-quality affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. To help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.

RCC Music Mission Statement

The Mission of the Music Department at Riverside City College is to provide students the means to accomplish their goals in music with an educational program that prepares them to contribute as artists, educators, and supporters of the arts. Our standard is to meet the cultural, educational, and social needs of the community through excellent musical performances, school visitations, workshops, and master classes. At the heart of the department are outstanding arts experiences, superior teaching, and access to an aesthetic learning education.

RCC Strategic Planning Goals

The new facility is in alignment with the Strategic Planning Goals for the college:

- *Student Success*
The Henry W. Coil SR. and Alice Edna Coil School for the Arts will focus on student success with an outstanding new facility for student music making. The facility will also increase student engagement, learning, and success by offering a comprehensive and flexible curriculum, including clear pathways for achieving certificates, degrees, and transfer-ready status. The program there will continue to consistently use data to make decisions and to understand and support evolving student needs.
- *Student Access and Equity*
Student access will continue to be at the heart of the program, with planning already underway to recruit more college age students than before, and make the facility and it's programming available for k-12 students with festivals, honor bands and concerts. The program will also ensure that all students have equitable access to the college's programs, courses, and services and enhanced integrated academic support. The music program will also continue to counsel and advise students to help them plan for and progress toward their individual educational objectives.

All student services housed on the main campus will be available to students at the new facility via a 15 minute walk, a short drive or by a free bus ride back and forth between the Centennial

10 Riverside City College

Plaza and the main campus on a RTA (Riverside Transit Authority) bus with a student ID.

- *Institutional Effectiveness*

At the new facility, RCC will continue to encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency. RCC will also integrate research, assessment, and program review to enhance understanding of student learning and facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

- *Resource and Learning Development*

The new improved facility will certainly encourage an environment in which students, faculty, and staff find satisfaction in their work and feel supported and valued. It is also an example of an investment in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff. The facility will also be the site for fund raising opportunities and support for programs.

- *Community Engagement*

The new facility will enhance the performing arts and music department's ability to actively pursue partnerships with the community's academic organizations to foster communication and collaboration that increase student success and completion at all levels. The new labs will also enhance the program's ability to work with local business and CTE advisory groups to ensure that the college's educational programs provide the necessary skills that lead to employment opportunities. And building a new concert hall in the heart of Riverside, will allow the college to offer artistic programs and services that will enrich the community.

Rationale for Change

The rationale for change is to build a facility that will be an outstanding environment for teaching and learning in the performing arts that will directly address the considerable deficiencies in the current facilities.

Currently on the RCC campus:

- Only 12 practice rooms (for more than 200 music majors), and most are so small they are inadequate for instrumental practice.
- Choral and string ensemble concerts are in neighboring churches because of the lack of an adequate facility on campus (because of poor acoustics).
- Majority of instrumental ensembles give their concerts in the 1300 seat auditorium on campus, an acoustically challenged assembly room with a too-large seating capacity for student concerts.
- The choral rehearsal room is not acoustically treated.
- The band and orchestra rehearsal room is housed in a temporary steel building that has minimal acoustic treatment, mostly to protect loss of hearing, and not for tone and clarity.
- Ensemble libraries are crammed into tight closets.
- The drum-set and percussion rooms are also tight fitting rooms.
- Teaching studios for applied music are in the too-small practice rooms, thus further reducing the amount of practice rooms available for students to practice in. There is barely enough room for the students and teachers to fit in the rooms, and certainly not enough "air" for there to be a quality sound.

- No recording studio.

The new facility will provide:

- 33 acoustically designed and treated practice rooms, with 6 of them large enough for studio instruction.
- Acoustically designed and treated choral and band and orchestra rehearsal rooms.
- Acoustically designed and treated piano lab, with new electric pianos.
- Acoustically designed and treated MIDI (Musical Instrument Digital Interface) lab with new iMac computers, mixing boards, Digital in/out interfaces.
- Acoustically designed and treated recording studio with new recording equipment, next to the MIDI lab, with windows in between appropriate for teaching.
- Acoustically designed and treated 450-seat concert hall that will be the jewel of the building. It will have adjustable acoustics such that the reverberation time can be changed from 1 to 3 seconds.
- Acoustically designed and treated percussion room.
- Acoustically designed and treated drum-set room.
- Green rooms.
- Guest artist room.
- A large choral library.
- A large wind and percussion music library.
- 8 faculty offices, acoustically designed and treated so they can be used for applied studio lessons.
- A box office.
- A facility manager office.
- Student lounge.
- Courtyard.

These changes will provide a considerable improvement for teaching and learning in the performing arts.

Relationship the RCC Planning Process, Evaluation and Mission

The offering of courses, programs and transfer patterns at the new Coil School for the Arts facility directly correlates to the college's mission to "help students achieve their goals." Further, it provides students with access to new and innovative and facilities. Planning for the scheduling and development of programs for the new facility is addressed in departments at the college level and at the discipline level. This planning has from the beginning been fully integrated into department and discipline planning, program review, and budgeting.

Assessment of Needs and Resources

Description of Planning and Preparation for Change: Early dreaming and preliminary planning for the new Coil School for the Arts facility began in the mid 1990s. Faculty members, administrators and Board of Trustee members met regularly, including retreats, with industry expert to discuss programming for the school of the arts. With a change of RCCD chancellor in 2009, a "Blue Ribbon Committee" was formed to continue to study the School. In 2012 the planning was finally solidified. From 2012 through 2014 the faculty, college president, vice president of business services and vice president of academic affairs met regularly with LPA (the integrated design firm selected for the project) with acoustic, theatrical and audio-visual consultants to plan and design the new facility. Updates and input were given and received from

12 Riverside City College

various Strategic Planning Committees, including the Physical Resources Advisory Group and the Strategic Planning Executive Council. **Appendix E: LPA Program list for CSA, 2012; Appendix F: Minutes, LPA Design meeting for CSA with Faculty, Administration and design team, 1/31/13; Appendix P: Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014; Appendix R: Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College; Appendix T: District Strategic Plan 2008-2012; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012; Appendix V: Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011; Appendix W: Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010; Appendix X: Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010.**

Anticipated Effects and Intended Benefits

Currently, the music program is not housed in a facility designed to accommodate the program and allow for growth, nor does it offer the cutting edge technology necessary for operational standards industry wide. There are few practice rooms, and poor acoustics in most rehearsal rooms. The new location will provide access to state-of-the-art acoustically treated rooms and equipment. We anticipate the program will grow and thrive. The new facility will be in close proximity to the main campus and will continue to facilitate access to support services on campus and connect music students to the institution. The projected start date at the new location is June 2016.

Preparation and Planning

In preparation for the opening of the new building a, Total Cost of Ownership Analysis was conducted by the college to determine what new, ongoing and future fiscal and human resource needs exist. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.** Although the new facility is in close proximity to the main campus, we anticipate that student support services will need to be integrated into the program curriculum. Custodial staff will also be needed to provide daily maintenance in support of instruction.

When the New Change Goes Into Effect

RCC plans to offer instruction in the new CSA facility starting in August of 2016. The summer of 2016 will be spent moving the faculty, equipment and other resources. It will also be time to learn about the new technology to be found in the new building.

Location of New Facility

The address is 3890 University Avenue, Riverside, CA 92506 and is located a distance of 0.9 miles from the main campus. It will be an integral part of the new Centennial Plaza, a site dedicated to the 100th birthday of the college (3/13/1915) that will include the Coil School for the Arts, Culinary Academy and Systems Building, Center for Social Justice and a dedicated parking structure. Public transportation is available to all RCC students. Currently RCC students can ride any Riverside Public Transit Authority bus for free with their student ID card.

Institutional Resources

Student Services

Performing Arts students will continue to have access to all student services since the CSA location is less than a mile away from the main campus, and the RTA will have free bus rides available to all RCCD students with their ID cards, available every 15 minutes to take students in each direction, so students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus.

Counseling Services

Performing Arts students will continue to have access to counseling services. All new students view an online orientation hosted by the counseling department and complete an electronic one-semester student education plan (SEP) that is reviewed by a counselor. All students, both new and continuing, are able to meet with counselors in face-to-face appointments, and via express walk-in counseling; and online appointments are also available for students enrolled in at least one online course. During online appointments, counseling takes place in "chat" format through Blackboard (Bb 9.1). If a SEP is developed, the counselor sends the student a copy of the SEP in the mail.

Tutorial Services

Tutoring sessions are available to RCC students free of charge. Sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. Tutorial Services offers individualized instruction in course content, overall review, and study skills by peer tutors. These services are offered to all students each term and the information is provided during their orientation to the programs.

Other Services

The institution offers a number of other services targeting the needs and learning styles of various student sub-populations including:

Disability Resource Center

Performing Arts students continue to have access to the Disability Resource Center (DRC). RCC's Disability Resource Center provides comprehensive support services and accommodations. Our office provides support for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities and ADHD. Additionally, the very latest in adaptive computer technology is available to students.

Career and Job Placement Center: The CTE Employment Placement Coordinator assist CTE students in finding employment and/or internships opportunities based on their chosen field of study, interests and goals. Students are also given one on one resume writing assistance, interviewing techniques and tips, and referrals to resources in the community.

Student Health & Psychological Services: Culinary students will have access to the following services- medical care and psychological counseling, care for common health problems, evaluation and treatment by physicians, nurse practitioners, registered nurses and psychological clinicians. Additionally, students will be able to obtain referrals to a higher level of medical care professionals in the community, health education, first aid and emergency care.

Cal Works: The CalWORKs program is funded through the California Community College Chancellor's Office and is designed to promote self-sufficiency through employment and education. Culinary students who meet eligibility will have access to additional support services such as:

- Career and academic counseling

14 Riverside City College

- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements

Transfer Center: Culinary students will have access to the Transfer Center on campus and will have access to information and resources needed to make a successful transition into a four year institution.

Extended Opportunity Programs & Services (EOPS): EOPS provides academic support services for financially and educationally disadvantaged students. Culinary students who meet eligibility will have access to the following services:

- Personal, academic and career counseling
- Priority registration
- Supplemental book services
- One to one tutoring
- Transfer information and assistance

Veterans Services: The Veterans Services office provides dedicated assistance to veterans who are seeking to use VA Educational Benefits to further their education at the college. Culinary students who meet Certificate of Eligibility requirements have access to a variety of services including a customized and expedited student educational plan, counseling and support services via the Veterans Resource Center on campus.

Bookstore

The Barnes & Noble bookstores at RCCD colleges offer a free service that allows students to order their textbooks at the same time they register for classes. Once a student has registered for classes online, he/she can click on the textbooks link to view the list of textbooks they'll need for next term's courses. Students can then select the books they want, the format they prefer (new, used, rental, or digital), the method of delivery (pick up at bookstore or shipped), and their preferred method(s) of payment. Book orders are ready for pick up or delivery approximately two weeks before classes begin. There is no charge for using this service, although shipping fees apply for those students who choose to have their books delivered.

Financial Aid

Riverside City College provides extensive financial aid information online via the college website, including application and eligibility requirements, important deadline dates, and specific information on federal and state financial aid programs. Financial Aid resources are available online, including important websites, forms, and publications. The Financial Aid Office information, location, office hours, and an online contact form to speak to the staff are also available. Applications and forms are also available in Braille, large print, and Spanish.

Library Resources

The Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC) acquires and licenses educational material and equipment to support pre-college, transferable, and career technical courses. Students have access to a wide variety of print, electronic, and audio-visual materials including 116,068 print titles, 77,781 e-books, 188 print periodicals, and 6,816 audio/visual titles (Source: *California Community Colleges Library/Learning Resources 2013-2014 Data Survey*). In addition to the resources listed above, the library provides access to about 70 subscription online databases that can be accessed from the library website from both on campus and remote locations. The library also provides about 100 class/subject guides (LibGuides) for informational and research purposes that are openly available from the library website. The library's website is accessible from any computer with Internet access (on or off campus). Riverside City College students, faculty, and staff can access library databases remotely with ID number and password. Students, faculty, staff and community members may visit or telephone the library to obtain informational and research assistance from reference librarians who are library faculty members. Librarians can be reached by phone at (951) 222-8652 during library operating hours.

The following chart lists the databases to which the RCC library subscribes.

Academic Search Premier	ERIC	Oxford Art Online
Alt Health Watch	European Views of the America's: 1493 to	Oxford Music Online
American Film Scripts Online	Film & Television Literature Index with	Press Enterprise
America: History and Life with Full	Funk and Wagnall's New World Encyclo-	Primary Search
American History Online	Gale Virtual Reference Library	ProQuest National Newspapers
American Journal of Nursing	GreenFILE	Professional Development Collec-
America's Newspapers	Health Source - Consumer	Psychology & Behavioral Scienc-
Auto Repair Reference Center	Health Source - Nursing/Academic Edi-	Readers Guide
Biography in Context	Humanities International	ReferenceUSA
Book Index with Reviews	INTELECOM	Regional Business News
Business Source Elite	Library, Information Science & Technol-	Religion and Philosophy Collec-
Business Source Premier	Literary Reference Center	Science
CINAHL	Magill's Medical Guide	Serial Solutions
Columbia Granger's World of	MAS Ultra - School	SIRS Issues Researcher
Consumer Health Complete	MasterFILE Premier	Sixties in America
Country Watch	MEDLINE	SPORTDiscus with Full
CQ Researcher	Military & Government	Vocational and Career
CRC Handbook of Chemistry and	Newspaper Source	Westlaw Campus Research
CRCnetBASE: Forensics &	Newspaper Source Plus	Witkin Library
Critical Survey of Poetry	NoodleTools	World Book Complete
Dictionary of Literary Biography	Nursing Education in Video	World News Digest
EBSCO eBooks	OED	
Ecology	Opposing Viewpoints in Context	

Enrollment Services: RCC's Enrollment Services office will continue to provide services to performing arts students. For each semester that music students enroll in a major ensemble, music theory and an applied music class (one-on-one instruction on their

16 Riverside City College
instrument) students receive priority registration.

Academic Support: Students will continue to receive ongoing academic advisement, financial aid counseling and academic support services, such as supplemental instruction and tutoring to ensure their success.

Faculty: The music faculty is staffed by instructors with a minimum of a masters degree in music, and many with a Ph.D or DMA. They all continue to pursue growth in their own fields of expertise and participate in a collegial effort to make RCC music the finest community college music department in the nation.. We anticipate the program growing in the future and project at least two additional full time professors and two full-time staff will need to be hired.

Current Faculty:

Byun, John Associate Professor, Music. BM, University of California, Irvine; MM, California State University, Long Beach. At Riverside Community College District since 2005.

Curtis, Peter. Professor, Music. BM, Berklee College of Music; MM, Yale University; DM, Indiana University. At Riverside Community College District since 2001.

Knecht, Jasminka. Associate Professor, Music. BM, Zagreb Music Conservatory, Croatia; MM, Andrews University. At Riverside Community College District since 2004.

Locke, Gary. Associate Professor, Music. BM, University of Redlands. At Riverside Community College District since 1984.

Mayse, Kevin A. Associate Professor, Music. BA, MA, California State University, Fullerton. At Riverside Community College District since 1996.

Richard, Charles. Professor, Music. AA, Riverside City College; BM, MA, California State University, Los Angeles. At Riverside Community College District since 1990.

Schmidt, Steven. Associate Professor, Music. BM, California State University, Fullerton; MM, University of Southern California. At Riverside Community College District since 2007.

Tsai, I-Ching Associate Professor, Music. BA, National Conservatory of Music “Carlos Lopez Buchardo,” Buenos Aires, Argentina; MA, University of Redlands; DMA, Claremont Graduate University. At Riverside Community College District since 2004.

Staff: A full-time staff piano accompanist, a permanent part-time accompanist, and a full-time program specialist will continue to provide support to the program. The program specialist monitors the facility, keeps the calendar for the performing facilities, and oversees marketing efforts and the budget. Custodial staff will also be needed to provide daily maintenance in support of instruction.

Current Staff:

Johansen, Judith, Full-time Staff Music Accompanist

Locke, Sheila, Full-time, Music Specialist

Smith, Joey, Full-time Department specialist

Eunyoung Sohng, Permanent Part-time Staff Accompanist

Administration

Scott Bauer, Dean, Fine and Performing Arts: BM, California State University, Long Beach; MA,

Professional Development

The RCC Human Resources Advisory Group has developed a staffing plan that has been approved by the college and professional development is addressed in the plan. Appropriate administrators, classified staff, and faculty produce and update their professional development plans for the college. Also, each classified, faculty, and administrative unit has a budget line item dedicated to professional development. **Appendix Q: RCC Human Resources Staffing Plan**

Equipment, facilities and the monitoring of them: State of the art musical instruments, equipment, technology, and other materials are supplied at the new facility for all performing arts students. RCC has a TCO that addresses equipment, facilities and the monitoring of them. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Sustainable Fiscal Resources and Initial and Long Term Impact on RCC Budget

RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Comparative Analysis of budget for Enrollment and Resources and Identifying New or Reallocated funds.

This substantive change represents a move of programs from one facility to another. Most fiscal resources are already in the budget. Though there will be new resource needs, such as custodial needs, they have been planned for and appear in the TCO (Total Cost of Ownership). New funds for the construction and funding of new equipment come from Measure C funds, as approved by the BOT. **Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Plan for Monitoring Achievement of Desired Outcomes for Change

RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget, including an assessment piece. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Evaluation and Assessment of Student Learning Outcomes, Achievement, Retention and Completion.

Riverside City College believes that learning not only encompasses discrete facts and concepts but also demands that students utilize and apply those facts and concepts in areas of critical thinking, communication, problem-solving, and global thinking. The faculty, staff, and administrators of the College recognize that the College needs to look beyond measures such as retention, success, and transfer rates to measures of how well each unit contributes to the central mission of the college. Hence, each unit (instructional, student service, administrative) undergoes self-evaluation and assessment as part of its program review process. The College believes it is important to use these results within its units to identify ways to enhance student learning and better serve students. The RCC Assessment Committee has developed an Institutional Assessment plan that has been approved by the college.

Evidence of Necessary Approvals

Faculty, Administrative, Board of Trustees Approval

The faculty and administration at RCC have approved the project, as has Riverside Community College

18 Riverside City College

District Board of Trustees. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13; Appendix P: Minutes, Physical Resources Advisory Group (PRAG), 11/4/2014; Appendix R: Long Range Educational and Facilities Master Plan, Riverside City College, Riverside Community College District, 2008; Appendix U: Strategic Planning Executive Council Special Meeting, Minutes, June 1, 2012; Appendix V: Strategic Planning Executive Council, Meeting, Minutes, March 3, 2011; Appendix W: Strategic Planning Executive Council, Meeting, Minutes, December 2, 2010; Appendix X: Strategic Planning Executive Council, Meeting, Minutes, August 5, 2010**

Legal requirements have been met

All legal requirements have been and continue to be met. RCC and the RCCD are both recently reaccredited by the ACCJC. The RCCD BOT have approved the planning and building of the new facility. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13.** California DGS (Department of General Services) DSA (Division of the State Architect) has reviewed and approved the plans for construction. **Appendix AA: DGS-DSA Approval.**

Board of Trustees Approves Change and Budget to Support It

The Riverside Community College District Board of Trustees has approved the change and the budget to support it. **Appendix A: Agenda Item, BOT Meeting, 6/5/12; Appendix B: Agenda Item, BOT Meeting, 12/3/13; Appendix C: Agenda Item, Chancellor's report, BOT Meeting, 6/19/12; Appendix D: Agenda, BOT Regular meeting, 5/07/13.**

Evidence that Eligibility Requirements Will Be Fulfilled

1. Authority

Riverside City College is the senior college in the Riverside Community College District and is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office.

2. Mission

The college's mission statement was last reviewed and approved by the Board of Trustees on April 29, 2015. The college has a regular cycle for review and, when necessary, updating the college's mission statement. The college views the offering of distance education courses and programs as an extension of its longstanding mission to the Riverside and Inland Empire communities and not a novel or short term initiative.

3. Governing Board

Riverside City College is one of three accredited colleges in the Riverside Community College District. A publicly elected five-member Board of Trustees, joined by a non-voting student trustee, governs the district. Members are elected for four-year terms, and these terms are staggered to ensure continuity. The Board members have no employment or personal financial interest in the institution. The Board holds monthly meetings open to the public with notices and agendas widely posted in advance. The board has recently decided to conduct the election of the trustees by district rather than at large.

4. Chief Executive Officer

The Riverside City College President is recommended for appointment by the District Chancellor and approved by the Board of Trustees. Dr. Wolde-Ab Isaac, President and CEO of the Riverside City College reports directly to the District Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.

5. Administrative Capacity

Riverside City College administration is adequate in number, experience and qualifications to provide the appropriate administrative oversight necessary to support the new college's mission

and purpose. Four vice presidents and six deans support the President with authority over units within the college.

6. Operational Status

Riverside City College has been operational since it opened its doors in 1916. It is one of the oldest and most mature community colleges in California, offering an unusually diverse complement of associate degrees, transfer courses, dozens of established and successful Career and Technical Education programs, and substantial basic skills course offerings.

7. Degrees

To meet its stated mission, Riverside City College offers Associate of Arts and Associate of Science degrees and a variety of certificates, primarily in transfer programs, business, management, early childhood education and technology fields. The 2015-16 catalog shows that there are 39 Associate in Arts degree patterns, 71 Associate in Science patterns and 68 state-approved certificates.

8. Educational Programs

Riverside City College's degree programs are congruent with the college's mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations Title 5 curriculum requirements and, when combined with the general education component, represent two years of full-time academic work. Course outlines in both degree credit and non-degree credit courses include established student learning outcomes, which students achieve through class content, assignments, and activities, and all course outlines are subject to periodic, rigorous program review. Riverside City College also offers 80 state-approved career/technical certificates?

9. Academic Credit

Riverside City College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5, §55002.5. Detailed information about academic credit is published annually in the college catalog. Academic credit for online courses is awarded the same as for face-to-face courses.

10. Student Learning and Achievement

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the college catalog beginning with the 2007-08 edition. Additionally, program-level Student Learning Outcomes have been adopted for all Riverside City College career/technical programs and for the seven areas of emphasis offered by the college. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes. Course-level SLOs are achieved and assessed by a variety of methods; instructors of all courses offered are actively engaged in SLO assessment. Coordinated by department and discipline faculty and by administrators, every course, regardless of its location and delivery system, must follow the course outline of record. Finally, in fall 2012, the Academic Senate revised the structure of the college Assessment Committee so that every academic department currently has a representative on the committee.

11. General Education

All degree programs require a minimum of 27 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Council,

20 Riverside City College
the Curriculum Committee, and appropriate constituencies.

12. Academic Freedom

Riverside City College supports academic freedom; faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent educational experience, evidencing our commitment to intellectual freedom and independence of thought.

13. Faculty

As of December 2014, RCC had 213 full-time faculty and 488 part-time faculty. All faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty *Collective Bargaining Agreement* and the *Faculty Handbook*. These responsibilities are entrusted primarily to full-time faculty and include participation in curriculum, program review, the development of student learning outcomes, and assessment of student learning.

14. Student Services

Riverside City College prides itself on strong student services programs, providing a comprehensive array of services for all its students, as well as support services for those students requiring preparation for college-level work. Each department works to support the mission of the college and the academic success of our students. As indicated previously, the college has seen the expansion of a wide range of services via communications technology, available through the district's WebAdvisor system that supports the success of all students. Students are able to access information, forms, and services through links provided on through the college's home page.

15. Admissions

Riverside City College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission supports the Riverside City College mission statement and ensures that all students are appropriately qualified for the program and course offerings. Information about admissions requirements is available in the college catalog, the Schedule of Classes, and on the college website. Students are encouraged to apply online (paper applications are also accepted).

16. Information and Learning Resources

Riverside City College provides long and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students. The library is staffed to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and in computer labs. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

Riverside City College, through the Riverside Community College District, has a publicly documented funding base that is reviewed and revised annually. The college participates vigorously and collegially in the Riverside Community College District Budget Advisory Committee to ensure that all fiscal resources are used as effectively as possible. Despite recent budgetary challenges with the economic downturn, the unrestricted general fund has a contingency of 4.91% and a contingency balance of \$7,801,811.

18. Financial Accountability

The Riverside Community College District regularly undergoes and makes publicly available an annual external financial audit for the district and its educational centers by a contracted certified public accountant. The audit is conducted in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The Vice President of Business Services supports appropriate and effective utilization of the Riverside City College budget.

19. Institutional Planning and Evaluation

Riverside City College has an established institutional strategic planning process and works with the Riverside Community College District to provide planning for the development of the college, including integrating plans for academic personnel, learning resources, student services, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. The college most recently revised its existing strategic planning process in the 2014-15 academic year to better distinguish operational and strategic planning. The college and district systematically evaluate how well and in what ways Riverside City College is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness.

20. Public Information

The Riverside Community College District publishes a separate catalog for each of its three colleges and a single schedule of classes that contains separate listings of classes offered on each college and off-campus center. (There are no centers at which 50% or more of a program can be completed.) These documents, along with multiple district and college websites and other appropriate publications, publicize accurate and current information about the institution that announces its mission and goals; admission requirements and procedures; academic calendar and program length; rules and regulations affecting students, programs and courses; degrees offered and degree/graduation requirements; costs and refund policies; available learning resources; grievance procedures; names and academic credentials of faculty and administrators, names of Board of Trustees members; and all other items relative to attending or withdrawing from the institution.

21. Relations with the Accrediting Commission

The Riverside Community College District Board of Trustees provides assurance that Riverside City College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accreditation agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. All disclosures by the institution will be complete, accurate and honest.

Continued Compliance with the Accreditation Standards

Riverside City College meets or exceeds all of the standards of accreditation. The college's last comprehensive evaluation and visit was in March 2014, with a follow-up visit that occurred in October 2015.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The proposed substantive change strongly supports the Riverside City College mission. The outstanding new facilities with state-of-the art equipment will enhance the college's ability to fulfill

22 Riverside City College
the mission.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The proposed substantive change represents an institutional adaptation to the changing learning needs of community college students. For these students, attending instruction in a state-of-the-art facility will significantly improve their learning experience. The proposed substantive change, therefore, enhances the ability of the College to meet Commission Standard 2A.

Riverside City College was one of the first colleges to publish student learning outcomes for all courses, and faculty have been involved in a wide variety of assessment projects for several years. The college has focused on documenting assessment projects and developing an integrated institutional assessment plan. The college wide assessment plan was reviewed and approved by the Academic Senate in December 2011.

B. Student Support Services

Student support services at Riverside City College are being increasingly made available in an online format. The registration process is now almost exclusively conducted online. Online student advising is available for students enrolled in online sections. The availability of online student support services complements and enhances the offering of degrees and certificates that can be largely completed online, thereby strengthening the College's adherence to ACCJC Standard 2B.

Performing Arts students will continue to have access to all student services available on the main campus since the CSA location is less than a mile away from the main campus, and the RTA will have free bus rides available to all RCCD students with their ID cards, available every 15 minutes to take students in each direction. Students will be able to walk, drive or take a free bus ride back and forth between the Centennial Plaza and the main campus.

C. Library and Learning Support Services

Over sixty online databases are available for the use of Riverside City College students who use the databases to conduct course-related research online. Further, the College's faculty members who teach online are available through synchronous electronic communication during their office hours. There is, therefore, a strong congruence between the changes in instructional delivery embodied in the proposed substantive change and the manner in which library and learning support services are provided.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Human Resources

Riverside City College has sufficient human resources to support the proposed substantive change. RCC has developed a TCO (Total Cost of Ownership) for CSA that addresses initial, long term, source and impact on the RCC budget. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.** Additionally, the RCC Human

Resources Advisory Group has developed a staffing plan that addresses human resource needs for the college. **Appendix Q: RCC Human Resources Staffing Plan**

Physical Resources

This substantive change is an example of a remarkable improvement in physical resources. RCC has also developed a TCO (Total Cost of Ownership) for CSA. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Technology Resources

The technology required to implement the proposed substantive change is already in place. The district completed comprehensive technology audit of college and district resources; the results of the audit were presented throughout the district in spring 2011 and planning is in process to provide for a gradual and measured program of technology updates. **Appendix Z: RCCD IT Audit.**

This substantive change will result in a remarkable improvement in technology resources.

Financial Resources

The College has sufficient financial resources to support implementation of the proposed substantive change. RCC has developed a TCO (Total Cost of Ownership) for CSA and it has been approved by the college. **Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts.**

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Implementation of the proposed substantive change is a significant step toward “continuous improvement of the institution,” in that it improves many of the courses and programs offered by the college with an improvement in facilities and technology.

Conclusion

The Future for the Coil School of the Arts

The future looks bright for the Coil School for the Arts. The faculty, administration, staff and Board of Trustees have participated in substantial planning to make it a success. RCC has developed a thorough TCO tool that will address the resources needed. The design team looks to have supplied a brilliant design and the faculty and students are eagerly awaiting the opportunity to teach, learn and perform in their new home. The high quality of the programs will also continue to be regularly assessed. Assessment will occur at the course level with regular assessment of SLOs, at the program level with regular assessment of PLOs, and also at the program level with Program Review as a part of Strategic Planning. The TCO also has an tool built into it for annual assessment.



University Avenue / Conceptual View



Appendixes:

Appendix A: Agenda Item, BOT Meeting, 6/5/12

Agenda Item (IV-E-4)

Meeting 6/5/2012 - Committee/Regular Board

Agenda Item Committee - Resources (IV-E-4)

Subject Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts

College/District Riverside

Funding Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Capital Funds

Recommended

Action

It is recommended that the Board of Trustees approve the rescoped project and tentative budget in the amount of \$41,138,000 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

Background Narrative:

Predicated on the May 2012 Board approval to study the feasibility of re-scoping CSA, staff submits a conceptual plan, project budget, and construction schedule for the Board's consideration and approval. Riverside City College and District administration, working closely with faculty, have compared the original RSA project scope to the current needs of the college. A refined scope resulting from this exploration has yielded an instructional facility whose programs are widely supported by the college. The conceptual floor plan and comparative analysis of space are provided for the Board's review and consideration (Attachment A and B). Attachment C outlines a tentative construction schedule based upon the rescoped project and it being self-funded. Lastly, a CSA project budget is provided (Attachment D), along with a potential funding stream to complete the re-scoped CSA project (Attachment E).

Prepared By: Cynthia Azari, President, Riverside City College

Wolde-Ab Isaac, Vice President

Aaron Brown, Associate Vice Chancellor, Finance

Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Appendix B: Agenda Item, BOT Meeting, 12/3/13

Agenda Item (IV-E-1)

Meeting 12/3/2013 - Committee/Regular Board

Agenda Item Committee - Facilities (IV-E-1)

Subject Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.

College/District District

Funding College and District Allocated Measure C Funds/Program Reserve Measure C Funds/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds

Recommended

Action

It is recommended that the Board of Trustees approve: 1) the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; 2) the Agreement Amendment 3 with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and 3) the Agreement Amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project.

Background Narrative:

On August 20, 2013, the Board of Trustees approved the updated list of prequalified Furniture, Fixtures and Equipment (FF&E) consulting firms for District and College projects.

On September 24, 2013, the District issued a Request for Proposals (RFP) for the FF&E Consulting Services for the Culinary Arts Academy (CAA) and District Offices (DO), Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) buildings. The District received responses from the following three prequalified firms: PAL idStudio, LPA, Inc., and NTD Architecture.


At this time, it is requested that the Board of Trustees approve the selection of LPA, Inc. for FF&E Consulting Services for both the CAA/DO and CSA Building Projects, as LPA, Inc. has been the creative design architectural firm on these projects since June 2010 and June 2012, consecutively. It is also requested that the Board of Trustees approve the Agreement Amendment 3 with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project, and the Agreement Amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project. Amended agreements combined, total \$110,084.00. Costs for the requested agreements are within the original project budgets approved by the Board of Trustees, and will be paid from projects contingency funds.

Prepared By: Cynthia Azari, Interim Chancellor

52 Riverside City College

Wolde-Ab Isaac, Interim President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Director, Construction

Appendix C: Agenda Item, BOT Meeting, 6/9/12

 e-board • Agenda Item
Agenda Item

Agenda Item (IV-H)

Meeting	6/19/2012 - Regular
Agenda Item	Chancellor's Reports (IV-H)
Subject	Presentation of Vision and Mission Statement for Coil School for the Arts
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review, discuss and accept a Vision and Mission Statement for Coil School for the Arts.

Background Narrative:

The School for the Arts has been planned and developed over a long period of time, with various visions and objectives being established. The building plans for the Coil School for the Arts are being presented under a separate agenda item for a self-funded project, due to the lag in state funding of projects.

Staff, along with Board members Figueroa and Blumenthal, as designated at the June 5, 2012 Board Committee meeting, met to review the mission statements and vision of what was then called Riverside School for the Arts. From these reviews and discussions, the members of the Board, along with staff, present the attached Draft Mission Statement and Vision for Coil School for the Arts for the Board's review, discussion and consideration; and believes it is consistent with the school's original intent.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:

Draft Mission and Vision Statements

Appendix D: Agenda, BOT Regular meeting, 5/07/13

e-board » Meeting Agenda
Meeting Agenda



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, May 07, 2013 6:00 PM
Room 101 Student Services, Moreno Valley
College 16130 Lassel Street, Moreno Valley, CA
92551**

ORDER OF BUSINESS

Pledge of Allegiance

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

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

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

- I. COMMENTS FROM THE PUBLIC
Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph W. Brown Act, the Board cannot address or respond to comments made under Public Comment.
- II. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
 - A. [Chancellor's Communications](#)
Information Only
- IV. BOARD COMMITTEE REPORTS
 - A. Governance
 1. [Revised and New Board Policies - First Reading](#)
The Committee to review Administrative Procedure 3420 for first reading.
 2. [Presentation and Discussion on Minutes of the Board and Seconding Motions](#)
Information Only
 - B. Teaching and Learning
 1. [Proposed Curricular Changes](#)
The Committee to review the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 2. [Presentation of Annual 2012 Report for the Office of Economic Development](#)
Information Only
 3. [Presentation of Grants Office Summary Report of 2012-2013](#)
Information Only

52 Riverside City College

- C. Planning and Operations (None)
- D. Resources
 - 1. [Budget Augmentation for Capital Project Management System](#)
The Committee to review a budget augmentation in the amount of \$38,250 for the Capital Project Management System.
 - 2. [Project Budget Approval and Architect Agreement for Athletic Offices Remodel](#)
The Committee to review a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College, and, the architectural services agreement with Higginson + Cartozain Architects in the amount of \$16,800.
 - 3. [Adoption of Education Protection Account Funding and Expenditures](#)
The Committee to review the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.
- E. Facilities
 - 1. [Amendment 1 for Student Services Building with HMC Architects](#)
The Committee to review Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.
 - 2. [Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian](#)
The Committee to review Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.
 - 3. [Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project w/ Siemens Industry, Inc.](#)
The Committee to review project Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.
 - 4. [Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA](#)
Information Only
 - 5. [Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates](#)
Information Only
- V. OTHER BUSINESS
 - A. [Appointment of an Ad Hoc Board of Trustees Ethics Advisory Committee](#)
Recommend affirming the President's appointing of an Ad Hoc Board of Trustees Ethics Advisory Committee.
- VI. CLOSED SESSION
 - A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)
To Be Determined
 - B. [Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Negotiator: Bradley Neufeld, Gresham Savage, Unrepresented Employee: "Chancellor"](#)
To Be Determined
- VII. ADJOURNMENT





[e-board](#) » [Agenda Item](#)
[Agenda Item](#)

Agenda Item (IV-E-4)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Facilities (IV-E-4)

Subject Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA

College/District District

Information Only

Background Narrative:

On June 19, 2012, the Board of Trustees approved the recoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project and tentative budget in the amount of \$41,138,000.

On June 19, 2012, the Board of Trustees approved the Construction Management Agreement with Tilden-Coil along with the Architectural Services Agreement with LPA for the CSA project.

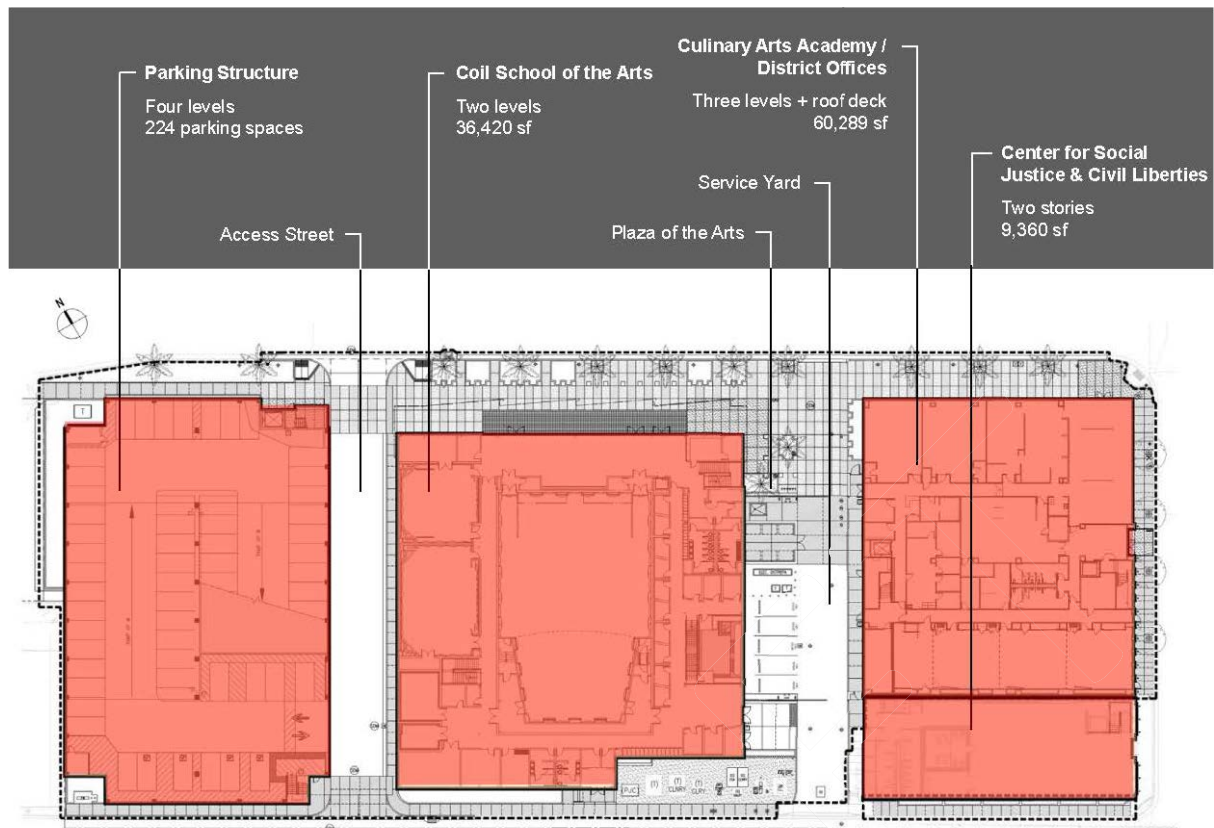
LPA Architects will now provide a progress update for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block Architecture.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Presentation_LPA](#)

52 Riverside City College



Renaissance Block / Overview



Henry W. Coil, Sr. and Alice Edna Coil School for the Arts



The Mission of the Coil School for the Arts (CSA)

The mission of the Coil School for the Arts (CSA) is to provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community.

The broad scope of the curriculum integrating academic, arts and technology courses infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be creative in a knowledge and career-based economy.



CSA / Mission

The Vision of the Coil School of the Arts (CSA)

The Coil School for the Arts will stand as a lighthouse institution for the region – attracting extraordinary faculty, talented students, industry leaders, and community supporters. CSA students will be in high demand by upper division schools and universities, industry, and professional companies. Partnerships, as demonstrated in the current partnership with RUSD, and other partnerships will be formed with Riverside County Department of Education, Unified School Districts, RCCD, UCR and other colleges and universities, to develop integrated and articulated curricula that provide students with seamless pathways through high school, and all the way to and through universities and colleges.

Partnerships with arts and entertainment companies will be developed and promoted to strengthen the demand for graduates and enhance economic development in the Inland Empire region.



CSA / Vision

A collaborative effort

- Joint effort among LPA, acoustics, theater and amplification consultants and faculty
- Faculty involvement, dedication has been critical and outstanding
- Resulted in what will be one of the finest performance venues and state of the art learning environments in California and almost certainly the finest available at a community college nationwide



CSA / Collaborative process

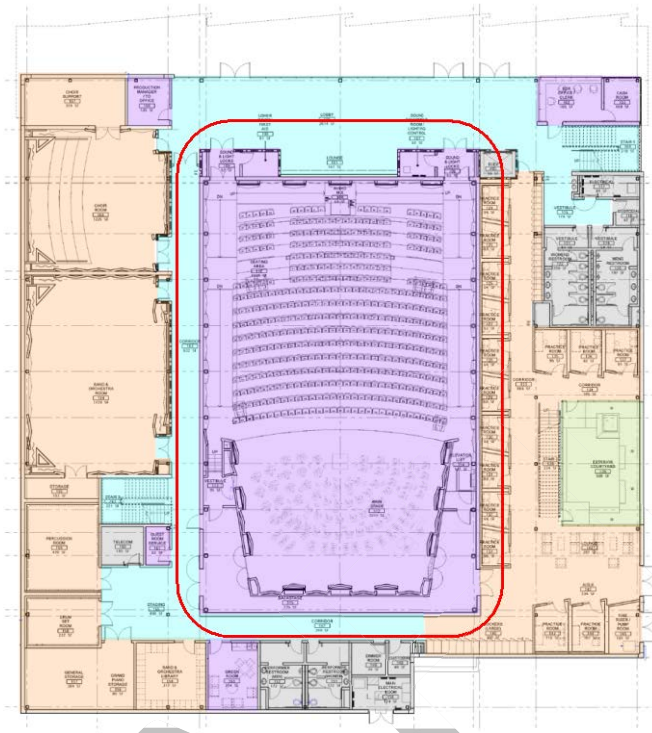
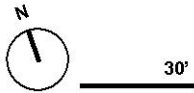
The Coil School for the Arts will provide:

- A beautiful 450 seat concert hall with outstanding acoustics
- State-of-the-art recording studio
- Acoustically correct choir room suitable for practice and performances
- Large orchestra/band room
- Piano lab
- Percussion room
- Classrooms
- Practice rooms
- Faculty offices suitable for private instruction



CSA / Program

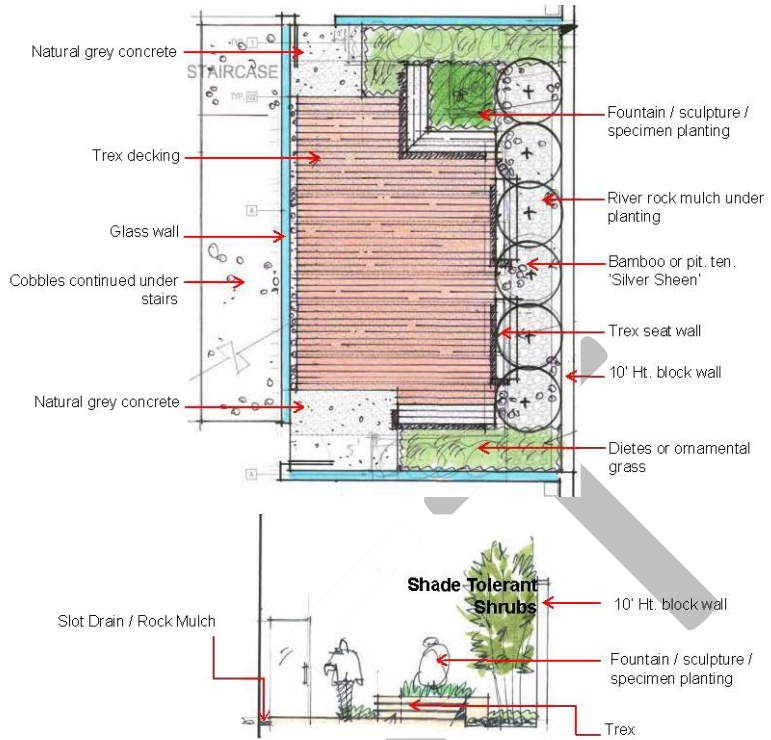
- Lobby / Circulation
- Performance
- Instructional
- Support / Service
- Patio



Floor Plans / First Floor **LPA**
INTEGRATED DESIGN



Concert Hall / Conceptual Views **LPA**
INTEGRATED DESIGN



Patio / Detail **LPA**
INTEGRATED DESIGN



Wood grain phenolic panel /
 Rain screen system
 Virtually maintenance free
 Impact and dent resistant
 Excellent light-fastening
 Durable and resilient
 Enriched warm texture contrasts the CMU block




University Avenue / North Elevation **LPA**
INTEGRATED DESIGN



- CMU block /
- Cost effective
- Integral color (no maintenance needed)
- Pattern and texture available
- Excellent acoustical properties



University Avenue / North Elevation



Slot windows



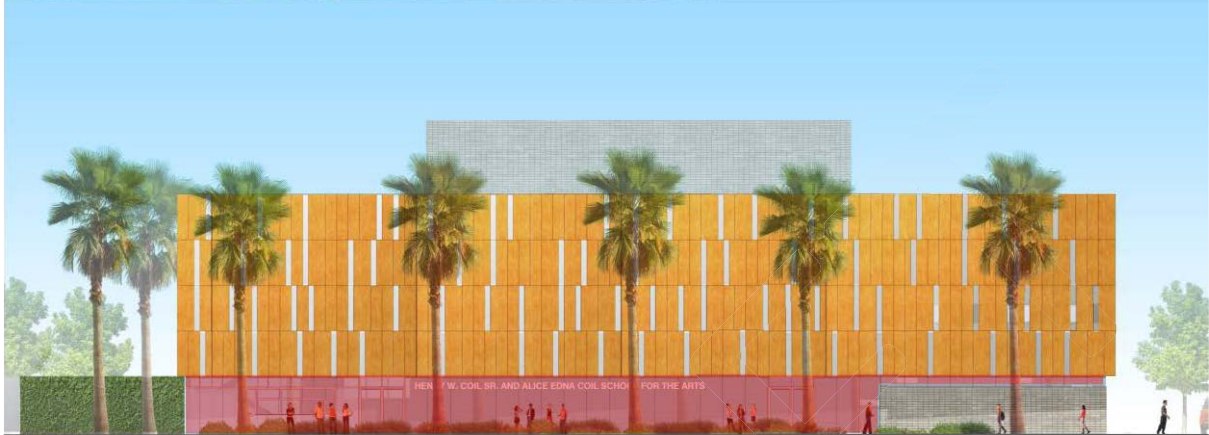
University Avenue / North Elevation



52 Riverside City College



Storefront system /
Low-e high performance IGU to
match CADO building.



University Avenue / North Elevation



University Avenue / Conceptual View



Appendix E: LPA Program list for CSA, 2012

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
STAGE AND HOUSE				7,448
1	1 Stage			Refer to current plans for layout and access
1	1 Audience Seating			Total seating target: 450
1	1 Choir Seating			Bench seating target: 80; part of stage, additional audience
29	1 Audio Mix Position			
PUBLIC SUPPORT				3,173
2	2 Sound & Light Locks	65	130	
3	1 Lobby	1,719	1,719	
6	1 Box Office / Office	197	197	4 service windows; includes clerk
7	1 Cash Room	112	112	
8	1 Office	102	102	Production Manager/TD
9	1 Usher Room/First Aid	58	58	
13	1 Storage	105	105	General storage, concessions
D	3 Lounge/Social Space	250	750	Adjacent to practice rooms, courtyard, & classrooms
PERFORMER SUPPORT				711
15	1 Green Room	228	228	
17	1 Men's Restroom	194	194	
18	1 Women's Restroom	194	194	
16	1 Guest Room	95	95	Conductor's ready room

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
PRODUCTION SUPPORT				499
10	1 Dimmer Room	76	76	TBD
29	1 Control Room: Sound/Lights/Video	141	141	TBD
30	2 Sound Equipment Room / Lights / Video	141	282	TBD
PRODUCTION SUPPORT: BACKSTAGE				862
11	1 Storage: Staging/Chairs/Stands/Risers	500	500	Includes piano garage storage
14	1 Staging	362	362	
ADMINISTRATION				1,890
31	7 Office: Music Faculty	143	1,001	Also used for instruction
32	1 Office: Growth/Faculty	143	143	Also used for instruction
33	1 Office: Accompanists	143	143	Shared
34	1 Music Faculty (Part-Time/Shared)	170	170	Open office; (3-4) stations
35	1 Office: IDS Administrator	105	105	
36	1 Clerk	66	66	Workstation
37	1 Work Room/Copy/Coffee	262	262	

RIVERSIDE CITY COLLEGE/ COIL SCHOOL FOR THE ARTS				
Building Program				
QTY.	DESCRIPTION	ASF	SUBTOTAL	Notes
CLASSROOM AND REHEARSAL SPACE				11,804
19	1 Choir Room	1,197	1,197	
20	1 Choir Support	275	275	Library/costume/robe storage
21	1 Band and Orchestra Room	2,182	2,182	
22	1 Band/Orchestra Libraries	320	320	Wind/orchestra/jazz
23	1 Percussion Room	447	447	
24	1 Drum Set Room	232	232	
25	1 Lockers (Small)	136	136	16" wide x 27" deep; in hallways both floors
26	1 Lockers (Large)	180	180	24" wide x 40" deep; in hallways both floors
27	12 Practice Room: Large	116	1,392	
28	21 Practice Room: Small	65	1,365	
38	1 Classroom	952	952	Conventional with desks
39	1 Classroom	952	952	Folding tables/chairs, multi-purpose for guitar rehearsal
40	1 Piano Lab	996	996	(26) stations; includes library/storage
41	1 MIDI Lab	905	905	(25-30) stations
42	1 Recording Room	273	273	Includes secured storage
TOTAL ASF (Assignable Sq. Ft.)			26,387	(65%)
TOTAL GSF (Gross Sq. Ft.)			40,560	

Appendix F: Minutes, LPA Design meeting for CSA with Faculty, Administration and design team, 1/31/13



5161 California Avenue, Suite 100, Irvine, California 92617

DRAFT

rs forward
closer to the front of the stage or ideally add a single

door on each side as far forward as possible as long as it doesn't compromise acoustics. Group prefers having stairs and lift adjacent to stage on stage right.

DRAFT

and browns.

ered darker greys, black

RCC

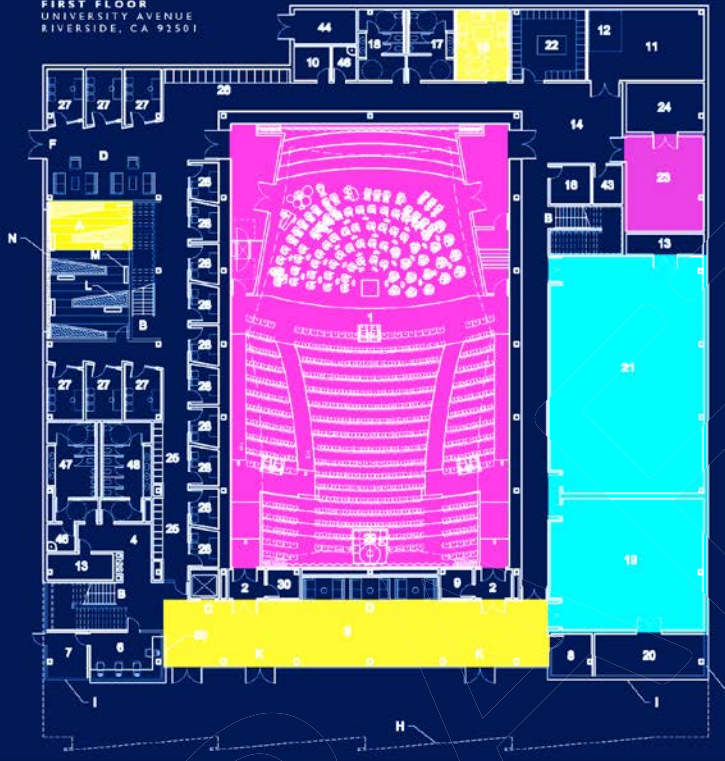
ted 1/28/13

Appendix G: Floor plans for the Coil School of the Arts, 1st and 2nd floor

DRAFT

HENRY W. COIL, SR. & ALICE EDNA COIL SCHOOL FOR THE ARTS

FIRST FLOOR
UNIVERSITY AVENUE
RIVERSIDE, CA 92501



FAIRMOUNT BOULEVARD

UNIVERSITY AVENUE

CONCERT HALL 7646 total sqft
Stage 1211 sqft • Backstage 373 sqft • Seating Area 4862 sqft
Constructed to merge sight, sound and sensation, the Concert Hall is a soaring two-story, pitch perfect space that will accommodate both the individual artist as well as quartets, ensembles, full orchestras and other performances. The 450-seat concert hall is the only mid-size venue in the regional area.

BAND & ORCHESTRA and CHOIR ROOMS 1905 total sqft
Band & Orchestra Rooms 1739 sqft • Choir Room 166 sqft
Like the Concert Hall, these spaces are fully tunable and can be adjusted to charge the sound dynamics of the music as musicians and vocalists perform. The rooms are perfect for informal or formal teaching and practice sessions.

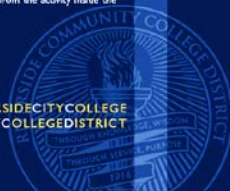
LOBBY 2014 sqft
This is the *entryway* to everything musical, whether you're a student coming to class, an artist stopping in for a sound check or recording session, or a patron arriving for an evening of entertainment. The glass walls open the space up to University Avenue, providing a welcoming entrance that is as once public, yet protected.

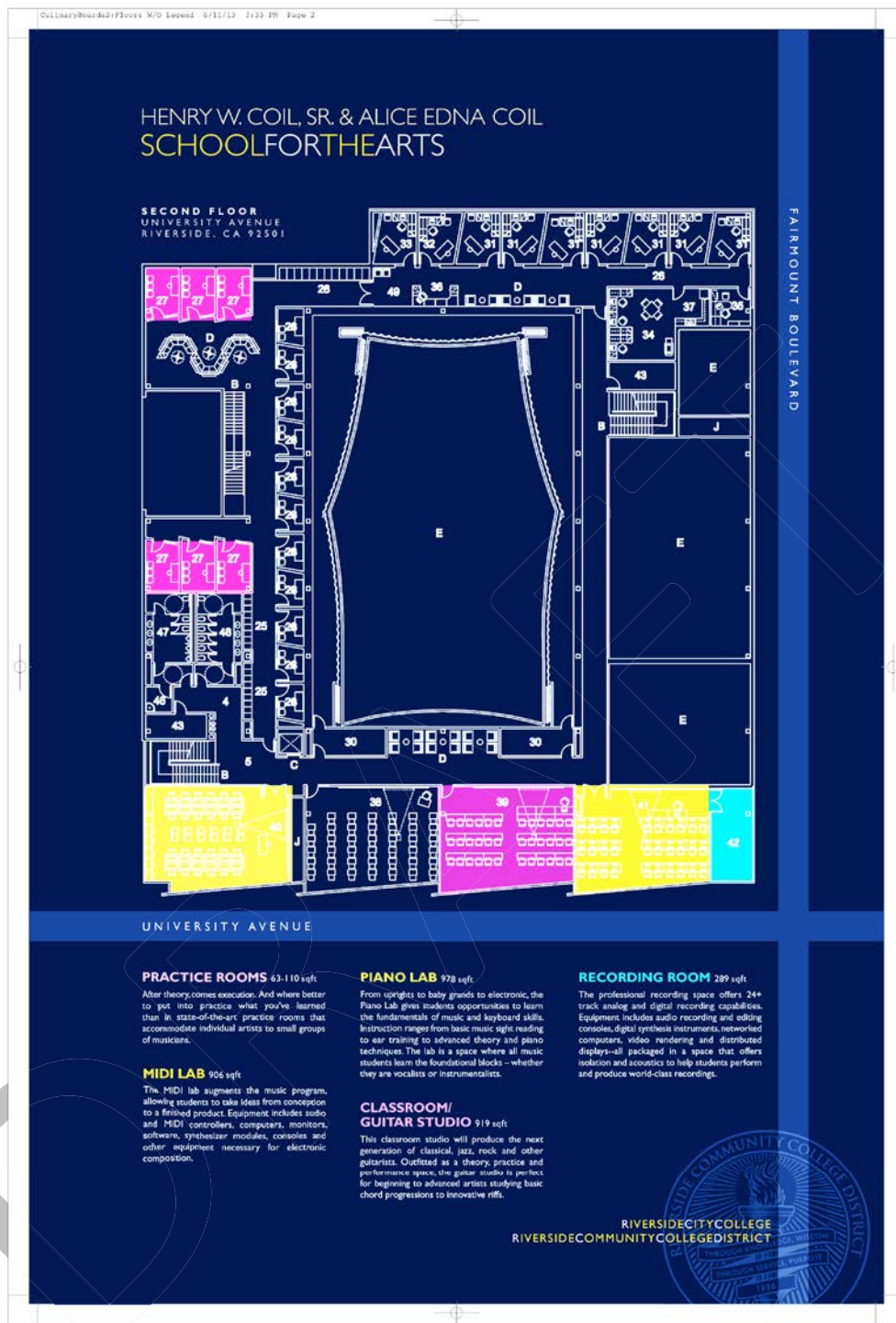
PERCUSSION ROOM 420 sqft
This space is dedicated to both the instruction and performance of percussion artists. Equipment ranges from drum sets to vibes to marimbas to timpani to chimes. Here students learn both the technical and pedagogical aspects of percussion.

GREEN ROOM 224 sqft
A relaxing, quiet space designed to put artists at ease as they wait to go on stage. The Green Room offers comfortable seating and other amenities, with close access to the Concert Hall.

COURTYARD 588 sqft
The outdoor courtyard is intended as a space that can provide either moments of solitude or a lovely green area where students, artists or guests can enjoy a few moments of conversation away from the activity inside the School for the Arts.

RIVERSIDE CITY COLLEGE
RIVERSIDE COMMUNITY COLLEGE DISTRICT





Appendix H: On campus performance counts for 2014-15

Performing Arts performances on the RCC Campus 2014-15

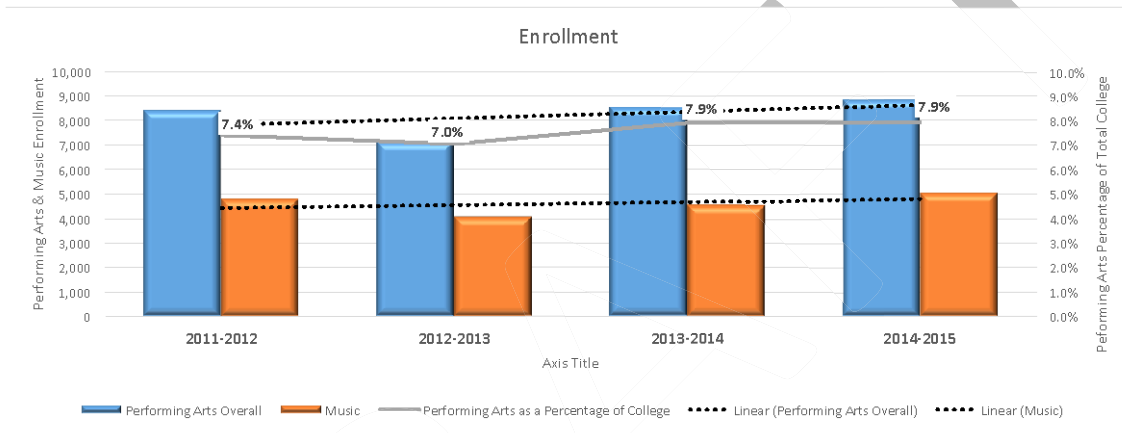
- Music – 57
- Dance – 8
- Theatre – 11

Performance Riverside 32
 Total – 108

Appendix I: Graph showing Enrollments for Performing Arts, Music and percentage of RCC from 2011-12, 2014-15

**Riverside City College
 Total Enrollment in Performing Arts & Music**

	Performing Arts Overall	Music	College Overall	Performing Arts as a Percentage of College
2011-2012	8,402	4,797	113,503	7.4%
2012-2013	7,120	4,067	101,183	7.0%
2013-2014	8,531	4,557	107,797	7.9%
2014-2015	8,834	5,038	111,479	7.9%



Institutional Effectiveness

Music Enrollment 5 year.xlsx
 11/21/15

Appendix J: Music Degrees and Certificates

Riverside Community College District • Riverside City College 2015-2016

Curricular Patterns

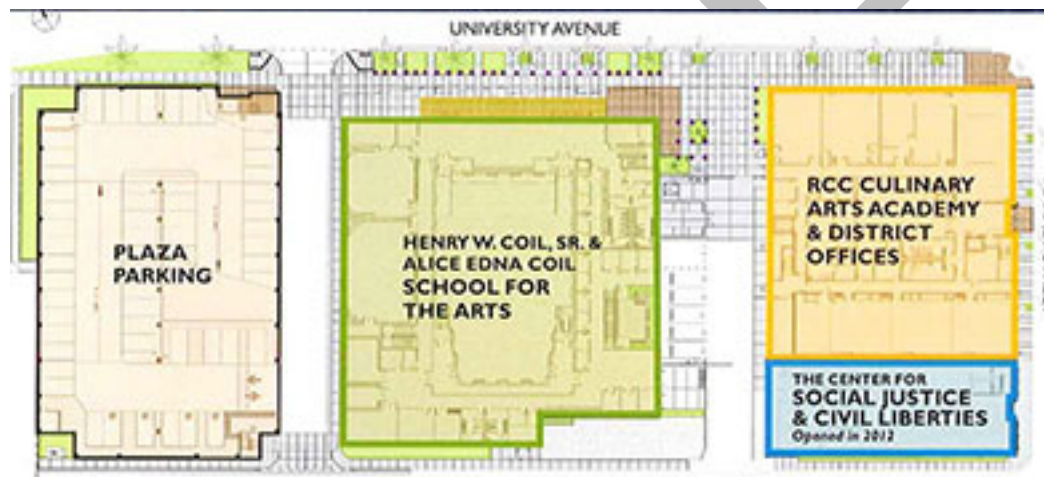
77

Associate Degree for Transfer™	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						

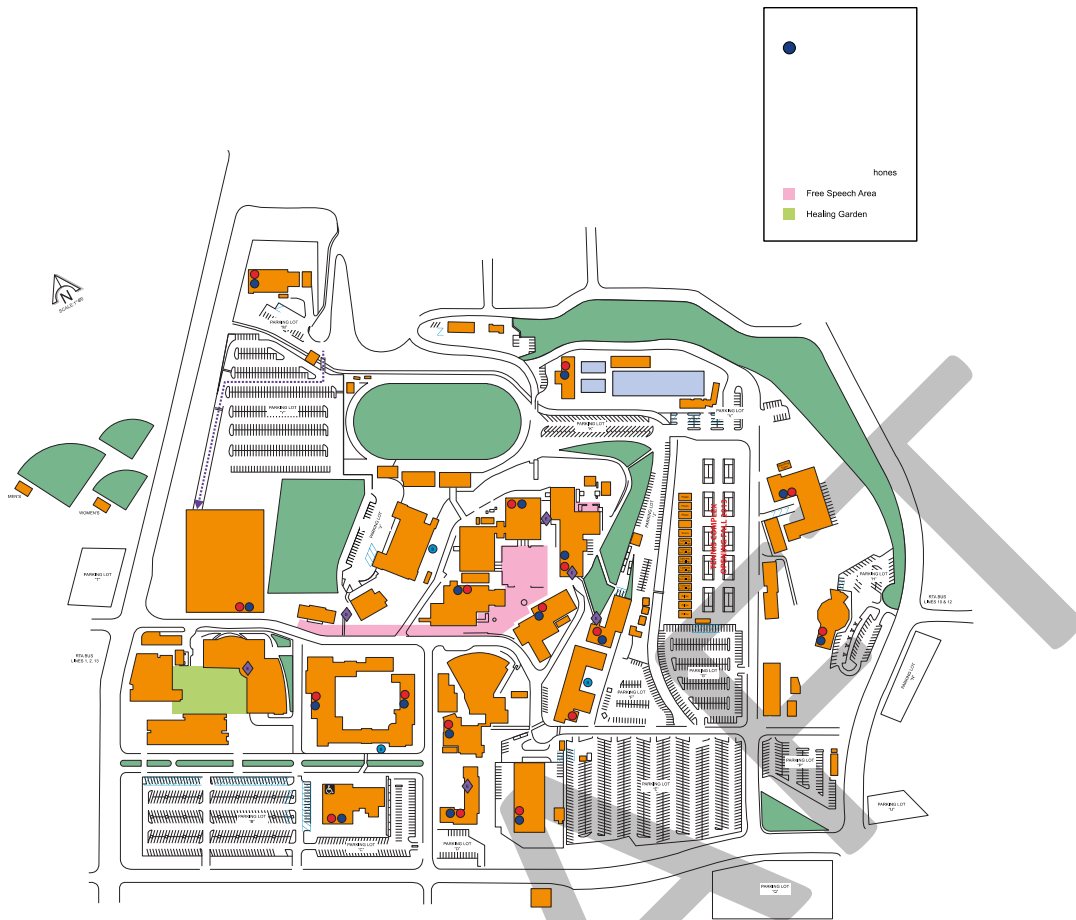


Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/MAS701C*/MCE701		
MUSIC			•	MAA564*/MAA564B*/MAA564C*		AA680/ AA680B/ AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
NURSING						

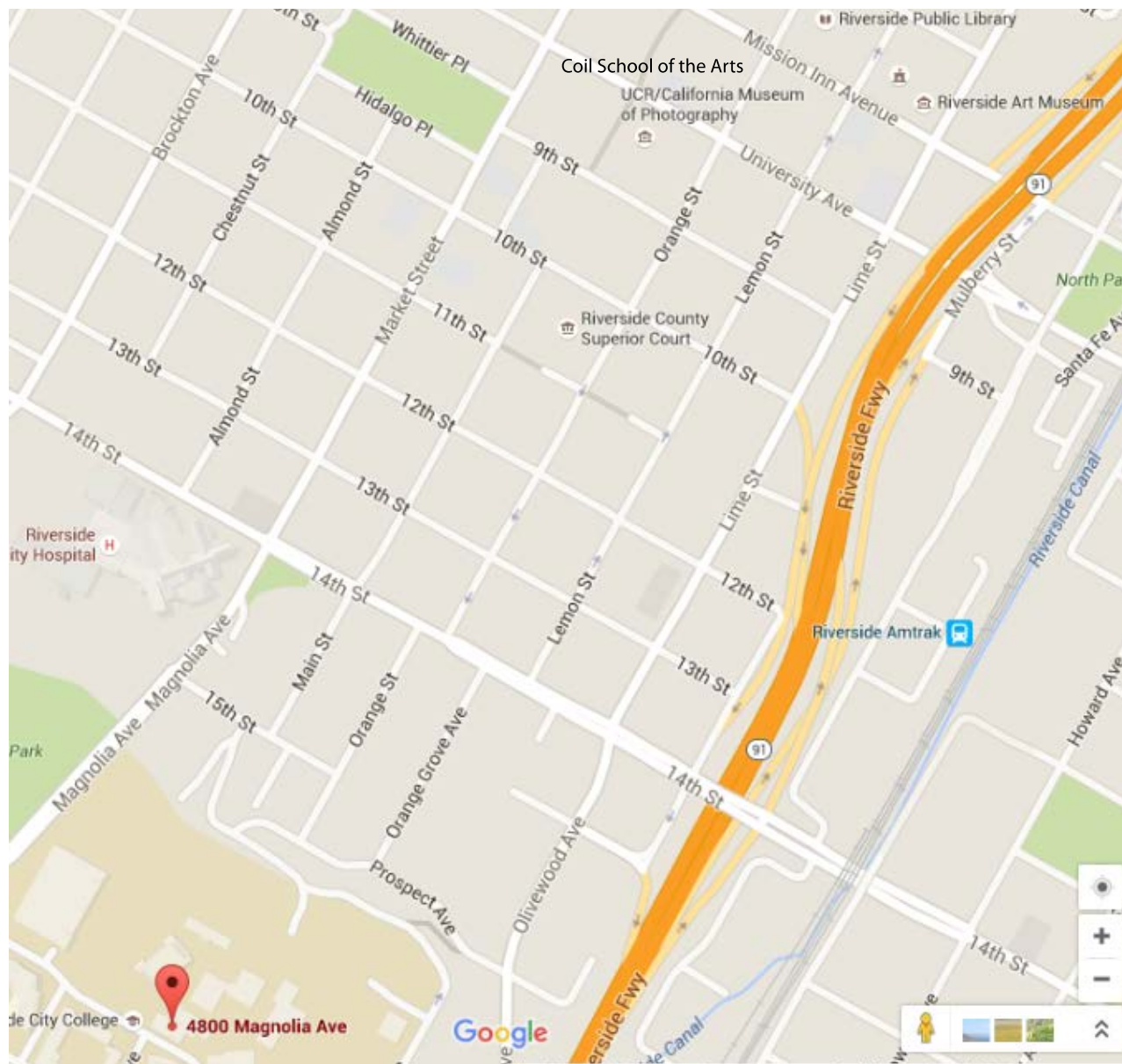
Appendix K: Centennial Plaza Overview



Appendix L: Riverside City College Campus Map



Appendix M: Map showing close proximity of Centennial Plaza to Riverside campus



Appendix N: Awards and information about the music department ensembles

Chamber Singers

The RCC Chamber Singers have performed at the ACDA Western Divisional Conferences in Tucson and Santa Barbara, the ACDA National Conference in Chicago, and at the NCCO (National Collegiate Choral Organization) national conference in Colorado and Oregon. The Chamber Singers have competed nationally and internationally taking first place at the California International Choral Competition, The Eisteddfod Choral Competition in Wales, at the Yeosu International Choral Competition in Korea and the choral competition of Spittal, Austria. They often have opportunities to perform with special guest artists such as Don Shelton (member of the Hi-Lo's), Grammy Award Winner Jon Secada, the TED Talks with Eric Whitacre, and as chorus for the Star Wars in Concert.

Jazz Ensemble

Jazz Ensemble I is one of three jazz ensembles at Riverside Community College. The ensemble is mostly comprised of full-time students preparing for a musical career while honing musical skills and pursuing academic classes for transfer. Their CDs on Sea Breeze Vista records, Upside Out and Minor Case of the Blues, received terrific critical comments were both on the initial Grammy Awards ballots. The ensemble has traveled to perform to Honolulu, Hawaii; the Longhorn Jazz festival in Austin, Texas; Santa Barbara, CA Jazz festival; Reno, NV Jazz festival; Tokyo, Japan. The ensemble also has multiple first places finishes at the Reno and Fullerton College Jazz Festivals.

Guest artists on their campus include: Steve Tavaglione, LannyMorgan, Poncho Sanchez, Eric Marienthal, Gary Foster, Alex Iles, Larry Koonse, Jeff Hellmer, Brandon Fields, The Airmen of Note, Rob Lockhart, Lori Andrews Quartet, Bill Reichenbach, Russ Miller, Don Clarke, Steve Hawk, Kye Palmer, Kim Richmond, the Lori Andrews Group, and Rick Margitza.

Jazz Ensemble I also commissions a new work each spring. Recent commissions have come from noted jazz writers: James Miley, Tom Hynes, Matt Harris, Bob Curnow, H. David Caffey, Sandy Megas, Jack Cooper, Chuck Tumlinson, James Miley and Jeff Jarvis.

A few RCC Jazz alumni of note include: Saul Miller (Airmen of Note); Bill Brendle (conductor and arranger for Sergio Mendez); Jeff Ellwood (Alan Pasqua Project and Mt. San Antonio College Faculty), Alex Henderson (Poncho Sanchez, Big VooDoo Daddy).

Wind Ensemble

The Wind Ensemble consists of many of the finest young wind and percussion players from Riverside, San Bernardino, Los Angeles, Orange and San Diego Counties.

In addition to frequent concerts on campus, they have performed at the College Band Directors National Association regional conference, the Music Association of California Community College conference, California Music Educators state convention, as well as touring Northern California, Reno Nevada, the Pacific Northwest, Hawaii, and Tokyo, Japan.

The ensemble hosts a two-day concert band festival, which features up to fifty middle school, junior high school, and high school concert bands and also hosts a conducting symposium each year. Guest clinicians have included Dr. Mitchell Fennell (Cal State, Fullerton) Jerry Junkin (University of Texas) Thomas Lee (UCLA) Michael Haithcock (University of Michigan) Eugene Corporon (University of North Texas) Keith Brion (New Sousa Band) Kevin Sedatol (Baylor University) and world-renowned conductor and founder of the Eastman Wind Ensemble, Frederick Fennell.

The RCC Wind Ensemble is also very active in recording, premiering and commissioning new works for winds. The ensemble has offered world premiere performances of works by composers such as; Donald Grantham, Steven Schmidt, Ran Galor, Bill Reichenbach, Sandy Megas and Steve Mahpar. In addition, the ensemble has offered west coast premier performances of works by composers such as; Donald Grantham, Dan Welcher and Micheal Gandolfi.

Marching Tigers

Since its humble beginning, with only 16 members showing up for the first band camp in August of 1984, nearly 3,000 people have walked through the doors of HG 101. In 2013, the RCC

Marching Tigers celebrated its 30th Anniversary Season.

The Marching Tigers have been the lead unit in the Tournament of Roses Parade, Macy's Thanksgiving Day Parade, Fiesta Bowl Parade, and Hollywood Christmas Parade.

The Marching Tigers have also performed at four of the five Disney Theme parks, as well as being the only band ever to perform in exhibition two years in a row at Bands of America Grand Nationals at the former RCA Dome in Indianapolis, Indiana (1994, 1995). They are also the only American college band to perform in exhibition at the All-Japan Marching Band Championships at Budokan Hall in Tokyo (1987, 1993).

Athletic events are familiar territory for the Marching Tigers. They've played many halftime shows for the Los Angeles Rams, Los Angeles Raiders, and the San Diego Chargers, as well as opening day for the California Angels. The Marching Tigers have also performed for the Utah Summer Games in 1989, the U.S. Olympic Festival in 1991, and the Disneyland Pigskin Classic in 1993 and 1994. They were also the official pep band for the 1995 and 1996 John Wooden Classic at the Arrowhead Pond in Anaheim.

Guitar Ensemble

The RCC guitar ensemble rehearses and performs music from the renaissance to the present. The group has played throughout California and the state of Washington.

Appendix O: TCO (Total Cost of Ownership Assessment) Physical Resources Advisory Group (PRAG) Coil School for the Arts

Does this project align with the Long Range Educational Plan?

Yes ✓

No

N/A

ngagement

DRAFT



Riverside City College Total Cost of Ownership (TCO) Summary

Planning Year: 2004-FPP Approved
Project Title: COIL School of the Arts

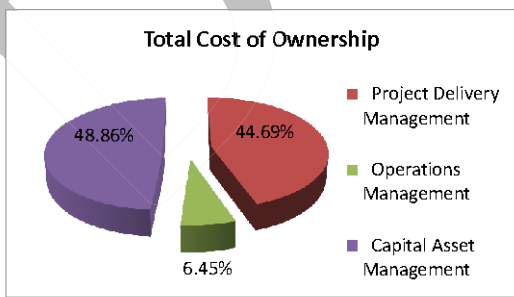
SPACE MANAGEMENT (Planning & Development, Utilization and Programming)			
Name of Facility	SCHOOL OF THE ARTS		<i>(choose from dropdown)</i>
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016
Age of Facility	0	Years	Last Addition 0
Project Description	The Coil School of the Arts building project, which will be located downtown Riverside seeks to facilitate both RCC Music and a new 450-seat performing arts venue that will provide an up-to-date technological education environment and concert hall.		
Project Justification	The Coil School of the Arts building will provide classroom space, office space, high tech labs and advanced learning environment as well as a significant performance venue to showcase student learning and enrich the community.		
Gross Square Footage (GSF)	36,420	Assignable Square Footage (ASF)	31,941
Weekly Student Contact Hour Capacity (WSCH)	19,090		

Project Delivery Management:		One-Time
Total Project Costs	\$	43,088,000
Total Project Funding	\$	43,088,000
Funding Sources Over / Under Project Costs	\$	-

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

	New		Total
	One-Time	New Ongoing	
<i>Salaries and Benefits</i>	-	2,022,648	2,022,648
<i>New FT Faculty & Counselor Equipment</i>	-	-	-
<i>Equipment, Supplies and Services</i>	1,388,497	194,601	1,583,098
<i>Technology</i>	1,521,654	198,521	1,720,175
<i>Building Maintenance and Operations</i>	65,221	827,741	892,962
Total Operating Costs	\$ 2,975,372	\$ 3,243,510	\$ 6,218,882

Capital Asset Management - (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)	Current	Annualized Costs	Replacement Costs
Total Projected Capital Asset Management	\$ 45,184,519	\$ 1,167,557	\$ 47,105,005



Assessment by Physical Resources Advisory Group (PRAG) completed on September 2015

COIL School of the Arts Project Recommendation: Approved to Move Forward



Requestor
Project Title

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

DRINK

Requestor
Project Title COIL School of the Arts



			<i>free form field for comments</i>



Requestor
Project Title

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

DRAFT

[Redacted]

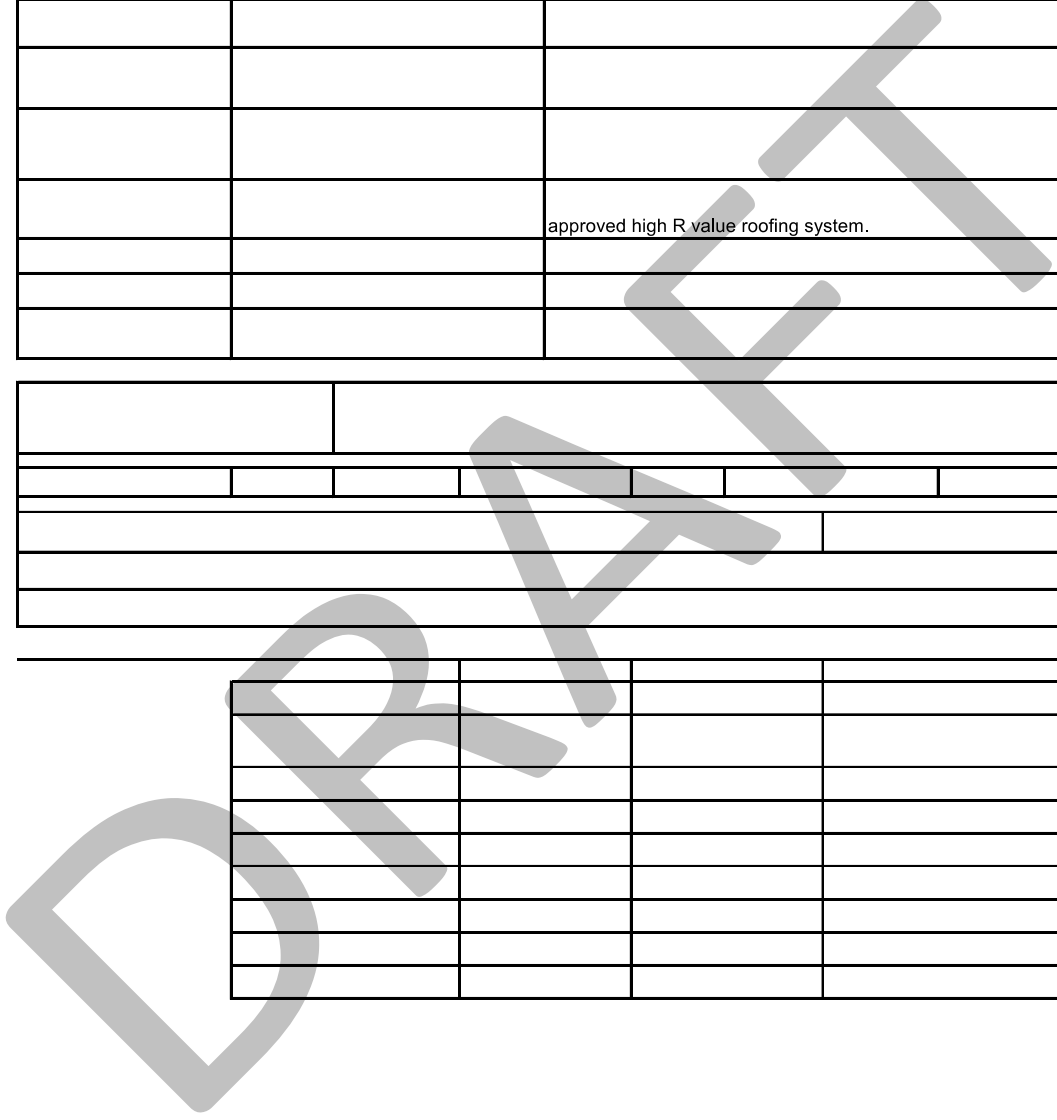
[Redacted]

Requestor
Project Title



		approved high R value roofing system.

tle 24



Requestor
Project Title



be remodeled and repurposed for other college programs and services.

Weekly Student Contact Hour Capacity(WSCH) *(Current Capacity)*

DRAFT



Requestor
Project Title

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

DRAFT

Requestor
Project Title



Ratio, justify why this project should continue.

<i>Ratio, justify why this project should continue.</i>	<i>Ratio, justify why this project should continue.</i>
---	---

N/A

DRAFT



Requestor
Project Title

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

DRAFT

[Redacted]

Requestor
Project Title



A series of horizontal lines for writing, consisting of 20 lines. The lines are evenly spaced and extend across the width of the page.

DRAFT

Requestor
Project Title



y the build out of this facility. The Music Building, Music Hall and Music Annex will be remodeled and repurposed for other college programs and services.

DRAFT



Requestor
Project Title

DRAFT



	New One Time Salary	New Ongoing Salary
--	---------------------	--------------------

--	--	--

DRAFT

Project Title

Project Title						

ians are Costed at H-6 (\$94,282)

DRAFT

Project Title

DRAFT

Project Title

		rs by Vendor			

DRAFT

Project Title

Maintenance Supplies

Equipment

DRAFT



Music



RIVERSIDE CITY COLLEGE
Physical Resources Advisory Group
November 4, 2014
12:30-1:30 p.m.
MTSC 218

Minutes

Co-Chair: Scott Blair, Faculty
Co-Chair: Scott Bauer, Administrative
Co-Chair: Ginny Haguewood, Classified Staff

Present: Scott Bauer, Scott Blair, Ginny Haguewood, Juan Lopez, Paul Moore, and Scott Zwart

I. Welcome
Meeting was called to order at 12:30 pm.

II. Review Task Charged

Mazie began the meeting by explaining that the committee has been charged with developing a methodology of determining what the TCO is specifically for the new buildings (Coil School of the Arts, Culinary, Student Services/Administration) as well as for some of the recently completed buildings on campus (Nursing, Math/Science).

III. Total Cost of Ownership(TCO) Definition and Purpose

The strategy of how to begin to look at TCO was discussed. Mazie related that there are four major cycles of Total Cost of Ownership:

- Initial Cycle: Space management, where planning and development occurs to determine the utilization and programming of the facility.
- Project Delivery Management: Design, construction, start-up and commissioning of the facility.
- Operations Management: Maintenance and operations, planned maintenance, user required needs and repairs, this cycle includes staffing and benefits.
- Facility Management: Renewal of capital equipment, replaced process, building improvements, retrofit, swing space, etc.

Primary Tools of TCO

Mazie began a detailed review of the draft TCO worksheet that has been generated to capture all relative pieces of TCO.

The following suggestions/comments/questions were made by the group:

- Add an estimated date of occupancy.
- Who will complete the worksheet? Will they receive training?
- Renovation: Add fields relative to description of current use of the building, cost, age, and present condition.
- Usable life expectancy or sustainability?
- Where is gross square footage recorded?
- Section costs?
- Weekly student contact hours currently generated?
- % of capacity information?

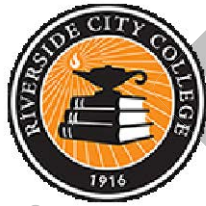
IV. Adjournment

The committee needed more time to continue the review of the draft worksheet. The remainder of the agenda was deferred and the next meeting date was scheduled for Tuesday, November 11, 2014, 11:00 - 1:30 pm, AD 109

Recorder: Natalie Chipman

Appendix Q: RCC Human Resources Staffing Plan pp 1, 8-9. Entire document available at:
<http://www.rcc.edu/about/president/strategic-planning/Strategic%20Planning%20Document/RCC%20HRSP%202015.pdf>

Human Resources Staffing Plan



Riverside City College
Riverside Community College District

Spring 2015

STAFFING REQUESTS

RCC determines its staffing needs as part of the Comprehensive Program Review process. Each unit offers a rationale for its staffing needs in its Five-Year Plan, submitted as part of its Comprehensive Program Review document. Each unit will review its growth¹¹ and determine additional positions needed to meet its responsibilities in directly supporting instruction. Those prioritized lists will then be consolidated and further prioritized at the division level.

The HRAG will take these separate prioritized lists of administrative, classified, and faculty positions to be filled in each division and merge them into a single, prioritized list. The HRAG will forward this list of administrative, classified, and faculty positions recommended to be filled (within budgetary constraints) to the Resource Development & Administrative Services (RD&AS) Leadership Council. The RD&AS will vet and revise the list, as necessary, before forwarding its final recommendations to the president for approval. In the case of potential mid-year hires, the RD&AS LC will use the HRSP principles, as well as the prioritized list produced by HRAG from the current academic year, in determining what if any human resource allocation requests will be funded.

In the event that hiring of administrator, classified staff, or faculty long-term substitutes¹² and/or emergency hires must occur outside of the planning cycle, such hiring requests should follow the same request process, beginning with the administrative or instructional unit making the request, moving that request to the division level, then sending the request to the HRAG, which will submit its recommendation to the RD&AS Leadership Council. RD&AS will send its recommendation to SPEC, which will send it to the college president. Appointments which deviate from this process may occur only if necessary to prevent the stoppage of college business when an actual emergency arises and

¹¹ Growth will be measured in terms of FTES, workload, headcount in student services, Maintenance and Operation standards, ...

¹² As defined by Ed. Code 87482.

persons are not immediately available¹³.

Likewise, the potential total-cost-of-ownership (TOC) for categorically-funded positions and grant-funded positions must be taken into consideration before such positions are established, especially since many of these positions often are institutionalized, becoming part of the permanent Unrestricted General Fund budget when the categorical or grant funding concludes. To prevent the college from unwittingly incurring such long-term budgetary obligations outside of the strategic planning process, the HRAG and the RD&AS Leadership Council will review and approve any grant-funded and/or categorical hires connected to long-term resource allocation.

PROFESSIONAL DEVELOPMENT

The college must provide its workforce with training and professional growth opportunities to enable them to fulfill the requirements of their positions and to offer the best possible learning opportunities and experiences for students. Professional development activities can include staff development opportunities, an annual Classified Staff Professional Development Day, technology training, faculty FLEX workshops, retreats, student learning outcomes and assessment training, professional growth days, staff recognition programs, and sabbaticals for faculty.

Professional development at RCC serves two distinct constituents: administrative and classified staff, and faculty. The classified and administrative development activities are developed largely by the college administration in conjunction with representatives from Diversity and Human Resources. The faculty development events are developed by the college's Faculty Development Coordinator in conjunction with the faculty development committee, while also under the direction of California Education Code, Title V, and guidelines developed by the state-wide Academic Senate.

The college must establish and maintain professional development opportunities to provide succession planning for all relevant

¹³ As defined by Ed. Code 87480.

positions so that the college is able to maintain the quality of programs and services during employee turnover.

Appropriate administrators, classified staff, and faculty will produce and update a Professional Development Plan for the college. As well, each classified, faculty, and administrative unit will have a budget line item dedicated to professional development.

ASSESSMENT OF THE HRSP

The effectiveness of the HRSP will be evaluated annually at the conclusion of the Comprehensive Program Review cycle. Indicators that the HRSP is effective will include the following:

- a) Data showing that faculty, classified staff, and administrative positions are allocated according to the HRSP Principles;
- b) Data showing that the number of faculty, classified staff, and administrative positions are moving towards alignment with Optimal Staffing Levels (as identified in Tables X, Y, and Z);
- c) Artifacts, such as meeting minutes, demonstrating that all relevant constituencies are involved in the staff position allocation process;
- d) Data showing improvement in student retention, persistence, and success.

The Dean of Institutional Effectiveness, the Human Resources Advisory Group, SPEC, and the Resource Development & Administrative Services Leadership Council will review CPR staffing request submissions and associated processes for the number and robustness of

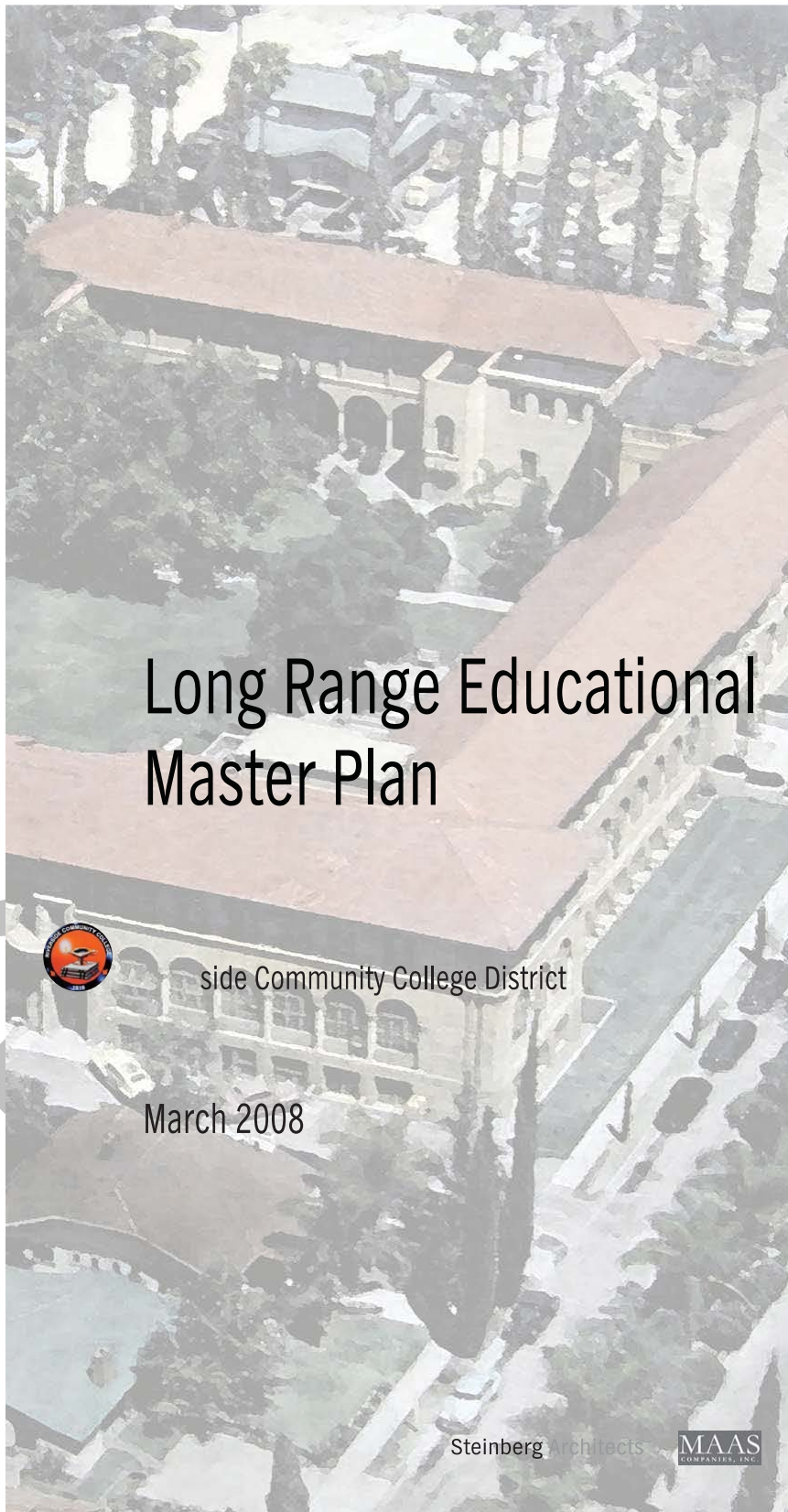
dialogues related to staffing (e.g. minutes, interviews with committee chairs, and the like).

FORMATIVE QUESTIONS (ANSWERED IN THE FIRST YEAR):

- ✓ **Current Levels:** What are current (baseline-actual), funded, and optimal staffing levels across all hiring categories, by division?
- ✓ **Future Levels:** What are future actual and optimal staffing needs for the next five years?
- ✓ **Gap Analysis:** What is the difference between the college's current actual and optimal staffing levels?
- ✓ **Recommendations:** What recommendations does the HRSP make to address gaps between actual and optimal staffing levels at the various timeframes covered by the plan?

SUMMATIVE QUESTIONS (ANSWERED ANNUALLY):

- ✓ **Staffing Levels:** How effective were implemented HRSP recommendations at addressing any staffing gaps identified in the gap analysis?
- ✓ **Staffing Measures:** How accurate were the forecasts of anticipated minimum levels, growth, and attrition rates?
- ✓ **Plan Process:** Did the college follow the HRSP in making its hiring decisions? If so, what procedural adjustments need to be made in terms of the HRSP itself to improve its effectiveness? If it wasn't followed, what procedural adjustments need to be made at the college to ensure future compliance with the HRSP process?



Long Range Educational Master Plan



Riverside Community College District

March 2008

Steinberg Architects

MAAS
COMPANIES, INC.

TABLE OF CONTENTS

<p>Introduction 1</p> <p style="padding-left: 20px;">Scope Overview 1</p> <p>Environmental Scan..... 5</p> <p style="padding-left: 20px;">Internal Scan 5</p> <p style="padding-left: 40px;"><i>Student Characteristics</i> 5</p> <p style="padding-left: 20px;">External Scan 9</p> <p style="padding-left: 40px;"><i>Characteristics of the College's Service Area</i>..... 9</p> <p style="padding-left: 40px;"><i>Summary</i>..... 9</p> <p style="padding-left: 20px;">The College in Relationship to the Region 13</p> <p style="padding-left: 40px;"><i>McIntyre Report</i> 17</p> <p>Input from the College 19</p> <p style="padding-left: 20px;">Qualitative Input From The College 19</p> <p style="padding-left: 40px;"><i>Review of Planning Documents</i>..... 19</p> <p style="padding-left: 40px;"><i>Survey Results and Interviews</i> 20</p> <p>Program of Instruction 26</p> <p style="padding-left: 20px;">Overview 26</p> <p style="padding-left: 20px;">Baseline Curriculum..... 26</p> <p style="padding-left: 40px;"><i>The Baseline Program of Instruction by College Department</i>..... 27</p> <p style="padding-left: 40px;"><i>The Baseline Program of Instruction by College Department</i>..... 27</p> <p style="padding-left: 40px;"><i>The Baseline Program of Instruction by TOP Code</i> 28</p> <p style="padding-left: 20px;">Enrollment Management Analysis..... 29</p> <p style="padding-left: 40px;"><i>Overview</i>..... 29</p> <p>Future Capacities 30</p> <p style="padding-left: 20px;">Key Elements 30</p> <p style="padding-left: 40px;"><i>Capacity for Future Growth</i>..... 30</p> <p style="padding-left: 40px;"><i>Existing Curriculum</i>..... 30</p> <p style="padding-left: 40px;"><i>The Internal and External Elements of the College</i>..... 30</p> <p style="padding-left: 40px;"><i>Weekly Student Contact Hours (WSCH)</i>..... 31</p>	<p style="padding-left: 20px;">Growth Rate Targets for WSCH and Enrollment 31</p> <p style="padding-left: 20px;">Profile of the Future Program of Instruction..... 31</p> <p style="padding-left: 40px;"><i>Growth Forecasts by Department</i> 32</p> <p style="padding-left: 40px;"><i>Growth Forecasts AT BUILD-OUT</i>..... 32</p> <p style="padding-left: 40px;"><i>Future Program of Instruction Profile*</i> 33</p> <p>Determination of Future Space Needs 35</p> <p style="padding-left: 20px;">Overall Future Space Needs 35</p> <p style="padding-left: 40px;"><i>Academic Space Profile for 2015</i>..... 36</p> <p style="padding-left: 40px;"><i>Academic Space Profile for 2024</i>..... 37</p> <p style="padding-left: 20px;">Space Requirements: All Programs and Services of the College..... 38</p> <p style="padding-left: 40px;"><i>Target Year Space Needs – Ultimate Build Out for 25,000 Students</i>..... 39</p> <p>The Financial Plan..... 41</p> <p style="padding-left: 20px;">Overview 41</p> <p style="padding-left: 20px;">Financing Options 41</p> <p style="padding-left: 20px;">Suggested Financing Parameters..... 44</p> <p>Total Cost of Ownership..... 45</p> <p style="padding-left: 20px;">Overview 45</p> <p style="padding-left: 20px;">Assessment Format..... 46</p> <p style="padding-left: 20px;">Implementation Process 48</p> <p>Recommendations..... 49</p> <p>Attachment A..... 51</p> <p style="padding-left: 20px;">Results of Interviews and Surveys from Faculty and Staff 51</p> <p>Attachment B..... 57</p> <p style="padding-left: 20px;">Current Program of Instruction: Analysis by Discipline/Program 57</p>
---	---

Attachment C	61	Attachment E	66
Future Program of Instruction: Projections for Space by Discipline/Program	61	Space Determination Methodology	66
Attachment D	65	Prescribed State Space Standards	66
Growth Forecasts by Discipline	65	Standards for Lecture Space	66
		Standards for Laboratory Space	67
		Non-State Space Standards	68



Nursing

A satellite/expansion program, funded with state grants, was created at March Education Center (MEC). The first classes were held in fall 2006, with 30 first semester students and 20 third semester students, 16 of who were sponsored by Riverside County Regional Medical Center (RCRMC) in a 20/20 LVN to RN Program. This means that the LVNs worked 20 hours per week and went to school 20 hours per week. The LVNs are paid for 40 hours per week and receive full benefits. RCRMC funded one adjunct instructor to provide clinical supervision of the LVN to RN students. The grant is intended to produce 140 ADN graduates over the period fall 2006 to fall 2008.

Serving approximately 500 nursing students, the 6,700 square foot facility on the Riverside City campus is totally inadequate to meet the instructional needs. Nursing faculty and staff have been creative in sharing the space and adapting instruction to fit in the current facilities. The opening of the new School of Nursing building, planned for Spring 2010, is greatly anticipated.

Expected growth in employment of LVNs through 2012 is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation permanently. Nursing homes will offer the most new jobs for LVNs as the number of aged and disabled people in need of long-term care rises.

The RCCD School of Nursing had approximately 58 graduates from the Vocational Nursing (VN) Program in 2006. This is higher than usual due to the HRSA Grant, which is funding an extra faculty member for the VN Program. All graduates who desire employment are hired.

Performing Arts

The Marching Band needs a facility. The band has 143 members and must meet outside, yet they have a 100% retention rate and a fabulous national reputation. To do justice to the program and the students, a financial commitment needs to be made for a facility and the equipment.

Landis Auditorium is an inadequate facility in almost every way. Acoustically it is unfit. Sound on stage

Riverside City College Long Range Educational & Facilities Master Plan
RIVERSIDE COMMUNITY COLLEGE DISTRICT



does not travel past the proscenium, though sounds in the back of the audience easily travel to the stage. 1,400 seats are far too many for all musical functions. The number makes a healthy audience of 400 look like no one attended and demoralizes the students. The sight lines are poor, with the stage far above most of the audience.

At this time Theater has no dedicated space and is currently utilizing Landis Center of Performing Arts

on a limited basis. RCC does not control the facility which adds to the workload and problems associated with productions. In addition it is an inappropriate space for many of the smaller productions and is not ADA compliant.

The Theatre Department lost its principal performance space due to the Quadrangle renovation. The department had originally been told that a new 300 seat Proscenium theatre would be built to replicate the original theatre from the 1950's in the Quadrangle.

Physical Education

The existing classrooms are not at the same level of the other classrooms on campus. There is only one classroom in Wheelock Gym. This classroom (Wheelock 102) offers a poor teaching environment. This space was never designed to be used as a classroom. Huntley Gym has one small classroom (Huntley 108) that does not meet student needs. The room is too small and it will not accommodate a normal lecture class of 30 students. Because of the lack of adequate storage space in adjacent equipment storage closets, parts of this room are used for storage. In order to access these storage closets or to enter the Athletic Training Room/Laundry Room in Huntley Gym, faculty, staff, and students must pass through the classroom and disturb the class in session. The existing fitness room has limited space. This limits the number of students that can use this facility at a given time. This "L-shaped" room is not conducive to a good teaching environment. The room has liability concerns, since the instructor cannot see the entire room from several locations and proper supervision is difficult. Posts and beams throughout the room restrict movement between machines. Some of the equipment in the Physical Fitness Room has not been upgraded in many years and is inadequate to serve large classes. Maintenance and cleanliness of outdated equipment is also a major concern.

A new fitness and wellness facility is desired to bring RCC to the safety and instructional standards of fitness and weight facilities at other community colleges.

World Languages

The Riverside Campus World Languages Department requests at least five lab classrooms, one lab testing center, updated digital teaching materials and peripheral equipment to provide for the number of languages and levels that are taught on campus.

Appendix T: District Strategic Plan 2008-2012, pp 1, 12



SYSTEM EFFECTIVENESS

Riverside Community College District is experiencing rapid growth and systemic change. The District plans to transition from a single-college, multi-campus institution to a multiple-





Strategic Planning Executive Council
Special Meeting ♦ June 1, 2012 ♦ 8:30 to 9:00 a.m.
Culinary Academy

AGENDA

- I. Call to Order
- II. Action Item: Coil School for the Arts Program Scope Norm Godin
- III. Adjournment

9:00 a.m. Strategic Planning Council Annual Retreat

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Special Meeting
June 1, 2012 ♦ 8:30 a.m. ♦ Culinary Academy
MINUTES

I. **Call to Order** - at 8:35 a.m.

Approval of Agenda - (M/S/C Legner/Blair) Motion made to amend the agenda to add action item End of Life AVI Equipment. Carried.

II. **Action item: Coil School for the Arts Program Scope** (Norm Godin)

Submitted for review and approval is an amended scope for the Coil School for the Arts, which is a downsized version of the original RSA plan. This item was discussed at the Resource Development Administrative Services Leadership Council (RDASLC) where it was recommended it be presented at SPEC. This is a proposal to downsize and amend the square footage for fear that the original plan will not make it through the State's queue because of items that are already in place. Norm indicated it is still not clear if there is buy-in and a commitment from RCC's operational budget to run this program. Norm provided a list identifying where money could possibly be moved from. With respect to the La Sierra Capital Fund, Norm spoke with Aaron Brown and Aaron verified that funds do exist and are available with proviso. He has a retainment plan and if the district lives up to that, there will be enough funding.

Norm attended the first program meeting a few weeks ago with our faculty and they are excited about this project. Since then Dr. Azari and Dr. Isaac have engaged in discussions with faculty from music and theatre and they fully support the amended change. Dr. Azari has also met with the preliminary architect to go over conceptual ideas, and they will meet with faculty this summer. It is important that these programs be driven by the programs that will be housed there and with faculty teaching in those programs.

Stephen asked if there is a commitment for additional custodial staff, and also raised a concern of ownership. Norm said he would press hard to secure funding for facilities staff.

John Sullivan asked if there will be a secure space for part time faculty who will be using the building? We are not at that point yet, but we should keep that in mind in future planning.

(M/S/C Blair/Legner) Motion made to approve the amended program scope for the Coil School for the Arts. Carried.

III. End of Life A.V.I. Equipment (Stephen Ashby)

Submitted for review and approval is a list of equipment and projectors that have met the end of their life. Janet Lehr confirmed that this list was generated from the information in the I.T. Audit. If approved we will then submit the list to the board of trustees meeting in June. Dr. Buisse received permission to by-pass the board committee and submit this item directly to the board of trustees.

The question was asked if IMC had input with the list. IMC generated the primary list, and they are aware when equipment is procured and when it is broken. It is recommended this go forward to the board in June in order to replace AVC equipment. If we wait until September to submit to the board this would delay replacing equipment another 6 to 8 months. Riverside has the lion's share of equipment to replace. Dr. Isaac indicated it would be best to move this forward. Any delay would not be beneficial.

(M/S/C Lehr/Ashby) Motion made to approve the End of Life A.V.I. Equipment list, and submit to the board of trustees.
Carried. 2-no/2-abstentions

Meeting adjourned at 9:09 a.m.

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
March 3, 2011
12:30 – 2:00 p.m.
Hall of Fame

AGENDA

- I. Call to Order
- II. Approval of Minutes of December 2, 2010
- III. Report from the President Tom Harris
- IV. Co-chairs Report Norm Godin
Richard Davin
- V. Old Business - None
- VI. New Business Norm Godin
 - a. CSSE Survey & Student Equity Plan - Information
- VII. Leadership and Governance Richard Davin
- VIII. Leadership Council Reports
 - a. Student Access and Support Ellen Brown-Drinkwater
 - b. Academic & Career/Tech. Programs & Instructional Support Hayley Ashby
 - 1. CSA Update Patrick Schwerdtfeger
 - 2. Riverside Reorganization Update Patrick Schwerdtfeger
 - c. Resource Development and Administrative Services Mary Legner
 - d. Institutional Effectiveness Susan Mills
- IX. Adjournment

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
Meeting of March 3, 2011

MINUTES

Members Present: Richard Davin (Faculty Co-chair), Norm Godin (Admin. Co-chair), Hayley Ashby, Stephen Ashby, Edward Bush, Rebecca Faircloth, Italia Garcia, Ginny Haguewood, Rikki Hix, Mary Legner, Tara McCarthy, Susan Mills, Patrick Schwerdtfeger

Resource Staff/Guests: Tom Harris, Michelle Davila, Ron Vito, Virginia McKee-Leone, Ralph Perez, Janet Lehr, Marilyn Martinez-Flores

I. Call to Order – the meeting convened at 12:38 p.m.

II. Approval of Minutes of December 2, 2010 – minutes approved by consensus.

III. Report from the President

Dr. Harris reported now that we have passed accreditation, we do not want to be on warning again. The next phase will be just as critical. There's a lot of work to be done by the fall semester.

IV. Co-Chairs Report

Richard Davin reiterated Dr. Harris' concern. Regarding student learning outcomes, Susan Mills will speak directly about the CTE programs that have program level outcomes in place. Richard recently spoke with incoming President Azari regarding mapping and she suggested using mapping that has been used in Fresno. If that is the case, we can get a measure in a short time through curriculum

Norm Godin reported he would like to bring to the next SPEC meeting a proposal to revise the reporting process, specifically under the Resource Development & Administrative Services Leadership Council. There are three advisory groups that filter through the RDASLC. However the feeling is that both Technology and Physical Resources ought to report directly to SPEC as a standing agenda item each month in order to provide updates. The rationale being that these two subject matters impact all areas of the college and deserve more prominence in our process. Norm will meet with the co-chairs of the three advisory groups to develop a recommendation for action by SPEC next month in April.

V. Old Business - None

VI. New Business

a. **CCSSE Survey & Student Equity Plan** - Information

Dr. Bush stated that the Institutional Research Office would provide more information on the CCSSE Survey at a future meeting and so he will present the student equity plan update.

Minutes approved April 7, 2011

Student Equity Plan - The last time we did a student equity plan was in 2005. As our commitment to student equity it was decided to update the plan, although the Chancellor's office has not asked that the plan be updated. This endeavor was done by a subcommittee of the student success committee. Dr. Bush reviewed the data presented. Although resources have been increased within the last six years to help students, the data shows a dip in the trend pattern. The group will continue to look at and identify those situational contributions that are creating barriers for our students. Dr. Bush will follow-up.

- b. **Accreditation Update** - Tim Brown reported on the next steps for Accreditation. A follow-up mid-term report is required and due next March. Tim will not write the report but will coordinate the content of that report to help him stay involved. One topic of great importance we need to address is the status of all planning agendas that were in the 2007 self study. Those planning agendas were parceled to the subcommittees, now referred to as leadership councils. Over the next four to six months Tim will attend council meetings to get a sense of their status. Tim is asking each of the leadership councils to facilitate in providing him with this information. This should also be a topic for discussion at the annual spring retreat. Another topic for the report is demonstrating how the strategic planning process is driving the decisions made by this institution. We will need to show evidence that this process is working, that we are providing the institution the tools needed for making all decisions. For example how is strategic planning guiding the process for making unprecedented cuts in our budget, and/or offerings in summer.

Pat commented that this is the council that should have the discussions to create the principles for guiding us as we make these decisions regarding course section cuts. A lot of the budget cuts have already been decided by the district. The only influence we will have over is course reductions, including services and resources. Since these decisions affect all areas, each council should come up with some ideas and bring those ideas to get a good mix for the whole institution, and also articulate how these decisions are linked to the strategic plan.

VII. Leadership and Governance – no report

VIII. Leadership Council Reports

- a. **Student Access and Support** - Met last week and discussed the budget proposal and the effects of the cuts. Have also been reviewing strategies with discussions to revise as well as moving some activities to more appropriate sections. These strategies are not written very well and would like to revise some language, however, there does not seem to be a mechanism in place for changing strategies.

Comment was made that all of the councils were asked to review their strategies for possible changes, and many of the councils did make changes but were put on hold. Now is a good time to revisit this topic.

All councils should discuss their strategies and possible revisions at their meetings for discussion in April.

b. Academic & Career/Tech. Programs & Instructional Support

Most of their discussion has focused on the district budget situation and budget scenarios. Three sub-groups continue to work on various projects: one is working on comprehensive program review; another working on unit plan rubric; and another working on action plans. Council also had discussions regarding its primary goals and how they are linked to the mission. Council will be proposing recommendations to bring to this group

1. CSA Update

Pat reported that this committee is still meeting periodically. The Chancellor's goal is to have a business plan by the end of the semester. A fund raiser is planned for the fall here at RCC. It will be a black-tie affair. Also continue to look at the organizational structure for RSA.

2. Riverside Reorganization Update

Pat reported on the proposal to shift some of the workload from the Dean of Instruction to current administrators by rearranging responsibilities. Bernie Fradkin will pick up Social and Behavioral Sciences; Pat will take Performing Arts, Landis Perf. Arts Center, and Coil School for the Arts; M.M-Flores will pick up Language, ESL, Reading, and Child Development; Virginia will take Math and Science; Ron Vito will continue with CTE and Rubidoux Annex; Nursing remains the same. Barry Meier and Paula McCroskey report to student services but also have instructional programs so they will meet with deans to be aware of instructional issues. These changes do not affect the department chair structure or responsibilities, and there are no costs.

Question was asked how these changes will affect students, will they need to go to more than one dean to add a class, rather than getting approval from one dean of instruction? Yes – that is one of the changes that will happen.

Pat wanted to make it clear this discussion is just a heads-up of what is being proposed and will be coming to this group in the near future.

c. Resource Development and Administrative Services

Norm reported we learned a great deal in the Chancellor's budget workshop. There is very little left in the budget to cut except positions. The President's leadership team discussed the value of expending more time on the "what-if" scenarios, since the cuts have already been decided. Norm will send out a memo to all subgroups to suspend this effort. However, it is still good for all to be more efficient in reducing costs. At some point we will be asked by the Chancellor for this information. Dr. Gray will request the strategic planning committees at each college to determine what their college should look like in 2016 – more information will be forth coming.

d. Institutional Effectiveness

They have been working on revising the Unit Plan. The district agreed to some of changes but not all. Susan had received three pages of suggestions for changes to the unit plan. Susan added changes to make the descriptions more clear and to provide cost estimates where requested; added mission and goals to be seen by readers; also moved survey monkey pieces towards front so disciplines can use this information for rationale. An error was noted on page 10 for contact person – it is not Martha but should be Michelle Davila, or Business Services. Susan asked that any additional comments or changes to the unit plan be sent directly to her to incorporate.

Richard Davin indicated this draft will go for second reading to the academic senate on Monday, March 7.

IX. **Adjournment** – meeting adjourned at 2:12 p.m.

Minutes submitted by: Tish Chavez

DRAFT

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
December 2, 2010
12:30 – 2:00 p.m.
Hall of Fame

AGENDA

- I. Call to Order
- II. Approval of Minutes of November 16, 2010
- III. Report from the President Tom Harris
- IV. Co-chairs Report Norm Godin
Richard Davin
- V. Old Business
- VI. New Business Jim Parsons
 - a. Presentation – RCC Branding
- VII. Leadership and Governance Richard Davin
- VIII. Leadership Council Reports Ellen Brown-Drinkwater
 - a. Student Access and Support Hayley Ashby
 - b. Academic & Career/Tech. Programs & Instructional Support Pat Schwerdtfeger
 - 1. CSA Update (standing item)
 - c. Resource Development and Administrative Services Mary Legner
 - d. Institutional Effectiveness Susan Mills
- IX. Adjournment

RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting
Minutes of December 2, 2010

Members Present: Richard Davin (co-chair), Norm Godin (co-chair), Hayley Ashby, Stephen Ashby, Ellen Brown-Drinkwater, Shelagh Camak, Rebecca Faircloth, Ginny Haguewood, Rikki Hix, Mary Legner, Tara McCarthy, Susan Mills, Patrick Schwerdtfeger, Italia Garcia,
Guests: Jim Parsons, Hector Garcia, Sandy Baker, Ron Vito, Diana Meza

I. Call to Order – The meeting was called to order at 12:41 p.m.

II. Approval of Minutes of November 16, 2010

Mary Legner Moved/Shelagh Camak Seconded/Motion to approve the minutes of November 16, 2010. (1 abstention)

III. Report from the President

Dr. Tom Harris reported on the recent accreditation visit. The team did an extremely thorough job in their initial interview with him. It was evident they did their work ahead of time. The visiting team was impressed with the materials they were provided with as well as their meetings with the various groups. They have sent their report to the President, and this information is confidential. The report will go to the commission in January.

IV. Co-chairs Report – no report

V. Old Business – none

VI. New Business

a. Presentation – RCC Branding

Shelagh Camak Moved/Ellen Brown-Drinkwater Seconded/Motion to amend item VI – RCC Branding - as an action item for approval. Carried. (2 abstentions)

Jim Parsons gave an overview of the process involved with the college branding stating that a brand should represent who we are based on our mission statement, as well as internal and external perceptions. Jim shared the final results of the survey and the top choices selected for RCC's college logo, college seal logo, and athletic mark. The changes are not drastic. The logos have been given a modern edge to the graphic designs and are still recognizable.

Mary Legner Moved/Ginny Haguewood Seconded/Motion to approve and forward to the President the results of the branding survey for the RCC college logo, college seal logo, and athletic mark, with the recommendation to accept the recommended top choices. Carried. (2 abstentions)

VII. Leadership and Governance – no report

VIII. Leadership Council Reports

a. *Student Access and Support* - no report

b. *Academic & Career/Tech. Programs & Instructional Support*

Hayley Ashby – members continue to refine their role as a council. At last meeting heard a presentation on SASSE results. This is something other councils should hear.

CSA Update (standing item)

Pat Schwerdtfeger reported that one of the big issues of the arts building is insufficient space for many of the arts, dance, theater, and music program. They are looking at the situation, and a lot of these issues are lined up in our master plan. The condition of Landis was another subject of discussion. By spring the Chancellor should have enough information to develop a business plan for that space.

c. *Resource Development and Administrative Services*

It was noted at the last meeting that the master plan needs to be updated. The physical resources advisory co-chair will look into this. The budget situation at the state level is looking grim with talks to reduce our base. Council members have been assigned into sub-groups to start “what-if” discussions for possible mid-year cuts with scenarios ranging from 5%, 10%, and 15% cuts. Discussions will include how these cuts will affect each department with recommendations to use as a guide for making cuts. Each group will report back in February and discuss as a group.

d. *Institutional Effectiveness*

Council will be meeting next week and will look at the comments received on the mission statement, vision and values.

IX. **Adjournment** – the meeting adjourned at 1:52 p.m.

**RIVERSIDE CITY COLLEGE
Strategic Planning Executive Council Meeting**

August 5, 2010
1:00 to 3:00 p.m.
Hall of Fame

AGENDA

- I. Call to Order
- II. Approval of Minutes - Minutes of June 3, 2010
Minutes of July 8, 2010
- III. Report from the President Tom Harris
- IV. Co-chairs Report Norm Godin
Richard Davin
- V. Old Business
- A. Key Performance Indicators (No report) Shelagh Camak
Susan Mills
- VI. New Business
- VII. Leadership and Governance Richard Davin
- VIII. Leadership Council Reports
- A. Student Access and Support E. Brown-Drinkwater
- B. Academic & Career/Tech. Programs & Instructional Support Hayley Ashby
1. RSA Blue Ribbon Committee Update (Standing Item) P. Schwerdtfeger
- C. Resource Development and Administrative Services Mary Legner
1. Presentation of Mid-Range Financial Report (Information Only)
- D. Institutional Effectiveness Susan Mills
- IX. Adjournment

Riverside Strategic Planning Executive Council
Meeting of August 5, 2010

MINUTES

Members Present: Norm Godin, Shelagh Camak, Ginny Haguewood, Tom Harris, Mary Legner, Rikki Hix, Patrick Schwerdtfeger

Members Absent: Richard Davin (e), Hayley Ashby(e), Stephen Ashby (e), Ellen Brown-Drinkwater (e), Edward Bush, Tara McCarthy (e), Susan Mills (e)

Guests: Ron Vito

- I. **Call to Order** - The meeting was called to order at 1:12 pm
- II. **Approval of Minutes** – The minutes of June 3, 2010, and the minutes of July 8, 2010, were accepted by consensus as submitted.
- III. **Report from the President (Tom Harris)**

Dr. Harris gave an update on accreditation and indicated progress is going quite well. The strategic plan was approved by the board of trustees in July. Staff are working on the final draft of the report and will submit to the board of trustees in August. Dr. Harris stated we can always send things to the commission right up to the date of their meeting. We will continually update the commission and clarify as necessary to make sure they have all the information required. The accreditation steering committee will be putting together a presentation that can be taken to the various groups to explain the strategic planning process. It is critical to reach as many people as possible and clarify any questions out there.
- IV. **Co-chairs Report (Norm Godin)**

The district strategic planning committee met on July 12 and accepted the Chancellor's Measure C allocation proposal without modification.
- V. **Old Business**
 - a. **Key Performance Indicators**

This discussion is postponed until Shelagh and Susan have had an opportunity to work on this together.
- VI. **New Business** (none)
- VII. **Leadership and Governance** (no report)
- VIII. **Leadership Council Reports**
 - a. **Student Access and Support** (no report)

b. Academic & Career/Tech. Programs & Instructional Support

Pat reported they are almost finished with their action plans, starting to look good systematic, and will be ready to post on the website shortly.

1. RSA Blue Ribbon Committee Update (Standing Item)

P. Schwerdtfeger explained that this committee was started by the Chancellor last year with the focus to move the RSA project along. Dr. Harris, Pat, Shelagh Camak, and faculty from performing arts and applied technology serve on this committee. Since then the decision has been made that this committee should have had the approval of the academic senate as well as the recommendation of faculty serving on this committee. Pat has not talked to all of the faculty who have been involved, but hopes they will continue to serve. It has also been decided that board members will not be on the committee. At this point there is strong advocacy for a charter school associated to RSA. The Chancellor has asked Shelagh and Dr. Buysse to look at what costs would be within the charter school and also to look at availability of funds.

c. Resource Development and Administrative Services

Norm introduced Mary Legner who will assume the role of faculty joint-chair effective 2010-2011. Norm reported that negotiations are ongoing in Sacramento. Most recent news is that democrats are in solidarity with the budget but the Governor and republicans are saying its is dead on arrival. It would be a surprise if we see something before September. He will keep everyone informed as things develop.

Norm reviewed the work done to date on the mid-range financial report. This is an important element to our strategic planning process. The document presented is the initial iteration. Most of the funding is in the first two years. A five year plan for faculty positions (prioritized) is needed. The Resources Development & Administrative Services Leadership Council will work with APC to develop a faculty plan and will continue to work with the Technology Advisory Group to further develop the equipment plan.

d. Institutional Effectiveness

Meeting scheduled for August 16. Items for review will be our constitution and bylaws, as well as our mission statement process. The revised mission statement will go to the board of trustees August 17 for approval.

IX. Adjournment – The meeting adjourned at 2:09 p.m.

Y RCC Institutional Assessment Plan

<http://academic.rcc.edu/assessment/files/InstitutionalAssessmentPlan.pdf>

Z Riverside Community College District Strategic Technology Plan:

<http://www.rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Other%20Documents/District%20Technology%20Plan.pdf>

AA DGS, DSA Approval



State of California • Edmund G. Brown Jr., Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES
Division of the State Architect – San Diego Office

Project:

Total Scope of Project:

Increment #:

Application #:

File #: 33-C1

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 4/21/2014. This letter constitutes the "written approval of the plans as to safety of design and construction" required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction start date, must be given to DSA prior to start of construction.

DSA does not review drawings and specifications for compliance with Parts 3 (California Electrical Code), 4 (California Mechanical Code), and 5 (California Plumbing Code) of Title 24. It is the responsibility of the professional consultants named on the application to verify this compliance.

Please refer only to the boxes checked below which indicate applicable conditions specific to this project:

Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety.

Due to the nature of the building(s), certain precautions considered necessary to assure long service have not been required. In the condition as built, the building(s) will meet minimum required standards for structural, and fire and life safety. The owner must observe and correct deterioration in the building in order to maintain it in a safe condition.

Your attention is drawn to the fact that this application was submitted under the provisions of Sections 39140/81130 of the Education Code which permit repairs or replacement of a fire damaged building to be made in accordance with the drawings and specifications previously approved by this office. The drawings and specifications approved for the reconstruction of this building conform to the drawings and specifications approved under application # _____.

These drawings and specifications meet the rules, regulations, and building standards in effect at the time of the original approval and do not necessarily comply with rules, regulations, or building standards currently in effect.

Due to the nature of the poles, certain precautions considered necessary to assure long service have not been insisted upon. In their condition as built, they will meet minimum required safety standards; however, your attention is directed to the comparatively short life of wood poles. It will be the responsibility of the owner to maintain them in a safe condition.

52 Riverside City College

Application #: 04-112917

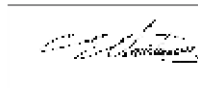
File #: 33-C1

- Bleachers or grandstands constructed in accordance with approved drawings and specifications will meet minimum required standards for structural, and fire and life safety. The owner should provide for and require periodic safety inspections throughout the period of use to ensure framing and other parts have not been damaged or removed. On bleachers or grandstands having bolts, locking or safety devices, the owner shall require that all such components be properly tightened or locked prior to each use.
- This approval is for the part shown only since the drawings and specifications for the proposed work include only the portion of the building to be partially constructed on the subject site. It is understood that a separate application will be subsequently filed, together with drawings and specifications showing a plot plan and details of work necessary for completion. A contract for completion shall not be let before the written approval of such drawings has been obtained from the Department of General Services.
- The building(s) was designed to support a snow load of 0 pounds per square foot of roof area. Snow removal must be considered if the amount of snow exceeds that for which the building(s) was designed.
- This constitutes the written approval certifying that the drawings and specifications are in compliance with State regulations for the accommodation of the disabled which are required before letting any contract for construction. (See Section 4454, Government Code.)
- Your application for the construction of a relocatable building submitted under the provisions of Section 17293 of the Education Code is hereby approved. This approval certifies that the drawings and specifications are in compliance with state regulations for accommodation of the disabled, structural safety, and fire and life safety. This approval applies only to the drawings and specifications for the foundation system, anchorage of the overhead nonstructural elements, and site work related to this project. Documentation has been received indicating that the building was constructed after December 19, 1979, and bears a commercial coach insignia of approval from the Department of Housing and Community Development (HCD). Confirmation that the construction of the HCD building conforms to the appropriate state regulations is done by others. (See Section 17307, Education Code and Section 4454, Government Code.)
- Deferred Approval(s) Items:
Elevator Guide Rails and Support Bracket Anchorage, Window Wall Systems or Storefronts with spans greater than 10 feet

This Project has been classified as **Class 1**. An Inspector who is certified by DSA to inspect this class of project must be approved by DSA prior to start of construction.

Please refer to the above application number in all correspondence, reports, etc., in connection with this project.

Sincerely,



Digitally signed by Chris Christakos
DN: cn=Chris Christakos, o=DGS,
ou=DSA,
email=Chris.Christakos@dgs.ca.gov,
c=US
Date: 2014.04.29 07:31:26 -0700

for Chester "Chet" Widom, FAIA
State Architect

cc:
Architect

Agenda Item (IV-B-2)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-2)
Subject	Riverside City College Substantive Change Report on the Culinary Academy
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Riverside City College's Substantive Change Report on the Culinary Academy.

Background Narrative:

The Accrediting Commission for Community and Junior Colleges (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes. To meet this expectation, Riverside City College has prepared a Substantive Change Proposal to report on the Culinary Academy. The proposal will be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services
Wolde-Ab Isaac, President, Riverside
Patricia Avila, Dean, Career and Technical Education

Attachments:

[Bullet Report for Culinary Academy](#)
[Summary of Substantive Change Report for Culinary Academy](#)
[Substantive Change Report for Culinary Academy](#)

Substantive Change for Culinary Arts at Riverside City College

Riverside City College is building a “state of the art” facility for culinary arts in downtown Riverside. Funded by Measure C funds, the project aligns with the mission of the college and its strategic goals. We believe this project will enhance the program greatly and will enrich the academic experience for students pursuing a career in Culinary Arts. Moreover, the new facility ties into the college’s strategic, enrollment management, and financial resource plans. In preparation for the opening of the new building a Total Cost of Ownership Analysis was conducted by RCC to determine what new, ongoing and future fiscal and human resources exist. As the new facility is in close proximity to the main campus, we anticipate that students will have greater access to the support services necessary for academic success.

The quality of the facility will enhance the teaching and training students receive and we anticipate the following benefits:

- Culinary Kitchens equipped with “state of the art” technology
 - Bakery
 - Basic Skills
 - Production
- Demonstration kitchen
- Ice Carving Room
- Faculty offices
- Student Resource Room
- Dining facility with seating for 120 patrons
- Rooftop Terrace with room for an herb garden and seating to entertain and host events
- New certificate emphasis in Hospitality and Management
- Pastry and other specialty course offerings
- Strengthened partnerships with local restaurants and businesses
- Potential internship and employment opportunities for students
- Access to public and free transportation via the free shuttle service to main campus and Riverside Transit Agency
- Greater access to Student Support Services on main campus
- Increase in associate degree completions as students have direct access to general education courses offered on main campus

SUMMARY OF THE PROPOSED CHANGE FOR CULINARY ARTS AT RIVERSIDE CITY COLLEGE

The purpose of the substantive change report is to describe the proposed change, need and anticipated effects to move the Culinary Arts Academy to a new facility located off the main campus.

The Change: the new academy is being constructed at 3801 Market Street, Riverside, CA 92506. It is located less than a mile away from the main campus. The facility will include Coil School for the Arts, the District Offices Building, Center for Social Justice & Civil Liberties and a dedicated parking structure.

The Need: The rationale for change is to build a facility that will be a superior teaching and learning environment in Culinary Arts and directly address the considerable deficiencies in the current facility. Currently, Culinary Arts is housed in a leased facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer “state of the art” culinary technology necessary for operational standards industry wide. Moreover, centrally located in downtown Riverside, the new academy will allow the program to strengthen partnerships with local restaurants and businesses and provide students with internship and employment opportunities.

The Anticipated Effect: This facility will provide an outstanding environment for teaching and learning in culinary arts. Housed on the first floor of the building, the new academy will have 17,200 square feet of space and includes the following:

- Rooftop Terrace with room for an herb garden and seating to entertain and host events
- Bakery
- Basic Skills Kitchen
- Production Kitchen
- Demonstration Kitchen
- Ice Carving Room
- Faculty Offices
- Classrooms
- Resource Room for students
- Dining facility with seating for 120 patrons

As transportation has historically been a challenge for culinary students and a large impediment to their ability to visit the main college three miles away, being in close proximity and having access to a daily shuttle service will remove the barrier and in turn allow students to better utilize support services on campus. Additionally, public transportation is available to students and currently, RCC students can ride any Riverside Transit Agency bus for free with their student ID card.

Substantive Change Proposal

Culinary Arts Academy

New location



Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted

By

Susan Mills

Accreditation Liaison Officer

Virginia McKee-Leone

Acting Vice President of Academic Affairs

To:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools & Colleges

Statement of Proposal Review and Approval

The Riverside City College Substantive Change Proposal has been reviewed for accuracy and information by the District's governance leadership. It was reviewed by the Riverside Community College District Board of Trustees on _____.

Wolde-Ab Isaac, President, Riverside City College

Virginia Blumenthal, President, RCCD Board of Trustees

Contents

STATEMENT OF PROPOSAL REVIEW AND APPROVAL	2
PARTICIPANT LIST	5
A. OVERVIEW OF SUBSTANTIVE CHANGE	
1. Description of the Proposed Change	7
2. Relation to the College's Mission	7
3. Riverside City College Mission Statement	7
4. RCC Strategic Planning Goals	8
B. DESCRIPTION OF THE PROCESS LEADING TO REQUEST FOR CHANGE	
1. Assessment of Needs and Resources	9
2. Anticipated effects and intended benefits	9
3. Anticipated Institutional Impact	9
4. Description of Planning and Preparation for Change	9
C. INSTITUTIONAL RESOURCES: FACULTY, ADMINISTRATION, AND SUPPORT	
1. Faculty and Student Support Services	12
2. Equipment and Facilities Availability Oversight	13
3. Fiscal Resources and Potential Impact	14
D. ASSESSMENT AND MONITORING OF OUTCOMES AND INTENDED ACHIEVEMENTS	
E. EVIDENCE OF MAINTENANCE OF ELIGIBILITY REQUIREMENTS	
1. Authority	16
2. Mission	17
3. Governing Board	17
4. Chief Executive Officer	18
5. Administrative Capacity	18
6. Operational Status	19
7. Degrees	19
8. Educational Programs	19
9. Academic Credit	20
10. Student Learning and Achievement	20
11. General Education	20
12. Academic Freedom	21
13. Faculty	21
14. Student Services	22
15. Admissions	22
16. Information and Learning Resources	23
17. Financial Resources	23
18. Financial Accountability	23

19. Institutional Planning and Evaluation	24
20. Public Information	25
21. Relations with the Accrediting Commission	26
F. CERTIFICATION OF CONTINUED COMPLIANCE WITH THE ACCREDITATION STANDARDS	
Standard I: Institutional Mission and Effectiveness	27
Standard II: Student Learning Programs and Services	27
Standard III: Resources	29
Standard IV: Leadership and Governance	31
G. CERTIFICATION OF CONTINUED INSTITUTIONAL COMPLIANCE WITH COMMISSION POLICIES	
Policy on Distance Education and on Correspondence Education	31
Policy on Institutional Compliance with Title IV	32
Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status	33
Policy of Institutional Degrees and Credits	33
Policy on Institutional Integrity and Ethics	34
Policy on Contractual Relationships with Non-Regionally Accredited Organizations	35
H. APPENDICES	
Exhibit 1 Agenda Item, BOT Meeting, 6/5/12	37
Exhibit 2 Agenda Item, BOT Meeting, 12/3/13	44
Exhibit 3 Agenda Item, Chancellor's report, BOT Meeting, 6/19/12	48
Exhibit 4 Agenda, BOT Regular meeting Minutes of 6/15/10	61
Exhibit 5 Minutes, LPA Design meeting for CADO with faculty 1/31/13	68
Exhibit 6 Report RCCD Planning and Operations Committee 6/15/2010	81
Exhibit 7 Floor plans for CADO, 1 st floor	108
Exhibit 8 Graph showing Enrollments for Culinary Arts and percentage of RCC from 2011-12, 2014-15	110
Exhibit 9 Degrees and Certificates in Culinary Arts	112
Exhibit 10 Total Cost of Ownership Plan (TCO)	114
Exhibit 11 Culinary Arts Academy academic calendar	128
Exhibit 12 Culinary Arts Academy Student Handbook	130
Exhibit 13 College Catalog description of culinary courses	164
Exhibit 14 Organizational Chart-RCC	167
Exhibit 15 District Budget Allocation Model	169

PARTICIPANT LIST

The following Riverside City College staff members participated in the preparation of this Substantive Change proposal:

Wolde-Ab Isaac, President

Susan Mills, Professor of Mathematics, Accreditation Liaison Officer

Virginia McKee-Leone, Acting Vice President of Academic Affairs

Mazie Brewington, Vice President of Business Services

Patricia Avila, Dean of Instruction, Career and Technical Education

Wendy McEwen, Dean, Institutional Effectiveness

Bobby Moghaddam, Executive Director of Culinary Arts Academy

Chris Carlson, Chief of Staff

Sylvia Thomas, Assoc. Vice Chancellor, Educational Services

Thomas Allen, Professor, English

Tim Brown, Professor of Reading

Charlie Richard, Professor of Music

A. OVERVIEW OF SUBSTANTIVE CHANGE

Riverside City College is one of the most dynamic and diverse colleges in the Inland Empire. From its opening in 1916 on the site of the former Poly High School, Riverside City College has grown to be one of California's leading community colleges and is a landmark in downtown Riverside. Serving more than 18,000 students each semester, Riverside City College provides students with a wide range of choices including associate's degree programs, transfer to a four-year college or university, or career certificates that prepare them to enter the workforce. Riverside City College is home to strong programs in liberal arts, science, performing arts, the School of Nursing and athletics.

Riverside City College continues to offer Career and Technical Education programs that prepare students for jobs in both emerging and traditional industries while meeting the needs of regional economies. Hospitality and Tourism are an important sector for California's economy, employing close to 1.7 million workers and generating revenue of nearly \$95 billion in 2012. Leading the way in employment growth in the Inland Empire is the Leisure and Hospitality sector. More than 8,500 jobs were created in 2013-14 and it is expected to grow given the growing development in downtown Riverside which includes the recently renovated Convention Center. Moreover, labor market projections show a 35 percent increase in jobs over the next ten years.

Centrally located in downtown Riverside, the new facility anticipates adding a Hospitality and Management emphasis to meet the labor market needs of the region. The new facility, equipped with a state of the art baking kitchen will permit students to also learn the techniques and processes for making bread found in typical French bakeries. Additionally, the program intends to offer courses in Pastry, which will allow students to develop skills in patisserie through the offering of initiation, and basic through advanced courses in pastry techniques.

Since the inception of the Culinary Arts Academy in 1996, the program has been successfully training students to enter the culinary field. For the past 19 years, the program has operated out of a rented facility on Spruce Street. The academy's primary product has been a certificate in culinary arts. Due to the limitation of space and kitchen facility, there has been very little programming related to continuing education or those targeting the culinary enthusiasts. The building of a new facility for the culinary will allow the development of new programs and degrees.

The program continues to be in demand and has steady enrollment (Exhibit 9). Likewise, the cohort model successfully retains students each term but in spite of the completion rates, students continue to be "disconnected" from the college and don't utilize the resources and support services available to them. Additionally, transportation continues to be an obstacle that keeps

culinary students from enrolling in additional courses at the college that are needed to complete the degree.

The building of a new facility for the Culinary Arts discipline will allow the development of a new program and degree in Hospitality and Management, growth in student enrollment, and a most substantial improvement in the culinary environment for students where they can learn, practice, study, and create.

1. Description of Proposed Change

In June 2010, the RCCD Board of Trustees approved funding for the construction of a new facility in downtown Riverside using Measure C funds.

The purpose of this report is to seek approval to establish an additional location geographically apart from the main campus for which 100 percent of the four courses needed to complete the certificate will be offered. The program RCC will be relocating is Culinary Arts.

Currently, students pursuing Culinary Arts are required to commute to an offsite location on Spruce Street, three miles away from the college. The new building, located less than a mile away, would allow students to complete a Culinary Arts certificate and also provide greater access to RCC general education requirements on the main campus enabling them to also earn an AS degree (Exhibit 12).

Information included in this document is current as of the conclusion of the spring 2015 semester and the 2015-16-college catalog.

2. Relationship of Change to Mission

RCC's mission focuses on the college's efforts to support student achievement of their educational goals. It states

RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

Our vision states

Riverside City College will expand on its tradition as a premier community college recognized for excellence in education, innovation, and service.

The new Culinary Arts Academy supports the college's mission through the access it provides to the students pursuing a CTE certificate. Riverside City College's Career and Technical Education mission is to prepare students for successful employment, life enrichment and future learning. With more than 470 graduates of the program to date, RCC's Culinary Academy continues to be a premier program. With the Culinary Arts Academy currently housed in lease

space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a dining room where culinary students can gain experience and the community can enjoy delicious meals (Exhibit 8).

The new facility is in alignment with the Strategic Planning Goals for the college:

- *Student Success*
- *Student Access*
- *Institutional Effectiveness*
- *Resource and Learning Development*
- *Community Engagement*

Student Success

The Culinary Arts Academy will focus on student success with an outstanding new facility for the production of culinary cuisine. The facility will also increase student engagement, learning, and success by offering a broad curriculum with clear pathways for achieving certificates, degrees, and transfer-ready status. The program will continue to use data to make decisions and to understand and support evolving student needs.

Student Access

Student access will continue to be a priority as work is being done to ensure that course offerings, integrated support, access to library and lab facilities and access to counseling and other academic support services is available to Culinary students. In response to this commitment, a shuttle service, running every fifteen minutes will be available to students providing transportation from the Centennial Plaza to the main campus. This will help to ensure that culinary students have direct access to the support services they need to be successful. Likewise, the Culinary faculty will continue to mentor and advise students to help them plan for and progress toward their individual educational and career objectives.

Institutional Effectiveness

At the new facility, RCC will continue encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency. RCC will also integrate research, assessment, and program review to enhance understanding of student learning and facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

Resource and Learning Development

The new improved facility will certainly encourage an environment in which students, faculty, and staff find satisfaction in their work and feel supported and valued. It is also an example of an investment in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff.

Community Engagement

The new facility will enhance the Culinary Academy's ability to actively pursue partnerships with the hotel and restaurant businesses to foster communication and collaboration that increase student success and completion at all levels. The new kitchen facilities will also enhance the program's ability to work with the local high school districts and regional partners to ensure that the college's educational programs provide a direct academic pathway and the necessary skills that lead to employment opportunities. The Demonstration Kitchen will provide a space that can be utilized to offer classes for local patrons and enrich the community as a whole.

B. DESCRIPTION OF THE PROCESS LEADING TO REQUEST FOR CHANGE

1. Assessment of Needs and Resources

In preparation for the opening of the new building a Total Cost of Ownership Analysis was conducted by the college to determine what new, ongoing and future fiscal and human resource needs exist. Although the new facility is in close proximity to the main campus, we anticipate that student support services will need to be integrated into the program curriculum. Custodial staff will also be needed to provide daily maintenance in support of instruction .

Faculty: Three full time culinary faculty and one part-time faculty member will continue to provide instruction in the program. We anticipate growing the program in the future and project at least two additional full time professors will need to be hired.

Staff: A Culinary Program Specialist and part time lab assistant will continue to provide support to the academy. The program specialist monitors the application process and conducts information workshops and serves as a point of contact for the public. The lab assistant helps students in the bakery. Additionally, via the services of the Employment Placement Coordinator, students will have access to employment and internship opportunities within the local region. Custodial staff will also be needed to provide daily maintenance in support of instruction.

Administration: Currently, the Executive Director of Culinary Arts provides overall leadership and supervision of Hospitality and Culinary Arts Education programs. Additionally, the Dean of Instruction for Career and Technical Education at the college provides leadership over the instruction and oversees continuous improvement of the culinary program.

Equipment: State of the art equipment, technology, books and materials are supplied at the new facility for all culinary students.

Enrollment Services: RCC's Enrollment Services office will continue to provide services to culinary students. Applicants to the program will continue to be "flagged" to

ensure that they are individually identified and tracked within the Datatel administrative system.

Academic Support: Students will continue to receive ongoing academic advisement, financial aid counseling and academic support services, such as Supplemental instruction and tutoring to ensure their success.

2. Anticipated benefits resulting from change

Currently, the Culinary Arts is housed in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The new location will provide much needed exposure to local business and allow for program growth.

The address is 3801 University Avenue, Riverside, CA 92506 and is located a distance of 0.9 miles from the main campus. As transportation has historically been a challenge for culinary students and a large impediment to their ability to visit the main college three miles away, being in close proximity and having access to a daily shuttle service will remove the barrier and in turn allow students to better utilize support services on campus. Additionally, public transportation is available to students and currently, RCC students can ride any Riverside Public Transit Authority bus for free with their student ID card.

The new facility in close proximity to the main campus will facilitate greater access to support services on campus and connect culinary students to the institution. Another anticipated benefit is that culinary students will have the ability to complete the required general education coursework for an Associate degree as these courses are not offered at the academy. Lastly, as the new facility is centrally located in downtown Riverside, it allows for the program to strengthen partnerships with local restaurants and businesses which will in turn provide employment and internship opportunities for students.

The projected start date for the Culinary Arts Academy at the new location is April 2016.

3. Anticipated Institutional Impact

The Culinary Arts Academy is currently housed in a leased space. The District is constructing a new facility to house this world-class culinary program for display at one of the busiest corners in downtown Riverside. The recommended downtown location will provide much needed exposure to local businesses and allow for program growth. With this vision, the anticipated institutional impact on resources (Human, Technology, Physical and Financial) is one that is planned for and addressed through a number of revenues.

As noted in the Total Cost of Ownership (TCO) at Exhibit 10, specifically under Space Management for the existing facility; which is a leased space, the new downtown Culinary Arts Academy required one-time supplemental funding through two sources, 1.) The

unrestricted general fund for equipment and, 2.) Restricted Proposition 20 (Lottery) fund for instructional supplies. The College has provided one-time funding in the amount of \$309,515 split between equipment at an estimated cost of \$266,052 and instructional supplies at an estimated cost of \$43,463. The equipment purchases were necessary to replace previously identified transferable items that exceeded their potential life cycle and did not offer the latest technological advances or compatibility to align with other equipment purchased for the new facility. The instructional supplies funding was in response to the expansion of the facility moving from one kitchen in the leased facility to four separate kitchens that needed to be outfitted with essential small wares for appropriate academic instruction.

Other one-time operations management costs totaling \$81,279 are needed to cover advertising, insurance, permits, office telephones, and preventative maintenance and equipment repair. The resources for this cost will be funded through savings on other line items in the culinary budget and will not have a negative effect on the unrestricted general fund. One time maintenance and operations costs of \$9,863 are needed for custodial supplies, equipment and security services. These expenses will also be offset by budget savings.

The College also expects to provide an ongoing funding increase of approximately \$30,000 for instructional supplies starting in fiscal year 2015-16. These are restricted Lottery funds from the state provided as a part of the Colleges annual budget. The Lottery funding increase will have no effect on the unrestricted general fund and will slightly adjust the distribution amounts of restricted resources to other programs in order to provide a greater share to the Culinary Arts Academy academic program.

The College will provide direct Maintenance and Operations support to the facility that houses the Culinary Arts Program. Limited support is currently provided at the leased facility. To fully support this new location, under the TCO for Operations Management in Exhibit 13, it is anticipated that a part-time permanent custodian will be needed at an annual cost of approximately \$17,554 and a part-time permanent Maintenance Mechanic at an annual cost of \$26,823. The funding sources for these two staff positions will be provided through the Riverside Community College District's Budget Allocation Model, which provides funding for support of new facilities.

In addition, as the program expands, additional full-time faculty will be needed to support the Baking Program. Currently, there is a part-time faculty member providing instruction in this area and movement to a full-time position will cost \$138,032 including fixed costs. The current expense for the part-time faculty assignment costs approximately \$56,181 per academic year. In the event evening classes are offered, additional faculty positions, and a minimum of one full-time staff position will be needed to supplement the current instructional team. The funding for these positions will be addressed through the Colleges Program Review process as part of its strategic planning process.

4. Description of Planning and Preparation for Change

Planning for the new culinary facility began in 2007 as the college began to search for a suitable new location for the academy. The college president, vice president of Career and Technical Education, the director of the culinary academy, the Vice Chancellor of Educational Services, and the Associate Vice Chancellor Facilities Planning, Design and Construction met regularly to plan for the construction of a facility that would meet the unique instructional needs of the program and serve as a cornerstone of the building connecting instruction to the community through its restaurant operation.

On April 10, 2010, the Board of Trustees was presented with a conceptual design and plan for the development of the Market Street properties, located at the corner of Market Street and University Avenue in downtown Riverside. The Board approved the concept and directed staff to begin planning for the construction of a new building which would include District offices and the Culinary Academy.

The RCC Strategic Planning Executive Council approved the proposed relocation of the program to the Market Street properties and the District Strategic Planning Committee approved the project plan on May 28, 2010. On June 15, 2010, the Board approved the use of the Market Street properties for the construction of a three-story structure consisting of the District offices and the RCC Culinary Academy. The tentative budget for the project was \$23,043,996 using District Measure C Funds. The Board approval included an agreement with LPA for architectural services.

5. Internal and External Approvals

The proposal has received all of the necessary internal and external approvals including approval by the College's Accreditation Steering committee, Presidential Leadership team, and the District's Board of Trustees. The proposed change aligns with the College's mission and strategic goals.

C. INSTITUTIONAL RESOURCES: Faculty, Administration, and Support

The culinary academy is staffed by Culinary Chefs who are certified by the American Culinary Federation as Certified Executive Chefs (CEC) and Certified Culinary Educators (CCE). These certifications insure that our chefs meet work experience and educational requirements as established by this prestigious organization which has the most comprehensive certification process for chefs in the United States.

1. Faculty and Student Support Services

Gabriel, Richard, Instructor, Culinary Arts, A.O.S., Culinary Institute of America. B.A., Brandman University. At Riverside City College since 2011.

Avalos, David, Associate Professor, Culinary Arts. B.V.E., California State University, San Bernardino. M.A., Florida International University. At Riverside City College since 2004.

Baradaran, Robert, Associate Professor, Culinary Arts. B.S., M.A., California State University, Long Beach. At Riverside City College since 2004.

Sanjurjo-Casado, Maria, Associate Faculty, Culinary Arts. At Riverside City College since 2001.

Martin, Dawn, Culinary Program Specialist. Associate of Science, Culinary Arts, Riverside City College. At Riverside City College since 2007.

Culinary Program Executive Director: Chef Bobby Moghaddam, B.S., New York Institute of Technology; M.S., Florida International University. At Riverside City College since 2003.

Dean of Instruction, Career & Technical Education: Patricia Avila, B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside City College since 1998.

Student Support Services: Culinary students will continue to have access to the student services offered at the College. A shuttle service, running every fifteen minutes will be available to students providing transportation from the Centennial Plaza to the main campus. As transportation continues to be an impediment for many culinary students, having direct and easy access to the college this will connect them to the services available to them.

Counseling Services: Culinary students will continue to have access to counseling services. All new students view an online orientation hosted by the counseling department and complete an electronic one-semester student education plan (SEP) that is reviewed by a counselor. All students, both new and continuing, are able to meet with counselors in face-to-face appointments, and via express walk-in counseling; and online appointments are also available for students enrolled in at least one online course. During online appointments, counseling takes place in “chat” format through Blackboard (Bb 9.1). If a SEP is developed, the counselor sends the student a copy of the SEP in the mail.

Library Resources: The Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC) acquires and licenses educational material and equipment to support pre-college, transferable, and career technical courses. Students have access to a wide variety of print, electronic, and audio-visual materials including 116,068 print titles, 77,781 e-books, 188 print periodicals, and 6,816 audio/visual titles (Source: *California Community Colleges Library/Learning Resources 2013-2014 Data Survey*). In addition to the resources listed above,

the library provides access to about 70 subscription online databases that can be accessed from the library website from both on campus and remote locations. The library also provides about 100 class/subject guides (LibGuides) for informational and research purposes that are openly available from the library website. The library's website is accessible from any computer with Internet access (on or off campus). Riverside City College students, faculty, and staff can access library databases remotely with ID number and password. Students, faculty, staff and community members may visit or telephone the library to obtain informational and research assistance from reference librarians who are library faculty members. Librarians can be reached by phone at (951) 222-8652 during library operating hours.

Tutorial Services: Tutoring sessions are available to RCC students free of charge. Sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. Tutorial Services offers individualized instruction in course content, overall review, and study skills by peer tutors. These services are offered to culinary students each term and the information is provided during their orientation to the program.

Other Services: The institution offers a number of other services targeting the needs and learning styles of various student sub-populations including: Disability Resource Center, Career and Job Placement Center, Student Health & Psychological Services, Cal Works, Transfer Center, Extended Opportunity Programs & Services, and Veterans Services.

Disability Resource Center: Culinary students continue to have access to the Disability Resource Center (DRC). RCC's Disability Resource Center provides comprehensive support services and accommodations. Our office provides support for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities and ADHD. Additionally, the very latest in adaptive computer technology is available to students.

Career and Job Placement Center: The CTE Employment Placement Coordinator assist CTE students in finding employment and/or internships opportunities based on their chosen field of study, interests and goals. Students are also given one on one resume writing assistance, interviewing techniques and tips, and referrals to resources in the community.

Student Health & Psychological Services: Culinary students will have access to the following services- medical care and psychological counseling, care for common health problems, evaluation and treatment by physicians, nurse practitioners, registered nurses and psychological clinicians. Additionally, students will be able to obtain referrals to a higher level of medical care professionals in the community, health education, first aid and emergency care.

Cal Works: The CalWORKs program is funded through the California Community College Chancellor's Office and is designed to promote self-sufficiency through employment and education. Culinary students who meet eligibility will have access to additional support services such as:

- Career and academic counseling

- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements

Transfer Center: Culinary students will have access to the Transfer Center on campus and will have access to information and resources needed to make a successful transition into a four year institution.

Extended Opportunity Programs & Services (EOPS): EOPS provides academic support services for financially and educationally disadvantaged students. Culinary students who meet eligibility will have access to the following services:

- Personal, academic and career counseling
- Priority registration
- Supplemental book services
- One to one tutoring
- Transfer information and assistance

Veterans Services: The Veterans Services office provides dedicated assistance to veterans who are seeking to use VA Educational Benefits to further their education at the college. Culinary students who meet Certificate of Eligibility requirements have access to a variety of services including a customized and expedited student educational plan, counseling and support services via the Veterans Resource Center on campus.

2. Equipment and Facilities Availability and Oversight

Culinary students, faculty and staff have access to the building. The new facility is ADA compliant, has a security system and card access and meets Title 24 requirements. Emergency phones with Mass notification are accessible outside the building structure and located in the parking. Only college personnel, current students or invited guests are able to enter the facility. The facility is open to the general public and security personnel provide access to the second and third floor of the building which houses district personnel. In addition, each designated kitchen area (Baking, Production, Basic Skills and Demonstration) are designed and equipped to meet the instructional needs and safety of the students.

3. Fiscal Resources and Potential Impact

Funding for the Culinary Arts education courses offered at Riverside City College is provided primarily through the general fund apportionment granted by the State of California for all courses offered at the college. A secondary source of fiscal resources for the academy is provided through restricted lottery funding under proposition 20 for instructional supplies. Both the initial and the long term funding of this department are already fully integrated as a continuing expense through the RCCD District Office operating budget, which in turn passes

through the Budget Allocation Model (BAM) and allocated at the discipline level. In addition, for specific programmatic needs, the academy hosts a number of fundraising events throughout the academic year. These variations of funding sources are sufficient to provide an ongoing investment in technology, equipment, program expansion and staffing to support the program.

Upon conclusion of the current lease, the College will save approximately \$287,590 annually. This funding will become available in the College budget to address and offset additional costs needs of the academy and other strategic priorities. For the current fiscal year (2015/16), only a prorata share of the lease expense (2 months) will result in a savings in the culinary unrestricted general fund budget allocation. As noted earlier, Proposition 20 (Lottery) funding has been increased by \$30,000 to address consumables due to the expansion of kitchens that will be operating in the new facility.

Based on all of the available budget information, it is anticipated that the new Culinary Arts Academy will not have a negative impact on the institutions fiscal resources due to anticipated savings in the operating budget and other entrepreneur opportunities.

Ongoing analysis and future planning for the Culinary Arts Program and services are provided via Riverside City College's strategic planning process. The Colleges Leadership Councils and the Strategic Planning Executive Council (SPEC) bring together the long-range components of budgeting and policy development and provide annual priorities as guidance for budget allocation.

The College and District have made significant investments in the infrastructure and support for the Culinary Arts Academy. This commitment is expected to continue for the foreseeable future to ensure students will be able to complete certificates and degrees.

D. ASSESSMENT AND MONITORING OF OUTCOMES AND INTENDED ACHIEVEMENT

The roots of the Culinary Arts program date back to 1990 with courses in the Home Economics department (HOM 1 Beginning of Culinary Arts, 3 units and HOM 2 Intermediate Culinary Arts, 3 units). In 1997, the courses in the program were revised and a new course sequence was developed that include the foundational courses of CUL 20, 21, 22, and 23. Since that time, curriculum development has continued with the addition of CUL 24, 36, 37, 38, 40, 41, 42, and 45.

As an ongoing part of program review, disciplines are required to review courses and/or programs every five years in the comprehensive program review process to ensure currency and relevance of course content and to meet accreditation standards and Title 5 regulations. All CTE programs, including Culinary Arts, have completed a process of mapping and aligning course SLOs to PLOs. This mapping ensures that students have a

clear path to achieving the required PLOs as they complete their program-related coursework.

CTE faculty are also engaged in assessing outcomes at the course and program-levels. SLOs and PLOs in the Culinary Arts program shall be assessed in alignment with a regular rotation every 5 years. The results of each assessment are to be analyzed, in accordance with a rubric, and submitted to the Riverside City College Assessment Committee. As members of RCC's Assessment Committee, career and technical education faculty collaborate on the development of assessment instruments and the committee co-chairs provide individual technical assistance in developing and executing both indirect and direct assessment of course SLOs and program PLOs.

E. EVIDENCE OF MAINTENANCE OF ELIGIBILITY REQUIREMENTS

1. Authority

The institution is authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions which it operates.

Riverside City College, the senior college in the Riverside Community College District, is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Approved and operating under regulations of the California Department of Education and the Chancellor's Office for California Community Colleges, Riverside City College maintains good standing with those bodies.

2. Mission

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent its legal authorization, and is appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines the institutional commitment to achieving student learning.

Riverside City College has a formal process to review, to revise (if necessary), and to approve its mission statement, which is published in the College catalog and on its website. The College mission statement works in concert with the District's mission statement and clearly defines the constituency the institution serves.

3. Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership is sufficient in size and composition to fulfill all board responsibilities.

Riverside City College, one of three accredited colleges in the Riverside Community College District, has a publicly elected five-member Board of Trustees, joined by a non-voting student trustee, who governs all three colleges. Members are elected to four-year terms, which are staggered to ensure continuity. Board members have no employment or personal financial interests in the College and hold monthly public meetings with notices and agendas that conform to the Brown Act. The Board has numerous policies, all available to the public, that include an ethics and conflict of interest policy. The Board members approve the institution's budget and receive monthly financial reports as well as other formal financial and audit reports to ensure the fiscal integrity of the College. The Board also approves all curricula before the College offers any new courses, programs, or degree patterns. At its March 20, 2012, meeting the Board, after significant study and deliberation, decided to move from an at-large representation to an area representation and to continue with the five member size.

4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief executive office nor the institutional chief executive officer may serve as the chair of the governing board. The institution informs the Commission immediately when there is a change in the institutional chief executive officer.

The governing board appoints the Riverside City College President after receiving a recommendation by the Riverside Community College District Chancellor. Dr. Wolde-Ab Isaac, President and CEO of Riverside City College, reports directly to the Chancellor. The governing board has adopted Board Policy 2430, Delegation of Authority to Chancellor and College Presidents, to define and delineate the authority of the chancellor and the college presidents. The chancellor serves as secretary to the Board of Trustees, which delegates to the chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action. Authority flows from the Board of Trustees through the chancellor to the college presidents. Each college president is responsible for

carrying out the District policies. Each college president's administrative organization serves as the established administrative authority on campus. The president is the final authority at Riverside City College.

5. Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Riverside City College has a sufficient number of administrative staff with the necessary experience and qualifications to provide appropriate administrative oversight necessary to support the College's mission and purpose. Three vice presidents and nine deans support the president and have authority over specific units within the College. The organizational charts above demonstrate the specific areas of responsibility for each of the administrative staff.

6. Operational Status

The institution is operational, with students actively pursuing its degree programs.

Riverside City College has operated continuously since 1916, with students actively pursuing certificates and degrees as well as preparation for transfer to four-year institutions. The College offers a comprehensive and diverse complement of associate degrees, transfer courses, career and technical programs, and basic skills course offerings.

7. Degrees

A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

To meet its stated mission, Riverside City College offers Associate of Arts and Associate of Science degrees and a variety of certificates. The 2015-16 Riverside City College Catalog offers a detailed and wide-ranging list of Associate of Arts areas of emphasis, Associate Degree for Transfer areas, and Associate of Science CTE programs and certificates. The College has continued to expand the offerings since the 2014 Self Study Report. The 2015-16 Riverside City College Catalog lists 69 AA/AS/AA-T/AS-T degree patterns.

8. Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and

length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Riverside City College's degree programs are congruent with the College's mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations Title 5 curriculum requirements and, when combined with the general education component, represent two years of full-time academic work. Course outlines in both degree credit and non-degree credit courses include established student learning outcomes, which students achieve through class content, assignments, and activities. All course outlines are subject to periodic, rigorous program review. The 2015-16 Riverside City College Catalog lists 69 AA/AS degrees, 36 state-approved career/technical certificates, and 44 locally approved certificates.

9. Academic Credit

The institution awards academic credit based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Riverside City College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5 §55002.5. Detailed information about academic credit is published annually in the College catalog.

10. Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the College catalog since the 2007-08 academic year. Also, program-level SLOs have been adopted for all Riverside City College AA/AS degrees, areas of emphasis, certificates, transfer-model curriculum, and career/technical programs offered by the College. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes. Course-level SLOs are

achieved and assessed by a variety of methods. Riverside City College has developed and implemented its College Institutional Assessment Plan to monitor assessment activities at all levels. Each discipline and department reports its assessment activities as part of the program review process. As part of the faculty evaluation process (both full-time and contingent faculty evaluations), peer evaluators and administrators review faculty syllabi and visit classes to ensure that all faculty members adhere to the course outlines of record and identify the course SLOs in the course syllabus.

11. General Education

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for the areas of study for general education.

All degree programs require a minimum of 22 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. The general education courses give students “broad exposure to ideas and skills outside their own areas of special interest. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution’s general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Committee, the Curriculum Committee, and by the articulation of its courses with other institutions of higher education, especially the University of California and the California State University. Moreover, the College has developed specific General Education Learning Outcomes and has begun a more comprehensive process to assess those outcomes. In spring 2013, the College conducted an areas of emphasis assessment project to map area of emphasis (AOE) course student learning outcomes to AOE program learning outcomes and to assess student achievement of the program-level student learning outcomes.

12. Academic Freedom

The institution’s faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Riverside City College supports academic freedom and has committed itself to intellectual freedom and independence of thought. Faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent education experience. The College publishes a statement on Academic Freedom in the Riverside City College Catalog.

13. Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's education programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

In fall 2013, Riverside City College employed 212 full-time faculty and 575 contingent faculty. All faculty meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty Collective Bargaining Agreement, the Faculty Handbook, and established processes, including strategic planning and assessment. These responsibilities, entrusted primarily to full-time faculty, include participation in curriculum, in program review, in the development and assessment of student learning outcomes, and in the strategic planning processes.

14. Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Riverside City College provides a comprehensive array of services for all its students, with particular attention to the support for those students requiring preparation for college-level work. Each student service unit supports the mission of the College and the academic success of the students. The College offers a wide range of services through the WebAdvisor system to support the success of students, including those enrolled in distance education courses. Also, students access information, forms, and services through links provided on the College's home page.

15. Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students for its programs.

Riverside City College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission supports the Riverside City College mission statement, and the matriculation process, especially the emphasis on student educational plans, helps to ensure that students are appropriately qualified for the program and course offerings. Information about admission requirements is available in the College catalog, in the schedule of classes, and on the College website. Students can apply online or with a paper application. Also, students take placement tests in reading, math, ESL, and English as a prerequisite for admission into the appropriate level in those disciplines.

16. Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Riverside City College provides access to sufficient print and electronic information and learning resources through its library and student-support programs to meet the educational needs of its students. The library has faculty and staff to assist students in the use of College library services and resources. Internet access, including free wireless and online computer search capabilities are available without charge to students in the library, in student support programs, and in learning centers. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Riverside City College, through the Riverside Community College District, receives and documents the funding base from the Chancellor's Office for California Community Colleges. The Riverside Community College District allocates funding, using the process outlined in the District's budget allocation model, to the three colleges in the District and to the District administrative offices. The District's and the College's mission statements, program review processes, and strategic planning processes serve as the basis for allocating the District's and the College's resources. The budget and planning processes support a comprehensive set of learning programs and services, all aimed to improve

institutional effectiveness. The District's annual budget is publicly adopted by the Board of Trustees and funds the College's student learning programs and services. The Vice President for Business Services oversees appropriate and effective utilization of the College's annual budget and prepares the College's Midrange Financial Plan, which tracks the requests for resources from the annual unit plans and identifies the funding sources of the requests that were funded. The planning process, institutional audits, various state reports, and Office of the Vice Chancellor of Business and Finance assure that the College remains financially stable.

18. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution, for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.

The Riverside Community College District undergoes and makes public an annual external audit for the District and its colleges by a contracted certified public accounting firm. The audit is conducted in accordance with the standards contained in the following audit guide: State and Local Governments, Government Auditing Standards, Circular A-133 Audits, and Not-For-Profit Entities (Foundations). In addition, the external auditing firm follows the following standards: Circular A-133 for Single Audits, Government Auditing Standards (Yellow Book), U.S. Auditing Standards, and the Contracted District Audit Manual provided by the California Community College Chancellor's Office. The Board of Trustees reviews these annual audit reports on a regular basis. Also, the District responds to the annual audit management letters to delineate the manner by which the District has addressed the auditor's concerns or recommendations. In addition, the Chancellor's Office for California Community Colleges monitors the District's financial stability and compliance with state regulations and codes through the annual 311 Report submitted in the fall of each year. The Riverside Community College District has demonstrated continued compliance with Title IV federal requirements. Copies of the District Budget and Audit Reports for the last few years are available online.

19. Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning resource allocation, implementation, and re-evaluation.

Riverside City College has an established institutional planning process, integrated with the District Strategic Plan, to provide planning for the development of the College, including integrated plans for academic personnel, learning resources, student services, facilities, and financial development. It has established procedures for program review, assessment, and institutional improvement. In November 2010, a visiting follow-up team reported “that the college has fully met the expectations of the recommendation and is in compliance with Commission standards, eligibility requirement and policies.” The College has recently developed a SharePoint site to make public the progress the College has made on institutional goals, which are published as part of its annual report card, and the results of various student learning outcome assessment activities.

20. Integrity in Communication with the Public

The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information concerning the following (34 C.F.R § 668.41-43; §668.71-75):

General Information

- **Official Name, Address, Telephone Number(s), and Website Address of the Institution.**
- **Educational Mission**
- **Course, Program, and Degree Offerings**
- **Academic Calendar and Program Length**
- **Academic Freedom Statement**
- **Available Student Financial Aid**
- **Available Learning Resources**
- **Names and Degrees of Administrators and Faculty**
- **Names of Governing Board Members**

Requirements

- **Admissions**
- **Student Fees and Other Financial Obligations**
- **Degree, Certificates, Graduation and Transfer**

Major Policies Affecting Students

- **Academic Regulations, including Academic Honesty**
- **Nondiscrimination**
- **Acceptance of Transfer Credits**
- **Grievance and Complaint Procedures**
- **Sexual Harassment**
- **Refund of Fees**

Locations or Publications Where Other Policies may be Found.

The Riverside Community College District produces for each of its three colleges a separate catalog and a separate schedule of classes that contains the listings of classes offered at each college and off-campus centers. The catalog is available electronically. These documents, along with multiple District and College websites and other appropriate publications, provide accurate and current information about the institution that announces its mission and goals, its admission requirements and procedures, its academic calendar and program length, its rules and regulations, its cost and refund policies, its learning resources, its financial aid centers, its grievance procedures and other policies affecting students, the names and academic credentials of its faculty and administrators, the names of the Board of Trustee members, and all other items relative to attending or withdrawing from the institution.

21 Relations with the Accrediting Commission

The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation (34 C.F.R §668 - misrepresentation).

Riverside City College has demonstrated its commitment to the eligibility requirements, accreditation standards, and policies of the Commission. Since the last Self Evaluation Report in 2014, the College has had an ongoing dialogue with the Commission and has complied with all Commission requests, directives, and decisions. The Riverside

Community College District Board of Trustees provides assurance that Riverside City College adheres to Commission requirements, standards, and policies; describes the College in identical terms to all its accreditation agencies; communicates any changes in its accredited status; and discloses information required by the Commission to carry out its accrediting responsibilities. All disclosures by the College are complete, accurate, and honest.

F. CERTIFICATION OF CONTINUED COMPLIANCE WITH THE STANDARDS FOR ACCREDITATION

Riverside City College meets or exceeds all of the standards of accreditation. The College's last comprehensive evaluation and visit was in November 2014. Riverside City College has engaged in a collective effort to integrate the Actionable Improvement Plans, identified in the 2014 Institutional Self Evaluation Report, as well as the recommendations suggested by the 2014 Visiting Team into the strategic planning process. In addition to the Actionable Improvement Plans and the specific measures to address the recommendations, the Fall 2014 college assessment of the Strategic Plan indicated that the rubrics used to guide decision making were not properly designed and did not align with the college goals and thus had minimal contribution to furthering student success and completion. Moreover, as a result of its ongoing assessment activities, the college has also implemented comprehensive measures to refresh its Educational Master Plan, its Technology Plan, its Program Review Process, its Equity Plan, and its Strategic Plan. The college has also created a Student Success Plan, a Human Resources Plan, and a college Finance Plan that reflect the collective efforts to make the planning processes more efficient and more integrated. (Some of these plans have not yet completed the approval process.) The college's Strategic Planning Leadership Councils, which have representation from all constituency groups, have divided these tasks and have created workgroups of faculty, staff, students, and administrators to complete the work needed for this more efficient and effective planning process. Recently the College underwent a follow-up visit by the Accreditation Commission to review the recommendations received during our visit last November. The initial feedback we received is that the visit went well and the college has addressed all of the recommendations from the most recent accreditation visit.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The mission of the college is strengthened by the new culinary facility as students will have greater access to the college community and will be afforded the opportunity to take part in student life, student services, and academic support.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The College assures the quality of the courses and certificate/degree options to be offered at the Culinary Arts Academy to have the same rigor, content and quality of the courses and programs it offers at the college. Irrespective of the location, the courses and programs of study are approved by the College's Curriculum Committee and are taught in adherence to the established and approved course outlines of record. All courses are taught with the most appropriate pedagogy and methodology and use state of the art instructional and discipline/course specific technology.

The proposed substantive change represents the College's intent to address both the community college students' and the local economic workforce needs. Offering courses in the downtown Riverside area is a way of increasing access to internships and jobs with local businesses and industry. Completing the program at the new location allows these students to complete an educational goal while establishing network opportunities with potential employers.

The Culinary Arts courses and certificate/degree program have established course-level student learning outcomes and program learning outcomes. The faculty teaching in the programs participate in ongoing professional development and training which includes assessing student success in these outcomes. Assessment methods include direct, data-based analysis as well as indirect methods. Faculty use this assessment to improve curriculum with the goal of increasing student success. The College has established a culture of assessment and the assessment of program level outcomes for career and technical programs has been an emphasis of the College's assessment efforts. Culinary faculty completed a process of mapping and aligning course SLO's to PLO's. Assessment is ongoing each semester.

Assessment results are also used to inform the Program Review and Planning process. Culinary Arts is undergoing a Program Review and Planning process in Spring, 2016.

Additionally, each faculty member is evaluated in accordance with the RCCD-CTA Faculty Association Contract. Their teaching was determined to be in agreement with the course outlines of record which include adherence to the stated student learning outcomes. As part of the ongoing assessment effort, student progress, completion, success and retention in the program will be monitored. Data will be collected and analyzed and used to inform the effectiveness of the course delivery, instruction, and program relevance.

B. Student Support Services

Riverside City College assures equitable access to services for all of its students through traditional, innovative, and technologically advanced methods. These services, although centralized at the main RCC campus, are also available to students taking courses at the Culinary Arts Academy. Printed materials — including booklets, brochures, flyers, and bilingual information — are used to inform and educate prospective students. Student Services offices are open no later than 8:00 a.m. and close at various times ranging from 4:00 p.m. to 6:00 p.m. During busy periods of the semester, the College extends the hours as necessary to ensure students receive necessary services. The College utilizes technology to offer a variety of student services. Web pages, social network, online intake processes, and emails are now a common way for students to receive services. The student population can receive or send information from their smart phone, iPad, or computer. Face to-face contact is still available and encouraged at RCC. However, most programs offer online/technical services in order to meet the needs of students. In addition, the Disabled Student Programs and Services (DSPS) office ensures that all eligible students have the opportunity to participate in all College programs and functions by providing reasonable accommodations.

C. Library and Learning Support Services

Library and learning support services at Riverside City College aligns with the mission statement to support the instructional programs and activities of the institution. The learning support services offered by the Salvatore G. Rotella Digital Library/Learning Resource Center (DLLRC), labs/learning centers, the Instructional Media Center (IMC), Tutorial Services, and Disabled Students Programs and Services (DSPS) serve as an essential component of the College's academic support scaffolding. Library and Learning Support Services are available to students at the Riverside City College campus, the Innovative Learning Center (ILC), the Rubidoux Annex, and the Culinary Academy. Also, the department supports distance education

students enrolled in online courses through Open Campus. Services and programs are assessed on an on-going basis, and the results of the assessments are discussed and used to inform improvement.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

A. Human Resources

Riverside City College has sufficient human resources to support the proposed substantive change. Currently, the academy employs three full time faculty, an Executive Director, a culinary Program Specialist and an associate faculty member dedicated to the pastry component of the program. The College's administration, specifically the Dean of Instruction, Career and Technical Education and Executive Director and the programs' department chair continue to provide leadership for the program. The ongoing supervision of the program will ensure that the instruction being delivered at the academy is equal to that offered at the college. An organization structure for the program is provided in the Exhibit 17. In addition, the college has developed a Total Cost of Ownership (TCO) for the new academy which outlines the human resource needs to maintain and operate the facility currently and in the future (Exhibit 13).

B. Physical Resources

The new facility is ADA compliant, has a security system and card access and meets Title 24 requirements. Only college personnel, current students or invited guests are able to enter the facility. The facility is open to the general public and security personnel provide access to the second and third floor of the building which houses district personnel. The new academy houses three classrooms, a state of the art Demonstration kitchen, Skills kitchen, Production kitchen and a Baking kitchen. Additionally, there are five faculty offices, a dining room, Ice Carving room and a student lounge area. Instructional equipment items specific to culinary arts will be available for student use in each kitchen. RCC has also developed a Total Cost of Ownership (TCO) for the Culinary Arts Academy (Exhibit 13).

C. Technology Resources

The instructional technology required to implement the proposed substantive change will be available and in place when the facility opens. The College has a site license for the required software and computers and other technical equipment are maintained in the workspaces provided for students, faculty and staff. This substantive change will result in an improvement in technology resources.

D. Financial Resources

The financial resources of Riverside City College are sufficient to support student learning programs and services and to improve institutional effectiveness. Fiscal planning takes place at both the College and District levels and the effectiveness of the Budget Allocation Model is assessed annually at the conclusion of a complete budget cycle. Financial resources support the mission, strategic plan goals, and student pathways initiatives while maintaining financial stability and long term fiscal solvency. Financial resources dedicated to the Culinary Arts Academy have been allocated at the District level, which in turn are passed through the College Budget Allocation Model (BAM) at the discipline level to meet the needs of students who enroll in the program at Riverside City College.

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

The construction of the new facility has been planned with the full agreement and knowledge of the College's shared governance and planning groups. Multiple planning meetings were held prior to the start of construction and have been ongoing for the past year. Consideration was given to the best interests of the program as well as the potential impact to the college. A thorough assessment of needs and resources was conducted including a Total Cost of Ownership plan that includes future financial expenditures necessary for operations. The proposal has received all of the necessary internal and external approvals including approval by the College's Accreditation Steering committee, Presidential Leadership team, and the District's Board of Trustees. The proposed change aligns with the College's mission and strategic goals.

G. CERTIFICATION OF CONTINUED INSTITUTIONAL COMPLIANCE WITH COMMISSION POLICIES

Policy on Distance Education and on Correspondence Education

Commission policy specifies that all learning opportunities provided by accredited institutions must have equivalent quality, accountability, and focus on student outcomes, regardless of mode of delivery. This policy provides a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs through distance education or correspondence education is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites.

At Riverside City College, all courses offered in the online or in the hybrid format already exist as traditional face-to-face lecture courses; these courses function as an extension of the College's efforts to fulfill its mission, not a change in kind. Transferable courses constitute the majority of online and hybrid course offerings. The College controls the development, implementation, and evaluation of courses taught in the online or hybrid format in the same manner as regular face-to-face offerings, except that faculty wanting to offer an online-based course must complete the Online Blackboard Academy, which consists of six online modules that must be completed within a month. The Open Campus Department has also created over 100 online tutorials for faculty and pays experienced instructor/mentors at each college a stipend to serve as contact support after faculty complete the academy. All of the courses and programs offered in the distance education format have the same student learning outcomes as the face-to-face offerings and are assessed by the faculty in the disciplines offering the courses. Before a course is offered in any distance education format, the course must undergo an additional approval process. The details of this process, outlined in the College's CurricUNET website in the section "How to Build a DE Course Proposal," include approval by the discipline faculty and by other College departments, including Disabled Student Services. The faculty proposing the course must explain the details of the course management, including how the course supports regular and substantive interaction between faculty and students, and must offer a rationale for teaching the course in the distance education format. During the 2013-14 academic year, to clarify the difference between correspondence and distance education, a group of Riverside City College faculty gathered federal, state, and accrediting regulations related to distance education. The resulting document, expanded by faculty at Moreno Valley College and at Norco College, was reviewed by the curriculum committees at all three colleges. The Riverside City College Curriculum Committee, by unanimous resolution, forwarded the document in November 2013 to the College's Academic Senate. The Commission approved a Substantive Change Proposal for Distance Education in May 2012. The College uses a secure log-in and password procedure to verify each student's identification.

Policy on Institutional compliance with Title IV

The District and the College monitor and audit, using an external auditor, all categorical funds received from the federal government. If any budget item is questionable, the external auditing agency notes the problem under its Summary of Findings and the District and the College correct the action. The Riverside Community College Budget uses a separate budget section (Fund 12, Resource 1190, Grants and Categorical Programs) that identifies all federal funds received by the College. On November 29, 2012, the United States Department of Education reapproved (initially approved and certified on January 25, 1985) and gave full certification to Riverside City College until September 30, 2018. The College is not required to have a default rate reduction plan due to its low default rate, but the College does have a Default Rate Management Plan in place. Policy on Institutional Advertising, Student Recruitment, and Representation

Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status

All accredited institutions, or individuals acting on their behalf, must exhibit integrity and responsibility in advertising, student recruitment, and representation of accredited status. Responsible self-regulation requires rigorous attention to principle of good practice.

Because Riverside City College is an open enrollment institution, it does not actively recruit students, although it has an Outreach Office that visits local high schools and helps students navigate the process of enrollment and matriculation. The Outreach office also answers potential or enrolled student questions on Facebook and via e-mail. The Riverside City College Catalog, various web pages, and the Schedule of Classes accurately and clearly identify all conditions for transfer of course credits, conditions for acceptance of course credits, requirements for course completion and licensure examinations, degree and certificate completion requirements, a list of full-time faculty members and their degrees, and all entrance requirements in addition to all other items listed in the Commission Policy. The College has a job placement office. Also, it accurately represents its accredited status in the College catalog (Exhibit 10).

Policy of Institutional Degrees and Credits

An accredited institution conforms to a commonly accepted minimum program length of 60 semester credit hours or 90 quarter credit hours awarded for

achievement of student learning for an associate degree. Any exception to this minimum must be explained and justified.

An accredited institution must have in place written policies and procedures for determining a credit hour that generally meet commonly accepted academic expectation and it must apply the policies and procedures consistently to its courses and programs.

At the time of an educational quality and institutional effectiveness review (formerly comprehensive review), the Commission will review the institution's policies and procedures for determining credit hours for its courses and programs and how these policies and procedures are applied. The Commission will as part of this review assess whether the institution implements the clock-to-credit hour conversion formula. The Commission will make a reasonable determination of whether the institution's assignment of credit hour conforms to commonly accepted practice in higher education using sampling and other methods. If, following the review, the Commission finds systematic non-compliance with this policy or significant non-compliance regarding one or more programs at the institution it must take appropriate action and promptly notify the U.S. Department of Education (34 C.F.R. § 602.24 (f) (1), (2); §668.8 (l) (1).)

All degrees and credits awarded at Riverside City College conform to commonly accepted practices in higher education and fulfill all Title 5, California Education Code, and the California Community College Accounting Manual requirement regarding credit hour and clock hours and certificate and associate degree requirements. The academic courses of study in the various degree and certificate programs have sufficient length, breadth, and content; the courses of study have appropriate levels of rigor and clear statements of student learning outcomes and undergo periodic assessment to ensure that students are achieving those outcomes. The College has articulation agreements with the California State University system and the University of California to ensure that the courses meet the commonly accepted standards for the discipline. Also, the College state-approved certificate programs have been reviewed and approved by the Chancellor's Office for California Community Colleges.

Policy on Institutional Integrity and Ethics

Accredited institutions, or individuals acting on their behalf, must exhibit integrity and subscribe to and advocate high ethical standards in the management of its affairs and all of its activities dealing with students, faculty, and staff, its governing

board, external agencies and organizations, including the Commission, and the general public.

Riverside City College and the Riverside Community College District make an effort to provide clear and accurate information to the public and all constituencies. The institution, both the College and the District, complete all annual reports to the Commission, to the Chancellor's Office for California Community College, to the state and federal governments, and to any other body needing information about the College. These reports are available to the public, many of which are available on the various websites. The College catalog, the schedule of classes, and various College and District websites provide information about the mission, the programs, admission requirements, available student services, fees and costs, financial aid programs, transcripts, transfer of credit, and refunds as well as its accredited status. Board policies exist to assure integrity with academic honesty, hiring, conflict of interest, and due process protections and are regularly reviewed and available on the district websites. The Board of Trustees Policy Manual includes policies for each of the areas identified in this Commission Policy on Integrity and Ethics, including the code of ethics for the Board of Trustees, administration, faculty, and students. It includes grievance and complaint procedures for all constituencies of the College, including procedures for confidential and anonymous submission of complaints.

Policy on Contractual Relationships with Non-Regionally Accredited Organizations

When an institution contracts certain functions to a related entity, the institution is responsible to the Commission for presenting, explaining, and evaluating all significant matters and relationships involving related entities that may affect accreditation requirements and decisions at the time of eligibility review, candidacy review, initial accreditation, educational quality and institutional effectiveness review, follow-up and special reports, all other times deemed relevant by the Commission. Although a related entity may affect an institution's ongoing compliance with the Accreditation Standards, the Commission will review and hold responsible the applicant, candidate, or accredited institution for compliance with Accreditation Standards. The Commission will protect the confidential nature of all information submitted by the institutions or by related entities except as otherwise required by law or other Commission policies.

If an institution is part of a district/system with shared facilities or processes (e.g., library) or centralized information (e.g., strategic plan), the institution may use documents prepared by the district/system in its report to the Commission.

The accredited institution's obligation to report any changes in control, legal status or ownership through its substantive change process also applies to related entities.

Riverside City College does not contract with any non-regionally accredited organizations for any of its academic classes, degrees, or programs. All contracts with outside entities go through a rigorous review and approval process (Board Policy 6340, 6345, 6352, and 6365), including review and approval by the District's general counsel and Board of Trustees, before the contract is signed by the appropriate administrator, who has been granted authority to sign legal contracts by the Board of Trustees (Board Policy 6100, Delegation of Authority, and Board Policy 6150, Designation of Authorized Signatures), and implemented. Also, the District uses an internal process for administrative units, Contract Procedures and Guidelines, to guide all contracts with outside organizations. The College is part of the Riverside Community College District and shares some facilities, such as the District offices, and processes, particularly Board of Trustee policies and some data bases in the library. The District submitted a substantive change proposal before the District became three separately accredited institutions.

EXHIBIT 1



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, June 05, 2012 6:00 PM
Riverside City College, 4800 Magnolia Ave.,
Riverside, CA 92506, Bradshaw Building-Hall of
Fame**

ORDER OF BUSINESS

Pledge of Allegiance

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

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

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

- I. COMMENTS FROM THE PUBLIC
- II. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
 - A. [Chancellor's Communications](#)
Information Only
- IV. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning
 - 1. [Proposed Curricular Changes](#)
The Committee to consider the curricular changes for inclusion in the catalog and in the schedule of class offerings.
 - 2. [Revised Mission Statement for Riverside City College](#)
The Committee to review the Riverside City College Mission Statement.
 - 3. [Riverside City College Substantive Change Proposal on Distance Education Information Only](#)
- C. Planning and Operations
 - 1. [Presentation on Update to MVC Master Plan Information Only](#)
 - 2. [Presentation on State Capital Outlay Program by Facilities Planning and Consulting Services Information Only](#)
- D. Facilities
 - 1. [Construction Management and Architect Services Agreements for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts with Tilden-Coil Constructors and LPA](#)
The Committee to review agreements with Tilden-Coil Constructors, Inc. for construction management services in an amount not to exceed \$4,216,062; and LPA for architect services in an amount not to exceed \$2,131,599.
 - 2. [Presentation on Status Update of Project Labor Agreement by Padilla and Associates Information Only](#)
 - 3. [Project Savings Reconciliation to Adjust Project Budgets for Measure C Funds](#)
The Committee to review the updated Project Savings Reconciliation Report and

adjusted budgets for various Measure C funded projects.

4. [Project Budget Approval and Architect Agreements for Student Services Building – Small Projects with Higginson + Cartozian Architects, Inc.](#)

The Committee to review the project budget and consider architect agreements with Higginson + Cartozian Architects, Inc. in the amounts of \$94,550 and \$204,000 for the Student Services Building - Small Projects at Riverside City College.

5. [Design Amendment No. 3 for Citrus Belt Savings and Loan Building with LPA](#)

The Committee to consider an amendment with LPA for design services in the amount of \$17,420 for the Citrus Belt Savings and Loan Gallery project.

6. [Change Order No. 1 for Moreno Valley Dental Education Center with FM & Sons, Inc.](#)

The Committee to review the change order with FM & Sons, Inc. in the amount of \$39,400 for the Moreno Valley Dental Education Center project.

7. [Change Order No. 7 for Wheelock Gymnasium, Seismic Retrofit with Inland Building Construction Company](#)

The Committee to review the change order with Inland Building Construction Company in the amount of \$25,892.17 for DSA required changes and emergency repairs for the Wheelock Gymnasium, Seismic Retrofit project.

8. [Change Orders 1 & 2 for Culinary Arts Academy and District Office with Southern California West Coast Electric and J.M. Farnan](#)

The Committee to review change orders with Southern California West Coast Electric in the amount of \$20,811, and

J.M. Farnan in the amount of \$50,701 for the Culinary Arts Academy and District Office project.

E. Resources

1. [Tentative Budget for 2012-2013 and Notice of Public Hearing on the 2012-2013 Budget](#)

The Committee to consider the District's 2012-2013 Tentative Budget.

2. [Progress Report on Implementation of Information Technology Audit Core Network Projects](#)
Information Only

3. [Construction Management Amendment No. 1 for Moreno Valley Dental Education Center with Rudolph and Sletten, Inc.](#)

The Committee to review an amendment with Rudolph and Sletten, Inc. in the amount of \$113,222 for the Moreno Valley College Dental Education Center project.

4. [Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)

The Committee to consider the project scope and budget in the amount \$41,138,000 for the rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts.

5. [Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices](#)

The Committee to consider a refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Office project.

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)

Recommended Action to be Determined

- B. Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Brad Neufeld, Unrepresented Employee: Chancellor.

Recommended Action to be Determined

VII. ADJOURNMENT



Agenda Item (III-A)

Meeting 6/5/2012 - Committee/Regular Board

Agenda Item Chancellor's Report (III-A)

Subject Chancellor's Communications

College/District District

Information Only

Background Narrative:

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

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

EXHIBIT 2



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, December 03, 2013 6:00 PM
Moreno Valley College, Student Academic
Services, General Assembly Room #121, 16130
Lasselle Street, Moreno Valley, CA 92551**

ORDER OF BUSINESS

Pledge of Allegiance

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

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

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

I. COMMENTS FROM THE PUBLIC

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

II. PUBLIC HEARING (NONE)

III. CHANCELLOR'S REPORT

- A. [Chancellor's Communications](#)
Information Only
- B. [Update on Health Benefits](#)
Information Only

IV. BOARD COMMITTEE REPORTS

- A. Governance

1. [Review of Administrative Procedure 2431, Chancellor Selection](#)
The Committee to review Administrative Procedure 2431.
- B. Teaching and Learning
 1. [Proposed Curricular Changes](#)
The Committee to review the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 2. [Moreno Valley College Accreditation Self-Evaluation](#)
The Committee to review the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Moreno Valley College.
 3. [Norco College Accreditation Self-Evaluation](#)
The Committee to review the Norco College Institutional Self Evaluation of Educational Quality and Institutional Effectiveness.
 4. [Riverside City College Accreditation Self-Evaluation](#)
The Committee to review the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Riverside City College.
- C. Planning and Operations
 1. [Presentation of the Decade of Advancement Information Only](#)
- D. Resources
 1. [Measure C General Obligation Bond Presentation – Update and Planning for Future Series E and Series F Issuances Information Only](#)
 2. [2012-2013 Independent Audit Report for the Riverside Community College District](#)
The Committee to review the Riverside Community College District's independent audit reports for the year ended June 30, 2013 for the permanent file of the District.

3. [2012-2013 Independent Audit Report for the Riverside Community College District Foundation](#)

The Committee to review the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2013 for the permanent file of the District.

4. [Resolution No.08-13/14 Designating Certain Products, Brands, and Services as District Standards](#)

The Committee to review Resolution Number 08-13/14 Designating Certain Products, Brands, and Services as District Standards for equipment and installation into District buildings as permitted by Public Contract Code §3400(b).

E. **Facilities**

1. [Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.](#)

The Committee to review the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; agreement amendment with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and agreement amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project.

V. **OTHER BUSINESS**

A. [Selection of Chancellor Search Committee](#)

Recommend that the Board of Trustees appoint members for the Chancellor Search Committee.

VI. **CLOSED SESSION (NONE)**

VII. **ADJOURNMENT**

EXHIBIT 3

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Special Meeting
June 26, 2012 – 6:00 p.m.
O. W. Noble Administrative Center, Board Room AD 122
Riverside City College, 4800 Magnolia Avenue
Riverside, California 92506**

AGENDA

ORDER OF BUSINESS

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 Chairman will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

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

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

ORDER OF BUSINESS

- I. COMMENTS FROM THE PUBLIC
- II. PUBLIC HEARING
- III. BOARD COMMITTEE REPORTS
 - A. Resources
 1. Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices
-Recommend approving the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices.
- IV. ADJOURNMENT



Agenda Item (III-A-1)

Meeting	6/26/2012 - Special
Agenda Item	Committee - Resources (III-A-1)
Subject	Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices
College/District	District
Funding	Riverside City College and District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices.

Background Narrative:

At the Board's June 19th meeting, the agenda item was presented and discussed. Question of use of Measure C for the project arose, and as such the agenda item was not approved on a 3-2 vote; however, it was noted at the meeting that if the District secured an opinion from bond counsel that use of Measure C funds is proper use for the project, it would be rescheduled for a special meeting.

On June 22, 2012, Bond Counsel issues an opinion by letter to Dr. Jim Buysse, Vice Chancellor of Administration and Finance for the District. A copy of the letter is attached, along with the original staff report narrative below, and attachments.

Original Staff Report Narrative Presented June 5th and June 19th

Initial planning concepts were presented to the Board for consideration in 2010. With the Board's approval to move forward on the Culinary Arts Academy/District Offices (CAA/DO) the planning process commenced with staff and the academic program to develop the facility to support the academic program needs, district operation consolidations, and to plan for new opportunities that the downtown site presents. As such, the planning process developed a comprehensive and multi-purpose facility, which encapsulates features that the initial concept plans did not capture.

The facility will boast a state-of-the-art culinary facility with four kitchens (including one multimedia-rich demonstration kitchen), a corner venue dining area, multi-purpose classroom(s) / board room with media integration for presentations and other uses, architecturally design façades selected by the Board given the significant corner location in downtown Riverside, offices and conference rooms to support the consolidated district operations with shared facilities and services to enhance efficiencies of operation, a rooftop pavilion for assembly, dining or other uses, a vegetated green roof, and elements of LEED certification are incorporated into the design, along with other features.

A project budget outline and tentative construction schedule are attached (Attachments A and B).

Additionally, planning CAA/DO construction concurrent with the Coil School for the Arts project (Attachment C) eliminates disruption of Culinary and District Office operations and the future need for off-site parking, and should produce significant cost savings due to the combined project's improved economies of scale. In as much as the project refinements have been reviewed with Riverside City College administration and faculty, as well as District administration, staff recommends the Board of Trustees approve the refined scope of work and project budget to reflect the current project scope of work in the amount of \$33,350,761.

Prepared By: Cynthia Azari, President, Riverside City College
 Greg Gray, Chancellor
 Chris Carlson, Chief of Staff
 Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[CAADO Elevations and Floor Plans_06_26-12](#)

[Attachments - CAADO_06-26-12](#)

[June 22 2012 Bond Counsel Opinion](#)

June 22, 2012

James Buysse, Vice Chancellor
Administration and Finance
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

Re: Lawful Use of Measure C Bond Proceeds

Dear Jim:

You have recently asked me to review the ballot language from Measure C to determine whether or not Measure C bond proceeds could be used to construct a building to accommodate the Culinary Arts Program on the 1st floor and accommodate district administrative offices on the 2nd and 3rd floors of the same building.

The operative words of Measure C are to “. . . repair, acquire, construct, equip buildings, sites, classrooms . . .” The authority to construct buildings is not an authority that is dependent upon the uses of the buildings that are constructed, so long as all of the purposes are for the governmental affairs of the Riverside Community College District. General district-wide administrative support space is a lawful undertaking of the District and buildings may be constructed or improved which would accommodate district-wide administrators or administrative support space for faculty and staff. In direct response then to your question, the subject building for culinary arts and administrative support space is an authorized Measure C purpose and that building in its entirety can be funded with proceeds of a Measure C bond issuance.

If you have any additional questions, please do not hesitate to call me.

Very truly yours,



David G. Casnocha

DGC/mbc

PROJECT BUDGET

Culinary Arts Academy and District Offices

	Budget
Interim Housing	\$866,500
Planning:	\$2,253,393
Construction:	\$21,008,071
Parking Structure:	\$2,602,600
Contingency:	\$1,845,726
Project Oversight & Inspection:	\$2,001,765
Furniture, Fixtures & Equipment:	\$2,535,425
Escalation:	\$1,230,483
Independent Construction Total:	\$34,343,964
Concurrent Construction Cost Savings:	(\$993,202)
Concurrent Construction GRAND TOTAL:	\$33,350,761

Culinary Arts Academy / District Offices

TENTATIVE PROJECT SCHEDULE

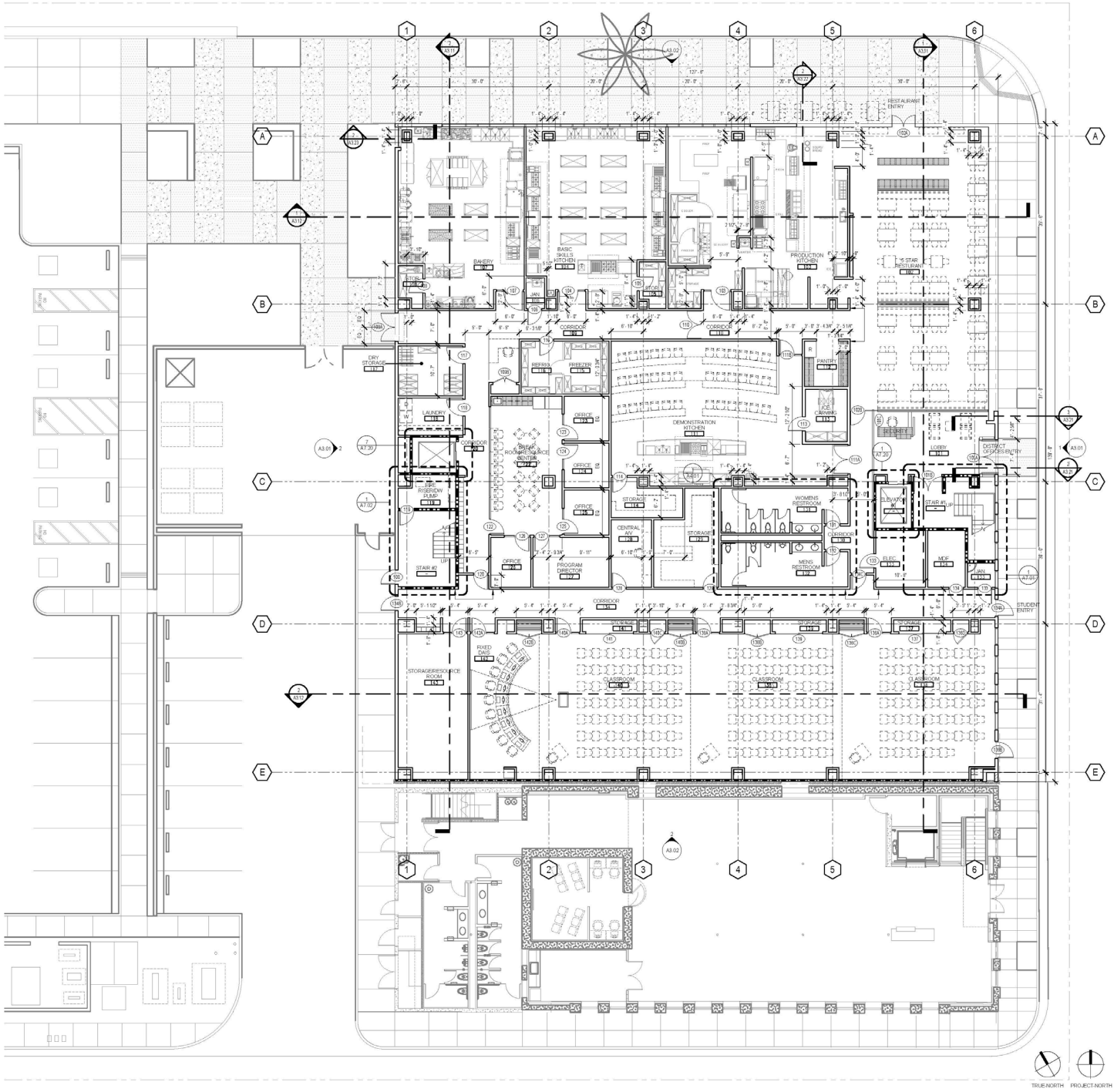
	DURATION	START	FINISH
DESIGN AND APPROVAL	368	June 20, 2012	November 19, 2013
Programming (with Staff Available During Summer)	11	June 20, 2012	July 05, 2012
Schematic Design	30	July 06, 2012	August 16, 2012
Design Development	60	August 17, 2012	November 09, 2012
50% Construction Documents	50	November 12, 2012	January 18, 2013
DSA Review	132	March 18, 2012	September 17, 2013
DSA Back Check/Approval	45	September 18, 2013	November 19, 2013
BIDDING PHASE	99	November 20, 2013	April 7, 2014
TCC Review Approved Drawings	10	November 20, 2013	December 03, 2013
Bid Period	35	December 04, 2013	January 21, 2014
Agendize for Board	15	February 07, 2012	February 27, 2014
Board Meeting	0	March 18, 2012	
Issue Contracts/Execute	15	March 18, 2014	April 7, 2014
CONSTRUCTION	560	April 08, 2014	May 30, 2016
Construction (22 months)	480	April 08, 2014	February 08, 2016
Closeout/Owner Move in (2 months)	80	February 09, 2016	May 30, 2016
Project Complete	0		May 30, 2016

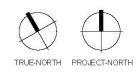
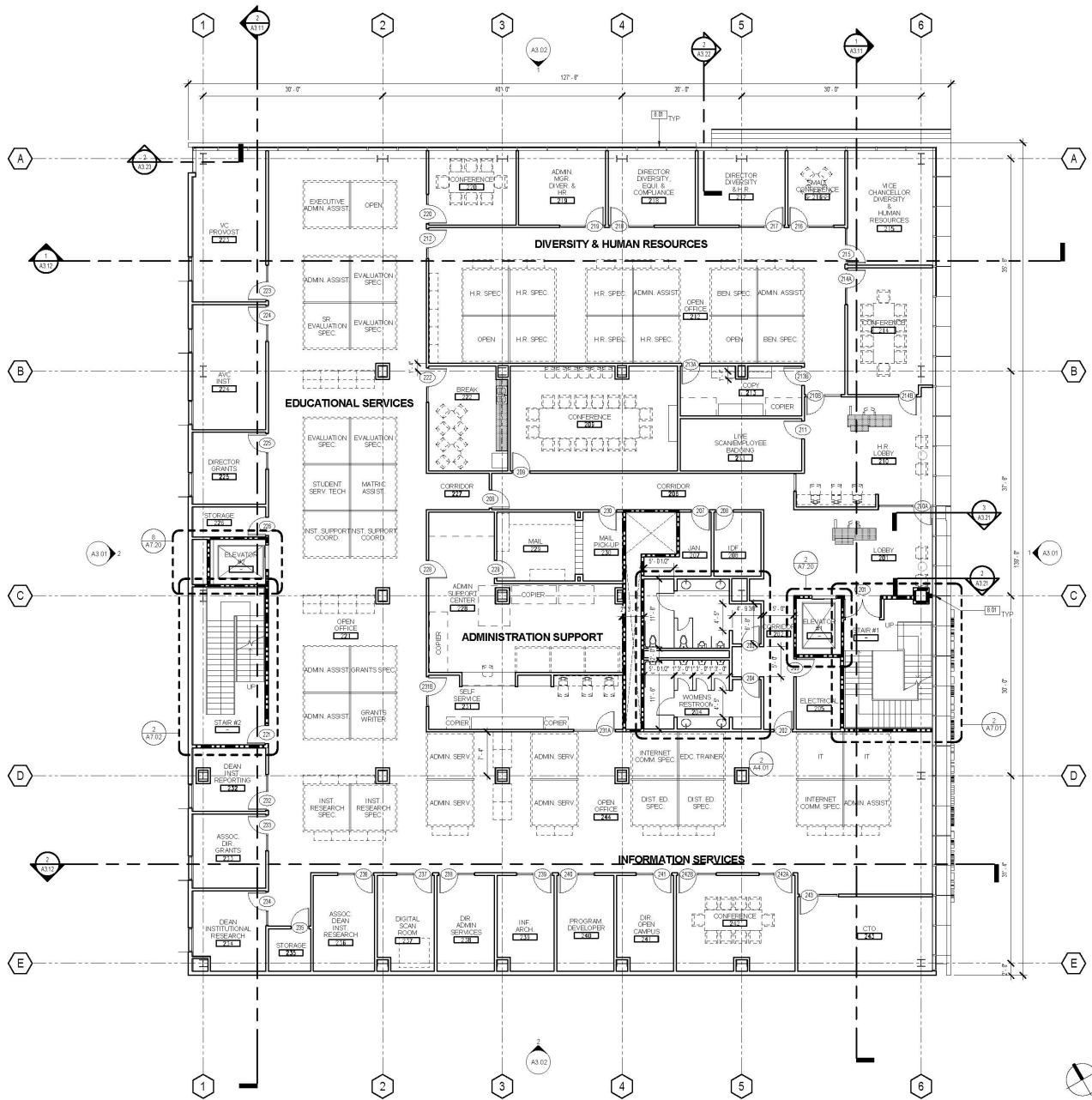
CONCURRENT CONSTRUCTION COMPARISON

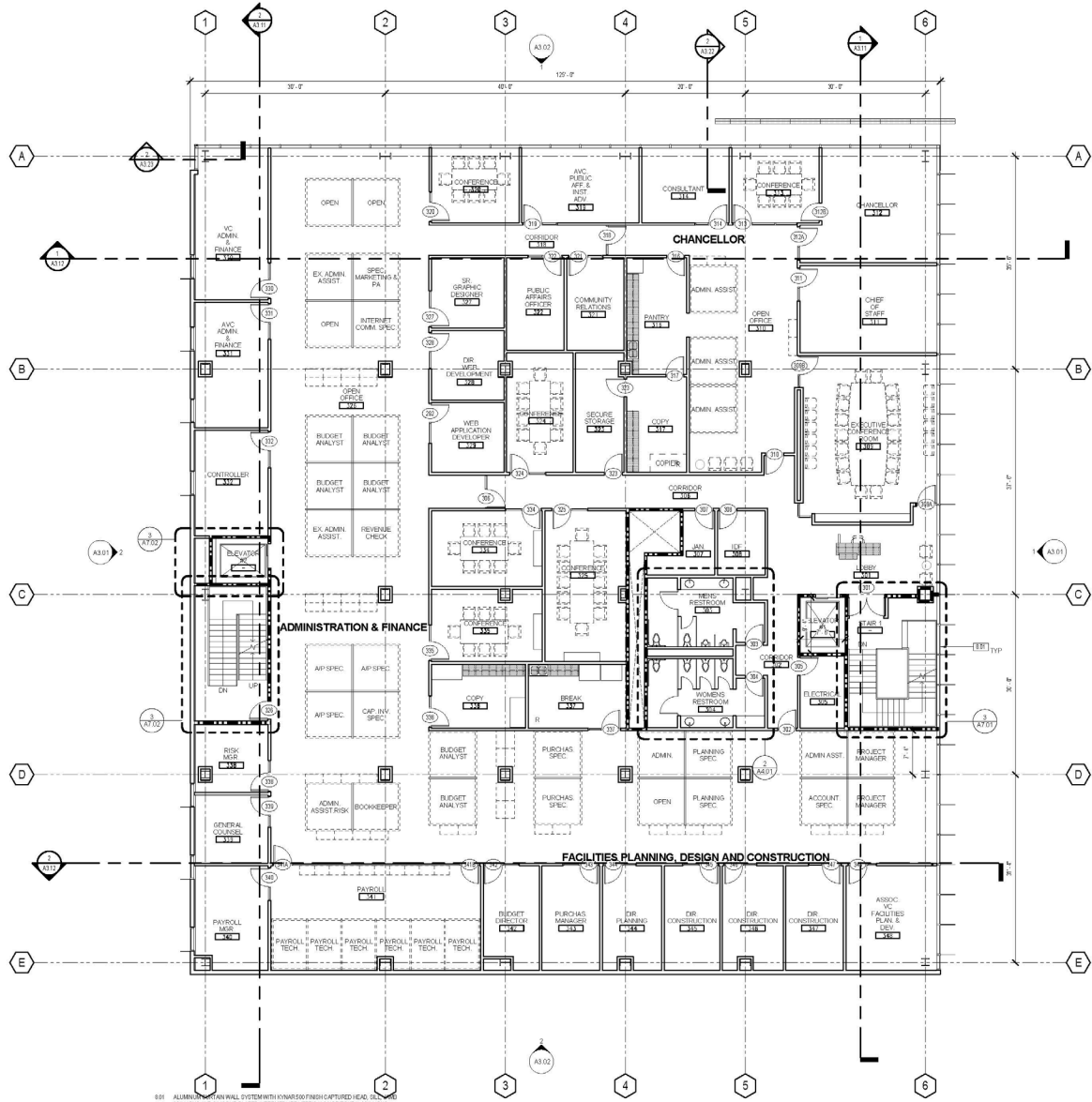
Culinary Arts Academy and District Offices

PROJECTS:	CAADO
Build Independently:	
Grand Total of Costs:	\$34,343,964
Built Concurrently:	
TCC Reduction in General Conditions:	\$350,000
TCC Reduction in Fee: (0.5% on CSA Cost of Work)	\$82,360
LPA Reduction in Fee: (Shared)	\$272,842
CAADO Surface Parking Not Built:	\$288,000
Subtotal of Project Savings:	\$993,202
Grand Total of Costs:	\$33,350,761









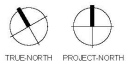
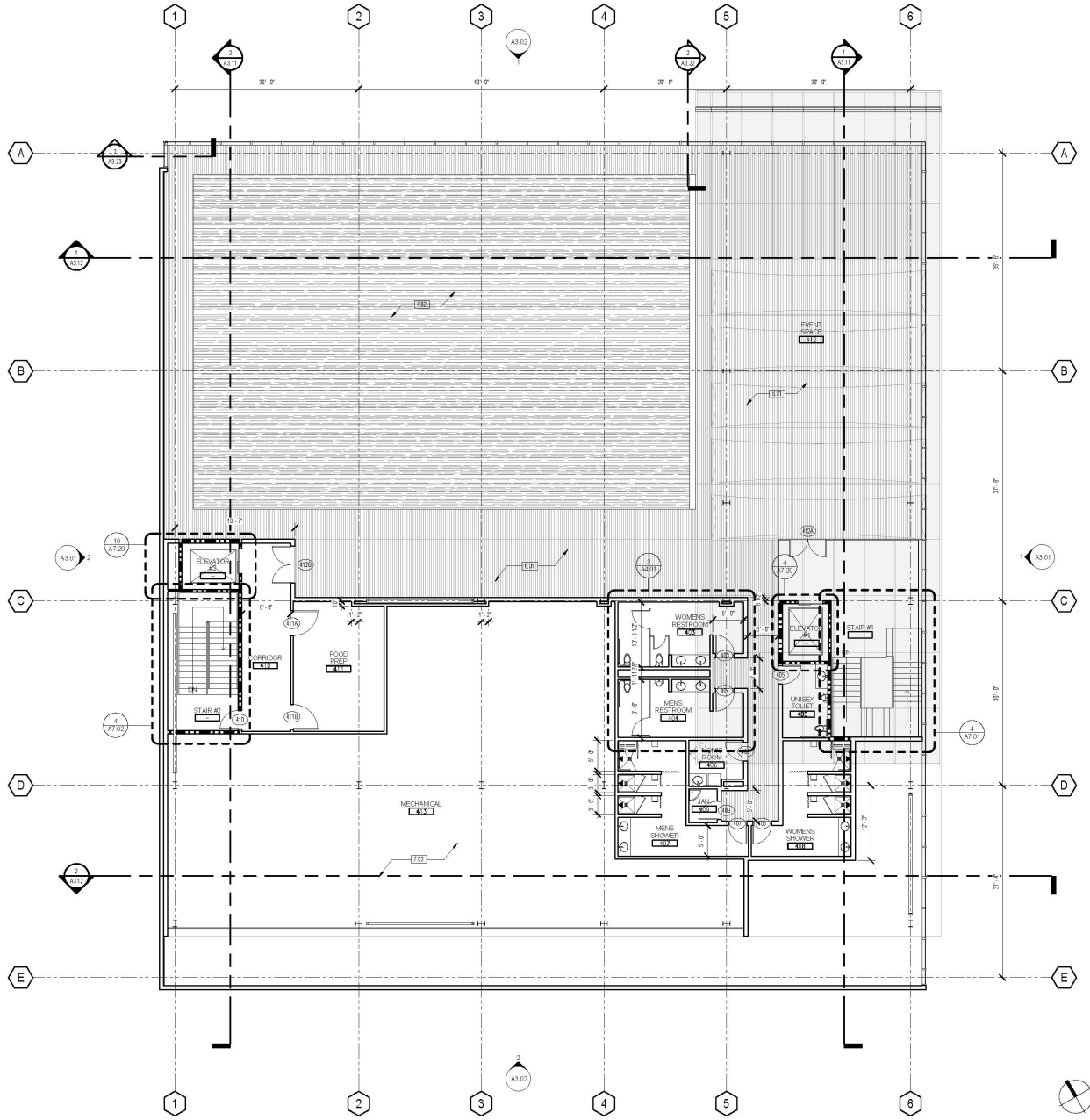


EXHIBIT 4

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
August 17, 2010 – 6:00 p.m. – Board Room AD122, O. W. Noble Administration Building,
Riverside City College, 4800 Magnolia Avenue, Riverside, California

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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 Heidi Wills 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. Approval of Minutes – Board of Trustees Planning and Operations, Teaching and Learning, Resources, Governance and Facilities Meeting of
June 1, 2010
Regular Meeting of June 15, 2010
Special Meeting of June 17, 2010

- II. Chancellor’s Reports

- A. Communications

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

- Information Only**

- 1. Special Presentation - “Extended Opportunity Programs and Services (EOPS) Program Recognition” – Acting RCC President Tom Harris
 - 2. Special Presentation - “STEM Center Program Update” – Acting RCC President Tom Harris
 - 3. Special Presentation – “Football Program 2010 Update” – Acting RCC President Tom Harris

- B. Agreement with Riverside Transit Agency

- Recommend approving the agreement to provide unlimited ridership on RTA busses and routes for all students who pay the mandatory fee.

- Recommended Action: Request for Approval**

- C. Request to Change Locations and Time of Board Meeting(s) – September and October 2010
 - Recommend approving the change in location of the September 7 (starting at 5 p.m.) and September 21 (starting at 6 p.m.), 2010 Board committee and regular meetings respectively to the Norco College Student Success Center; and the October 5 (Board Committee Meetings) and October 19 (regular Board meeting) taking place in Student Services 101, at Moreno Valley College.

Recommended Action: Request for Approval

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management

(b) Contract Faculty

(c) Long-Term, Temporary Faculty

2. Salary Reclassifications

3. Reorganization of Academic Management Positions

4. Positions Reclassified Due to Significant Job Content Changes

5. Separation

b. Classified Personnel

1. Appointments

(a) Management/Supervisory

(b) Management/Supervisory – Categorically Funded (None)

(c) Classified/Confidential

- (d) Classified/Confidential – Categorically Funded (None)
- 2. Request to Adjust Effective Date of Employment
- 3. Request for Temporary Increase in Workload
- 4. Leave for Military Reserve Duty
- 5. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)
- 6. Reorganization of Classified Staff, Confidential and Management Positions
- 7. Request to Change Bumping/Layoff due to Secured Funding and/or Placement in Vacant Positions
- 8. Non-Continuance of Categorical Funds
- 9. Separations
- c. Other Personnel
 - 1. Substitute Assignments
 - 2. Short-term Positions
 - 3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study
- 2. Purchase Order and Warrant Report—All District Funds
 - Recommend approving/ratifying the Purchase Orders, Purchase Order Additions, and District Warrant Claims issued by the Business Office.
- 3. Budget Adjustments (None)
- 4. Bid Awards
 - a. Award of Bid – HVAC Maintenance Services – Riverside, Moreno Valley and Norco
 - Recommend awarding a bid.
 - b. Piggy-Back Bid Award – Nursing Portables – Moreno Valley College
 - Recommend allowing the use of San Gabriel Unified School District’s bid number 16-04/05 and provided under Contract Code Section 20118 and 20652 for the purchase of DSA

approved portables; the project will be funded from District reserve – Measure C funds.

5. Out-of State Travel
 - Recommend approving out-of-state travel requests.

6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$78,500 – All District Resources
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$78,500, pursuant to Public Contract Code Section 20650.

 - b. Agreement with the Riverside County Superintendent of Schools
 - Recommend approving the continuing agreement to provide the District with information technology support services related to the County’s Galaxy system.

7. Other Items
 - a. Temporary Loans – Potential General Fund Cash Shortage Arising from State Apportionment Deferrals – Resolution No. 01-10/11
 - Recommend approving a resolution authorizing 2010-2011 temporary loans for the General Fund.

 - b. Notices of Completion
 - Recommend accepting listed projects as complete, approving the execution of the Notices of Completion and authorizing their signature.

 - c. Resolution Regarding Appropriations Subject to Proposition 4 Gann Limitation – Resolution No. 02-10/11
 - Recommend adopting a resolution establishing the 2010-2011 Gann Limit for the District.

 - d. Temporary Loans – Potential Child Care Fund Cash Shortage – Resolution No. 03-10/11
 - Recommend approving a resolution authorizing 2010-2011 temporary loans for the Child Care Fund.

Recommended Action: Request for Approval and Ratification

- B. Information (None)

VI. Board Committee Reports

A. Planning and Operations Committee

1. Adoption of California Environmental Quality Act (CEQA) Guidelines
- Recommend adopting the 2010 state guidelines as the District's Local Environmental Quality Act Guidelines for reference.
Recommended Action: Request for Adoption
2. 2012 – 2016 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals
- Recommend approving the plan, initial and final project proposals.
Recommended Action: Request for Approval
3. Riverside City College Parking Structure Fall Deterrent
- Recommend approving the agreement for architectural engineering services for placement of fall deterrents at the RCC parking structure.
Recommended Action: Request for Approval
4. Measure C Bond – Funding Distribution
- Recommend approving the allocated Measure C fund assignments, as well as approve the recommended prioritization of projects based on the District Office's and each College's preferred list approved by the District Strategic Planning Committee.
Recommended Action: Request for Approval

B. Teaching and Learning

1. Riverside City College Revised Mission Statement
- Recommend approving the minor language changes to the RCC mission statement.
Recommended Action: Request for Approval
2. Proposed Curricular Changes
- Recommend approving the curricular changes for inclusion in the catalog and in the schedule of class offerings.
Recommended Action: Request for Approval
3. Subcontract Agreement with Cal State Fullerton Auxiliary Services Corporation
- Recommend ratifying the subcontract agreement designating the District to serve as the host administrative agent for the Tri-Tech Small Business Development Center.
Recommended Action: Request for Ratification

4. Contract Amendment with Foundation for California Community Colleges
 - Recommend ratifying the grant agreement that provides funding, fiscal management, and accountability for the District's CDC-WORKS! Program.

Recommended Action: Request for Approval
5. Agreement with the County of Riverside Fire Department
 - Recommend approving the renewal of an existing agreement and cooperative arrangement regarding fire technology training and education.

Recommended Action: Request for Approval
6. Riverside City College Follow-Up Report to Accrediting Commission for Community and Junior Colleges
 - Recommend approving the follow-up report to the accrediting commission.

Recommended Action: Request for Approval
7. Moreno Valley College Follow-Up Report to Accrediting Commission for Community and Junior Colleges
 - Recommend approving the follow-up report to the accrediting commission, which includes the College's Integrated Strategic Plan.

Recommended Action: Request for Approval

C. Resources Committee

1. Economic Development Move from March Education Center to Corona – Relocation/Remodel
 - Recommend approving an estimated budget from Redevelopment funds to relocate Economic Development to Corona.

Recommended Action: Request for Approval
2. Moreno Valley College Nursing Portables
 - Recommend approving an estimated budget from Measure C funds; allow the purchase and placement of portables and relocation of furniture and equipment at Moreno Valley College for the Nursing Program and associated operations; authorizing bidding and starting all construction activities within approved budget with ratification of bids to follow.

Recommended Action: Request for Approval

D. Governance Committee

1. Revised and New Board Policies – Second Reading
 - Recommend approving revised Board Policies 2720 and 5400.

Recommended Action: Request for Approval

EXHIBIT 5



August 27, 2013

MEETING MINUTES NO. 009
CULINARY ARTS & DISTRICT OFFICES [CAADO]
LPA PROJECT NO. 29071.20

DATE: July 25, 2013
TIME: 2:30pm
PLACE: RCC Campus, Administration AD109

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

Charles Wyckoff, RCC
 Aaron Brown, RCCD
 Chris Carlson, RCCD
 Henry Bravo, RCC
 Kathy Paschke, RCC
 Stephen Ashby, RCC
 John Baker, RCCD
 Stephen Tiner, LPA
 Miguel Cuevas, LPA
 Rick Brysacz, tK1sc

DISTRIBUTION

All Present
 Dr. Azari, RCC
 Dr. Issac, RCC
 Patricia Avila, RCC
 Mark Oliver, RCC
 Scott Zwart, RCCD
 Daniel Gomez, RCC
 Carlos Garza, RCC
 Guy Bird, RCC
 Jason Howarth, TC
 Michael Sanchez, TC
 Steven Flanagan, LPA
 Patrick McClintock, LPA

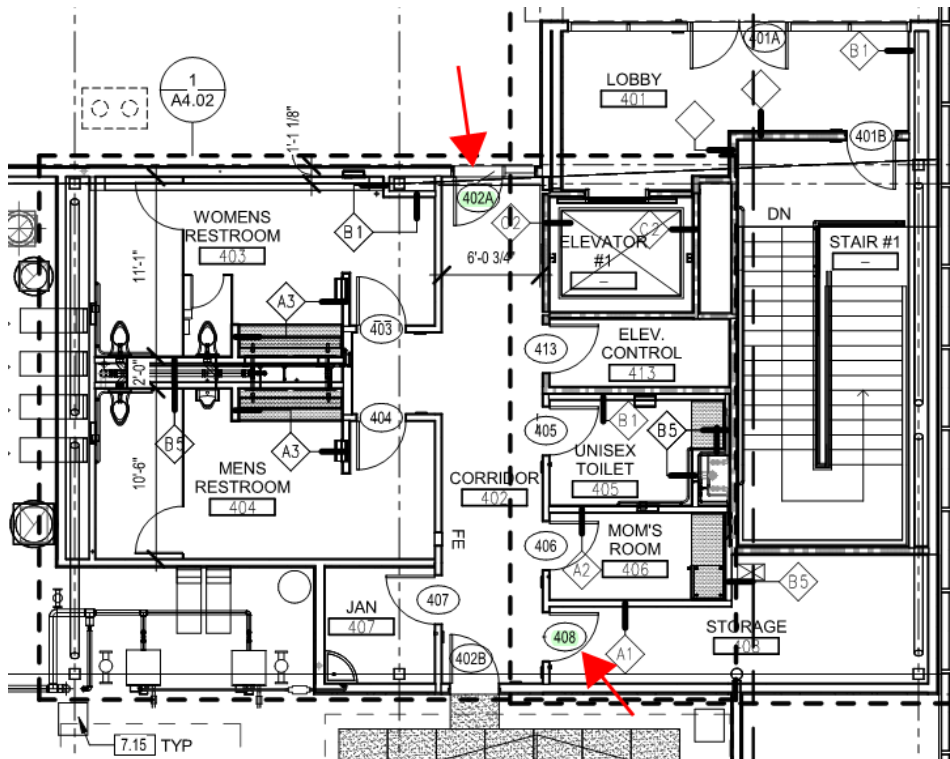
CONSULTANTS

(as indicated)
 Ron Zawadski, tK1sc
 Scott Tonelson, tK1sc

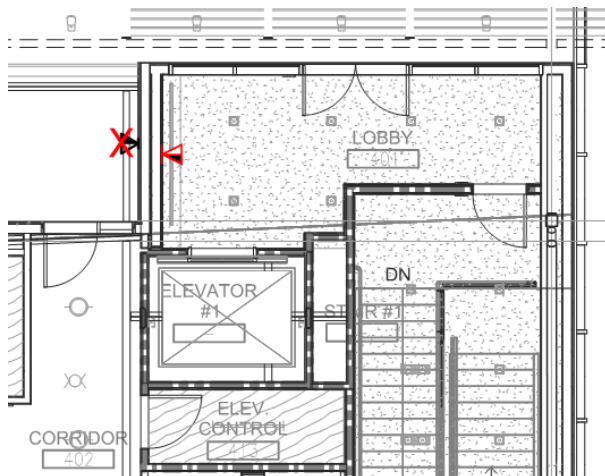
DISCUSSION ITEMS

ACTION	ITEM NO.	
Info	9.01	Overview - The purpose of the meeting was to review the Information Technology systems currently planned for in the progress set of SCS construction documents dated 6/18/13.
Info	9.02	Schedule – LPA provided a DSA status update to the group. FLS comments received, Structural & ACS are in DSA review tracking 8/26/13 completion. Bid period is on track to begin in January 2014.
LPA/tK1sc	9.03	Dark Fiber – Dark Fiber is planned for the west side of Market St., and will enter underground into the 1 st floor electrical room and route to second floor MDF. Fiber connection from the Gallery to be shown on CAADO SCS drawings.
tK1sc	9.04	Roof Data – Group agreed that more than (1) data Connection should be taken to roof level. Roof Level to have more data drops and provide Wireless coverage.

- LPA/tK1sc** 9.05 **PA/AV Equipment Rack** – College requested a roof level space for a PA/AV System Rack in order to have local control the roof system during events.
- LPA** 9.06 **Storage Door Size** – LPA to verify that the storage door at the roof level is large enough. Doors **402A** and **408** to be 3'-6" wide doors instead of 3'-0" wide.



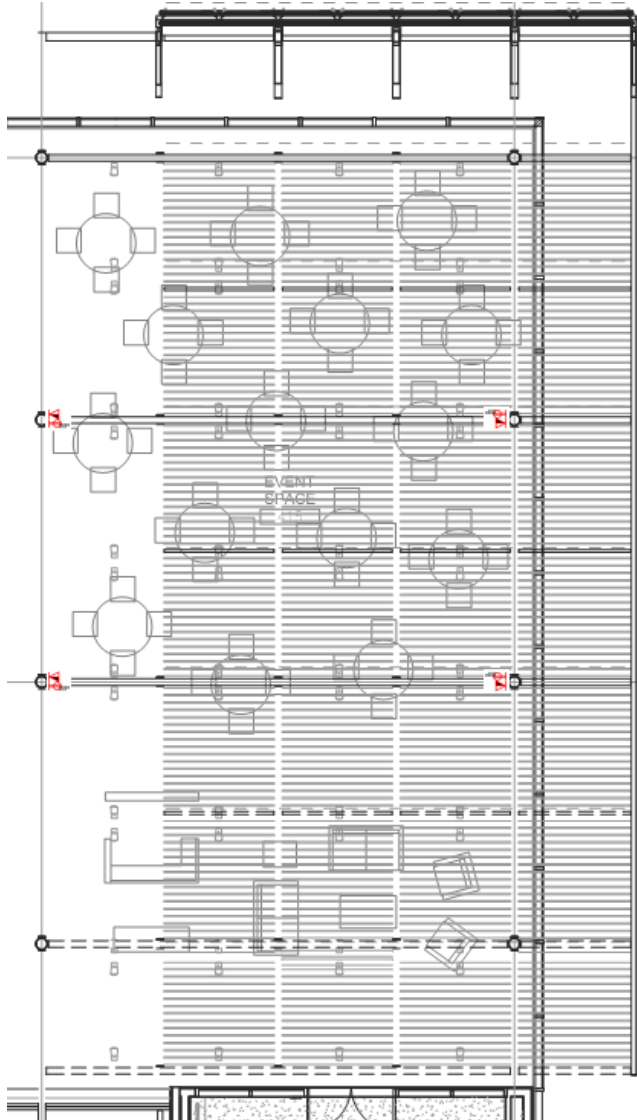
- tK1sc** 9.07 **Stair #1 Data Outlet** – Relocate data outlet outside of lobby to interior space of lobby.



tK1sc

9.08

Roof Level Data & Power – College requested that data & power be provided at the (4) inward steel columns of the roof shade structure. Power & data to be located at +18” and +90” above finish floor at each column.



LPA/tK1sc

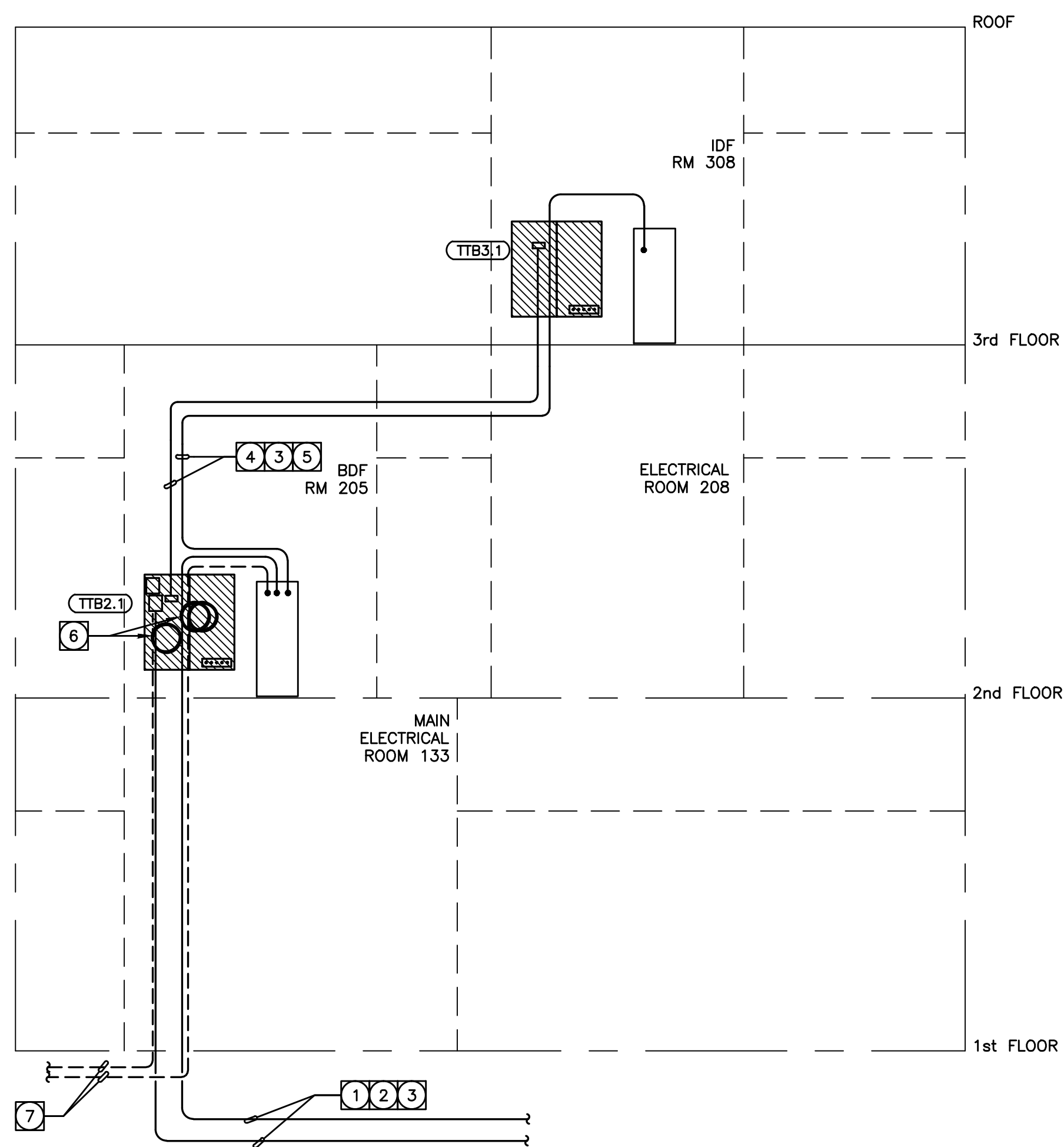
9.09

PS Security – Parking structure will have security cameras requiring network connections. Add underground conduits for fiber connection to CAADO.



- tK1sc** 9.10 **BDF Room 205** – BDF room needs to have connection count done to insure there is enough rack space. RCCD requires 3 cables per drop. Doors into all BDF rooms to swing outward to maximize floor space within each room. Rack layouts and power locations to concur with latest version of the DRAFT RCCD Standards.
- LPA/tK1sc** 9.11 **Floor Power/Data** – Additional floor boxes are required in Classroom 140. Configure for access by committee member tables during Board Meetings.
- tK1sc** 9.12 **Classroom Phones** – Each classroom shall have a wall mounted phone near the instructor's station.
- tK1sc** 9.13 **Demonstration Kitchen 111** – Add data drops for LCD displays, overhead projectors and instructor's station.
- tK1sc** 9.14 **Coax Cable** – College has asked for all Coax cable to be removed from project.
- Info** 9.15 **IT Equipment Procurement** – Equipment will be Owner Furnished Contractor Installed.

Submitted by: Stephen Tiner, LPA
Attachments: SCS plans reviewed in the meeting



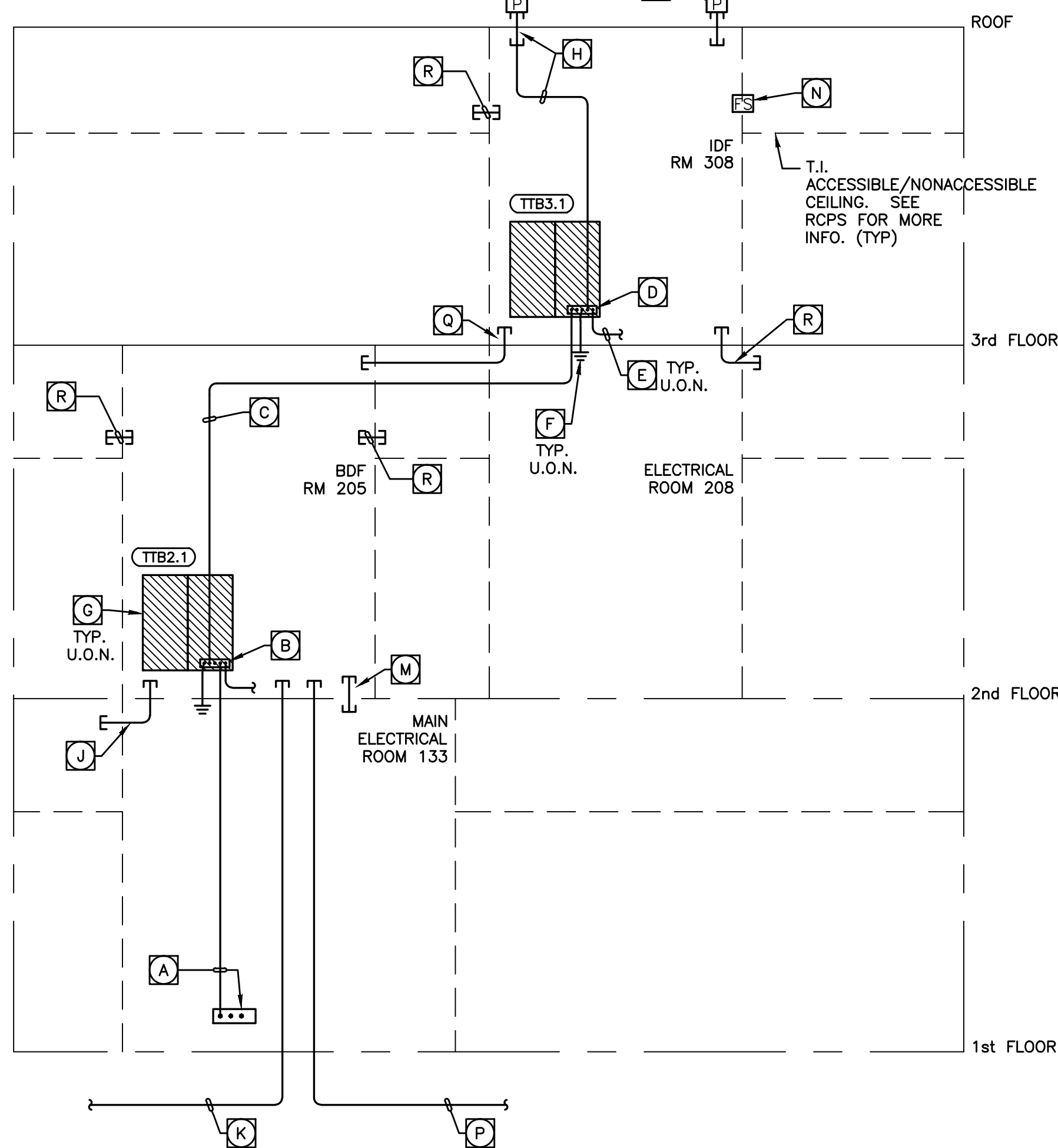
TELECOM CABLING RISER DIAGRAM

SCALE: NTS

2

TELECOM CABLING RISER DIAGRAM NOTES

- 1 IN (2) 4" CONDUITS TO CAMPUS MDF BUILDING (SEE ELECTRICAL SITE PLANS):
IN (1) 4" CONDUIT INSTALL (4) 1" OSP RATED INNERDUCTS.
IN (1) INNERDUCT INSTALL (1) 12-STRAND SINGLE-MODE OSP RATED FIBER OPTIC CABLE.
IN (1) INNERDUCT INSTALL (1) 50-PAIR CATEGORY 3 OSP RATED CABLE.
(2) INNERDUCTS SPARE.
(3) 4" CONDUITS SPARE.
- 2 TERMINATE COPPER ON BOTH ENDS WITH SOLID STATE PROTECTOR MODULES PER SPECIFICATION IN WALLFIELD MOUNTED 100-PAIR PROTECTOR BLOCKS.
- 3 TERMINATE FIBER ON BOTH ENDS WITH ST TYPE CONNECTORS IN NEW RACK MOUNTED FIBER ENCLOSURES.
- 4 BETWEEN 1ST FLOOR BDF AND 2ND FLOOR IDF:
IN (1) 4" CONDUIT SLEEVE INSTALL (4) 1" RISER RATED INNERDUCTS.
IN (1) INNERDUCT INSTALL (1) 12-STRAND MULTI-MODE OM3 50 MICRON OSP RATED FIBER OPTIC CABLE.
IN (1) INNERDUCT INSTALL (1) 50-PAIR CATEGORY 3 OSP RATED CABLE.
(2) INNERDUCTS SPARE.
(3) 4" CONDUIT SPARE FOR HORIZONTAL CABLE DISTRIBUTION.
- 5 TERMINATE COPPER CABLES ON BOTH ENDS ON WALL MOUNTED 110 BLOCKS PER SPECIFICATION.
- 6 INSTALL 25' SERVICE LOOPS ON INCOMING FIBER AND COPPER CABLE.
- 7 INCOMING FIBER AND COPPER CABLING FROM CSA BUILDING. SEE CSA BUILDING DRAWINGS.



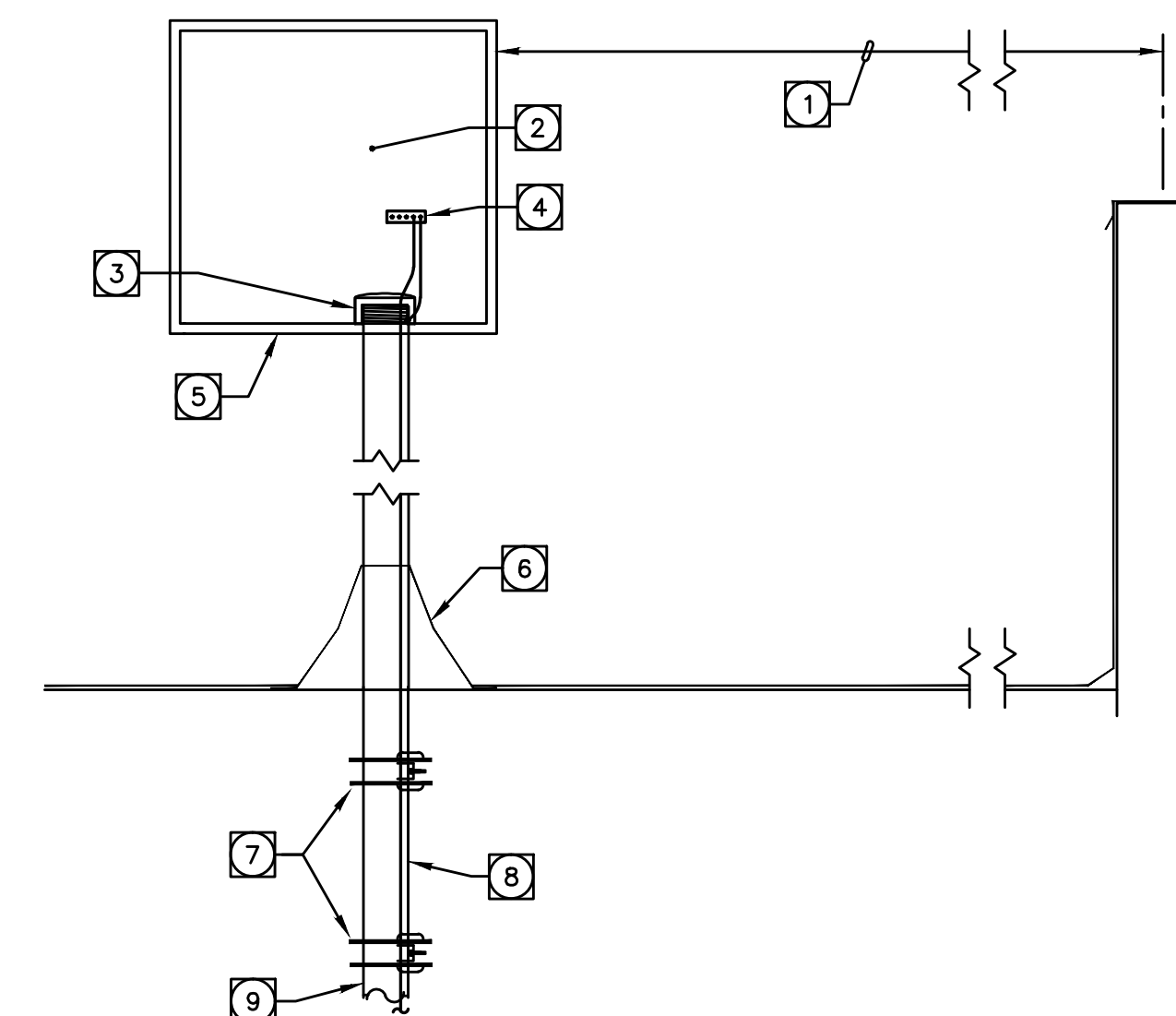
TELECOM PATHWAYS & GROUNDING RISER DIAGRAM

SCALE: NTS

1

TELECOM PATHWAYS & GROUNDING RISER DIAGRAM NOTES

- A PROVIDE TELECOMMUNICATIONS BONDING CONDUCTOR (TBC) CONSISTING OF (1) 1" C., W/ #3/0 WITH GREEN INSULATION, CONNECTING MAIN BUILDING GROUND BUS BAR LOCATED IN MAIN ELECTRICAL ROOM TO THE TELECOMMUNICATIONS MAIN GROUNDING BUSBAR (TMGB) UTILIZING 2-HOLE COMPRESSION CONNECTORS. LABEL EACH END OF TBC WITH A GROUND WARNING TAG (PANDUIT #PT-BGRND OR EQUAL). IF THE LENGTH OF THE TBC IS LESS THAN 100 FT PROVIDE A #1/0 WITH GREEN INSULATION IN LIEU OF A #3/0. BOND EACH END OF METAL CONDUIT TO TBC W/#6 WITH GREEN INSULATION.
- B ANSI-STD 607A COMPLIANT U.L.-LISTED TELECOMMUNICATIONS MAIN GROUND BUSBAR (TMGB). (CHATSWORTH #40153-020 OR EQUAL BY HARGER). PROVIDE 1/8" BRASS ENGRAVED NAMEPLATE WITH ABBREVIATION "T.M.G.B.". ATTACH NAMEPLATE TAG TO BUS BAR.
- C PROVIDE TELECOMMUNICATIONS BONDING BACKBONE (TBB) CONSISTING OF (1) 1" C., W/ #3/0 WITH GREEN INSULATION CONNECTING TMGB & TGB(S) AS SHOWN. CONNECTIONS SHALL BE MADE WITH 2-HOLE COMPRESSION CONNECTORS. LABEL EACH END OF TBB WITH A GROUND WARNING TAG (PANDUIT #PT-BGRND OR EQUAL). IF THE LENGTH OF TBB IS LESS THAN 100 FT PROVIDE A #1/0 WITH GREEN INSULATION IN LIEU OF A #3/0. BOND EACH END OF METAL CONDUIT TO TBB W/#6 WITH GREEN INSULATION.
- D ANSI-STD 607A COMPLIANT U.L. LISTED TELECOMMUNICATIONS GROUND BUSBAR (TGB). (CHATSWORTH #40153-020 OR EQUAL BY HARGER). PROVIDE 1/8" BRASS ENGRAVED NAMEPLATE WITH ABBREVIATION "T.G.B." - IDF "???" WHERE QUESTION MARKS INDICATE FLOOR AND IDF IDENTIFIER RESPECTIVELY. ATTACH NAMEPLATE TAG TO EACH BUS BAR.
- E #6 WITH GREEN INSULATION TO EACH DATA EQUIPMENT RACK/CABINET, OVERHEAD LADDER TRAY/LADDER RACK, TELECOMMUNICATIONS CONDUITS, TELECOMMUNICATIONS CABLE TRAY(S), ANTI STATIC TILE GROUNDING POINTS ETC. AS REQUIRED. CONNECTIONS SHALL BE MADE WITH 2 HOLE COMPRESSION CONNECTORS. ALL CONNECTIONS SHALL BE BARE METAL USING APPROPRIATE ANTIOXIDANT COMPOUND.
- F 1/2" C., 1#6 GROUND CONDUCTOR WITH GREEN INSULATION EXOTHERMICALLY CONNECTED TO NEAREST EFFECTIVELY GROUNDED BUILDING STEEL AND TO TMGB/TGB(S) VIA 2-HOLE COMPRESSION CONNECTION.
- G TELECOMMUNICATIONS BACKBOARD CONSISTING OF FIRE-RATED, EXTERIOR GRADE, DOUGLAS FIR PLYWOOD SHEETING FINISHED ONE SIDE AND PRIME COAT PAINTED ON ALL SURFACES WITH A FINISH COAT OF FIRE RETARDANT INTUMESCENT WHITE ENAMEL PAINT. LEAVE ONE (1) FIRE MARSHAL STAMP UNPAINTED FOR INSPECTION ON EACH PLYWOOD SHEET. UNLESS OTHERWISE INDICATED, USE 8'-0" HIGH X LENGTH AS SHOWN ON DRAWINGS X 3/4" THICK PLYWOOD. PLYWOOD SHALL BE RAISED 12" AFF.
- H PROVIDE (2) 2" C. WITH PULL STRING AND #6 INSULATED GREEN GROUND CONDUCTOR TO ROOF TOP HINGED WEATHERPROOF PULLBOX FROM NEAREST IDF. CONDUIT SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F). INTERCONNECT CONDUIT/MAST AND PULL BOX TO #6 GROUND CONDUCTOR TO TGB. TERMINATE CONDUIT A MINIMUM OF 12" ABOVE FINISHED ROOF AND PROVIDE LEAD FLASHING AS REQUIRED. PENETRATE ROOF WITH RGS ONLY - USE OF EMT IS UNACCEPTABLE. PROVIDE UNISTRUT BRACING AND COMPONENTS, IF REQUIRED, BETWEEN BELOW-ROOF STRUCTURAL ELEMENTS TO ALLOW FASTENING OF CONDUIT IN 2 PLACES WITHIN 24" OF THE UNDERSIDE OF THE ROOF DECK.
- I (6) 4"C.O. SLEEVES FOR HORIZONTAL CABLE DISTRIBUTION.
- J (2) 4"C.O. AND (2) 2" C.O. TO CSA BUILDING FOR CAMPUS INTERCONNECT. SEE ELECTRICAL SITE PLANS FOR MORE INFORMATION.
- K 2"C.O. SLEEVES AND SEALED RIGID CONDUIT SLEEVE ROOF PENETRATION FOR FUTURE HORIZONTAL AND RISER CABLE DISTRIBUTION. SLEEVE SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F). THIS CONDUIT SYSTEM IS RESERVED/PROVIDED FOR FUTURE BUILDING RETROFIT OF AN IN-BUILDING PUBLIC SAFETY RADIO FREQUENCY AMPLIFICATION SYSTEM.
- L PROVIDE (3) STI EZ-PATH #EZD44 FIRESTOP SYSTEMS IN RATED WALLS AS REQUIRED. PROVIDE MATCHING EZPATH SINGLE OR MULTIPLE GANG PLATE KITS AS REQUIRED TO INSTALL COMPLETE U.L. LISTED FIRE PENETRATION SYSTEMS. VERIFY EXACT LOCATION WITH OWNER'S SCS CONTRACTOR PRIOR TO ROUGH-IN.
- M (2) 4"C.O. AND (2) 2" C.O. FROM PARKING STRUCTURE FOR CAMPUS INTERCONNECT AND UTILITY COMPANIES/SERVICE PROVIDERS. SEE ELECTRICAL SITE PLANS FOR MORE INFORMATION.
- N (2) 4" C.O. FOR RISER CABLE DISTRIBUTION. SEE PLANS.
- O (3) 4" C.O. FOR HORIZONTAL CABLE DISTRIBUTION. SEE PLANS.



- 1 ROOF COMMUNICATIONS PULL BOX SET-BACK AS REQUIRED TO PREVENT BOX FROM BEING VISIBLE FROM GROUND LEVEL. COORDINATE EXACT LOCATION WITH ARCHITECT PRIOR TO ROUGH-IN.
- 2 CABLE TRANSITION TO PLENUM-RATED CABLE IN THIS PULL BOX. OSP-RATED CABLE MAY NOT BE BROUGHT INSIDE THE BUILDING.
- 3 PROVIDE CONDUIT CAP(S) TO SEAL ROOF CONDUIT.
- 4 COPPER GROUNDING BUS BAR (ILSCO #N174 SERIES OR EQUAL) BONDED TO PULLBOX (WHERE METALLIC), TO ALLOW CONNECTION OF ANY ANTENNA DISCHARGE UNIT(S). CONDUIT MAST & ANY ANTENNA(S) WITH MIN. #6 BARE COPPER GROUNDING CONDUCTOR. WHERE CONDUIT RISER IS CONTINUOUS TO IDF OR TELECOM CLOSET, BUS BAR SHALL BE CONNECTED VIA BARE #6 GROUNDING CONDUCTOR TO IDF/TELECOM CLOSET TELECOMMUNICATIONS BUS BAR - IF AVAILABLE. EACH END OF CONDUIT MAST SHALL BE BONDED TO GROUNDING CONDUCTOR. IN ALL CASES, GROUNDING BUS BAR SHALL BE CONNECTED TO THE BUILDING GROUNDING ELECTRODE SYSTEM PER NEC, OR CEC WHERE ADOPTED, ART. 810.21 (F).
- 5 WEATHERPROOF NEMA 3R, GASKETTED PULL BOX WITH SCREW COVER (MIN. 12" X 12" X 6" WITH TAPPED HOLES FOR GROUND LUG) MOUNTING AS REQUIRED.
- 6 LEAD ROOF FLASHING UPON PER SPECIFICATIONS, ARCHITECTURAL PLANS AND SMACNA STANDARDS. SEAL CONDUIT AT FLASHING AS REQUIRED (TYP).
- 7 2 CONDUIT SUPPORTS REQUIRED PER PENETRATION. PROVIDE UNISTRUT AS NECESSARY TO SPAN BETWEEN ROOF SUPPORT MEMBERS. COORDINATE ALL ATTACHMENTS WITH ARCHITECT PRIOR TO ROUGH-IN (TYP).
- 8 RGS OR IMT CONDUIT SIZED PER PLAN. QUANTITY PER PLAN.
- 9 RUN CONDUIT AS REQUIRED.

TYPICAL COMMUNICATIONS CONDUIT ROOF PENETRATION DETAIL

SCALE: NTS

3

COMMUNICATIONS PATHWAYS GENERAL NOTES:

1. CONDUITS SHALL, (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDUITS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
2. CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
3. CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
4. TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
5. INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
6. FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
7. ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
8. ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	6"
4"	15"	60"	6"	8"

FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.

9. CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
10. PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
11. PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

PROGRESS SET 06-18-13

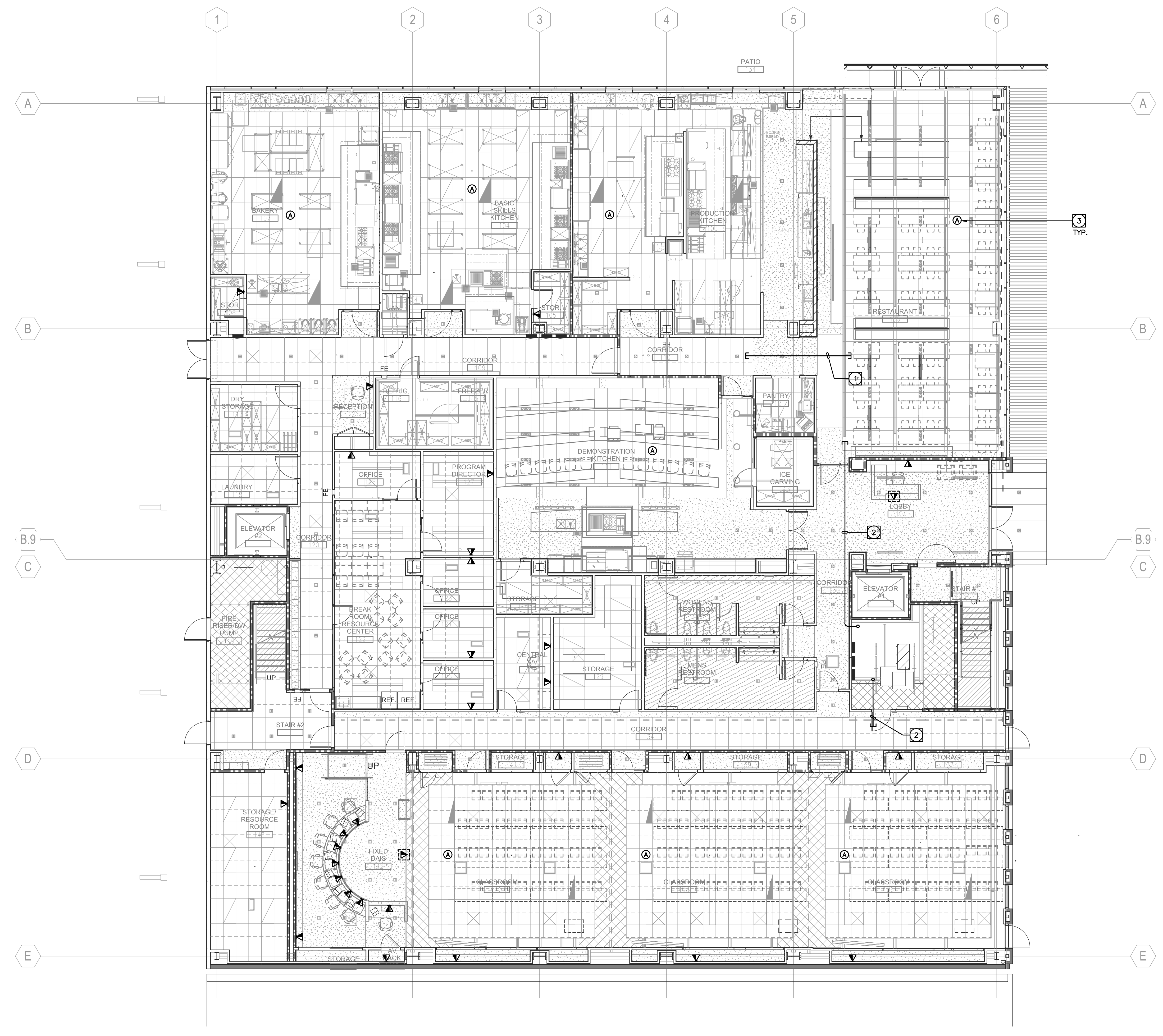
This set of drawings was prepared by the author and is not to be used for any other project without the written consent of the author. The author assumes no responsibility for any errors or omissions in these drawings. The user of these drawings is advised to verify all dimensions and specifications with the original drawings and specifications. The author is not responsible for any damage or injury resulting from the use of these drawings. © Copyright 2013

Date	Revision
06/18/13	

Date	Submitted For Review
06/18/13	

Job No.	2907120
Date	01-09-13
Checked by	rb
Scale	

F:\2013\0309 R000 Culinary Arts\SCS AND SE PLANS\2013-0309-SCS-01.dwg, SCS 1.01, 6/18/2013 3:53:46 PM, rcb, 11



- PLAN NOTES**
- ① (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.
 - ② (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR 2ND FLOOR BDF ABOVE TO ACCESSIBLE CEILING FOR HORIZONTAL CABLE DISTRIBUTION.
 - ③ WIRELESS ACCESS POINT. SEE SHEET SCS4.01 FOR MORE INFORMATION.

**COMMUNICATIONS PATHWAYS
 GENERAL NOTES:**

1. CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
 2. CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
 3. CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
 4. TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
 5. INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
 6. FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
 7. ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
 8. ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:
- | CONDUIT SIZE | WIDTH | LENGTH | DEPTH | WIDTH INCREASE PER ADDITIONAL CONDUIT |
|--------------|-------|--------|-------|---------------------------------------|
| 1" | 4" | 16" | 3" | 2" |
| 2" | 8" | 36" | 4" | 5" |
| 3" | 12" | 48" | 5" | 6" |
| 4" | 15" | 60" | 8" | 8" |
- FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.
9. CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
 10. PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
 11. PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

FIRST FLOOR OVERALL SCS PLAN
 SCALE: 1/8" = 1'-0"

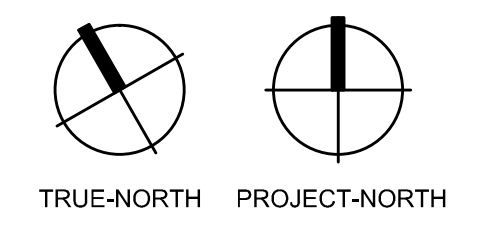
①

PROGRESS SET 06-18-13

Date	Revision
06/18/13 <td></td>	

Submitted	Date
SUBMITTED FOR REVIEW	06/18/13
DATE CONSTRUCTION DOCUMENTS	

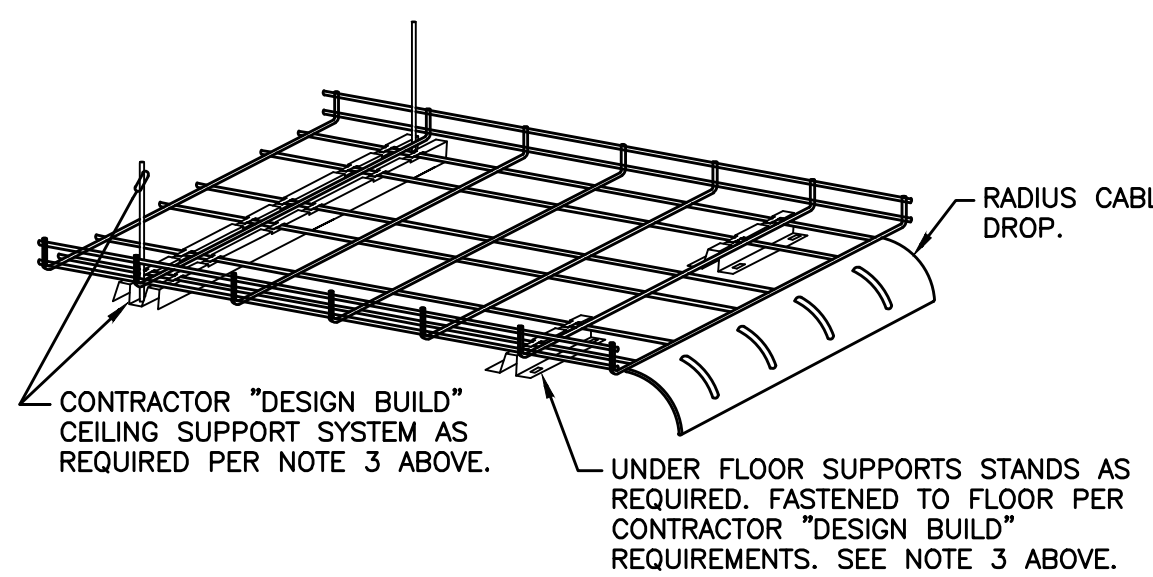
Job No. 2307120
 Date 01-09-13
 Checked by rb
 Scale 1/8" = 1'-0"



FLEXIBLE CABLE TRAY SCHEDULE						
CABLE TRAY STYLE	TRAY WIDTH	TRAY DEPTH	RADIUS FITTINGS INSIDE BEND RADIUS	TRAY COVER	SYSTEM LOAD	REMARKS
WIRE MESH	6"	4"	12"	NO	15 LBS/LF	--

FLEXIBLE CABLE TRAY INSTALLATION REQUIREMENTS:

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FURNISHING OF ALL MATERIAL, LABOR, EQUIPMENT, AND SERVICES, IN CONNECTION WITH THE INSTALLATION OF A COMPLETE AND FULLY FUNCTIONING AND CODE COMPLIANT INSTALLATION.
- IT IS THE INTENT OF THE CONTRACT DOCUMENTS, WHICH ARE PRESENTED IN A DIAGRAMMATIC FORMAT, TO PROVIDE CONTRACTOR INFORMATION THAT SUPPLEMENTS AND ENHANCES THE GENERALLY ACCEPTED CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES EMPLOYED IN CONNECTION WITH INSTALLATION OF THIS TYPE OF PRODUCT / SYSTEM.
- THE CONTRACTOR SHALL ALSO INCORPORATE THE REQUIREMENTS OF THE MANUFACTURER'S INSTALLATION INSTRUCTIONS / WARRANTY REQUIREMENTS AS PART OF THE REQUIREMENTS OF THE CONSTRUCTION DOCUMENTS. IN THE EVENT OF A CONFLICT BETWEEN THE CONTRACT DOCUMENT REQUIREMENTS AND THE MANUFACTURER'S INSTALLATION REQUIREMENTS, THE MORE STRINGENT REQUIREMENTS SHALL APPLY. UNLESS THE MORE STRINGENT REQUIREMENT VOIDS APPLICABLE WARRANTIES OR VIOLATES THE REQUIREMENTS OF THE LOCAL AUTHORITY HAVING JURISDICTION. ANY SUCH CONFLICT SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ENGINEER IN WRITING THROUGH THE FORMAL RFI PROCESS.
- REFER TO THE ASSOCIATED SCHEDULES, SCHEMATICS, DRAWINGS, AND SPECIFICATIONS FOR DETAILED INFORMATION / REQUIREMENTS ON THIS PRODUCT / SYSTEM.



FLEXIBLE CABLE TRAY SPECIFICATIONS:

- UL LISTED FLEXIBLE TRAY SHALL BE MADE OF CONTINUOUS, RIGID, WELDED, STEEL WIRE MESH WITH ALL ACCESSORIES AND FITTINGS AS OUTLINED IN THE MANUFACTURER'S DATA. STANDARD TRAYS SHALL BE UL CLASSIFIED AS EQUIPMENT GROUNDING CONDUCTORS.
- SECTIONS SHALL BE MADE OF 0.177 DIAMETER MINIMUM CARBON STEEL WIRE (ASTM A510, GRADE 1008) WELDED, BENT AND SURFACE TREATED AFTER MANUFACTURE. FINISH APPLIED AFTER MANUFACTURE SHALL BE A STANDARD FINISH, ELECTRO PLATED ZINC GALVANIZED, 0.7 MIL MINIMUM. OTHER FINISHES SHALL BE SUPPLIED AS SPECIFIED ON DRAWINGS.
- FLEXIBLE CABLE TRAY SYSTEM SHALL BE SEISMICALLY BRACED IN ACCORDANCE WITH THE S.M.A.C.N.A. SEISMIC RESTRAINT MANUAL AND S.M.A.C.N.A. ADDENDUM 1 (2001) FOR SEISMIC LEVEL "AA" TO SUPPORT EVENLY DISTRIBUTED LOAD AS INDICATED IN THE TABLE ABOVE. CONTRACTOR SHALL SUBMIT TO THE OWNER'S PROJECT MANAGER THE NECESSARY PAGES AND SECTIONS FROM THE S.M.A.C.N.A. MANUAL WHICH DEMONSTRATE S.M.A.C.N.A. COMPLIANCE OF THE SYSTEM AS INSTALLED.
- TRAY WIDTH AND DEPTH SHALL BE PER FLEXIBLE CABLE TRAY SCHEDULE. NOMINAL DIMENSIONS OF WIRE MESH FORMING TRAY SECTIONS SHALL BE 2" x 4". A MINIMUM OF (1) PAIR OF TRAY CONNECTORS ARE TO BE FURNISHED W/ EACH 10' SECTION.
- ACCESSORIES SHALL BE FURNISHED AS REQUIRED TO PROTECT, SUPPORT AND INSTALL A COMPLETE CABLE TRAY SYSTEM.
- FLEXIBLE CABLE TRAY AND ITS SUPPORT SYSTEM SHALL BE DESIGNED TO SUPPORT SYSTEM LOAD AS DEFINED IN FLEXIBLE CABLE TRAY SCHEDULE WITH A MAXIMUM DEFLECTION BETWEEN SUPPORT OF L/240. ALL CONNECTIONS TO STRUCTURE SHALL BE "DESIGN BUILD" BY THE CONTRACTOR AND TESTED TO NEMA VE 1-2002/CSA C22.2 NO. 126.1-02 5.2.8 LOADING TO DESTRUCTION WITH A SAFETY FACTOR OF 1.5 OR GREATER.
- FLEXIBLE TRAY SYSTEM/TRAY SUPPORT SYSTEM SHALL BE INDEPENDENT OF RAISED FLOOR SYSTEM.
- CONTRACTOR SHALL COORDINATE TRAY SYSTEM INSTALLATION WITH ALL TRADES PRIOR TO ORDERING AND AGAIN PRIOR TO INSTALLING TRAY SYSTEM.
- CABLE TRAY SYSTEM SHALL BE GROUNDED PER MANUFACTURER'S RECOMMENDATIONS VIA LISTED STRAPS, CONNECTORS, GROUND CONDUCTORS OR ANY COMBINATION OF THE ABOVE. WHEN FLEXTRAY SEGMENTS ARE REMOVED TO FORM CURVES OR MAKE CHANGES IN ELEVATION, THE TRAY MAY NOT RETAIN ITS UL LISTINGS AS A GROUND CONDUCTOR. IN THAT CASE, THE CONTRACTOR SHALL PROVIDE AND CONNECT #6 AWG. GROUND CONDUCTOR(S) W/ UL LISTED SPLIT BOLT GROUND LUGS TO CONNECT UNICUT AND CUT PORTIONS OF THE TRAY TO MAINTAIN GROUND CONTINUITY AND MEET NEC (OR CEC WHERE ADOPTED) AND UL REQUIREMENTS.
- FIRE STOPPING OF THRU PENETRATIONS WHERE THE FLEXIBLE CABLE TRAY OR ITS CONTENTS PENETRATE A FIRE RATED WALL, FLOOR, ETC., SHALL BE ACCOMPLISHED BY THE CONTRACTOR UTILIZING UL LISTED FIRE STOPPING METHODS. CONTRACTOR SHALL VERIFY TYPES/QUANTITIES OF CABLES TO BE UTILIZED BY THE OWNER AT EACH THRU PENETRATION CONDITION AND PROVIDE A SUITABLE REINFORCEABLE FIRESTOP SYSTEM LISTED FOR EACH FIRESTOP CONDITION.
- FLEXTRAY SHALL BE ROUTED AROUND OBSTRUCTIONS AS REQUIRED. IN NO CASE SHALL TRAY BE ROUTED IN A MANNER THAT PREVENTS REMOVAL OF ACCESSIBLE CEILING TILES OR PANELS, DATA CENTER FLOOR TILES, OR BLOCK ACCESS TO ELECTRICAL OR PLUMBING/MECHANICAL EQUIPMENT.
- FLEXTRAY UTILIZED FOR TELECOMMUNICATIONS CABLING SHALL BE LOCATED NO CLOSER THAN 3" TO ANY ELECTRICAL BRANCH CIRCUITRY AND 18" FROM ANY ELECTRICAL FEEDER.
- TRAY SHALL BE CUT USING OFF CUTTERS AVAILABLE FROM THE TRAY MANUFACTURER. CUT SHALL BE SMOOTH WITHOUT SHARP EDGES OR BURRS.
- PROVIDE RADIUS CABLE DROP OUT(S) MEETING EIA/TIA CABLE BENDING CRITERIA AT TRAY STOPPING POINT WITHIN A TELECOMMUNICATIONS CLOSET OR ANY DISCONTINUITY IN TRAY PATH.
- FLEXIBLE CABLE TRAY MANUFACTURERS MANUFACTURED BY CABLOFIL OR EQUAL BY COOPER B-LINE OR MONOSYSTEMS.

FLEXIBLE CABLE TRAY SYSTEM DETAIL

SCALE: NTS



PLAN NOTES

- (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.
- (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FROM 3RD FLOOR IDF ABOVE TO ACCESSIBLE CEILING FOR HORIZONTAL CABLE DISTRIBUTION.
- WIRELESS ACCESS POINT. SEE SHEET SCS4.01 FOR MORE INFORMATION.
- (2) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FROM 3RD FLOOR IDF ABOVE FOR RISER CABLE DISTRIBUTION.
- FLEXIBLE WIRE MESH CABLE TRAY FOR DISTRIBUTION OF HORIZONTAL CABLE. SEE CABLE TRAY SPECIFICATION THIS SHEET. SUSPEND CABLE TRAY ABOVE LEVEL OF PENDANT LIGHT FIXTURES. VERIFY HEIGHT WITH ARCHITECT PRIOR TO INSTALLATION.

COMMUNICATIONS PATHWAYS GENERAL NOTES:

- CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
 - CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
 - CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
 - TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
 - INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
 - FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
 - ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
 - ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:
- | CONDUIT SIZE | WIDTH | LENGTH | DEPTH | WIDTH INCREASE PER ADDITIONAL CONDUIT |
|--------------|-------|--------|-------|---------------------------------------|
| 1" | 4" | 16" | 3" | 2" |
| 2" | 8" | 36" | 4" | 5" |
| 3" | 12" | 48" | 5" | 5" |
| 4" | 15" | 60" | 8" | 8" |
- FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.
 - CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
 - PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
 - PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

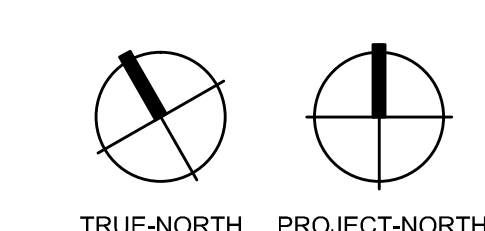
SECOND FLOOR OVERALL SCS PLAN

SCALE: 1/8" = 1'-0"

Date	Revision
06/18/13	

Submitted	Submitted Date	Submitted By
SUBMITTED FOR REVIEW	06/18/13	
FOR CONSTRUCTION DOCUMENTS		

Job No.	Date
2307120	01-09-13
Checked by	rb
Scale	1/8" = 1'-0"



PROGRESS SET 06-18-13

Date	Revision

Date	Revision
06/18/13 <td> </td>	

Job No. 2807120
Date 01-09-13
Checked by rb
Scale 1/8" = 1'-0"



THIRD FLOOR OVERALL SCS PLAN
SCALE: 1/8" = 1'-0"

PLAN NOTES

- ① (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.
② (3) 4" C.O. PER COMMUNICATIONS PATHWAY GENERAL NOTES FOR HORIZONTAL CABLE DISTRIBUTION.

COMMUNICATIONS PATHWAYS GENERAL NOTES:

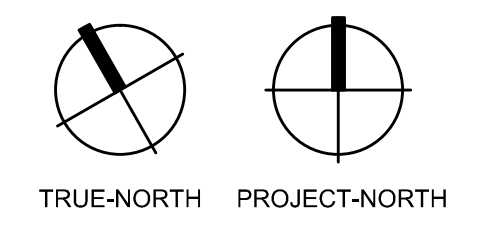
- CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
- CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
- CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
- TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
- INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
- FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
- ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
- ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

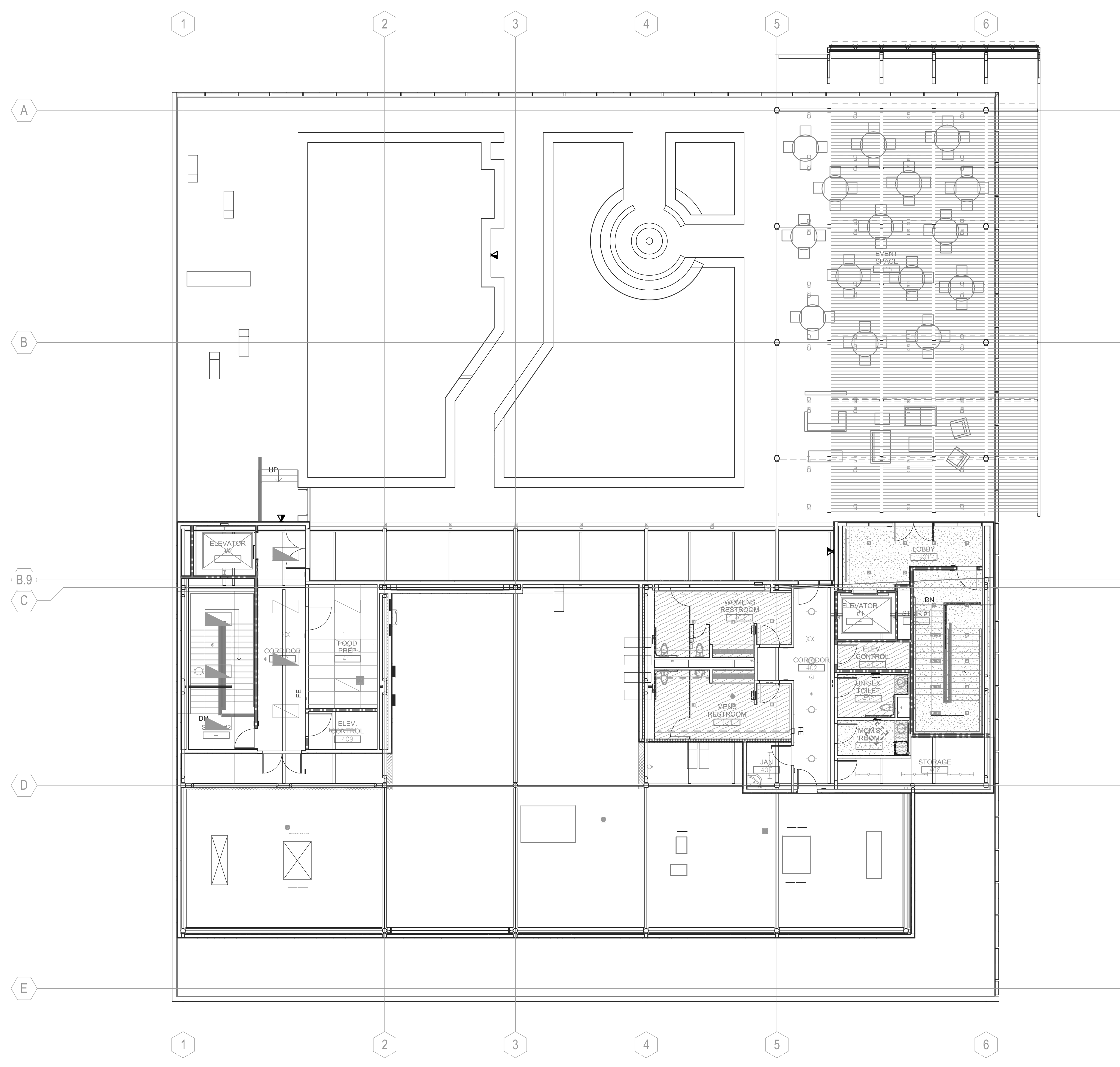
CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	6"
4"	15"	60"	8"	8"

FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.

- CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
- PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
- PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

PROGRESS SET 06-18-13





ROOF OVERALL SCS PLAN
 SCALE: 1/8" = 1'-0"

**COMMUNICATIONS PATHWAYS
 GENERAL NOTES:**

- CONDUITS SHALL (a) CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 30M (98 FT.), AND, (b) CONTAIN NO MORE THAN (2) 90° BENDS OR (1) REVERSE BEND WITHOUT INSTALLING A PULLBOX. CONDULETS IN PLACE OF PULLBOXES ARE UNACCEPTABLE.
- CONDUITS SHALL CONTAIN PLASTIC OR NYLON PULL TAPE RATED AT 200 LBS. WITH A MINIMUM OF 5 FEET OF EXTRA PULL TAPE COILED AND SECURED AT EACH END.
- CONDUIT BEND RADIUS SHALL BE (a) A MINIMUM OF 6 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS 2" IN DIAMETER OR LESS, AND, (b) 10 TIMES THE INTERNAL CONDUIT DIAMETER FOR CONDUITS MORE THAN 2" IN DIAMETER.
- TERMINATE CONDUITS AND SLEEVES THAT PROTRUDE THROUGH STRUCTURAL FLOORS 2"-3" ABOVE THE FLOOR SURFACE.
- INSTALL BUSHINGS AND BELL ENDS AS REQUIRED ON ALL CONDUITS.
- FLEX CONDUIT IS GENERALLY UNACCEPTABLE FOR USE AS A COMMUNICATIONS CONDUIT EXCEPT AT SEISMIC JOINTS AND AS APPROVED IN WRITING BY THE ENGINEER.
- ALL UNDER SLAB OR IN-SLAB CONDUITS SHALL BE INSTALLED IN A MANNER THAT PREVENTS WATER INFILTRATION OF THE CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE GROUND WATER, RAIN WATER OR CONSTRUCTION WATER IS PREVENTED FROM ENTERING AND/OR REMOVED FROM THE CONDUITS PRIOR TO PLACEMENT OF COMMUNICATIONS CABLES. SEE SITE UTILITY PLAN NOTES FOR ADDITIONAL UNDERGROUND COMMUNICATIONS CONDUIT SEALING REQUIREMENTS.
- ALL PULLBOXES SHALL BE SIZED AND INSTALLED PER ANSI/TIA/EIA-569B. PULLBOXES FOR UNDER FLOOR CONDUIT RUNS ARE NOT PERMITTED UNLESS OTHERWISE NOTED. PULLBOXES FOR OVERHEAD CONDUIT RUNS SHALL BE LOCATED ABOVE ACCESSIBLE CEILING WITHIN THE ACCESSIBLE CEILING SPACE AND SUPPORTED INDEPENDENTLY FROM THE STRUCTURE AND CONDUIT SUPPORTS. PULLBOXES FOR ROOF MOUNTED OR EXTERIOR ABOVE GRADE APPLICATIONS SHALL BE NEMA 3 RATED. PULLBOXES SHALL BE SIZED ACCORDING TO THE FOLLOWING:

CONDUIT SIZE	WIDTH	LENGTH	DEPTH	WIDTH INCREASE PER ADDITIONAL CONDUIT
1"	4"	16"	3"	2"
2"	8"	36"	4"	5"
3"	12"	48"	5"	5"
4"	15"	60"	8"	8"

- FOR OTHER CONDUIT SIZES REFER TO ANSI/TIA/EIA 569B TABLE 12. - LATEST PUBLISHED EDITION.
- CONDUIT(S) SHALL EXIT A PULLBOX ON THE WALL OPPOSITE THE WALL ENTERED.
 - PROVIDE LABELING OF EACH CONDUIT PER GENERAL ELECTRICAL SPECIFICATIONS.
 - PROVIDE INTERNAL/EXTERNAL GAS AND WATER TIGHT MECHANICAL SEALING/PLUGGING OF EACH BUILDING ENTRY CONDUIT AS SPECIFIED ELSEWHERE IN THE DRAWINGS AND SPECIFICATIONS.

CULINARY ARTS AND DISTRICT OFFICES
 3801 MARKET STREET
 RIVERSIDE, CA 92501
 Developed for
 Riverside Community College District

This set of drawings is the property of LPA and shall remain confidential. It is to be used only for the project and site identified herein. It is not to be reproduced, copied, or distributed in any form without the written consent of LPA. LPA and its representatives shall not be held liable for any errors or omissions in these drawings. The contractor shall be responsible for the accuracy of all information and data furnished to LPA. LPA shall not be responsible for any errors or omissions in these drawings. The contractor shall be responsible for the accuracy of all information and data furnished to LPA. LPA shall not be responsible for any errors or omissions in these drawings. The contractor shall be responsible for the accuracy of all information and data furnished to LPA.

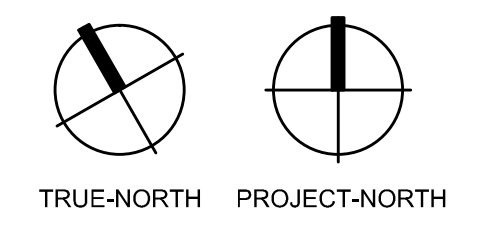
Date	Revision
06/18/13 <td></td>	

Submitted	Date
SUBMITTED FOR REVIEW	06/18/13
DATE CONSTRUCTION DOCUMENTS	

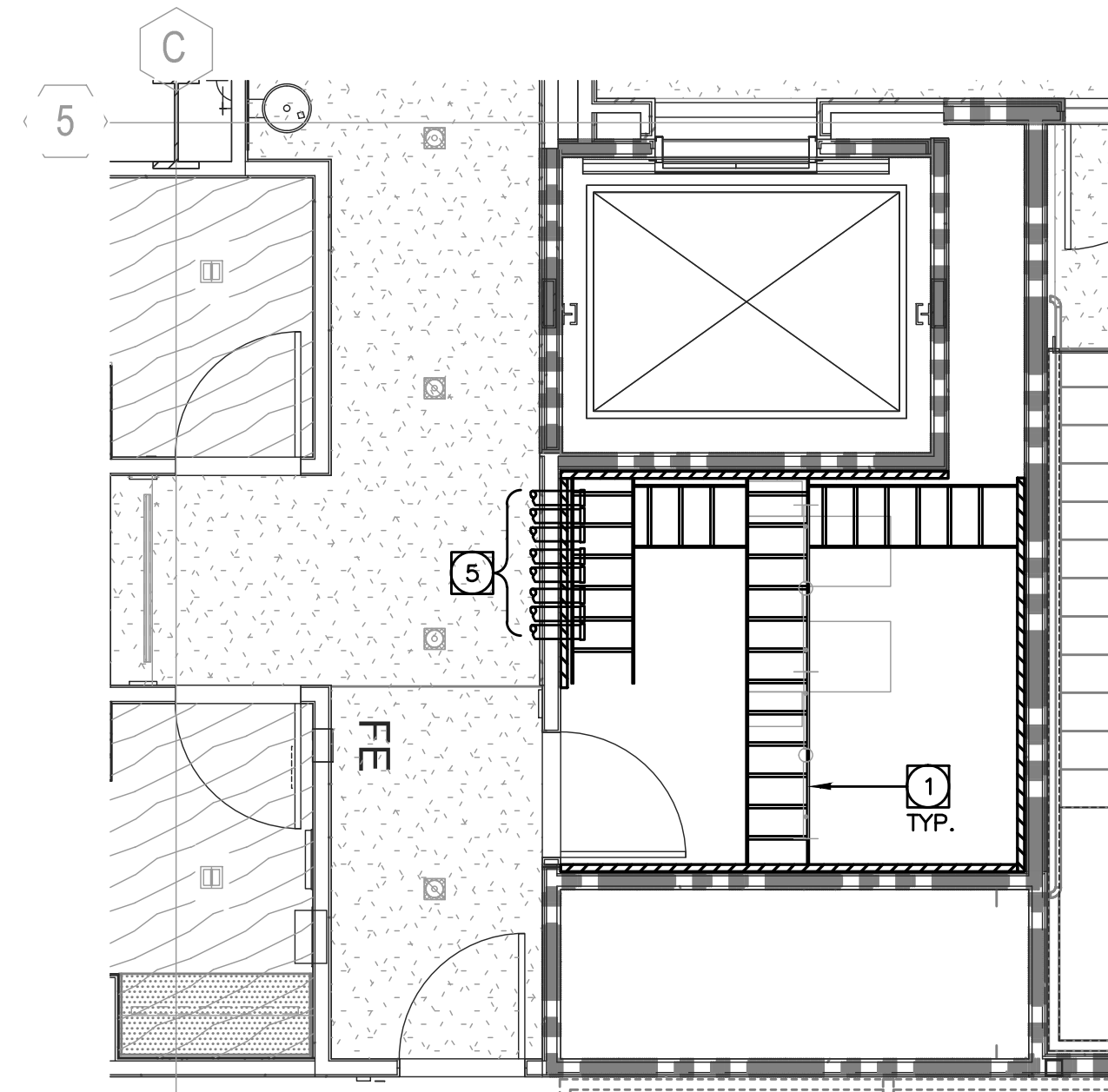
Job No.	2307120
Date	01-09-13
Checked by	rb
Scale	1/8" = 1'-0"

ROOF OVERALL SCS PLAN

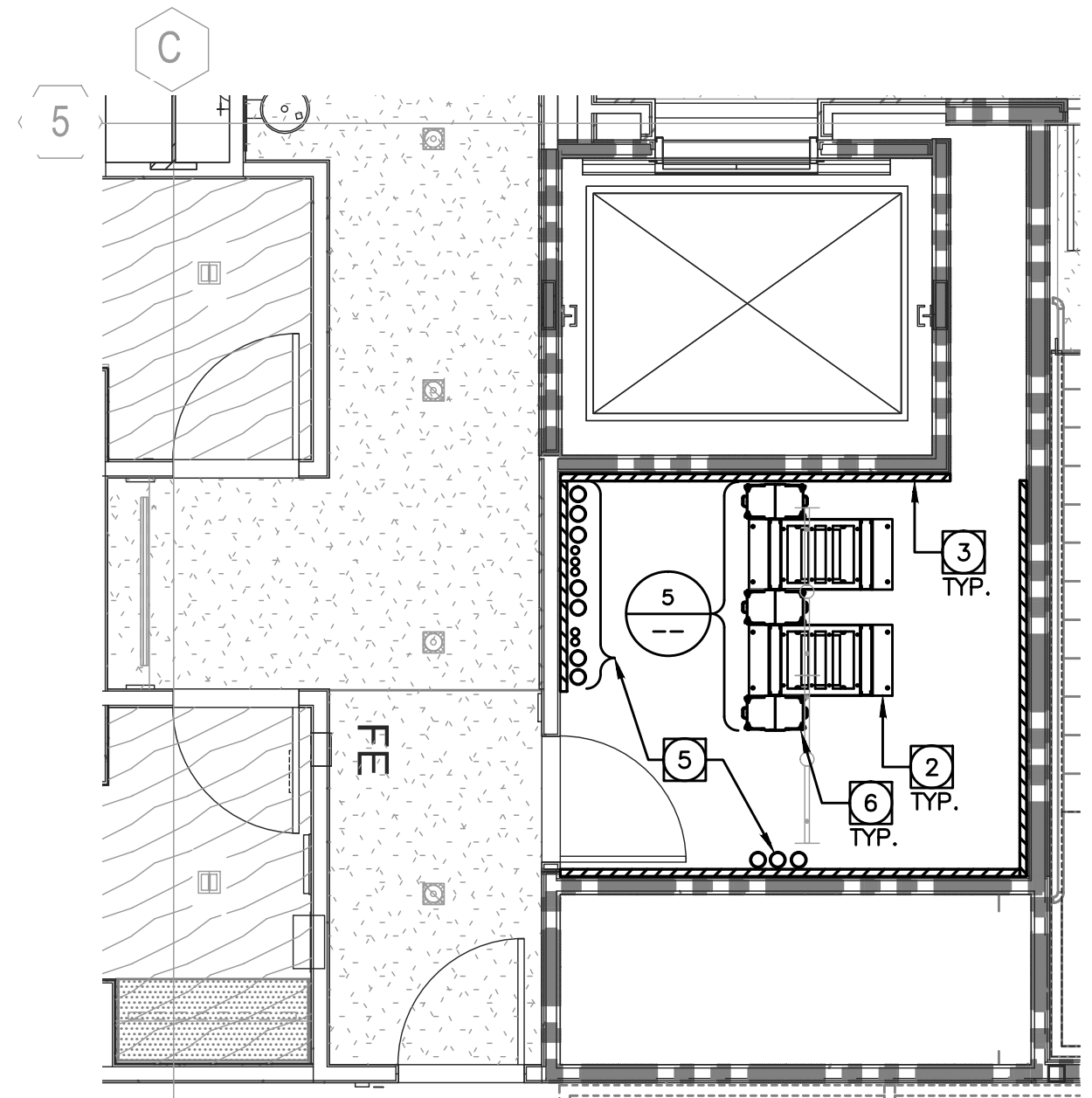
SCS2.04



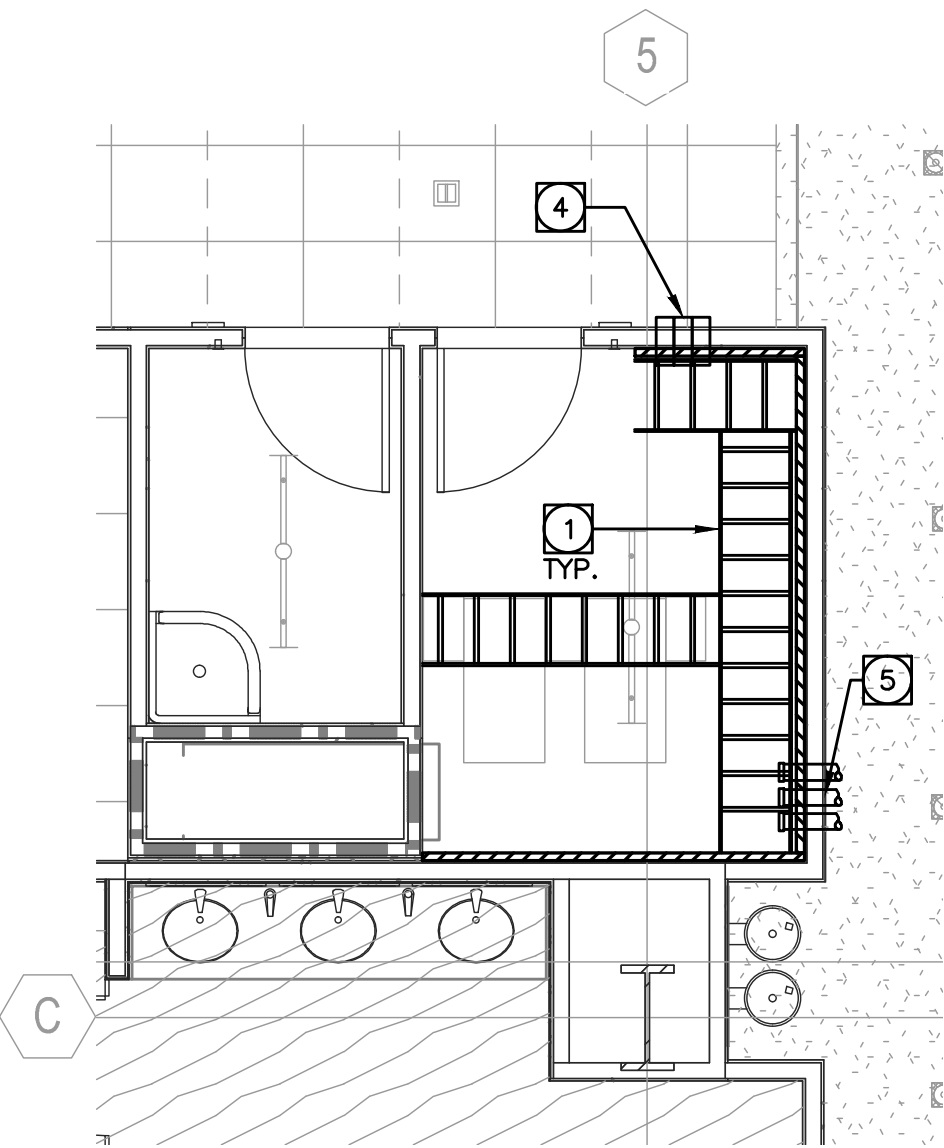
PROGRESS SET 06-18-13



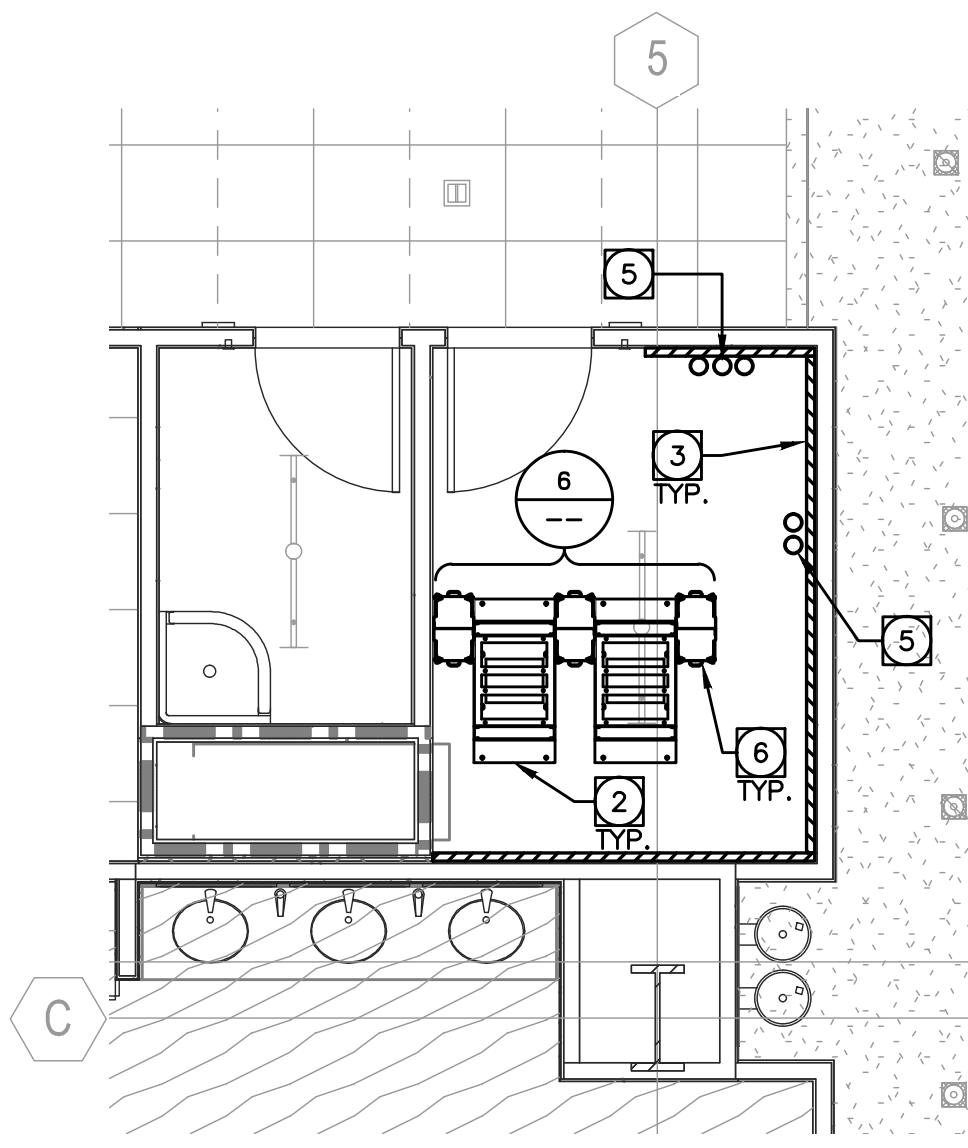
2ND FLOOR BDF ROOM 205 TRAY PLAN (2)
SCALE: 1/4" = 1'-0"



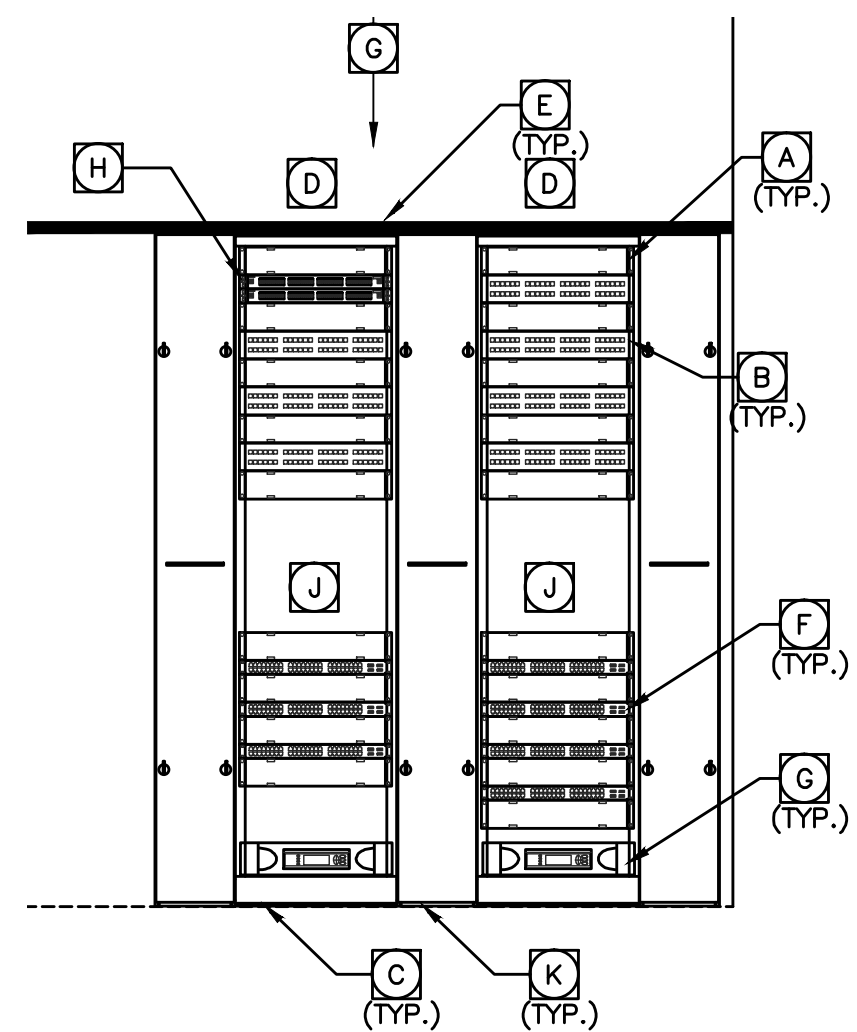
2ND FLOOR BDF ROOM 205 FLOOR PLAN (1)
SCALE: 1/4" = 1'-0"



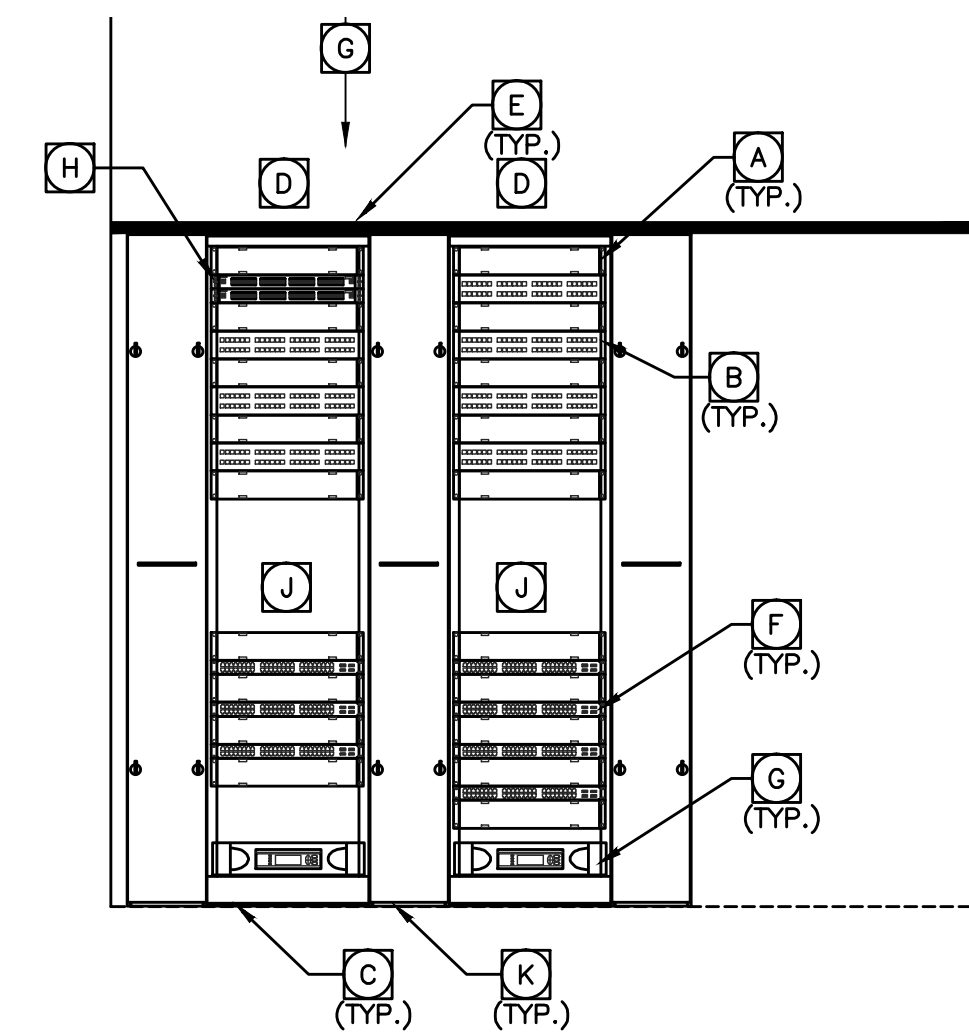
3RD FLOOR IDF ROOM 308 TRAY PLAN (4)
SCALE: 1/4" = 1'-0"



3RD FLOOR IDF ROOM 308 FLOOR PLAN (3)
SCALE: 1/4" = 1'-0"



3RD FLOOR IDF ROOM 308 RACK ELEVATION (6)
SCALE: 1/4" = 1'-0"



2ND FLOOR BDF ROOM 205 RACK ELEVATION (5)
SCALE: 1/2" = 1'-0"

PLAN NOTES:

- 1 LADDER TRAY, SIZE PER PLANS (CHATSWORTH #11275-718). LADDER TRAY TO BE ANCHORED TO WALLS AND MOUNTED TO RACKS WITH RACK-TO-RUNWAY MOUNTING PLATE (CHATSWORTH #10595-718). USE CABLE RUNWAY RADIUS DROP (CHATSWORTH #12101-702) AND CABLE RUNWAY RADIUS DROP (CHATSWORTH #12100-718) WITH MOVEABLE RUNWAY CROSS MEMBER (CHATSWORTH #12115-718) AS REQUIRED. SCS CONTRACTOR TO INSTALL RADIUS WHEREVER CABLE LEAVES TRAY. LADDER TRAY TO BE SUPPORTED EVERY 4 FEET. SUPPORT FROM DECK ABOVE WHERE NECESSARY.
- 2 4-POST FRAME. SCS CONTRACTOR TO ANCHOR FRAME TO FLOOR WITH APPROPRIATE FASTENERS. SEE RACK ELEVATIONS THIS SHEET FOR MORE INFORMATION.
- 3 TELECOMMUNICATIONS BACKBOARD (BY E.C.) CONSISTING OF FIRE-RATED, EXTERIOR GRADE DOUGLAS FIR PLYWOOD SHEETING FINISHED ONE SIDE AND PRIME COAT PAINTED ON ALL SURFACES WITH A FINISH COAT OF FIRE RETARDANT INTUMESCENT WHITE ENAMEL PAINT. LEAVE ONE (1) FIRE MARSHAL STAMP UNPAINTED FOR INSPECTION ON EACH PLYWOOD SHEET. UNLESS OTHERWISE INDICATED, USE 8'-0" HIGH X LENGTH AS SHOWN ON DRAWINGS X 3/4" THICK PLYWOOD. PLYWOOD SHALL BE RAISED 12" AFF.
- 4 STI EZ-PATH #EZD44FW# FIRESTOP SYSTEMS LOCATED IN LINE WITH OVERHEAD CABLE TRAY SYSTEM, IF TRAY IS UTILIZED, OR LOCATED IN IDF WALLS. QUANTITY AS REQUIRED. PROVIDE WALL PLATE KITS OF APPROPRIATE SIZE AND QUANTITY TO ACCOMMODATE ALL INCOMING CABLES.
- 5 INCOMING CONDUITS BY E.C. SCS CONTRACTOR TO FIRE SEAL INSIDE ALL OPENINGS INCLUDING UNUSED SPARES AFTER CABLE INSTALLATION. SEE CONDUIT RISER DIAGRAM, SCS FLOOR PLANS, AND ELECTRICAL SITE PLAN FOR MORE INFORMATION.
- 6 RACK MOUNTED 7" VERTICAL WIRE MANAGEMENT CHANNEL. SEE ELEVATION THIS SHEET FOR MORE INFORMATION.

GENERAL NOTES:

- 1. INSTALLATION OF EQUIPMENT AND WIRING MUST MEET ALL APPLICABLE CODES AND STANDARDS INCLUDING BUT NOT LIMITED TO NEC, NFPA, ANSI/EIA/TIA AND ISO 9001.
- 2. EQUIPMENT AND MATERIALS MUST COMPLY WITH UL LISTING AND EACH ITEM STAMPED OR LABELED AS SUCH.
- 3. COMPLIANCE WITH ANSI/TIA/EIA 569-B. COMMERCIAL BUILDING STANDARDS FOR TELECOMMUNICATIONS PATHWAYS AND SPACES.
- 4. COMPLIANCE WITH ANSI/TIA/EIA 568-B. COMMERCIAL BUILDING TELECOMMUNICATIONS CABLING STANDARDS.
- 5. DRAWINGS AND LAYOUTS ARE PRIMARILY DIAGRAMMATIC, CONTRACTOR IS RESPONSIBLE FOR FINAL FOOTAGES AND EXACT LOCATIONS.
- 6. CONTRACTOR SHALL NOTE IN WRITING, ANY DISCREPANCIES BETWEEN DRAWINGS AND SPECIFICATIONS. AS SUCH DISCREPANCIES ARISE, THE MORE STRINGENT SHALL TAKE PRECEDENCE.
- 7. COMMUNICATIONS CABLES (ANY TYPE) ROUTED THRU FURNITURE SYSTEMS SHALL BE ROUTED VIA DEDICATED COMMUNICATIONS PATHWAY, WHEN AVAILABLE. WHEN DEDICATED COMMUNICATIONS PATHWAY IS UNAVAILABLE, THE ABOVE-MENTIONED CABLES SHALL BE ROUTED IN A BARRIERED SYSTEMS FURNITURE RACEWAY SEPARATE FROM POWER CONDUCTORS PER EIA/TIA STANDARDS AND NEC REQUIREMENTS.
- 8. CONTRACTOR SHALL VERIFY SYSTEMS FURNITURE TYPE AND CABLE ROUTING/ FACEPLATE LOCATION WITHIN SYSTEMS FURNITURE PRIOR TO BID. INCLUDE ALL COSTS IN BASE BID.
- 9. REFERENCE ALL ELECTRICAL DRAWINGS (SHELL & T.I.).
- 10. REFERENCE ALL STRUCTURED CABLING SYSTEM DRAWINGS (SCS-SHEETS).
- 11. REFERENCE ALL ARCHITECTURAL DRAWINGS (SHELL & T.I.).
- 12. REFERENCE ALL ELECTRICAL AND STRUCTURED CABLING SYSTEM SPECIFICATIONS (ALL 16000 NUMBERED SPECIFICATIONS).
- 13. CONTRACTOR SHALL UTILIZE CONDUIT(S)/SLEEVE(S) SEQUENTIALLY, MAXIMIZING THE CABLE FILL IN EACH BEFORE UTILIZING THE NEXT CONDUIT(S)/SLEEVE(S). MAXIMUM ALLOWABLE CONDUIT FILL SHALL BE BASED ON NEC TABLES FOR CONDUIT FILL.

RACK ELEVATION NOTES:

- A (1) EA. RACK MOUNTED 2U WIRE MANAGEMENT PANELS (DEEP). EACH RACK MOUNTED PATCH PANEL SHALL BE PROVIDED WITH FRONT WIRE MANAGEMENT PANELS ABOVE AND BELOW. CHATSWORTH #30330-719 U.O.N.
- B 48 PORT CATEGORY 6 PATCH PANEL. EACH PANEL SHALL INCLUDE (2) REAR CABLE STRAIN RELIEF/MANAGEMENT BARS (LEVITON 49005-CMB OR EQUAL). SEE SPECIFICATIONS FOR MORE INFORMATION.
- C FLOOR MOUNTED 7' 4-POST FRAME. PROVIDE COMPLETE WITH ALL REQUIRED FLOOR MOUNTING HARDWARE (CHATSWORTH #50120-703). FRAME SHALL BE SECURED ONLY ON TOP OF COMPLETED FLOOR SURFACE. SCS CONTRACTOR SHALL COORDINATE WITH FLOORING CONTRACTOR.
- D PROVIDE WIRE MANAGEMENT PANELS AND PATCH PANELS AS REQUIRED TO TERMINATE ALL REQUIRED CABLES. PROVIDE AN ADDITIONAL SPARE WIRE MANAGEMENT PANEL ON EACH RACK.
- E LADDER TRAY DIMENSIONS PER PLAN. SEE MDF/IDF FLOORPLAN FOR MORE INFORMATION.
- F OWNER PROVIDED AND INSTALLED EQUIPMENT.
- G MINIMUM ALLOWABLE CLEARANCE BETWEEN BOTTOM OF FIRE SPRINKLER HEAD AND TOP OF CABLE BUNDLES IS 18". SCS CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH FIRE SUPPRESSION CONTRACTOR AND G.C. TO MAINTAIN THIS REQUIREMENT.
- H FIBER ENCLOSURE PER SPECIFICATIONS. SEE RISER DIAGRAM FOR MORE INFORMATION.
- I THE SCS CONTRACTOR SHALL INSTALL ALL PATCH CORDS PER OWNER'S REQUIREMENTS.
- J RACK MOUNTED 7" VERTICAL WIRE MANAGEMENT CHANNEL (10") WITH COVERS (CHATSWORTH #30096-703). PROVIDE VELCRO STRAPS AS REQUIRED TO MAINTAIN CABLE BUNDLES. (CHATSWORTH #12002-201). PROVIDE RACK RADIUS DROPS WITH VERTICAL WIRE MANAGER (CHATSWORTH #12359-701).
- K UPS PROVIDED AND INSTALLED BY OWNER. SCS CONTRACTOR TO COORDINATE CONNECTION OF EPO CONTACT WITH E.C.
- L

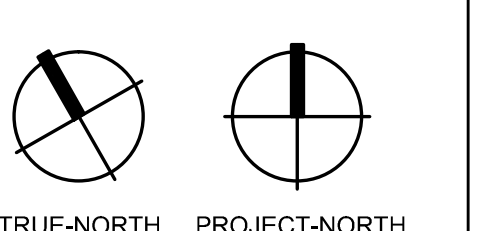
Date	Revision

Date	Revision
06/18/13	

Job No. 2807120
Date 01-09-13
Checked by ST
Scale AS SHOWN

**ENLARGED
TELECOM
ROOMS**

PROGRESS SET 06-18-13

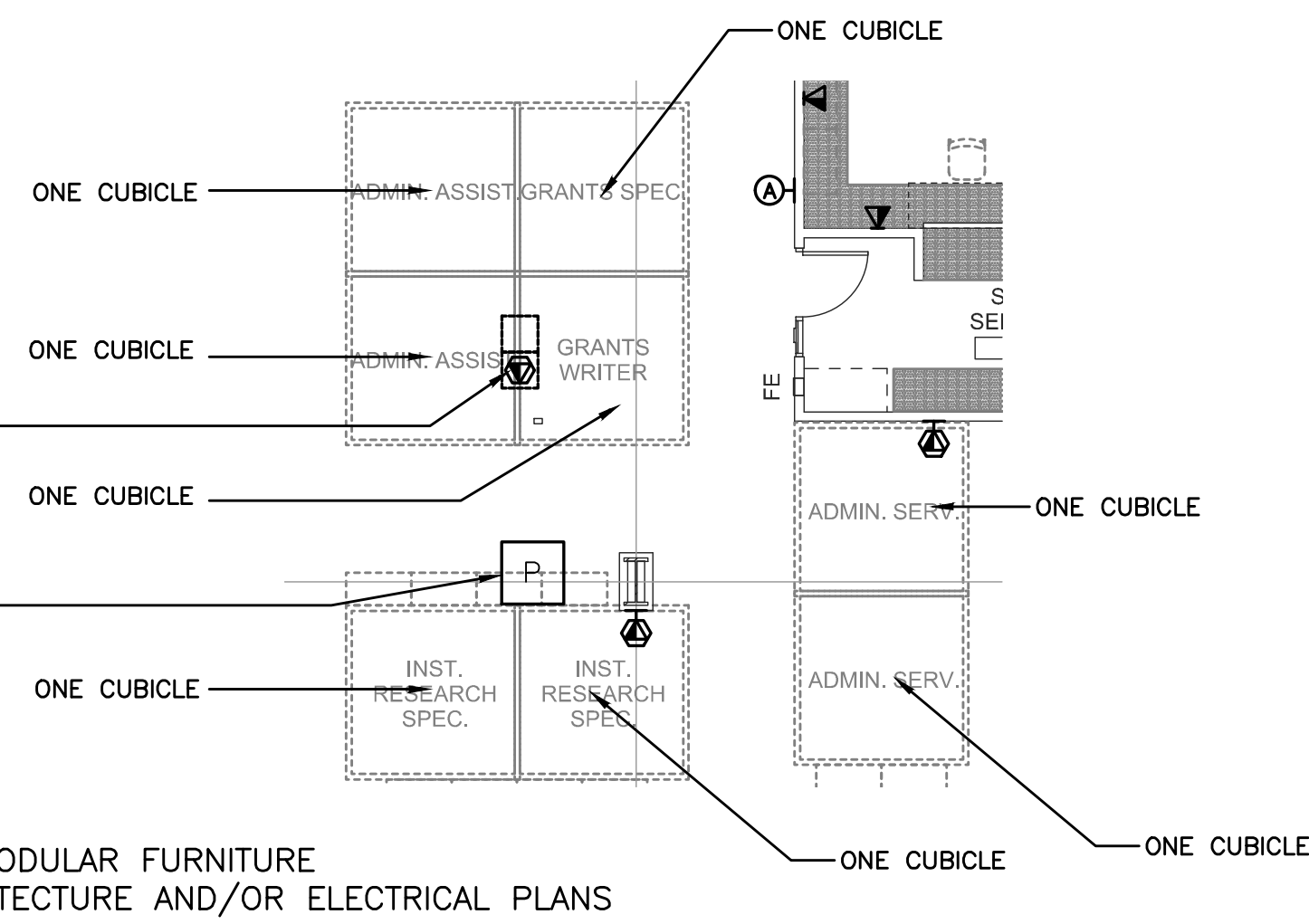


NOTES:

- EACH CUBICLE REQUIRES (1) FACEPLATE AND FULL CABLE COMPLEMENT.
- MODULAR FURNITURE UNITS ARE ASSUMED HERMAN MILLER A02. BEFORE THE PURCHASE OF ANY MODULAR FURNITURE COMMUNICATIONS DEVICES, CONTACT THE CUSTOMER TO VERIFY MODULAR FURNITURE MANUFACTURER.
- EACH CUBICLE REQUIRES (2) VELCRO (Reg. Trdmk.) CABLE TIES FASTENED WITH SCREWS TO UNDERSIDE OF WORK SURFACE. COORDINATE THIS REQUIREMENT WITH OWNER PRIOR TO ATTACHING TO FURNITURE. INSTALL STATION CORDS WITH TIES AND MOUNTS TO HIDE CORDAGE FROM VIEW TO THE MAXIMUM EXTENT POSSIBLE. (REQUIREMENT DOES NOT APPLY WHEN FACEPLATES ARE MOUNTED IN FURNITURE BELT-LINE LOCATED ABOVE FURNITURE WORK SURFACE.)
- THESE EXAMPLES ARE PROVIDED TO ILLUSTRATE TYPICAL MODULAR FURNITURE CLUSTER/CONFERENCE TABLE. IT IS NOT INTENDED TO REPRESENT ALL THE POSSIBLE FURNITURE AND EQUIPMENT CONFIGURATIONS ON THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE TO FULLY REVIEW ALL DRAWINGS AND PROVIDE FACEPLATES, CUSTOM ADAPTERS/BEZELS AND CABLING AS REQUIRED FOR A COMPLETE INSTALLATION.

SEE VOICE/DATA FURNITURE SYSTEM FEED DETAIL FOR MORE INFORMATION. FLOOR FEED IS AN EXAMPLE THAT REPRESENTS ONE OF SEVERAL FURNITURE FEED CONDITIONS. SEE PLANS FOR SPECIFIC REQUIREMENTS REGARDING DEVICES AND PATHWAYS.

EQUIPMENT KEYNOTE CALLOUTS FOR FAX, PRINTER, COLOR PRINTER, COPIER AND COLOR COPIER PER T.I. ARCHITECTURAL PWR/COMM. PLAN. EACH EQUIPMENT KEYNOTE CALLOUT REQUIRES 1 FACEPLATE AND FULL COMPLEMENT OF CABLES.



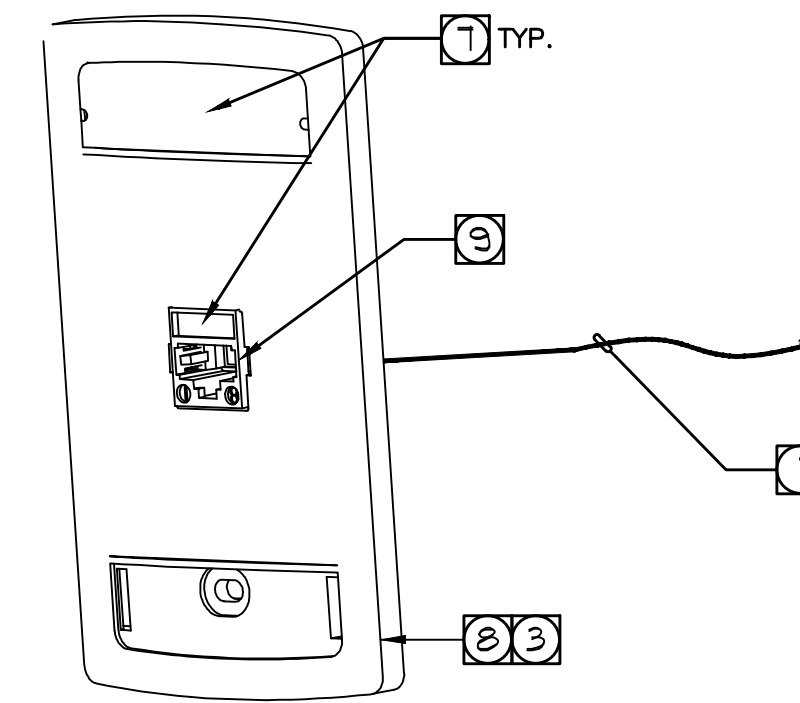
SAME MODULAR FURNITURE AS SHOWN ON T.I. ARCHITECTURE AND/OR ELECTRICAL PLANS

EXAMPLE MODULAR FURNITURE DETAILS

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



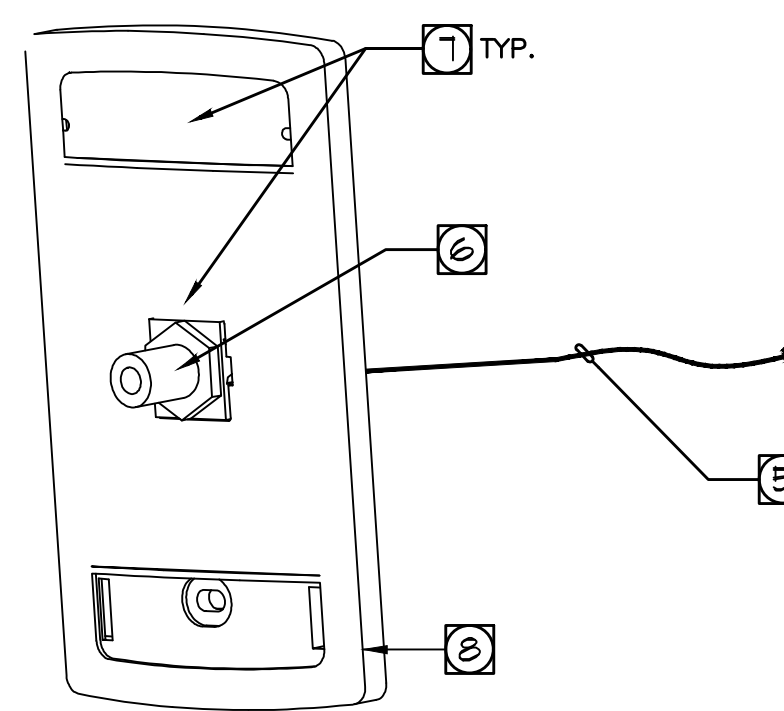
CONNECTIVITY DETAIL THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC



WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



THE FOLLOWING SHALL BE PROVIDED U.O.N., AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC CONNECTIVITY DETAIL.

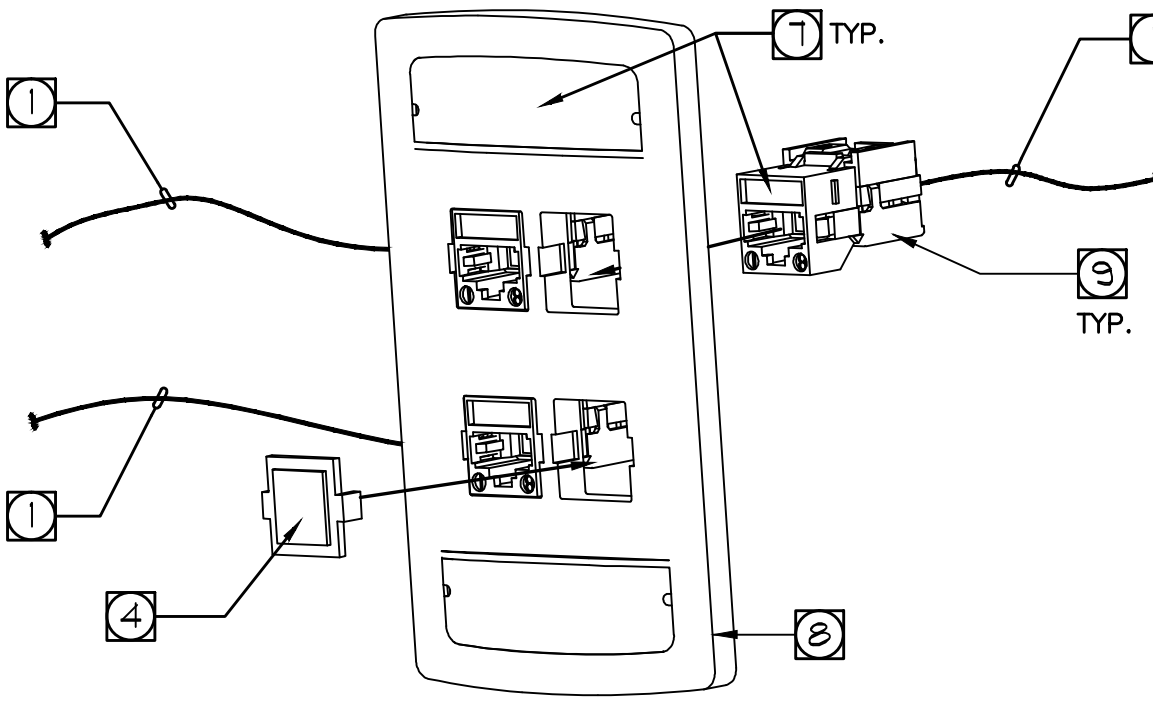


TYPICAL TV DEVICE

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC CONNECTIVITY DETAIL.



SPECIFIC NOTES

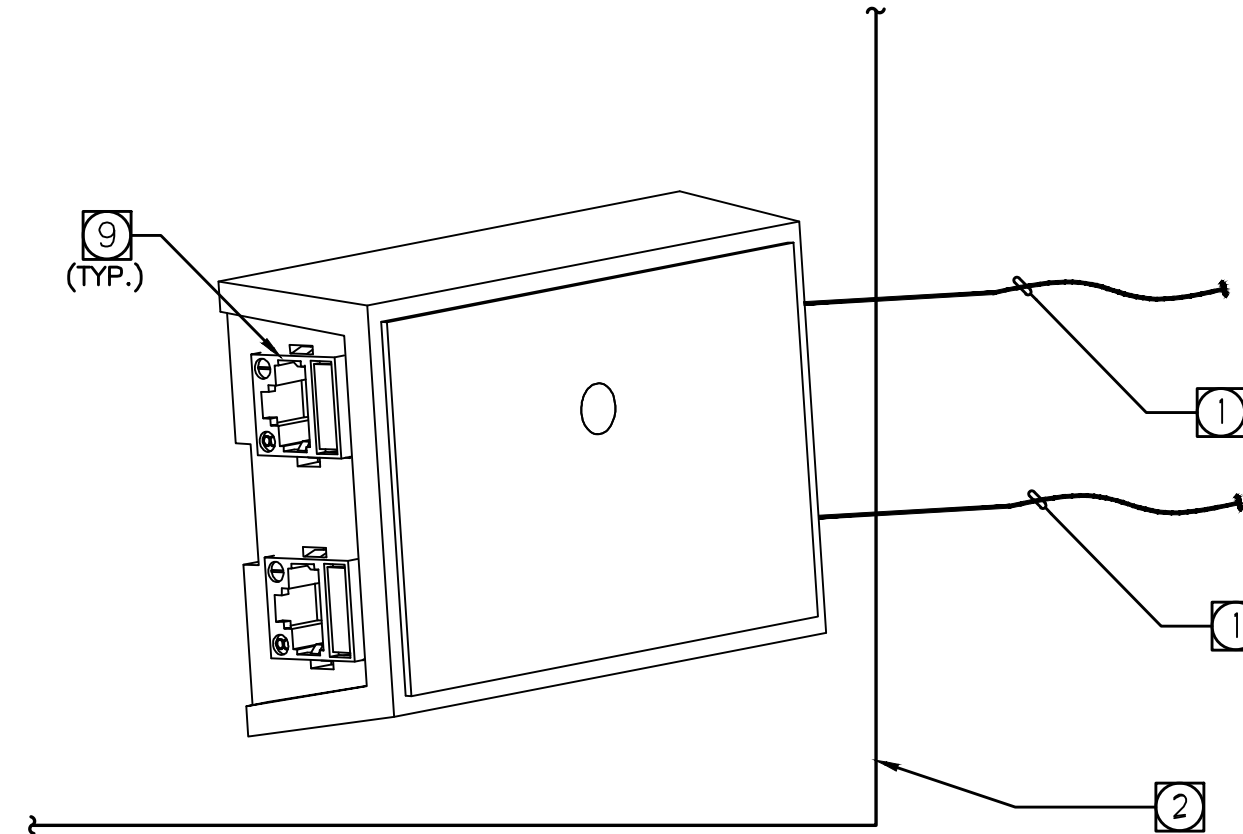
- PROVIDE (1) CAT 6, 4 PAIR UTP CABLE(S) TO RESPECTIVE MDF/BDF/DF RACK. COLOR OF CABLE(S) SHALL BE BLUE. TERMINATE STATION END(S) IN STATION CONNECTOR(S) PER SPECIFICATIONS. TERMINATE RACK END(S) ON PATCH PANEL(S) PER SPECIFICATIONS.
- WIRELESS ACCESS POINT ELECTRONICS PROVIDED BY OWNER, INSTALLED BY CONTRACTOR (OFC).
- FOR WALL PHONE DEVICES, PROVIDE A STAINLESS STEEL FACEPLATE WITH STANDARD MOUNTING POSTS TOP AND BOTTOM. MOUNT AT 44" AFF UNLESS OTHERWISE INDICATED ON PLANS.
- BLANK INSERT. ALL UNUSED OPENINGS SHALL BE COVERED WITH A BLANK INSERT MATCHING THE COLOR OF THE FACEPLATE.
- PROVIDE RG6 QUAD SHIELD COAX W/SOLID 18 AWG COPPER CENTER CONDUCTOR TO NEAREST MDF/BDF/DF AND CATV COMPRESSION CONNECTOR (LEVITON #40985-CPF OR EQUAL).
- PROVIDE SNAP-IN F-TYPE CATV STATION COUPLER ASSEMBLY. (SYSTEMAX #MB1C-COUPLER OR EQUAL). COLOR TO MATCH NEARBY POWER & DATA DEVICE COVER PLATES.
- PROVIDE COVERPLATE LABELING PER SPECIFICATIONS. SEE SPECIFICATIONS FOR ALL OTHER LABELING REQUIREMENTS.
- PROVIDE COVERPLATE PER SPECIFICATIONS. COVERPLATE MATERIAL AND FINISH SHALL MATCH ADJACENT/NEARBY POWER COVERPLATES. PROVIDE FLOOR BOX, POWER POLE & MODULAR FURNITURE DEVICE BRACKETS/CUSTOM ADAPTERS AS REQUIRED FOR A COMPLETE INSTALLATION. INCLUDE ALL COSTS IN BASE BID.
- PROVIDE STATION CONNECTOR PER SPECIFICATIONS.
- PROVIDE (7) CAT 6, 4 PAIR UTP CABLE(S) TO RESPECTIVE MDF/BDF/DF RACK. COLOR OF CABLE(S) SHALL BE BLUE. TERMINATE STATION END(S) IN STATION CONNECTOR(S) PER SPECIFICATIONS. TERMINATE RACK END(S) ON PATCH PANEL(S) PER SPECIFICATIONS. QUANTITY OF CABLES (?) SHALL BE DICTATED BY THE NUMBER OF WORKSTATIONS FED VIA A GIVEN VOICE/DATA FURNITURE FEED. THE SCS CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING AND PROVIDING QUANTITY OF CABLES AS REQUIRED.
- EXTEND TO STATION LOCATION IN FURNITURE SYSTEM. VERIFY EXACT LOCATION. PRIOR TO ROUGH-IN, WITH FURNITURE SYSTEM INSTALLER. TYPICAL FOR ALL DEVICES IN FURNITURE GROUP. WHERE THE QUANTITY OF PROVIDED CABLES EXCEEDS THAT PROVIDED IN THE FURNITURE GROUP, ALL SPARE CABLES SHALL BE LOOPED INSIDE A FURNITURE SYSTEM PANEL FOR FUTURE USE.
- ALL DEVICES, COVERPLATES AND CABLING SHOWN REPRESENT (1) FACEPLATE. PROVIDE (1) FACEPLATE & FULL CABLE COMPLEMENT PER MODULAR FURNITURE WORKSTATION AND EQUIPMENT PLAN NOTE CALLOUT. THE SCS CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING AND PROVIDING QUANTITY OF CABLES AS REQUIRED. SEE EXAMPLE MODULAR FURNITURE DETAIL ON SCS-xxx MORE INFORMATION.
- SCS CONTRACTOR SHALL VERIFY CABLE ROUTING/FACEPLATE OPENING SIZE FOR EACH TYPE OF FURNITURE PRIOR TO BID. INCLUDE ALL COST IN BASE BID COMPLETE CONNECTIVITY WITHIN MODULAR FURNITURE SYSTEMS.

VOICE ONLY DEVICE

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



CONNECTIVITY DETAIL THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC

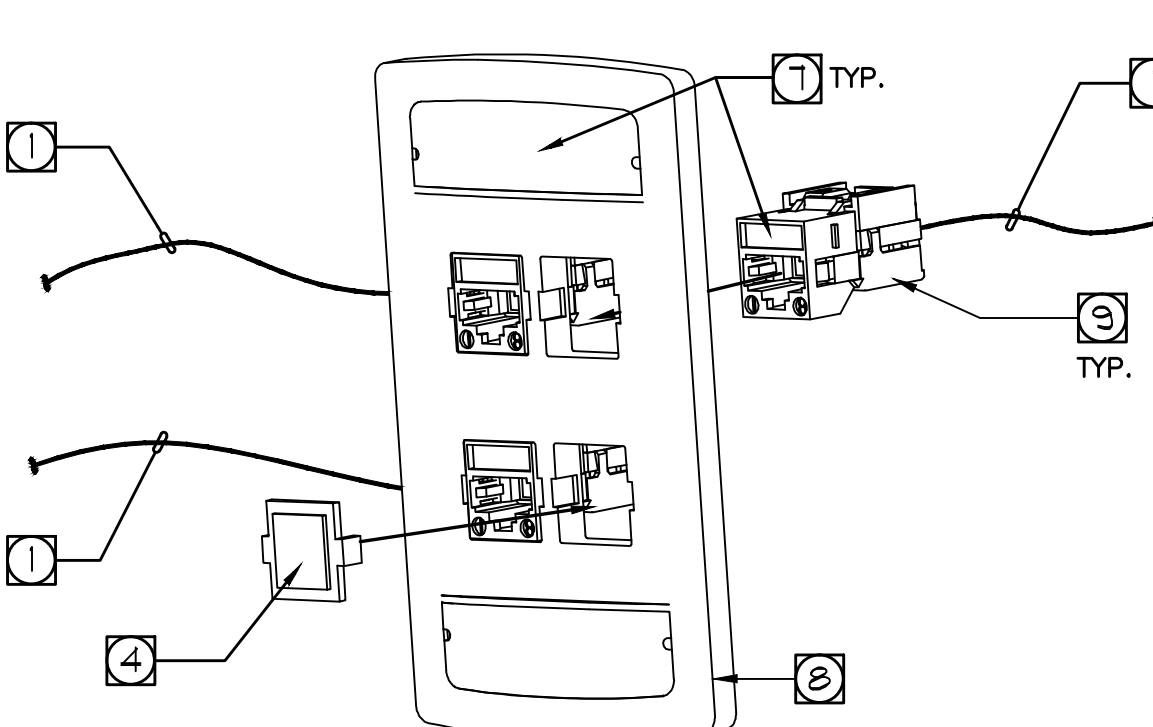


VOICE/DATA COMBINATION DEVICE

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC CONNECTIVITY DETAIL.

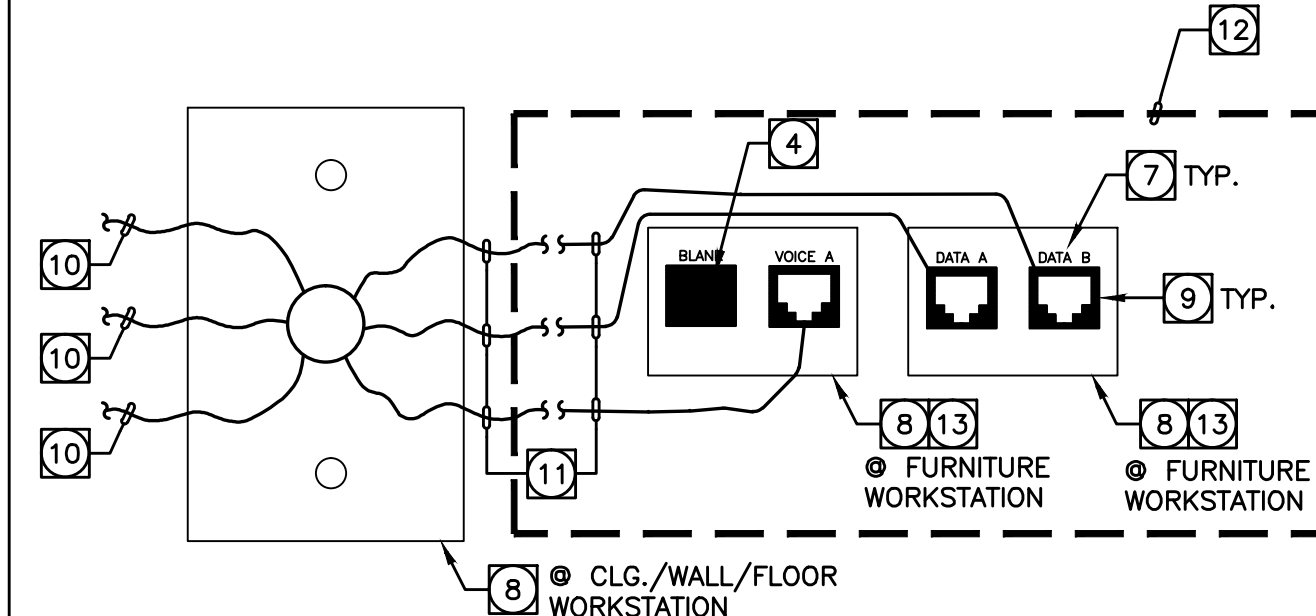


WIRELESS ACCESS POINT DEVICE

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:

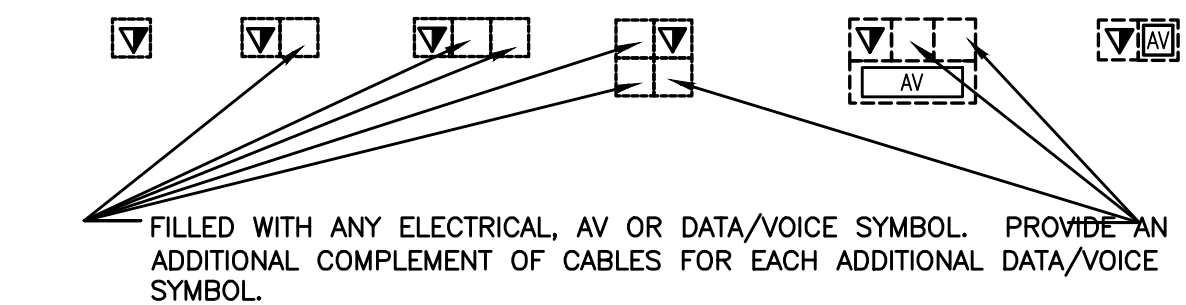


THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC CONNECTIVITY DETAIL.

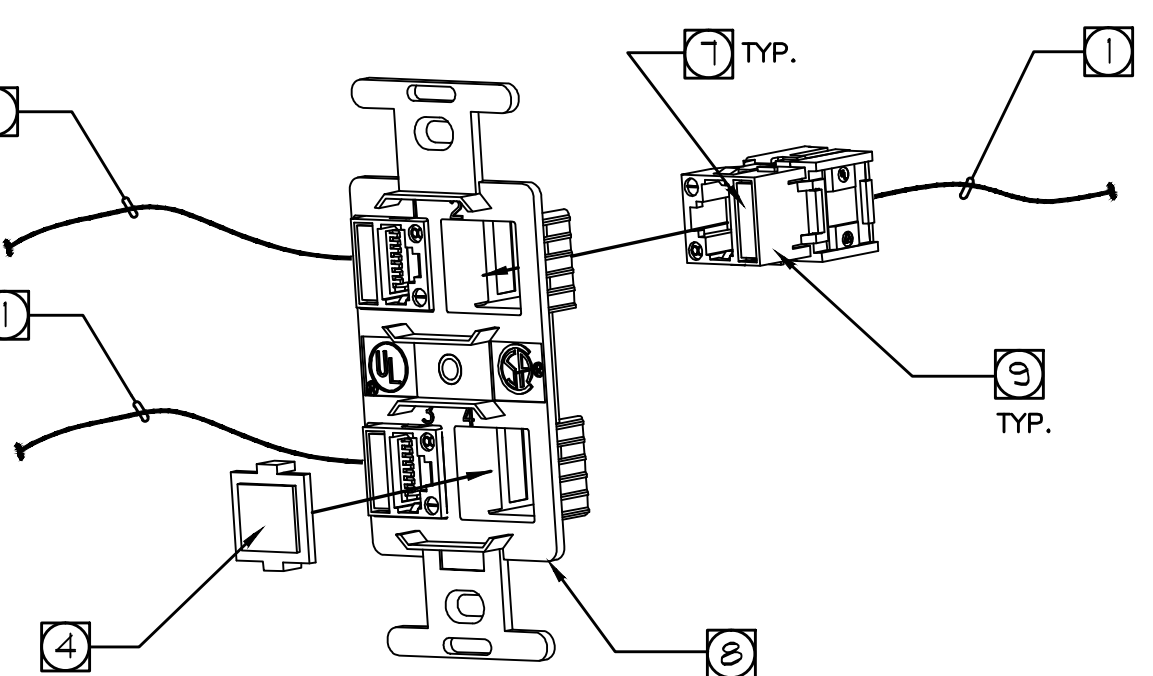


DATA ONLY DEVICE

WHERE THE FOLLOWING SYMBOLS ARE INDICATED ON THE ELECTRICAL DRAWINGS ARCHITECTURAL DRAWINGS AND/OR STRUCTURED CABLING SYSTEM DRAWINGS:



THE FOLLOWING SHALL BE PROVIDED, AS DEPICTED IN THE FOLLOWING DIAGRAMMATIC CONNECTIVITY DETAIL.

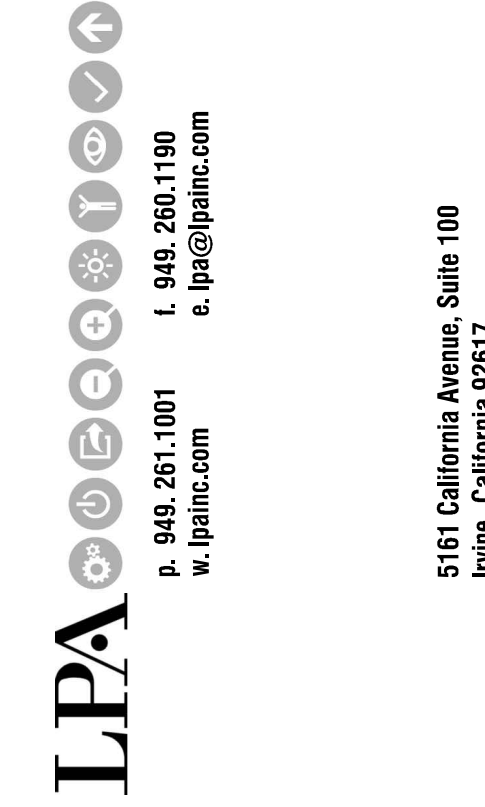


MODULAR FURNITURE DEVICE

CONF RM & TRNG RM FLOOR DEVICE

GENERAL NOTES

- INSTALLATION OF EQUIPMENT AND WIRING MUST MEET ALL APPLICABLE CODES AND STANDARDS INCLUDING BUT NOT LIMITED TO NEC, NFPA, ANSI/EIA/TIA AND ISO 9001.
- EQUIPMENT AND MATERIALS MUST COMPLY WITH UL LISTING AND EACH ITEM STAMPED OR LABELED AS SUCH.
- COMPLIANCE WITH ANSI/TIA/EIA 568-B. COMMERCIAL BUILDING STANDARDS FOR TELECOMMUNICATIONS PATHWAYS AND SPACES.
- COMPLIANCE WITH ANSI/TIA/EIA 568-B. COMMERCIAL BUILDING TELECOMMUNICATIONS CABLING STANDARDS.
- DRAWINGS AND LAYOUTS ARE PRIMARILY DIAGRAMMATIC, CONTRACTOR IS RESPONSIBLE FOR FINAL FOOTAGES AND EXACT LOCATIONS.
- CONTRACTOR SHALL NOTE IN WRITING, ANY DISCREPANCIES BETWEEN DRAWINGS AND SPECIFICATIONS. AS SUCH DISCREPANCIES ARISE, THE MORE STRINGENT SHALL TAKE PRECEDENCE.
- COMMUNICATIONS CABLES (ANY TYPE) ROUTED THRU FURNITURE SYSTEMS SHALL BE ROUTED VIA DEDICATED COMMUNICATIONS PATHWAY, WHEN AVAILABLE. THE ABOVE-MENTIONED CABLES SHALL BE ROUTED IN A BARRIERED SYSTEMS FURNITURE RACEWAY SEPARATE FROM POWER CONDUCTORS PER EIA/TIA STANDARDS AND NEC REQUIREMENTS.
- CONTRACTOR SHALL VERIFY SYSTEMS FURNITURE TYPE AND CABLE ROUTING/FACEPLATE LOCATION WITHIN SYSTEMS FURNITURE PRIOR TO BID. INCLUDE ALL COSTS IN BASE BID.
- REFERENCE ALL ELECTRICAL DRAWINGS (SHELL & T.I.).
- REFERENCE ALL STRUCTURED CABLING SYSTEM DRAWINGS (SCS-SHEETS).
- REFERENCE ALL ARCHITECTURAL DRAWINGS (SHELL & T.I.).
- REFERENCE ALL ELECTRICAL AND STRUCTURED CABLING SYSTEM SPECIFICATIONS (ALL 16600 NUMBERED SPECIFICATIONS).
- CONTRACTOR SHALL UTILIZE CONDUIT(S)/SLEEVE(S) SEQUENTIALLY, MAXIMIZING THE CABLE FILL IN EACH BEFORE UTILIZING THE NEXT CONDUIT(S)/SLEEVE(S). MAXIMUM ALLOWABLE CONDUIT FILL SHALL BE BASED ON NEC TABLES FOR CONDUIT FILL.



IDENTIFICATION STAMP
 CHIEF OF THE STATE ARCHITECT
 OFFICE OF REGULATION SERVICE
 APPL. #:
 DATE: ____/____/____
 FILE NUMBER:

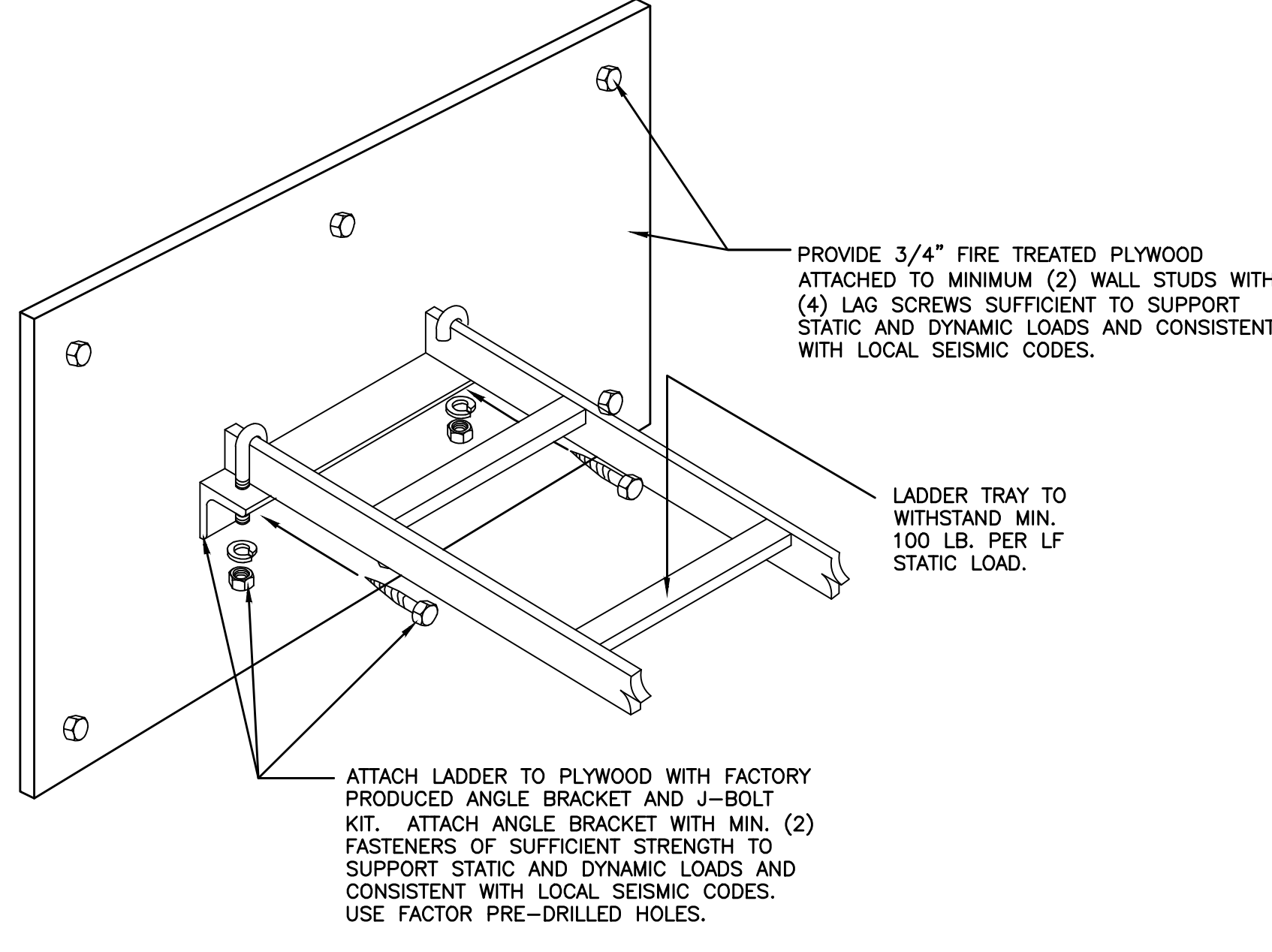
CULINARY ARTS AND DISTRICT OFFICES
 3801 MARKET STREET
 RIVERSIDE, CA 92501
 Developed for
 Riverside Community College District

This set of drawings is the property of the State Architect and shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the State Architect. The State Architect is not responsible for any errors or omissions in these drawings. The contractor shall verify all dimensions and conditions before construction. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

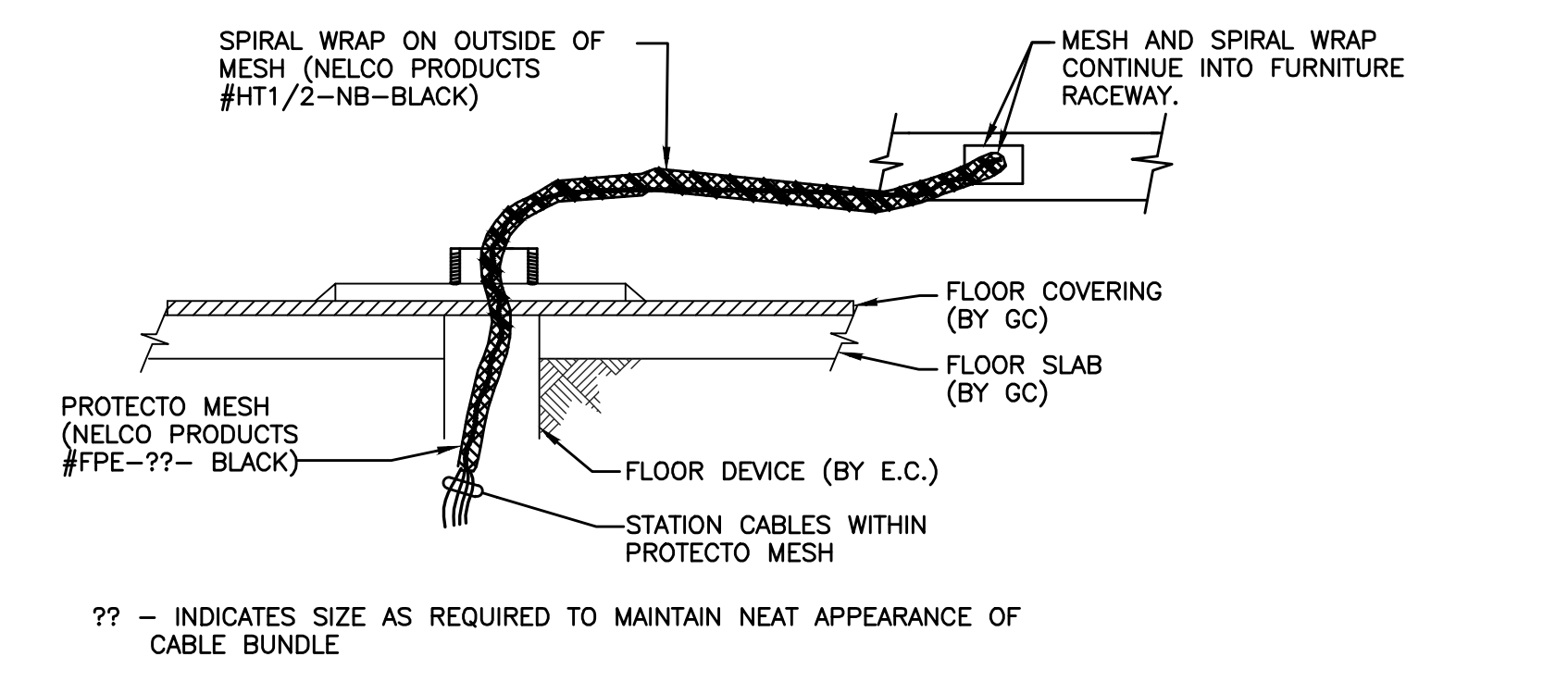
Date	Revision
08/15/13 <td>SUBMITTED FOR REVIEW</td>	SUBMITTED FOR REVIEW

Job No. 2807120
 Date 01-09-13
 Checked by ST
 Scale AS SHOWN

PROGRESS SET 06-18-13



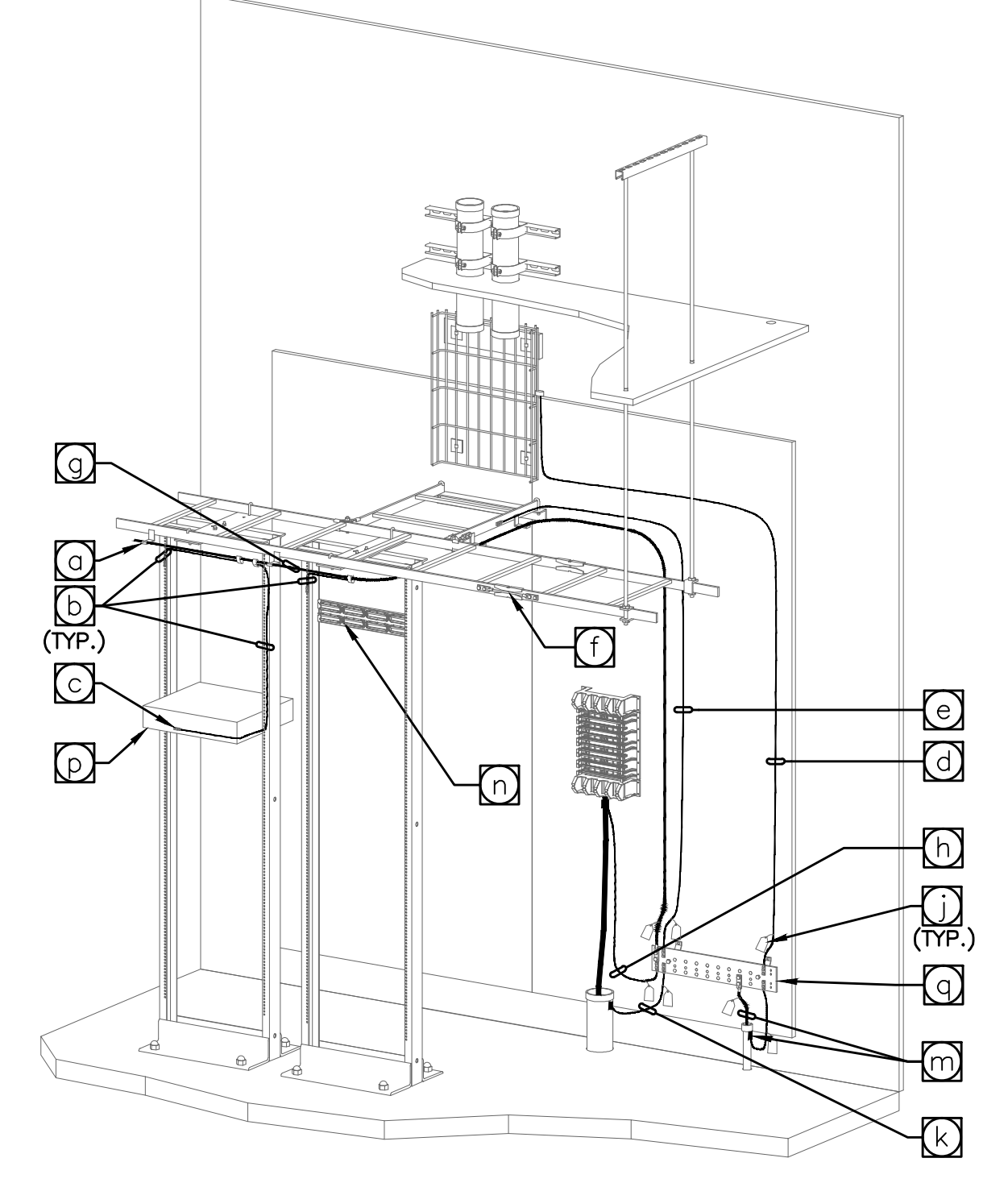
LADDER TRAY ANCHORAGE DETAIL SCALE: NTS



STANDARD SYSTEMS FURNITURE CABLING SHEATH DETAIL SCALE: NTS

GENERAL TELECOMMUNICATIONS GROUNDING NOTES:

- 1. THIS DETAIL IS GENERIC IN NATURE AND IS INTENDED TO DEPICT A VARIETY OF TELECOMMUNICATIONS GROUNDING SCENARIOS...
2. UTILIZE ONLY THREAD-FORMING BONDING SCREWS TO ATTACH ALL PATCH PANELS, HORIZONTAL MANAGERS, FIBER ENCLOSURES, ETC.
3. UTILIZE ONLY THREAD-FORMING GROUNDING SCREWS TO ATTACH EQUIPMENT GROUND CONDUCTOR TO RACK BUSBARS...
4. ALL CONNECTIONS TO TMGB/TGB SHALL BE 2-HOLE COMPRESSION LUGS U.O.N.
5. ALL ITEMS BY SCS CONTRACTOR UNLESS OTHERWISE NOTED (U.O.N.).



ISOMETRIC VIEW REAR OF RACKS SHOWN FOR CLARITY TELECOMMUNICATIONS GROUNDING DETAIL SCALE: NTS

TELECOMMUNICATIONS GROUNDING DETAIL NOTES:

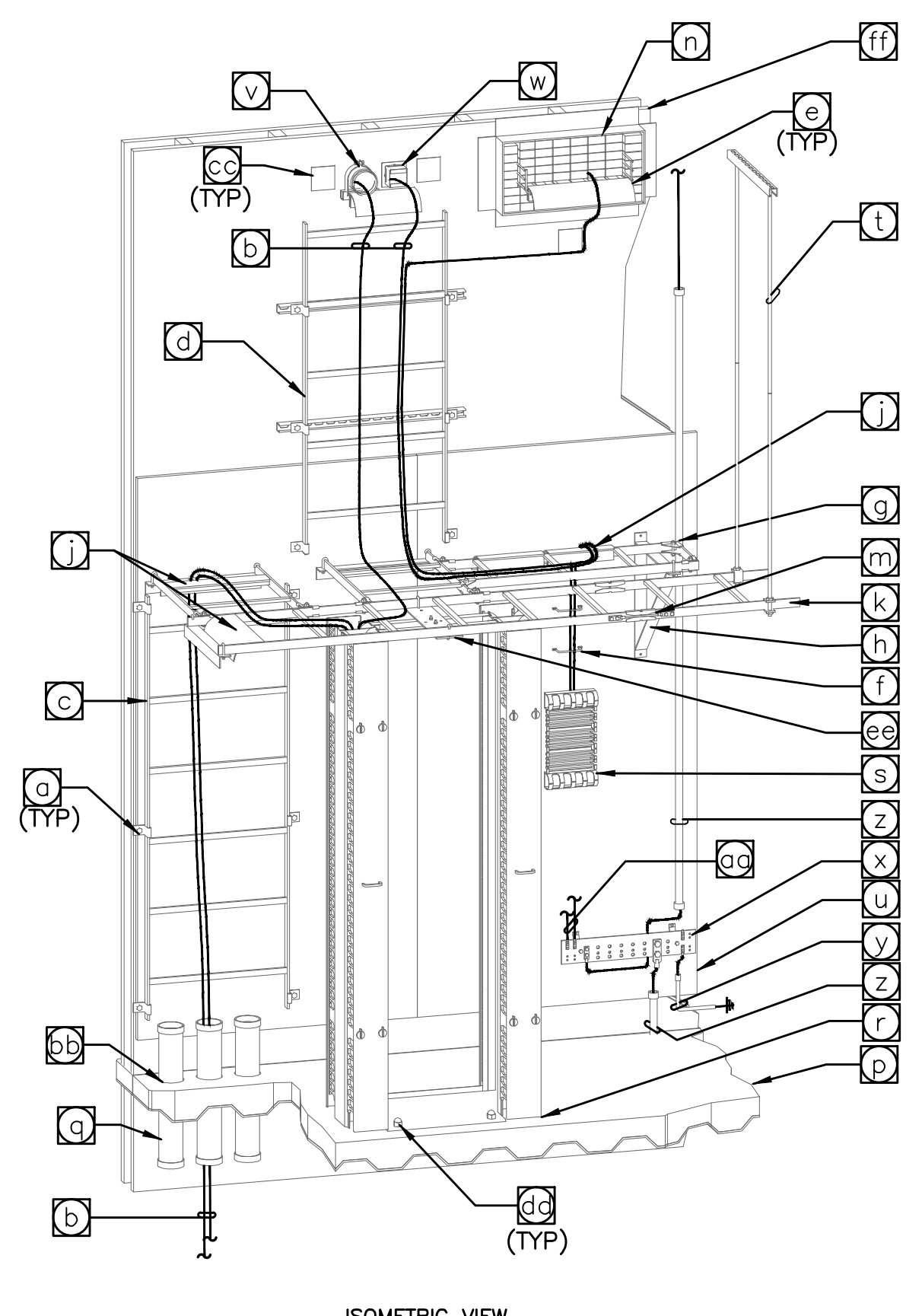
- 1. BRACKET SECURED TO LADDER EVERY 18" TO SUPPORT THE AISLE GROUND CONDUCTOR.
2. RACK GROUNDING KIT CONSISTING OF (1) COMPRESSION HTAP AND (1) #6 AWG GREEN INSULATED GROUND CONDUCTOR W/2-HOLE COMPRESSION LUG...
3. #6 AWG GREEN INSULATED GROUND CONDUCTOR ATTACHED TO TMGB/TGB W/2-HOLE COMPRESSION LUG...
4. #6 AWG GREEN INSULATED GROUND CONDUCTOR TO LADDER TRAY. SECURE BOTH ENDS W/2-HOLE COMPRESSION LUGS...
5. #2 AWG GREEN INSULATED GROUND CONDUCTOR UTILIZED AS AN AISLE GROUND...
6. CABLES CONTAINING A METALLIC SHIELD SHALL BE BONDED W/ #6 GREEN INSULATED GROUND CONDUCTOR ATTACHED TO THE TMGB/TGB...
7. EACH GROUND CONDUCTOR ATTACHED TO THE TMGB/TGB SHALL BE AFFIXED W/ A PLASTIC TYPEWRITTEN TAG...
8. #6 AWG GREEN INSULATED GROUND CONDUCTOR TO CONDUIT GROUND BUSHING...
9. TELECOMMUNICATIONS BONDING CONDUCTOR (TBC) BY E.C. CONSISTING OF (1) 1" C. W/ #3/0 WITH GREEN INSULATION...
10. PATCH PANEL.
11. SWITCH, HUB, ROUTER, SERVER, OR OTHER ACTIVE ELECTRONIC COMPONENT.
12. ANSI-J-STD 607-A COMPLIANT TELECOMMUNICATIONS GROUND BUS BAR(S) BY E.C.
13. THE CONTRACTOR SHALL HANG ALL MECHANICAL DUCTS, PIPES, CONDUITS, CABLE TRAYS AND OTHER SIMILAR ITEMS PER STRUCTURAL NOTE J.5 ON S1.01 AND PER DETAIL 4 & 5/59.01.

GENERAL CABLE ROUTING DETAIL NOTES:

- 1. THIS DETAIL IS GENERIC IN NATURE AND IS INTENDED TO DEPICT A VARIETY OF CABLE TRANSITION SCENARIOS...
2. CONTRACTOR TO COORDINATE CABLE/ LADDER TRAY TRANSITION WITH OTHER TRADES PRIOR TO ROUGH-IN.
3. CONTRACTOR TO PROVIDE CABLE SUPPORT ABOVE FLOOR AND BELOW FLOOR TO PREVENT CABLE MOVEMENT, TAKING CARE NOT TO STRESS CABLE JACKETS.

CABLE ROUTING DETAIL NOTES:

- 1. VERTICAL WALL BRACKET TO ATTACH LADDER TRAY TO PLYWOOD WALL FIELD OR WALL. USE UNISTRUT ATTACHED TO WALL STUDS...
2. HORIZONTAL STATION CABLES AND/OR RISER CABLES.
3. U.L LISTED TELCO STYLE LADDER TRAY. WIDTH TO SPAN CONDUITS. HEIGHT TO BE FROM CONDUITS TO BOTTOM OF OVERHEAD LADDER TRAY...
4. LADDER TRAY NOT REQUIRED IF VERTICAL SPAN IS LESS THAN 24". EXTEND VERTICAL LADDER TRAY FROM HORIZONTAL LADDER TRAY TO 6" BELOW INCOMING CONDUITS OR FIREWALL PENETRATION.
5. CABLE SPILLWAY/WATERFALL. TYPICAL AT ALL CONDUITS, INCOMING CABLE TRAY, OR FIREWALL PENETRATIONS.
6. D-RINGS AS REQUIRED. ALL CABLE ON WALLFIELD SHALL BE ROUTED AT RIGHT ANGLES AND PROPERLY SUPPORTED.
7. END CLOSING KIT. LADDER TRAY TERMINATIONS NOT ADJACENT TO A WALL OR JUNCTION SHALL BE COVERED BY AN END CLOSING KIT OR PROTECTIVE GROMMETS.
8. TRIANGULAR SUPPORT BRACKET. LADDER TRAY SHALL BE SUPPORTED AT 4' INTERVALS.
9. CABLE DROP-OUTS SHALL BE USED WHEREVER CABLES LEAVE LADDER TRAY.
10. U.L LISTED TELCO STYLE LADDER TRAY. SIZE PER PLANS.
11. LADDER TRAY SECTIONS SHALL BE SPLICED UTILIZING BUTT SPLICE KIT (CHATSWORTH PRODUCT #16301-701) OR JUNCTION SPLICE KIT (CHATSWORTH PRODUCT #16302-701)...
12. THROUGH PENETRATION FIRESTOP SYSTEM. FILL IN AND AROUND TRAY AND CABLES WITH INTUMESCENT FIRESTOP PILLOWS...
13. ACCEPTABLE IN ROOMS WITH GASEOUS FIRE SUPPRESSION SYSTEMS. STRUCTURAL FLOOR/CEILING.
14. (?) IMC C.O. WITH BUSHINGS AND PULL STRING - "?" INDICATES QUANTITY AND SIZE PER PLANS. FIRESEAL INSIDE OF ALL CONDUITS TO MEET LOCAL, STATE, AND NATIONAL FIRE CODES.
15. DATA EQUIPMENT RACK AND VERTICAL WIRE MANAGEMENT PER SPECIFICATIONS AND DRAWINGS.
16. 110 BLOCKS AND WIRE TROUGHS AS REQUIRED PER SPECIFICATIONS AND DRAWINGS.
17. STRUCTURAL CEILING SUPPORT AS REQUIRED. LADDER TRAY SHALL BE SUPPORTED AT 4' INTERVALS.
18. PLYWOOD BACKBOARD. USE DOUGLAS FIR PLYWOOD, EXTERIOR GRADE, FINISHED ONE SIDE AND PRIM COAT PAINTED ON ALL SURFACES WITH A FINISH COAT OF FIRE RETARDANT INTUMESCENT WHITE ENAMEL...
19. FIREWALL PENETRATION SLEEVE(S) WITH BUSHINGS. SIZE AND QUANTITY PER PLANS. SCS CONTRACTOR TO FIRESEAL INSIDE OF SLEEVE AFTER CABLE INSTALLATION.
20. RE-ENTERABLE FIREWALL PENETRATION (STI EZ-PATH #E2DP3FWFS OR EQUAL BY WIREMOLD). QUANTITY AS REQUIRED. MAY BE USED IN-LEU-OF OR IN-ADDITION-TO CONVENTIONAL FIREWALL PENETRATION SLEEVES...
21. 1/2" C. #6 GROUND WITH EXOTHERMIC CONNECTION TO NEAREST EFFECTIVELY GROUNDED BUILDING STEEL AND 2-HOLE COMPRESSION CONNECTION TO TMGB/TGB(S) BY E.C.
22. TELECOMMUNICATIONS BONDING CONDUCTOR (TBC) CONSISTING OF (1) 1" C. W/ #3/0 WITH GREEN INSULATION (OR #1/0 IF THE LENGTH OF THE TBC IS LESS THAN 100 FT)...
23. (?) #6 COPPER GROUND WIRE(S) WITH GREEN INSULATION TO EQUIPMENT RACK, LADDER TRAY, CABLE TRAY, CONDUITS, ETC.
24. U.L FIRESTOP AROUND EXTERIOR OF CONDUIT PENETRATION AS REQUIRED. (TYP).
25. FIRESTOP LABEL PER CODE.
26. FASTEN RACK TO FLOOR WITH (4) PROPERLY RATED CONCRETE ANCHORS...
27. BACK-TO-RUNWAY MOUNTING KIT. LADDER TRAY SHALL BE SUPPORTED AT 4' INTERVALS...
28. WALL OF IDF, MDF, OR BDF.



ISOMETRIC VIEW SCALE: NTS

CABLE ROUTING DETAIL

PROGRESS SET 06-18-13

Table with columns for Date, Revision, and Description, used for tracking changes to the drawing.

F:\2013\0309 R000 Culinary Arts\SCS AND SE PLANS\2013-0309-SCS4.02.dwg, SCS4.02, 6/18/2013 3:50:02 PM, web, 11

EXHIBIT 6

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: VI-A-1

Date: June 15, 2010

Subject: Market Street Properties – Culinary Arts and District Office Building

Background: On April 22, 2010, the Board of Trustees was presented with a conceptual design and plan for the Market Street Properties located in downtown Riverside. The Board of Trustees approved staff to proceed with plans for constructing a new building, combining the Culinary Academy and District Office at the corner of Market Street and University Avenue.

Now after considerable review by District staff and approval by the RCC Strategic Planning Executive Council meeting on May 6, 2010 and the District Strategic Planning Committee on May 28, 2010, staff requests approval to use the last two remaining Market Street properties (Holyrood Hotel and System Offices Building) as the new location for the Culinary Academy combined with a District Office. A new state-of-the-art three story structure over two levels of a subterranean parking structure in downtown Riverside will benefit the community and District providing a unique opportunity for RCC Culinary students, staff and public. The downtown location will provide a centralized location for service and exposure to local businesses, centrally located to serve all RCCD Colleges, and will serve as the catalyst to the much anticipated Riverside School for the Arts (RSA) complex.

Staff now offers a project design presentation for the Board's consideration and a request for the Board approval of a tentative budget in the amount of \$23,043,996 and an architecture agreement with LPA in the amount of \$1,853,192 for the Culinary Arts and District Office Building project. The tentative budget includes services for planning and working drawings, Division of State Architect (DSA) fees, construction, test and inspection services, construction management and identified Group II Furniture, Fixtures and Equipment. Attached is the agreement with LPA for the Board's review and consideration. After completion of the contract documents, staff and design team will present the final draft to the Board of Trustees for review and approval to proceed to the bid process. The project to be funded by District Measure "C" Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Culinary Arts and District Office Building project located at the corner of Market Street and University Avenue; approve the tentative project budget in an amount not to exceed \$23,043,996 using District Measure "C" Funds; approve an agreement with LPA for an amount not to exceed \$1,853,192 for architectural services; and approve the Vice Chancellor, Administration and Finance to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson, Chief of Staff

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

Michael J. Stephens, Capital Program Administrator
Facilities Planning, Design and Construction

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
LPA

This AGREEMENT is made and entered into on the 16th day of June, 2010, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and LPA, hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for the CULINARY ARTS BUILDING AND DISTRICT OFFICE, hereinafter referred to as “PROJECT”, located at 3801 Market Street, Riverside, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that \$23,043,996 in funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before May 23, 2011.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.
2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).
3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.
4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.
5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 *et seq.*
6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.
7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.
8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.
9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition, ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. Schematic Design Phase

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority. ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental

agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall provide specialty consultant services and additional services to DISTRICT as set forth on Attachment "B".

d. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

e. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. Bidding & Award Phase

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. In addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.

h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on

marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

(i) Contract Information Form DSA-102.

(ii) Inspector Qualification Record Form DSA-5 should be submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. PROJECT Close-Out

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a “Certificate of Completion”.

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record’s semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on the approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster’s Certificate (if required by approved drawings and specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as approved by DSA.
- (viii) Copies of the signature page of all Change Orders as approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any “Field Trip Notes” have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT’S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT’s control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.

c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.

e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.

f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT’s compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.

g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT

representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT’S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT’s objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.
2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT’s objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the “Budget” for the PROJECT as set forth in this AGREEMENT.
3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.
4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT’s failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT’s responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT’s consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost (“Construction Cost”) shall be reconciled against the DISTRICT’s Budget for the PROJECT.
2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:

a. The DISTRICT may give written approval of an increase of such fixed limit;

b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.

c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;

d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or

e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the

estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S. A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase: (Board Approval)	3% of estimated Architect fee as set forth on Attachment "A".
Construction Admin:	25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	2% of estimated Architect fee as set forth on Attachment "A".

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION	100% of actual Architect Fee based on accepted bid.
--	--

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$83,574 as set forth on Attachment "A" and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence,

or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. The ARCHITECT'S obligation to indemnify does not include the obligation to defend actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and costs incurred by the District in defending such actions or proceedings brought against the District to the extent caused by the ARCHITECT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

6. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

7. This AGREEMENT shall be governed by the laws of the State of California.

8. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

9. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

LPA

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By:

Robert O. Kupper, AIA
Chief Executive Officer
5161 California Ave., Ste. 100
Irvine, CA 92617

By:

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

ATTACHMENT "A"

Architectural Fee Schedule:

1. Nine percent (9%) of the first five hundred thousand dollars (\$500,000.00) of computed cost. (\$45,000.00)
2. Eight and one-half percent (8 ½%) of the next five hundred thousand dollars (\$500,000.00) of computed cost. (\$42,500.00)
3. Eight percent (8%) of the next one million dollars (\$1,000,000.00) of computed cost. (\$80,000.00)
4. Seven percent (7%) of the next four million dollars (\$4,000,000.00) of computed cost. (\$280,000.00)
5. Six percent (6%) of the next four million dollars (\$4,000,000.00) of computed cost. (\$240,000.00)
6. Five percent (5%) of computed cost in excess of ten million dollars (\$13,043,996.00). (\$652,200.00)
7. Four percent (4%) on the cost of factory built portables. (Building cost only - all other costs are included in calculation items (1) through (6) above.)

Total compensation is not to exceed one million, three hundred thirty-nine thousand and seven hundred dollars (\$1,339,700) based on the project budget of \$23,043,996.

Reimbursable Expenses:

Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid in an amount not to exceed \$83,574.

ATTACHMENT "B"

Specialty Consultant Services:

Specialty Consultant Services (SCS) are estimated at a not to exceed amount of \$308,318. SCS include the following:

Consultant	Amount
Food Service	\$74,160
Vibration	\$46,350
Fire Sprinkler Engineer	\$51,500
Data/Telecom Distributor	\$30,900
Technology Program	\$25,750
Audio Visual	\$25,750
Acoustics Basic	\$19,570
Cost Estimation	\$34,338
SCS Total:	\$308,318

Additional Services:

Additional services are estimated at a not to exceed amount of \$121,600. Additional services include the following:

Service	Amount
Information Technology & Audio/Visual Architectural Support	\$70,000
Furniture, Fixtures & Equipment	\$51,600
Additional Services Total:	\$121,600



DGS

DEPARTMENT OF GENERAL SERVICES

Division of the State Architect – San Diego Office

3/25/2014 - APPROVAL OF PLAN(S)

GREGORY GRAY
RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 MAGNOLIA AVENUE
RIVERSIDE, 92506-1299

Project: RIVERSIDE COMMUNITY COLLEGE

Total Scope of Project: Construction of 1-Culinary Arts Classroom/District Office Building, 1-Parking Structure

Increment #: 0
Application #: 04-112789
File #: 33-C1

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 3/25/2014. This letter constitutes the "written approval of the plans as to safety of design and construction" required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction start date, must be given to DSA prior to start of construction.

DSA does not review drawings and specifications for compliance with Parts 3 (California Electrical Code), 4 (California Mechanical Code), and 5 (California Plumbing Code) of Title 24. It is the responsibility of the professional consultants named on the application to verify this compliance.

Please refer only to the boxes checked below which indicate applicable conditions specific to this project:

- Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety.
- Due to the nature of the building(s), certain precautions considered necessary to assure long service have not been required. In the condition as built, the building(s) will meet minimum required standards for structural, and fire and life safety. The owner must observe and correct deterioration in the building in order to maintain it in a safe condition.
- Your attention is drawn to the fact that this application was submitted under the provisions of Sections 39140/81130 of the Education Code which permit repairs or replacement of a fire damaged building to be made in accordance with the drawings and specifications previously approved by this office. The drawings and specifications approved for the reconstruction of this building conform to the drawings and specifications approved under application # _____.
- These drawings and specifications meet the rules, regulations, and building standards in effect at the time of the original approval and do not necessarily comply with rules, regulations, or building standards currently in effect.
- Due to the nature of the poles, certain precautions considered necessary to assure long service have not been insisted upon. In their condition as built, they will meet minimum required safety standards; however, your attention is directed to the comparatively short life of wood poles. It will be the responsibility of the owner to maintain them in a safe condition.

Regional Office * 10920 Via Frontera, Suite 300 * San Diego, CA 92127 * (858) 674-5400

- Bleachers or grandstands constructed in accordance with approved drawings and specifications will meet minimum required standards for structural, and fire and life safety. The owner should provide for and require periodic safety inspections throughout the period of use to ensure framing and other parts have not been damaged or removed. On bleachers or grandstands having bolts, locking or safety devices, the owner shall require that all such components be properly tightened or locked prior to each use.
- This approval is for the part shown only since the drawings and specifications for the proposed work include only the portion of the building to be partially constructed on the subject site. It is understood that a separate application will be subsequently filed, together with drawings and specifications showing a plot plan and details of work necessary for completion. A contract for completion shall not be let before the written approval of such drawings has been obtained from the Department of General Services.
- The building(s) was designed to support a snow load of 0 pounds per square foot of roof area. Snow removal must be considered if the amount of snow exceeds that for which the building(s) was designed.
- This constitutes the written approval certifying that the drawings and specifications are in compliance with State regulations for the accommodation of the disabled which are required before letting any contract for construction. (See Section 4454, Government Code.)
- Your application for the construction of a relocatable building submitted under the provisions of Section 17293 of the Education Code is hereby approved. This approval certifies that the drawings and specifications are in compliance with state regulations for accommodation of the disabled, structural safety, and fire and life safety. This approval applies only to the drawings and specifications for the foundation system, anchorage of the overhead nonstructural elements, and site work related to this project. Documentation has been received indicating that the building was constructed after December 19, 1979, and bears a commercial coach insignia of approval from the Department of Housing and Community Development (HCD). Confirmation that the construction of the HCD building conforms to the appropriate state regulations is done by others. (See Section 17307, Education Code and Section 4454, Government Code.)
- Deferred Approval(s) Items:
Elevator Guide Rails and Support Bracket Anchorage, Window Wall Systems or Storefronts with spans greater than 10 feet

This Project has been classified as **Class 1**. An Inspector who is certified by DSA to inspect this class of project must be approved by DSA prior to start of construction.

Please refer to the above application number in all correspondence, reports, etc., in connection with this project.

Sincerely,



Digitally signed by Chris Christakos
DN: cn=Chris Christakos, o=DGS,
ou=DSA,
email=chris.christakos@dgs.ca.gov
, c=US
Date: 2014.03.27 08:00:48 -07'00'

for Chester "Chet" Widom, FAIA
State Architect

cc:
Architect
pete.fischer@dgs.ca.gov

EXHIBIT 7



DEVELOPED FOR
 3801 MARKET STREET, CA 92501
 OFFICE BUILDING
 CULINARY ARTS AND DISTRICT
 RIVERSIDE COMMUNITY COLLEGE DISTRICT

DATE: 01-11-17
 PROJECT NUMBER: 17-01

NO.	DATE	DESCRIPTION
1	01-11-17	ISSUED FOR PERMIT
2	02-22-17	REVISIONS
3	03-01-17	REVISIONS
4	03-01-17	REVISIONS
5	03-01-17	REVISIONS
6	03-01-17	REVISIONS
7	03-01-17	REVISIONS
8	03-01-17	REVISIONS
9	03-01-17	REVISIONS
10	03-01-17	REVISIONS

THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF LPA AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF LPA.

DESIGNED BY	STEPHEN
CHECKED BY	STEPHEN
DATE	01-11-17
PROJECT NO.	17-01
SHEET NO.	1

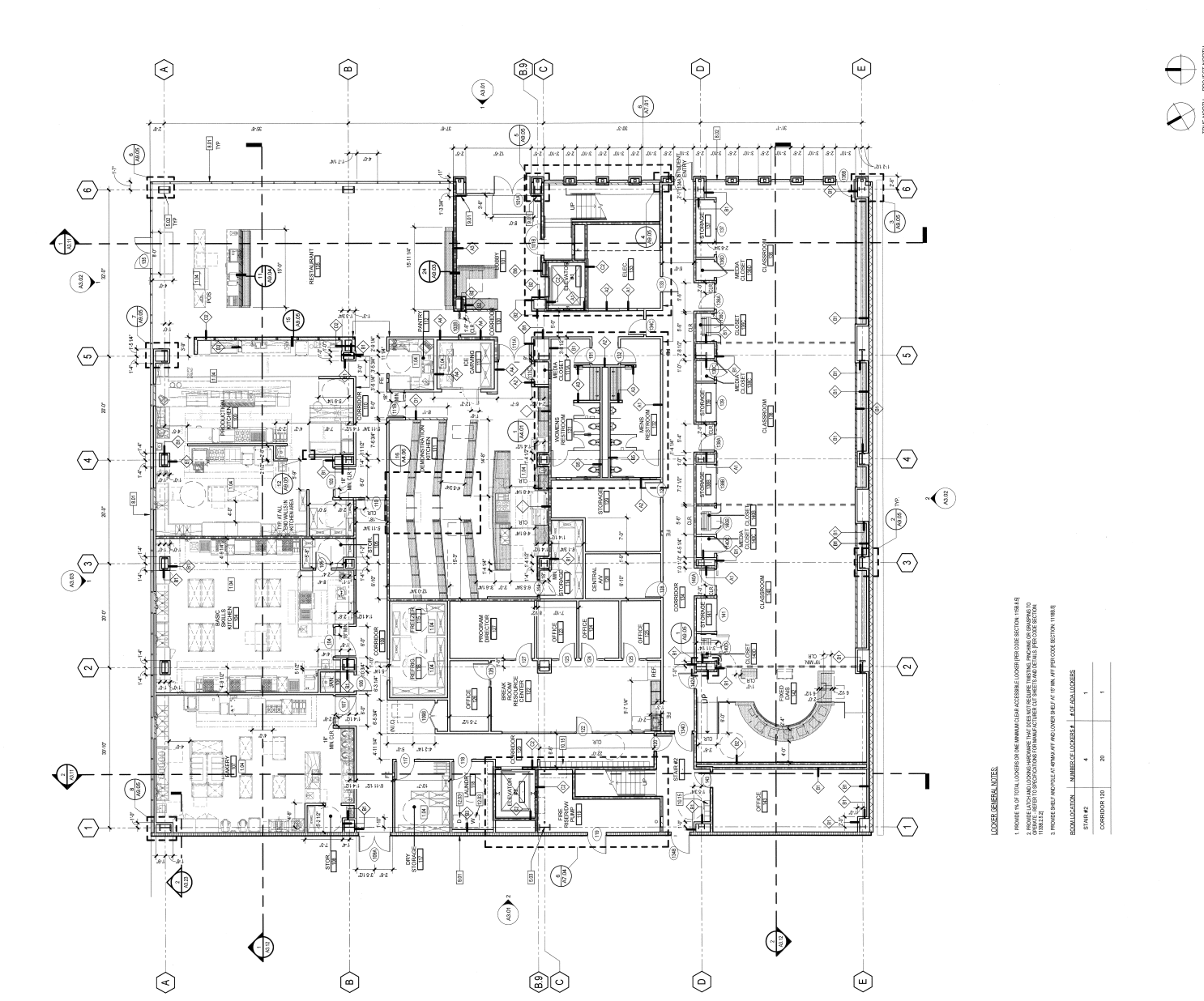
GENERAL NOTES

- ALL DIMENSIONS ARE TO FACE OF FINISH L.I.N.O.
- ALL WALLS AND CEILING IN RESTROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE RESTROOM INCLUDING THE CEILING.
- ALL WALLS AND CEILING IN CLASSROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE CLASSROOM INCLUDING THE CEILING.
- ALL WALLS AND CEILING IN CLASSROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE CLASSROOM INCLUDING THE CEILING.
- FOR LOCATION OF FLOORING, SEE FLOOR PLANS.
- FOR LOCATION OF CEILING, SEE FLOOR PLANS.
- FOR LOCATION OF WALLS, SEE FLOOR PLANS.
- FOR LOCATION OF DOORS, SEE FLOOR PLANS.
- ALL CONCRETE STRUCTURAL STEEL TO BE 1 HOUR RATED WITH INTERMEDIATE STRENGTH CONCRETE TOP OF JOIST ELEVATIONS.
- ALL CONCRETE STRUCTURAL STEEL TO BE 1 HOUR RATED WITH FIVE PPM SBR.
- SEE LEGEND, B.11, AND B.12 FOR EXTERIOR WALL.

- METAL STUD WALL CONSTRUCTION**
- EXTERIOR 1-HOUR RATED CMU BLOCK WALL 4" THICKNESS - REFER TO STRUCTURAL PLAN FOR DETAILS.
 - EXTERIOR 1-HOUR RATED METAL STUD WALL SYSTEM - REFER TO STRUCTURAL PLAN FOR DETAILS.
 - EXTERIOR PARTITION WALL 1/2" METAL STUD, SEE DETAIL D1, D2, AND D3.
 - EXTERIOR PARTITION WALL 1/2" METAL STUD, SEE DETAIL D1, D2, AND D3.
 - 2-HOUR RATED METAL STUD WALL.
 - ALUMINUM FRAMED GLAZING SYSTEM.
 - PARTIAL HEIGHT WALL - SEE INTERELEVATIONS FOR HEIGHT. FOR SUPPORT SEE DETAIL D15, D16, AND D17.
 - IDENTIFIED IN LAYOUT.
- IDENTIFIED INTERIOR WALL TYPE - ALL WALLS ARE TYPE 1 UNLESS NOTED OTHERWISE.**
- IDENTIFIED DOOR NUMBER - REFER TO DOOR SCHEDULE A.01.
 - IDENTIFIED WINDOW NUMBER - REFER TO WINDOW SCHEDULE A.01.
 - IDENTIFIED EXTERIOR GLAZING SYSTEM - REFER TO LEGEND, WINDOW GLAZING.
 - FIRE EXTINGUISHER CABINET - REFER TO UNIFORM CODE.
 - ALERT.
 - ROOM NAME.
 - ROOM NUMBER.
 - IDENTIFIED EXTERIOR COMPOSITE WOOD BEARING.
 - MAXIMUM ALLOWABLE LOADS - REFER TO LEGEND, MAXIMUM ALLOWABLE LOADS.
 - ACCESSIBLE STATION - SEE EXTERIOR ELEVATIONS.

LEGEND

(Symbol)	ACCESSIBLE STATION - SEE EXTERIOR ELEVATIONS.
(Symbol)	IDENTIFIED EXTERIOR COMPOSITE WOOD BEARING.
(Symbol)	MAXIMUM ALLOWABLE LOADS - REFER TO LEGEND, MAXIMUM ALLOWABLE LOADS.
(Symbol)	IDENTIFIED WINDOW NUMBER - REFER TO WINDOW SCHEDULE A.01.
(Symbol)	IDENTIFIED DOOR NUMBER - REFER TO DOOR SCHEDULE A.01.
(Symbol)	IDENTIFIED INTERIOR WALL TYPE - ALL WALLS ARE TYPE 1 UNLESS NOTED OTHERWISE.



- KEY NOTES**
- 1.00 IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
 - 1.01 IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
 - 1.02 IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
 - 1.03 IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.

KEYNOTES

1.00	IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
1.01	IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
1.02	IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.
1.03	IDENTIFIED ACCESSIBLE NUMBER AND OWNER TO BE IDENTIFIED BY OWNER.

GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE OF FINISH L.I.N.O.
- ALL WALLS AND CEILING IN RESTROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE RESTROOM INCLUDING THE CEILING.
- ALL WALLS AND CEILING IN CLASSROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE CLASSROOM INCLUDING THE CEILING.
- ALL WALLS AND CEILING IN CLASSROOMS TO BE DENS-SHIELD TILE BACKER BOARD AND MANTAIN AN UNINTERRUPTED MINIMUM HEIGHT CLEARANCE OF 7'0" TO BE MAINTAINED THROUGHOUT THE ENTIRE CLASSROOM INCLUDING THE CEILING.
- FOR LOCATION OF FLOORING, SEE FLOOR PLANS.
- FOR LOCATION OF CEILING, SEE FLOOR PLANS.
- FOR LOCATION OF WALLS, SEE FLOOR PLANS.
- FOR LOCATION OF DOORS, SEE FLOOR PLANS.
- ALL CONCRETE STRUCTURAL STEEL TO BE 1 HOUR RATED WITH INTERMEDIATE STRENGTH CONCRETE TOP OF JOIST ELEVATIONS.
- ALL CONCRETE STRUCTURAL STEEL TO BE 1 HOUR RATED WITH FIVE PPM SBR.
- SEE LEGEND, B.11, AND B.12 FOR EXTERIOR WALL.

LOCKER GENERAL NOTES

1. PROVIDE 15' TOTAL LOCKER BAY AND 15' MINIMUM CLEARANCE LOCKER BAY SECTION 1.04.01.
- PROVIDE LOCKER LOCKING MECHANISM THAT DOES NOT REQUIRE SYSTEMS, WIRING, OR PUMPING. CD 1.04.01. REFER TO SPECIFICATIONS FOR MANY ACCESSORIES AND DETAILS PER LOCKER SECTION.
- PROVIDE BENCH AND TOWEL HANGERS AT END OF EACH BAY AT 10' MIN. AFF PER LOCKER SECTION 1.04.01.

SECTION	NUMBER	LOCKER #	AT LOCKERS
CORRIDOR 101	4	1	1

EXHIBIT 8

Riverside City College Total Enrollment in CTE

	CTE Overall	Applied Technology	Business Admin / Info Systems Technology	College Overall	CTE as a Percentage of College
2011-2012	22,548	5,389	11,779	113,503	19.9%
2012-2013	20,087	5,001	10,810	101,183	19.9%
2013-2014	21,143	5,234	10,873	107,797	19.6%
2014-2015	21,179	5,093	10,504	111,479	19.0%

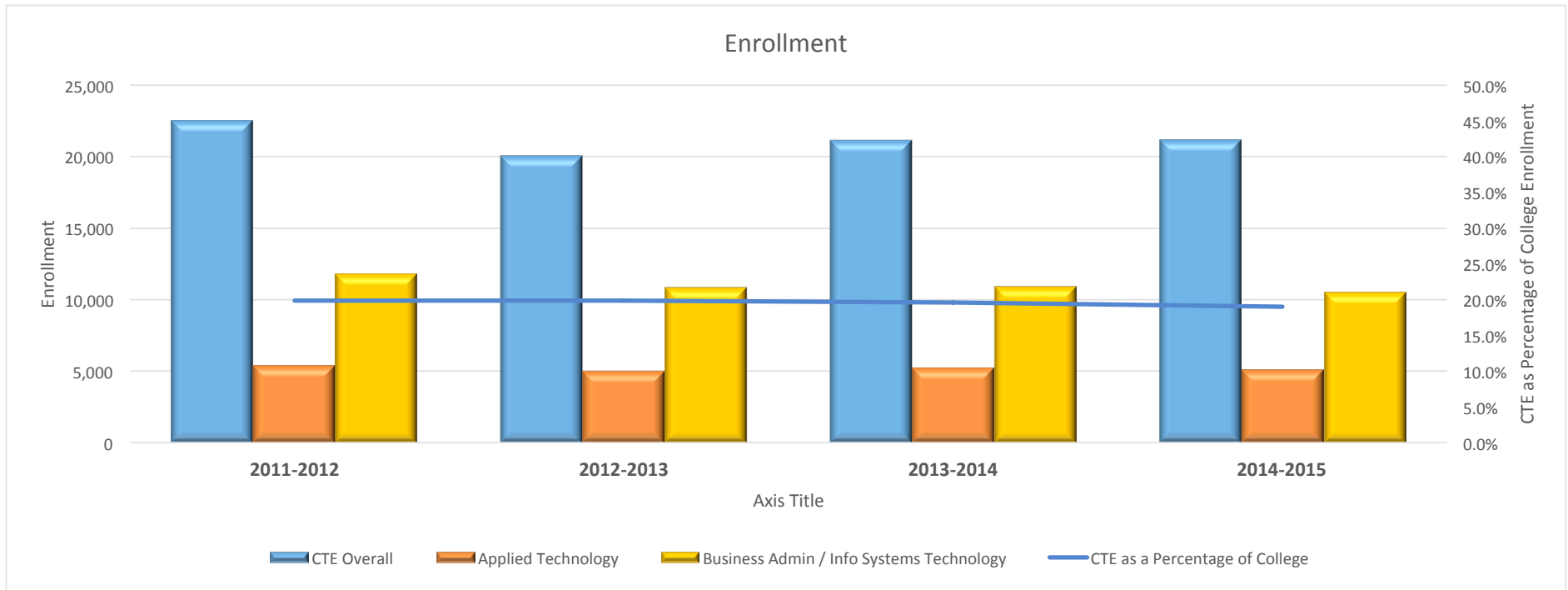


EXHIBIT 9

Culinary Arts Degree and Certificates

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

Culinary Arts AS561/AS561B/AS561C/CE561

Certificate Program

Program Learning Outcomes

Upon successful completion of this certificate program, students should be able to:

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (26 units)

CUL-36	Introduction to Culinary Arts	8 units
CUL-37	Intermediate Culinary Arts	8 units
CUL-38	Advanced Culinary Arts	8 units

Elective of 2 units, either

CUL-20	Fundamentals of Baking	2 units
CUL-22	Cake Decorating I	2 units

Associate of Science Degree

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

EXHIBIT 10



Riverside City College
Total Cost of Ownership Assessment
Physical Resource Advisory Group (PRAG)
Culinary Arts Academy

- | |
|--|
| <p>Strategic Goals</p> <ol style="list-style-type: none">1. Student Success2. Student Access3. Institutional Effectiveness4. Resource and Learning Environment Development5. Community Engagement |
|--|

Does this project align with the Long Range Educational Plan?

Yes No N/A

Comments: Goals 1, 2, 4 and 5

The Educational Master Plan (EMP) serves as the guiding document for the Facilities Master Planning on the RCC campus. The Culinary Arts Academy will house professional quality demonstration and teaching kitchens, a bakery, classrooms, rooftop pavilion, and a public dining room where Culinary students can gain experience and the community can enjoy delicious fare.

Have FTES considerations been addressed?

Yes No N/A

Comments: Goals 1, 2, 3 and 4

The college enrollment plan has taken into consideration the expected growth population in the Culinary Arts discipline. This program enrolls 35 students per each Culinary class in a cohort. Additional Hospitality & Management classes will be offered in the new facility.

Does this project align with the Facilities Master Plan?

Yes No N/A

Comments: Goals 4 and 5

The RCC Strategic Planning Executive Council on May 6, 2010 and the District Strategic Planning Committee on May 28, 2010, recommended approval of this facility. The project was board approved on June 15, 2010. This project is in line with the Facilities Master Plan to provide economic, intellectual, and creative opportunities and experiences for students and the general public. This facility will be one of the three educational facilities in downtown Riverside's Centennial Plaza.

Have cap/load ratio considerations been addressed?

Yes No N/A

Comments: Goal 4

Cap load ratios considerations were initially evaluated in 2010 during the planning of the project and have been reassessed since that period to ensure no negative affect on load ratios when analyzing interior space.

Has sustainability considerations been addressed?

Yes No N/A

Comments: Goal 4

The Culinary Arts Academy facility is being designed to meet LEED Silver standards for green (sustainable) efficiencies.



Riverside City College

Total Cost of Ownership (TCO) Summary

Planning Year: 2010
Project Title: CAADO (Culinary)

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

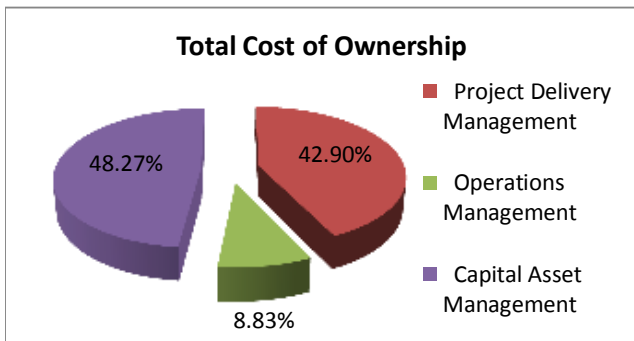
Name of Facility	CULINARY			<i>(choose from dropdown)</i>	
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016		
Age of Facility	0	Years	Last Addition	0	
Project Description	With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.				
Project Justification	The Culinary Arts program is currently located in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.				
Gross Square Footage (GSF)	15,916	Assignable Square Footage (ASF)	12,476		
Weekly Student Contact Hour Capacity (WSCH)	6,205				

Project Delivery Management:		One-Time
<i>Total Project Costs</i>	\$	17,024,381
<i>Total Project Funding</i>	\$	17,024,381
<i>Funding Sources Over / Under Project Costs</i>	\$	-

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

	New		
	One-Time	New Ongoing	Total
<i>Salaries and Benefits</i>	-	744,956	744,956
<i>New FT Faculty & Counselor Equipment</i>	-		-
<i>Equipment, Supplies and Services</i>	1,300,794	445,136	1,745,930
<i>Technology</i>	769,085	113,883	882,968
<i>Building Maintenance and Operations</i>	9,863	119,657	129,521
Total Operating Costs	\$ 2,079,742	\$ 1,423,632	\$ 3,503,374

Capital Asset Management - (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)	Current	Annualized Costs	Replacement Costs
Total Projected Capital Asset Management	\$ 17,812,823	\$ 544,482	\$ 19,151,638



Assessment by Physical Resources Advisory Group (PRAG) completed on September 2015

CULINARY Project Recommendation: Approved to Move Forward



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement New

Department/Division CTE/Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Name of Facility	CULINARY				<i>(choose from dropdown)</i>		
State Inventory Building Number	<i>(existing facility data from FUSION)</i>			XXX			
Year Built	2016	Age of Facility	0	Years	Last Addition	0	
Project Description	<p>With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.</p>						
Project Justification	<p>and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.</p>						
Condition and Efficiencies of Building							
<i>(choose from dropdown)</i>		<i>free form field for comments</i>					
Present Condition	<p>This is a new facility, therefore excellent condition. A formal assessment of the facility will be completed by the State Chancellor's Office in 3 years (2019).</p>						
Estimated Cost to Fully Renovate Building				<i>(data in FUSION)</i>		\$ -	
Recent Renovations	No	Date of Renovation	N/A		Cost of Renovation	\$ -	
Describe Renovations Below:							
N/A							
<i>(choose from dropdown)</i>		<i>free form field for comments</i>					
Energy Efficiencies	<p>This is a new facility, therefore excellent condition. A formal assessment of the facility will be completed by the State Chancellor's Office in 3 years (2019).</p>						
<i>free form field for comments</i>							
Sustainability	<p>The Culinary Arts Academy is being designed to meet LEED Silver standards for green (sustainable) efficiencies.</p>						
Square Footage Data:		Gross	15,916	Assignable	12,476	Efficiency	78%
Programs/Services Housed in the Facility					<i>(Instructional Programs/Support Services)</i>		
<i>free form field for comments</i>							
<p>The Culinary Arts Academy will house all programs related to the culinary discipline. The facility will include professional quality demonstration and teaching kitchens (production & basic skills), a bakery, classrooms, offices, and a public dining room where Culinary students can gain experience and the community can enjoy the delicious fare.</p>							



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement New

Department/Division CTE/Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Analysis of Interior Space *(data from FUSION)*

	ASF Inventory	Assigned Stations	free form field for comments
1 Classroom (100 space)	2,558	108	Educational classrooms.
2 Laboratory (200 space)	-	-	
3 Office (300 space)	1,489	7	Faculty and staff offices, lobby, reception area and fixed dais.
4 Library (400 space)	-	-	
5 AV/TV and Physical Education(500 space)	1,504	1	Demonstration kitchen, Ice carving room and media closet.
6 Assembly (600 space)	6,116	132	Restaurant, bakery, production kitchen, and basic skills kitchen, breakroom/resource center.
7 Data Processing and Storage (700 space)	809	-	Storage
8 Inactive (800 space)	-	-	
9 All Other Space	-	-	
Total ASF	12,476	Total # of Rooms	38

Capacity Load Ratio/Utilization of Facility

- 1 Classroom Load (State Std.) 32-25 Hours/week
- 2 Classroom Use (F-06) 36 Hours/week
- 3 Laboratory Load (State Std.) 28-32 Hours/week
- 4 Laboratory Use (F-06) 47 Hours/week

Please discuss outcome of space load ratios versus intended use. If there is a negative effect on the overall Cap Load Ratio, justify why this project should continue.

The cap load ratios are not negatively affected by the build out of this facility. Culinary Arts was previously in a leased facility off campus and now will be co-located with the District Office.

Weekly Student Contact Hour Capacity(WSCH) <i>(Maximum Capacity)</i>	6,205	
Weekly Student Contact Hour Capacity(WSCH) <i>(Current Capacity)</i>	4,474	
Weekly Student Contact Hour (WSCH) <i>(Currently Generated)</i>	Not available	



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Name of Facility	CULINARY				<i>(choose from dropdown)</i>	
State Inventory Building Number	<i>(existing facility data from FUSION)</i>		XXX			
Year Built	1995	Age of Facility	20	Years	Last Addition	0
Project Description	With the Culinary Arts Academy currently housed in leased space, the district is constructing this facility to house our world-class culinary program for display at one of the busiest corners in downtown Riverside. This facility will offer professional quality demonstration and teaching kitchens, a bakery, classrooms, and a restaurant (public dining room) where Culinary students can gain experience and the community can enjoy delicious fare.					
Project Justification	The Culinary Arts program is currently located in a facility that is not designed to accommodate the program and allow for growth in the field, nor does it offer the state-of-the-art culinary technology necessary for operational standards industry wide. The recommended downtown location will provide much needed exposure to local business and allow for program growth. Additionally, RCC Culinary Arts students will be more closely located to campus programs and services that will be a necessary part of their collegiate experience.					
Condition and Efficiencies of Building						
<i>(choose from dropdown)</i>		<i>free form field for comments</i>				
Present Condition	Roof	This is a leased facility however the roof appears to be in moderate condition with no apparent leaks.				
Present Condition	Mechanical	The package units are 10 years into a 20 year life cycle. They are in moderate condition.				
Present Condition	Electrical	The age of the building is unknown however the electrical system is far past its capacity. There is no more breaker space in the panels therefore no additional equipment can be added.				
Present Condition	Low Voltage Electrical	20 years old into 20 year life cycle, Very poor condition, it is not compliant to current code. This is a non addressable system.				
Present Condition	Plumbing	The plumbing system is in very poor condition. The main sewer line from the kitchen needs complete replacement. The fixtures are in moderate condition however are constantly in need of repair.				
Present Condition	Structural	The structural components of this building are in good condition. There are no deficiencies to the integrity of the building.				
Present Condition	Flooring	The flooring throughout the building is in poor condition. Replacement of the flooring would be necessary if the program was not moving to Centennial Plaza.				
Present Condition	Paint	The entire interior of the leased space needs paint. Many repairs have been made during the past few months to the drywall and spot painting has been done.				
Present Condition	Technology	Existing Technology is minimal and end of life. Technology to support instruction in kitchen is appropriate for use and six years into life.				
Present Condition	FFE	The furniture in the entire building is dated and should be replaced. It is past its useful life.				
Present Condition	Other	N/A				
Estimated Cost to Fully Renovate Building <i>(data in FUSION)</i>				\$	-	
Recent Renovations	No	Date of Renovation	N/A	Cost of Renovation	\$	-
Describe Renovations Below:						



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

N/A							
	<i>(choose from dropdown)</i>						
<i>free form field for comments</i>							
Energy Efficiencies	Lighting This building does not offer a lighting control system. The building does not have motion sensor either. This lighting is a very inefficient lighting						
Energy Efficiencies	HVAC / Mechanical The HVAC units are moderately efficient however they are controlled by stand alone thermostats that are highly inefficient.						
Energy Efficiencies	Plumbing All toilets and urinals are not low flow and most are not sensor controlled for reduction in water usage. Replacement of the fixtures for water consumption is recommended.						
Energy Efficiencies	Roofing The built up roof is not Title 24 compliant as per current code.						
Energy Efficiencies	Solar N/A						
Energy Efficiencies	Wind N/A						
Energy Efficiencies	Other N/A						
<i>free form field for comments</i>							
Sustainability	N/A						
Square Footage Data:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Gross</td> <td style="width: 15%;">16,723</td> <td style="width: 15%;">Assignable</td> <td style="width: 15%;">13,773</td> <td style="width: 15%;">Efficiency</td> <td style="width: 15%;">82%</td> </tr> </table>	Gross	16,723	Assignable	13,773	Efficiency	82%
Gross	16,723	Assignable	13,773	Efficiency	82%		
<i>free form field for comments</i>							
Programs/Services Housed in the Facility (<i>Instructional Programs/Support Services</i>)	<i>free form field for comments</i>						
The Culinary Arts Academy offers classes in a leased facility off campus. There is currently a production kitchen, skills lab, baking kitchen, public dining room and two classrooms where Culinary students can gain experience and the community can enjoy delicious fare.							

Analysis of Interior Space (data from FUSION) Leased Facility - ASF/Stations information is not available

	ASF Inventory	Assigned Stations	<i>free form field for comments</i>
1 Classroom (100 space)	-	-	Educational classrooms.
2 Laboratory (200 space)	-	-	
3 Office (300 space)	-	-	Director office only.
4 Library (400 space)	-	-	
5 AV/TV and Physical Education(500 space)	-	-	Demonstration kitchen.
6 Assembly (600 space)	-	-	Restaurant, baking kitchen, production kitchen, and skills lab.
7 Data Processing and Storage (700 space)	-	-	Storage.
8 Inactive (800 space)	-	-	
9 All Other Space	-	-	
Total ASF	-	-	Total # of Rooms 0



Riverside City College

Total Cost of Ownership (TCO)

Career & Technical
Requestor Education
Project Title CAADO (Culinary)
New or Replacement Existing

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

SPACE MANAGEMENT (Planning & Development, Utilization and Programming)

Capacity Load Ratio/Utilization of Facility

- 1 Classroom Load (State Std.) 32-25 Hours/week
- 2 Classroom Use (F-06) 36 Hours/week
- 3 Laboratory Load (State Std.) 28-32 Hours/week
- 4 Laboratory Use (F-06) 47 Hours/week

Please discuss outcome of space load ratios versus intended use. If there is a negative effect on the overall Cap Load Ratio, justify why this project should continue.

The cap load ratios are not negatively affected by the build out of this facility. Culinary Arts was previously in a leased facility off campus and now will be co-located with the District Office.

Weekly Student Contact Hour Capacity(WSCH) (Maximum Capacity)	3,803	
Weekly Student Contact Hour Capacity(WSCH) (Current Capacity)	1,992	
Weekly Student Contact Hour (WSCH) (Currently Generated)	Not available	



Riverside City College

Total Cost of Ownership (TCO)

Requestor	Career & Technical Education	Department/Division CTE/ Culinary
Project Title	CAADO (Culinary)	Planning Year 2010
		Date September 2015

Project Delivery Management (Design, Construction & Start-up/Commissioning)

Total Project Cost <i>(Capital Outlay)</i>	<u>One-Time Costs</u>	
Acquisition		New <i>(choose from dropdown)</i>
Preliminary Plans	1,454,524	New <i>(choose from dropdown)</i>
Working Drawings	105,503	
Construction	14,196,641	
Equipment	1,267,713	
Total Project Cost <i>(Capital Outlay)</i>	\$ 17,024,381	
 Project Funding Sources:		
State Funding		
Local Funding <i>(including donations)</i>	323,250	RCC Contribution
Grant Funding	325,000	Redevelopment
College Contribution <i>(budgeted resources)</i>	16,376,131	Measure C Funding
Total Funding Sources	\$ 17,024,381	
Funding Sources Over / Under Project Costs	\$ -	



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Use the Total Cost of Ownership Estimator

Salaries and Benefits		Select Job Title (Choose from Drop Down and Cost Information will populate automatically)	New One Time Salary	New Ongoing Salary	New Ongoing Benefits	Total
Certificated Administrator/Manager		Dean, Instruction CTE Programs & Grants **		18,350	4,304	22,654
Classified Manager		Executive Director, Hospitality and Culinary Arts		89,335	57,059	146,394
Full-Time Classified - Position 1		Culinary Program Specialist		49,392	47,977	97,369
Full-Time Classified - Position 2						
Full-Time Classified - Position 3						
Full-Time Classified - Position 4						
Full-Time Classified - Position 5						
Full-Time Classified - Position 6						
Full-Time Classified - Position 7						
Full-Time Classified - Position 8						
Full-Time Classified - Position 9						
Full-Time Classified - Position 10						
Full-Time Classified - Position 11						
Permanent Part-Time Classified Enter FTE New Position Request	0.49	Custodian		16,696	858	17,554
Permanent Part-Time Classified Enter FTE New Position Request	0.49	Maintenance Mechanic - General		25,512	1,311	26,823
Full Time Faculty - Enter # of FT	3.00	All Full Time Faculty are Costed at H-6 (\$89,213)		267,639	151,511	419,150
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Faculty - Enter # of FT		All Full Time Faculty are Costed at H-6 (\$89,213)				
Full Time Counselor/Librarian Enter # of FT	0.00	All Full Time Counselors/Librarians are Costed at H-6 (\$94,282)				



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

			Select Job Title	Rate Will Fill In	Ongoing? Select Yes or No				
Short Term Non Classified	Enter Annual Hrs.					0	0		
Student Employee	Enter Annual Hrs. -		Student Aide I	\$ 9.00	No	0	0	-	
Associate Faculty	Enter Faculty Load	0.60	Associate Faculty Costed at \$73.82/hr.		Yes	0	13,006	2,006	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
Associate Faculty	Enter Faculty Load		Associate Faculty Costed at \$73.82/hr.		No	-	0	-	
PT Counselor or Librarian	Enter Annual Hrs.		PT Counselor/Librarian Costed at \$73.82/hr.			0	0	-	
Salaries and Benefits Total						-	479,930	265,026	744,956

New FT Faculty & Counselor Equipment Allocation	New One Time	New Ongoing	Total
Computer, Desk, Bookcase & Phone	-		-
Total	-		-



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Supplies, Services and Equipment	Life Cycle	Enter Description	New One Time	New Ongoing	Total
Supplies		Instructional, Office and Repair Parts, Food	43,463	135,672	179,135
Software		Instructional Media, Software, Maintenance & Licensing	-	1,940	1,940
Printing or Copying Services		Printing	-	340	340
Memberships/Subscriptions		Memberships, Subscriptions, Reference Books, Surveys	-	-	-
Travel/Conference/Training		Mileage, Travel, Conference, Transportation	-	850	850
Advertising			2,437	-	2,437
Repairs		Repairs by Vendor	-	14,011	14,011
Other Services		Other Services, Insurance, Permits, Indirects, Bank Charges	62,700	4,733	67,433
Office Equipment < \$1,000		Office Phones	5,552		5,552
Equipment Maintenance Agreements/Other Contracts		Preventative & Repair for equipment	10,590	287,590	298,180
Furniture and Fixtures		Benches, Receptacles, outside emergency phones, Key Access System, Furniture	910,000		910,000
Instructional Equipment		Culinary Kitchen Equipment	266,052		266,052
Supplies, Services and Equipment Total			1,300,794	445,136	1,745,930



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CULINARY

Department/Division CTE/ Culinary
Planning Year 2010
Date September 2015

Operations Management (Operations, Planned Maintenance, User Requested Needs and Repairs)

Technology	Life Cycle		New One Time	Annualized Cost	Upgrade / Replacement Cost
Computer Hardware/Software	Varies	<i>Enter Information on Technology Tab</i>	769,085	113,883	808,567
Technology Total			769,085	113,883	808,567

Annual Operating Costs - Maintenance and Operations				
Operating Expenses - Buildings	<i>choose building from dropdown list</i>	New One Time	New Ongoing	Total
Building Maintenance	CULINARY			-
Service and Routine Maintenance				-
Custodial Supplies		5,970	9,345	15,316
Custodial Equipment		1,788	-	1,788
Maintenance Supplies	Routine Maintenance: Restrooms and Lighting, Fixtures and Fixed Equipment	-	13,132	13,132
Contracts / Services	Maintenance Agreements	-	9,047	9,047
Security Services	Firstline Security Systems, Security by Design	2,105	380	2,485
Insurance /Licenses		-	-	-
Grounds Care, Landscape/Hardscape Maintenance		-	1,882	1,882
Mandated Costs <i>(Integrated Waste Management)</i>	Permits, Fees, Fire Inspections	-	23,760	23,760
Telephone <i>(both landlines and cell phone)</i>	Cell Phone	-	811	811
Waste Hauling and Waste Diversion (Recycling)		-	1,618	1,618
Annualized Costs:	Flooring, Wall Coverings, Ceiling, Plumbing, Doors	-	5,247	5,247
Utilities <i>(Electric, Gas, Water)</i>	<i>Use Utilities Estimator on Utilities Tab</i>		54,434	54,434
Operating Expenses Total		9,863	119,657	129,520



Riverside City College

Total Cost of Ownership (TCO)

Requestor Career & Technical Education
Project Title CAADO (Culinary)

Department/Division CTE/ Culinary
Planning Year 2010
Date Sept 2015

Capital Asset Management (Capital Renewal, Replacements, Improvements, Retrofits/Upgrade and Disposal)

Name of Facility	CULINARY			<i>(choose from dropdown)</i>	
State Inventory Building Number <i>(existing facility data from FUSION)</i>	XXX	Year Built	2016		
Age of Facility	0	Years		Last Addition	0

	Life Cycle Range	Current	Annualized Cost	Replacement Cost
Equipment > \$1K per item	10	\$ 266,052	\$ 26,605	\$ 292,657
Equipment < \$1K per item	5	43,276	4,328	47,604
Furniture Replacement	6 - 30 years	910,000	30,333	937,300
Vehicle Acquisition		-	-	-
Roof Replacement		-	-	-
Lighting System Upgrade or Replacement	5	12,429	2,486	13,051
Elevators	25	160,898	9,047	176,988
HVAC System Upgrade or Replacement	25	2,287,693	91,508	2,516,462
IMC Equipment <i>(detail on separate tab)</i>	6	502,000	83,667	517,060
Other Technology Equipment	5	271,827	30,596	291,217
Building Construction/Acquisition	50	13,295,648	265,913	14,359,300
Building Improvement		-	-	-
Land Acquisition		-	-	-
Interior Renovations		-	-	-
Site Improvement		-	-	-
Swing Space		-	-	-
Removal of Existing Facility		-	-	-
Moving Costs		63,000	-	-
Address Repurpose		-	-	-
Demolition		-	-	-
Other		-	-	-
Total Projected Capital Asset Management		\$ 17,812,823	\$ 544,482	\$ 19,151,638

EXHIBIT 11

CULINARY PROGRAM 2016

WINTER 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD		SPRING 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD		FALL 2016 CUL-36 - TBD CUL-37 - TBD CUL-38 - TBD	
Information Workshop:	September 14, 2015	Information Workshop:	December 7, 2015	Applicant Meeting: (All Applicants)	April 18, 2016
Online Application Day:	October 5, 2015	Online Application Day:	January 25, 2016	Online Application Day:	May 16, 2016
Orientation Day: (New Students Only)	December 14, 2015	Orientation Day: (New Students Only)	April 11, 2016	Orientation Day: (New Students Only)	July 18, 2016
Class Dates:	January 4, 2016 - April 15, 2016	Class Dates:	May 2, 2016 - August 12, 2016	Class Dates:	August 29, 2016 - December 9, 2016
Graduation Date:	Thursday April 14, 2016 *** (Program started on May 4, 2015 (Spring 2015 Class))	Graduation Date:	Thursday, August 11, 2016 started on August 31, 2015 (2015 Class) *** (Program (Fall	Graduation Date:	Thursday, December 10, 2015 *** (Program started January 4, 2016 (Winter 2016 Class))
Break:	April 18, 2016 - April 29, 2016	Break:	August 15, 2016 - August 26, 2016	Break:	December 12, 2016 - January 1, 2017
Winter Holidays:	January 15, 2016, February 12, 2016, February 15, 2016, March 31, 2016	Spring Holidays:	May 30, 2016	Fall Holidays:	September 5, 2016, November 11, 2016, November 24 & 25, 2016

CLASS TIMES:

MONDAYS: 8:30 am - 12:30 pm (3 hrs. Lecture, 1hr. Lab)

TWTHTF: 8:15 am - 2:00 pm (4.75 hrs. Lab, 1hr Lecture)

(Hours Listed Include Breaks).

EXHIBIT 12

Riverside City College

Culinary Arts Academy

Hospitality management and Culinary Arts Program
1155 Spruce Street
Riverside, CA 92507
Phone: (951) 328-3575
FAX: (951) 686-1148
For information, call: (951) eat Food
(328-3663)



Student Handbook

Welcome

Congratulations, you have chosen to begin training at the Riverside City College Culinary arts academy. The academy will be offering you an exciting and challenging training program in the world of culinary arts.

Table of Contents

	<u>Page</u>
Introduction, the Curriculum and Career Objectives for Culinary students	1
training at the academy and Course information	2
steps to follow regarding your enrollment	4
RCC Health and Wellness Center fee schedule	4
Riverside Community College/Culinary arts academy standards of student Conduct	5
attendance Policy	9
academic Policy: Guidelines for students in food preparation and production (lab), lecture and demo classes	11
Grading	19
ada statement (americans with disabilities act) and useful phone numbers	22
student's agreement signature	28

Statement of non-discrimination

It is the policy of the Riverside Community College district not to discriminate against any person on the basis of race, color, religion, national origin, ancestry, sex, physical/mental disability, medical conditions, marital status, age, or sexual orientation with regard to its educational and employment programs, services and activities

Mission statement of Riverside City College Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

Mission statement of Riverside City College Culinary arts academy

the Riverside City College Culinary arts academy's mission is to provide students with an outstanding foundation for a career in culinary arts by utilizing in-depth academic training and practical hands-on experience in an intensive program to prepare, empower, and instill students with professional and practical skills necessary in many phases of the food service industry.

Diversity

diversity is an acceptance of individuality regardless of gender, race, personality, age, varying abilities, background, sexual orientation and ethnicity. it is *understanding, valuing, respecting, and accommodating* human and cultural differences.

Globalization was once a nicety and now it is a necessity. diversity is essential in menuing, hiring, developing, and motivating employees. there is a functional linkage between diversity of quality, customer, and employee. everyone has an obligation to promote diversity through the work environment and to treat all people with equal respect. all must create an environment where people from different cultures not only feel comfortable and are accepted, but also feel as if they are a part of that environment.

to be truly diverse, it is necessary to learn about other cultures, new dishes, new spices, a new way to prepare an old favorite dish, or to develop a new and different cooking style, create new experiences, new concepts, ideas and develop new lifestyles.

diversity is awareness, acceptance and tolerance. it is interaction based on openness; it is a willingness to disclose the process, to focus on the needs of the individual, developing an environment that creates concern, caring, and dedicated teaching.

Communication is the first step towards improving respect for diversity. Establish a climate that encourages a free exchange of ideas. "acceptance of diversity can mean getting used to speech in a different accent or people who dress differently. it means feeling comfortable with team members whose skin is a different color. diversity in a team refers to physical and cultural dimensions that separate and distinguish us as individuals and groups."1

"total quality respect (tQR) is linked closely to valuing the differences among individuals. it is about driving fear out of the establishment and adopting a sense of tolerance toward all ethnic, gender, and other differences among team members. understanding and valuing diversity within the team enables each person to see they have a special contributions to make. the self-esteem of diverse team members will stay intact if they believe their backgrounds are accepted and respected."2

1 life Beyond the Line, Cullen, noel (2001) Prentice Hall, upper saddle River, nj isBn 0-13-907585-2, p.251

2 life Beyond the Line, (sic) p.251

The late Noel C. Cullen, PhD., was a Certified Master Chef, American Culinary Federation President and a professor at Boston university.

Riverside City College Culinary Arts Academy

Your entry into a world of opportunity in the food service industry

1155 Spruce Street
Riverside, CA 92507
Phone (951) 328-3575
FAX (951) 686-1148

Introduction

The Riverside City College Culinary Arts Academy was established in 1996 and endorsed for quality education by the American Culinary Federation Foundation. The Program is designed to help students acquire the knowledge, skills and experience they need to be successful in the food service industry. Students receive hands-on training in a student-centered environment that is committed to excellence in teaching from experienced culinary educators. When they complete the Program, students are prepared for entry into a wide range of careers in the rapidly growing culinary arts industry.

The Curriculum

The Academy offers a Certificate and Associate Degree in Culinary Arts. The Culinary Arts Certificate Program consists of 27 units of coursework that can be completed in one year in three consecutive 15-week terms. The Associate Degree in Culinary Arts will be awarded upon completion of the Certificate requirements plus completion of the graduation requirements and electives totaling 60 units of college work.

Students in the Culinary Program receive classroom instruction as well as practical hands-on training in a state-of-the-industry culinary teaching lab. They have the opportunity to further develop their skills by participating in the day-to-day operation of a full-service restaurant that serves breakfast and lunch to the general public. Because of its reputation in the community, the Academy is often called upon to host and provide catering services for special events and banquets.

Culinary Arts Certificate Program – 27 Units

Required Courses

Introduction to Culinary Arts	CUL-36	8 units
Intermediate Culinary Arts	CUL-37	8 units
Advanced Culinary Arts	CUL-38	8 units
Work Experience	CUL-200	1 unit

Elective Courses (Select 2 units)

Fundamentals of Baking I	CUL-20	2 units
Cake Decorating I	CUL-22	2 units

Elective courses are generally scheduled in fall and spring semesters, and may occasionally be offered during Summer Session.

A total of **27 units** and a **GPA of 2.0** are **required** to receive a Certificate in Culinary Arts. Upon completion of the Culinary Arts Program as well as the completion of required core and general education courses, students will be eligible for an Associate in Science Degree.

Students taking Culinary Arts 36 are required to pass the ServSafe, Presenting Service and CPR examinations in addition to passing Culinary Arts 36 prior to enrolling in Culinary Arts 37. Students who fail to pass Culinary Arts 36 (freshman semester) must go through the reapplication process in order to repeat the course. This entails going through all paper work and waiting for an available opening in future classes. Repeating freshmen are not given any preference in the application process. **The only way a freshman student may return without reapplying is to drop the course before the allowed deadline to drop without a “w.”** You must have completed at least half of the term before you are able to return. Only a grade of C or better is acceptable to proceed to the next course.

Freshman students receiving a grade of “D” or “F” cannot receive preference for registration. (See page 19).

Students must register for classes no later than the third day of school. No student will be permitted to attend class if not registered. Students accepted into the Program who choose not to register will have no preference for admission into subsequent semesters (you cannot reserve space in future semesters.)

Students are required to enroll in and attempt their elective course prior to enrolling in Culinary Arts 38. Students, who have enrolled in one of the above specified electives and have failed to achieve a passing grade in the elective course, may repeat the elective while concurrently enrolled in Culinary Arts 38.

Students may only repeat a course one time without the consent of the Vice President of Academic Affairs. All students who fail to achieve a passing grade in any course after having taken it twice must obtain the Vice President of Academic Affairs consent prior to enrolling in the course for a third time.

Career Objectives for Culinary Graduates

The Culinary Arts Certificate is a competency-based program that gives students the occupational skills and professionalism they need to be successful in careers in the food service industry. The curriculum is designed to develop both competency and confidence and to provide students with an intensive professional and practical experience. This hands-on approach is accomplished through the daily operation of a full-service fine dining restaurant that is open to the public. This unique opportunity provides students with the basic knowledge needed to work in volume dining establishments and experience in all phases (front and back of the house) of a restaurant operation.

Students are prepared for such food service careers as:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Sous Chef | <input type="checkbox"/> Short Order Cook |
| <input type="checkbox"/> Station Cook | <input type="checkbox"/> Breakfast Cook |
| <input type="checkbox"/> First Cook | <input type="checkbox"/> Pantry and Catering Personnel |
| <input type="checkbox"/> Second Cook | <input type="checkbox"/> Food Server |
| <input type="checkbox"/> Lead Cook | |

Training at the Academy

The Culinary Academy curriculum is divided into three 15-week semesters. Each semester students complete one of the required eight-unit courses. Each of the required courses provides students with in-depth classroom instruction and practical hands-on training in a professionally equipped laboratory kitchen and restaurant. Each successive course builds upon skills that have been developed in the previous course. Students may complete their electives at any time during the three-semester program or prior to their enrollment in the Academy. Work experience is offered in the fall and spring, and can be taken at any time during your enrollment at the Culinary Academy.

Academy classes are conducted Monday through Friday for five hours each day except Monday when classes end at 12:30 p.m. Each five-hour day is designed to provide theoretical knowledge and hands-on culinary experience in the student-operated kitchen and dining room. Monday is a shortened day reserved for instruction only.

In addition to the required elective courses, supplemental elective courses not required for graduation are offered at night for students wishing to fortify their knowledge in the culinary field. Currently offered courses include: Advanced Baking, Advanced Cake Decorating, Food and Wine Pairing, Garde Manger, International Cuisine, Cognizant Cuisine and Professional Waitstaff Training.

*“Destiny is not a matter of chance; it is a matter of choice;
it is not a thing to be waited for; it is a thing to be achieved.”
William Jennings Bryan*

<p>CUL-36 Introduction to Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Introduction to Hospitality Industry and Culinary Arts - Safety and Sanitation/HACCP - Operation of Restaurant Service Area - Food Handling - Breakfast Cooking - Short Order & Line Cooking
<p>CUL-37 Intermediate Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Salads and Salad Dressings - Food Preparation - Baking Production - Garde Manger - Garnishes - Banquet/Catering Preparation and Service
<p>CUL-38 Advanced Culinary Arts 8 units, 15 weeks</p> <ul style="list-style-type: none"> - Classic, Modern and International Food Preparation - Meats and Poultry - Fish and Seafood - Soups and Sauces - Sausages and Cured Food - Menu Planning - Restaurant Management Skills
<p>CUL-200 Work Experience 1 unit</p> <p>-60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience.</p>

For information on registration, please telephone (951) 328-3805. For information regarding qualification for financial assistance, please telephone Student Financial Services at (951) 222-8710.

I. Prepare For Your First Day of Class

CONGRATULATIONS!

You have been selected to begin training at the Riverside City College Culinary Arts Academy, which is recognized and endorsed by the American Culinary Federation Foundation for providing quality culinary education to its students.

All Students: *To confirm your spot, or if you are unable to begin your coursework on the scheduled date, please contact Dawn Martin immediately at (951) 328-3805 to enable another student to fill your vacancy.*

Here is a reminder checklist of things you should do to get ready for the first day of class. It is important to complete each step as soon as possible.

- STEP 1: COMPLETE & SUBMIT THE ONLINE RCC ADMISSIONS APPLICATION**
- STEP 2: TAKE THE RCC ASSESSMENT TEST (Only for new students at RCC)**
- STEP 3: ATTEND SKILL BUILDING CLASSES (Optional)**
- STEP 4: TAKE A TB TEST**
- STEP 5: REQUEST & SUBMIT OFFICIAL COLLEGE TRANSCRIPTS**
- STEP 6: APPLY FOR FINANCIAL AID**
- STEP 7: PREPARE FOR YOUR FINANCIAL COMMITMENT**
- STEP 8: ATTEND ORIENTATION DAY – COUNSELING & SEP**
- STEP 9: REGISTER ONLINE**
- STEP 10: ATTEND THE FIRST DAY OF CLASS**
- STEP 11: GOOD LUCK & ENJOY YOUR PROGRAM!**

Riverside City College
Health and Wellness Center

Name: _____
Date: _____

TB Test \$10.00
MMR \$29.00
Tetanus \$26.00
Hepatitis B \$34.00
Labs \$10.00
In House Only

Total \$_____

Authorized by: _____

Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on race, gender, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students' work;
 3. Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating or drinking in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of guide dogs) on District property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.

27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. Administrative Procedure 5520 deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

III. Attendance Policy

Class Hours: Mondays	8:30 a.m. – 12:30 p.m. (May be longer with special programs)
Tuesday through Friday	8:15 a.m. – 2:00 p.m.
Special Events	As Assigned

The Academy’s Attendance Policy is in place to make students aware of the minimum standards with which they are expected to comply. Attendance is required to receive the education provided by the Academy. Hands-on practice is a very important part of the training. Remember that more than 6,000 hours of hands-on skills training are required to complete a chef’s apprenticeship. Attendance is a requirement.

Students in the Culinary Arts Program are expected to dedicate themselves to its 45 weeks of intensive training. Upon successful completion of the Program they will have earned 27 college units and a Certificate. Being absent from class one day means that a student is missing 5 hours of instruction and laboratory experience.

Students are allowed only THREE EXCUSED absences* and THREE EXCUSED late arrivals during each 15-week semester.

Any arrival after 9:00 am will be considered an ABSENCE. Any arrival after roll call is considered to be a LATE ARRIVAL.

***There are NO EXCUSED ABSENCES on days when graduation, fundraisers, and catering functions are scheduled.**

There are NO EXCUSED ABSENCES FOR ANY REASON beyond the THREE set forth above.

Early departures for any reason (such as illness) are permitted only with the consent of the instructor and will be treated in the manner of an absence or tardy. (Departures before 51% of the day has been completed will be treated as an absence. Departures after 51% of the day has been completed will be treated as a tardy.)

Students that are asked to leave the premises or dismissed from class for a day will be counted as absent for that day.

Students should reserve their three excused absences for times of utmost necessity and consider carefully prior to using an excused absence as ONLY the three are permitted.

Students who find themselves gravely ill, or involved in an accident requiring them to miss more than three days will do so at the expense of their grade. However, in the event of the death of an immediate family member (mother, father, brother, sister), 3 excused absences will be granted to the student, or 5 excused absences if students needs to travel out of state. These excused absences may only be honored if student can provide proper documentation of such event.

Absences and late arrivals beyond the three excused will be deducted from students final grade as follows:

1 additional late arrival	1.1% of the final grade will be reduced	
2 additional late arrivals	2.2% of the final grade will be reduced	
3 additional late arrivals	= 1 absence	
1 additional absence	5 hours of missed instruction	3.3% of the final grade will be reduced
2 additional absences	10 hours of missed instruction	6.6% of the final grade will be reduced
3 additional absence	15 hours of missed instruction	1 letter grade reduction (i.e., an A becomes a B), etc.

Please note that this reduction pattern continues and that a student should not expect to pass a course no matter their performance while in attendance upon missing 9 classes.

STUDENTS ARE NOT PERMITTED TO “MAKE-UP” ABSENCES OR TARDIES.

The Culinary Arts Program is designed to prepare students to comply with standard industry practices. Therefore, **students must telephone their instructor prior to the start of the school day and leave a message if they are to be absent or tardy.** Students may leave a message 24 hours a day on the school’s answering machine by telephoning **(951) 328-3806.**

To be found present for the purposes of attendance, a student must:

1. Arrive at class on time. Students should note that timely attendance includes Special Events which are outside of the normal 8:30 – 12:30 Monday and 8:15 – 2:00 Tuesday – Friday schedule. The Culinary Graduation Ceremony is an example of this type of event.
2. Comply with all regulations set forth in this handbook regarding uniforms and body care. Students must be in full uniform (chef’s coat buttoned, pants hemmed, rubber soled shoes, undergarments without visible logos, apron on, clean and without wrinkles), shaven and hair restrained.
3. Be prepared for all lectures including having their textbook and note-taking materials.

Students are expected to keep track of their absences, late arrivals and early departures and know their effect on their progress in the Program. Students should be aware that absences, tardies, and early departures could impact their progress in the Program. Students uncertain of their point loss caused from absences, late arrivals and early departures should contact their instructor.

The policies and procedures regarding attendance in the Student Handbook are strictly enforced with NO exceptions. Any students seeking to make arrangements with their instructor regarding the attendance policy contrary to the established policy and procedure in the Student Handbook will not be allowed or honored.

Students enrolled in the Riverside City College Culinary Academy are bound by the rules and regulations set forth in the Standards of Student Conduct as defined in Riverside Community College District Board Policy BP5500.

*“Treat people as if they were what they ought to be and
you will help them to become what they are capable of being.”
Johann W. von Goethe*

IV. Guidelines for Students in Culinary Arts Classes

This Uniform and Hygiene policy has been implemented to meet professional standards. Violation of this policy by students will result in:

1. Loss of points from the student's grade;
2. The student possibly being asked to leave the Academy's premises; and/or
3. The student being subject to disciplinary action in accordance with Riverside Community College District's Standards of Student Conduct as defined in R.C.C.D. Board Policy BP5500.

. Students are expected to comply fully with the Policy set forth below.

A. Clothing

The professional standard the Riverside City College Culinary Arts Academy seeks to instill in students requires that students begin their education in a professional manner and professional appearance. Students are expected to learn and maintain professional standards in what they **MUST** and **MUST NOT** wear while on the job. Therefore, students attending the Academy must adhere to this Policy.

Both the required wear (uniforms) and prohibited wear are set forth below.

1. Uniforms

Students **MUST** wear uniforms of the Culinary Academy as set forth below.

It is essential that all students are aware of two things about uniforms:

1. **All students enrolled in the Culinary Arts Program are required to purchase, maintain and wear the full school uniform for all lecture, laboratory, and demonstration classes. And special events.**
2. **The full school uniform must also be worn when the student is representing the Academy at official Culinary Academy functions.**

Students are expected to be in full school uniform at all times on Academy property including, but not limited to, time spent prior to and following classes and in the Academy offices. Students are expected to respect the uniform of their chosen profession and conduct themselves in a manner showing their regard for their future profession while wearing it. Students should not engage in behavior that reflects poorly on their profession or the Academy while wearing the school uniform.

Once it is understood what is required, the question arises regarding how to comply. Requirements for the Culinary Academy uniform are set forth below.

a. Required Uniform

The Culinary Academy has an approved uniform consisting of each of the following required items:

1. White chef's coat;
2. Checkered chef's trousers that have been hemmed to the appropriate length
3. White apron
4. White chef's toque (hat)
5. Black work shoes (non-skid kitchen) with grease resistant soles or black work clogs. No sneakers or open toe shoes are permitted.
6. Black or white socks.
7. Side towels
8. Clean, sanitized stem thermometer.

Only students wearing the full Academy uniform will be permitted in the classroom, laboratory, demonstrations and special events. Students not wearing a complete Academy issued uniform may be immediately dismissed from the remainder of that day's attendance. Such a dismissal will be counted as an absence in accordance with the Attendance Policy set forth above.

Students are expected to wear a clean apron and a clean side towel even while serving or clearing food from the kitchen or dining room areas.

i. Purchase

Students may purchase the required school uniform from the Academy prior to the first day of class.

Students will not be permitted to enter the classroom, laboratory/kitchen, demonstrations or special events, unless they are wearing the full school uniform.

All uniform items must be purchased from the Academy with the exception of shoes, socks and undergarments.

ii. Maintenance

Students are required to maintain their uniforms in a professional manner. Students are expected to keep their uniforms clean and wrinkle-free. Students arriving in uniforms that are incomplete, soiled, or excessively wrinkled may be dismissed from the Academy for the day. Such a dismissal will be considered an absence under the attendance policy set forth above.

b. Undergarments

Students are expected to wear appropriate garments underneath their uniforms including a plain white t-shirt underneath the chef's coat.

Undergarments should not be visible.

Undergarments are not permitted to extend beyond the length of the uniform (for example, the coat's collar, cuff, waist or the waist of the pants). Undergarment logos should not be visible.

2. Prohibited Wear

To maintain professional standards, it is important to learn not only what a professional is required to wear but also what a professional **MUST NOT WEAR** while on the job. Because professional chefs are required to prepare food in what can be a hazardous environment, health, safety and the consumer market dictate what a chef must not wear.

While many items prohibited at the Academy are set forth under Personal Grooming, external items that students are prohibited from wearing include:

1. **Non-protective shoes** – This includes, but is not limited to: gym shoes, tennis shoes, canvas shoes, plastic shoes, fabric shoes, shoes with a heel, platform shoes, open-toe shoes, open-back shoes, sandals, or any shoe which has poor protection capabilities.
2. **Jewelry** – Students are prohibited from wearing any jewelry with two exceptions:
 - a. Students may wear one plain ring without stones on their left ring finger. Students may wear this ring at any time. Stones are not permitted as they have been known to become loose and fall into food
 - b. Students may wear watches with certain limitations. Wristwatches may be worn only to lecture classes. Only pocket or coat watches may be worn in the laboratory/kitchen or dining room.

No visible body piercing jewelry is permissible, including, but not limited to, pierced ears, noses, tongues, chins, belly buttons, eyebrows, etc., nor are bracelets, rings, necklaces, etc. permitted. Students are expected to remove all jewelry prior to arriving at school. Jewelry is not considered safe or sanitary.

3. **Headgear** – No headgear is permitted except for the issued hair net (provided by the Culinary Academy) and purchased/issued white chef's toque (hat) or white floppy hat. Headgear other than a chef's hat is not permissible, including, but not limited to, baseball caps, scarves, bandanas, skull caps, etc.

B. Knife Set

Students must purchase their knife set from an approved vendor through the Culinary Academy. Our vendor will provide the best price for your knife set and will also provide scholarships for culinary academy students. Students are not allowed to bring their own knife set unless they are transferring from another culinary school. Students are asked not leave knives unattended because the Culinary Academy is not responsible for the loss of student property.

C. Personal Grooming

In addition to the professional clothing students are expected to wear, students are required to maintain their bodies in a professional manner. Personal grooming is not only a matter of courtesy to one's co-workers and patrons but is a matter of professional health and safety for one's patrons. Therefore students are expected to learn to maintain their bodies in a manner befitting a professional chef.

Professional chefs are expected to pay particular attention to their bodies in the areas of body care, body hair, fingernails, cosmetics, body scents and personal health.

In order to maintain the highest possible sanitary standards at the Academy a personal hygiene code has been established. USDA Health, Hygiene and Sanitation Standards and the California Health and Safety Codes are observed at the Academy.

1. Body Care

All students are expected to bathe or shower DAILY and use deodorant. It should be remembered that the heat of the kitchen intensifies all body odors.

Students are expected to thoroughly wash and clean their hands frequently, including at the beginning of each class, before and after going on break, before and after meal periods, before proceeding with food preparation, before food handling, after using the restroom facility, after smoking, after touching the face or hair, and after touching anything where contamination may occur.

2. Body Hair

Because part of the growth process of hair requires that it fall out, professional chefs must pay particular attention to their hair. No patron wants to find a hair in his or her food. Hair can fall from not only a chef's head but from a beard or moustache as well. Therefore, students are expected to follow the standards set forth below in hair care.

a. Hair on Top of Head

Hair must be neatly groomed, clean and well covered. Hair should be washed regularly on a frequent basis. Long hair or hair that extends two or more inches below the collar must be tucked up under the student's hat and enclosed in a hair net. Many people find putting their hair in a bun helpful. No hair will be permitted to hang below the collar. Excessive styles are not permitted (for example, a Mohawk). Only natural hair color shades are permitted for Culinary Academy students

b. Facial Hair

Students are expected to be smooth-faced. This may require male students to shave prior to their arrival at class.

i. Moustaches

Students having moustaches must keep them short, clean and neatly trimmed. No extreme moustache styles are permitted including Fu Manchu and handlebar moustaches.

ii. Beards

No beards are permitted.

iii. Sideburns

Sideburns must not be longer than the top of the earlobes. Mutton chop sideburns are not permitted.

iv. Goatees and other facial hair

Goatees and all other facial hair are not permitted.

3. Fingernails

Fingernails must be clean and trimmed. Fingernails must be trimmed to one-quarter-inch length or less. Fingernail polish is not permitted. False nails are not permitted.

4. Cosmetics

Students choosing to wear cosmetics must do so with moderation. Moderation is especially important in the summer months. Excessive or extreme makeup (for example, a full gothic or punk look) is not permitted.

5. Body Scents

The use of perfumes, colognes, scented after shaves, scented lotions, etc., is not permitted. The heat of the kitchen intensifies all body odors.

D. Personal Health

Students are required to report to their instructor any information about their health relevant to diseases that can be transmitted through food. This is an ongoing obligation throughout students' attendance at the Academy. A student is required to report any such health information immediately to his or her instructor to prevent the likelihood of transmission of the illness.

E. Consuming Meals in the Dining Room with Guests

While you are at the academy, you are not allowed to sit in the dining room and have a meal with your family or friends—even if you pay full price. You may, however, stop by for a few seconds to greet your family and/or friends, but only with the consent of your instructor.

F. Break Room

The break room is for the use of the students and other tenants of the building. The break room refrigerators and equipment belong to the academy. Students should not leave dirty dishes, glasses, and utensils in the break room after their meal. Please be considerate of others who wish to enjoy their meal in a clean room as you would like. Students will be scheduled weekly to clean the refrigerator and dispose of any food left on Friday before departing from the academy.

G. Parking and Speeding

Students must park in designated area explained at the beginning of each semester by the faculty. Students must enter and leave parking area from designated entrance and not exceed 15 miles per hour. Students who violate the speed limit may lose the privilege of parking in the parking lot and will be asked to park in the street for the remainder of the semester. Other tenants and the public (including children) use the parking lots and we do not want to put them in harms way.

“Every worthwhile accomplishment has a beginning, a struggle and a victory.

Don't judge each day by the harvest you reap, but by the seeds that you plant.”

V. Classroom and Laboratory Policies and Guidelines

1. Each student will report to class and the laboratory/kitchen at the scheduled time as follows:
 - a. Dressed in full uniform (as set forth above in Section IV);
 - b. With the required textbook;
 - c. With the laboratory assignment;
 - d. With a notebook;
 - e. With a pencil or pen;
 - f. With the necessary tools (for example, knives).

2. Each student will store all personal belongings, other than required class materials in use, in designated areas, lockers, or their car. **THE RIVERSIDE CITY COLLEGE CULINARY ACADEMY IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY PERSONAL PROPERTY. STUDENTS ARE REQUIRED TO LEAVE THEIR BELONGINGS (HANDBAG, KNIFE SET, BOOKS, ETC.) IN THEIR ASSIGNED LOCKERS OR CARS. DO NOT LEAVE YOUR BELONGINGS IN THE HALL WAYS, DINING ROOM, BREAK ROOM OR KITCHEN.**

3. **Smoking is not permitted** anywhere on the Culinary Academy premises. Students wishing to smoke must go outside the Academy to the designated area to smoke.

4. **ALCOHOLIC BEVERAGES:** In compliance with State Law, consuming, being under the influence of, or possessing intoxicating beverages on Academy property **is not permitted**. Riverside City College students are expected to abide by the College Rules of Conduct. The College maintains jurisdiction over violations of all College Rules. Students who violate the rules and regulations of the college may be subject to any of the following disciplinary actions:
 - a. Verbal reprimands;
 - b. Restitution for damages;
 - c. Restriction of privileges;
 - d. Withdrawal from a course, a program or the College;
 - e. Suspension from the Academy or College;
 - f. Dismissal from the Academy or College.

5. Students are not permitted to engage in horseplay, “fooling around”, or games of any kind on the Academy premises. All activities at the Academy must be conducive to the purpose of learning. Students are expected to be actively engaged in the learning process at all times when on the Academy premises. Students finding themselves with a free moment are expected to study from their book or ask for an additional assignment in the laboratory/kitchen.

6. **NO PHYSICAL CONTACT IS PERMITTED AT ANY TIME AT THE ACADEMY.** Students finding it necessary to make physical contact with another should keep it to the utmost minimum (for example, tapping a shoulder with two fingers).

7. Students are expected to observe the basic code of social conduct with one another and with the faculty and show respect to everyone on the Academy premises. Students must adhere to the Academy’s policies and guidelines with a sincere understanding of the purpose for attending a higher learning institution.

8. Students are not permitted to go beyond the perimeter of the Academy to the other parking lots or areas of the building, which are not allowed to use by students, while attending the Academy.

9. Students must pay for all food and drinks without exception. Students may purchase food and drinks at student prices from The Students Menu. Students are required to purchase all food items they consume or take out in accordance with meal schedule time deadlines (items such as cookies, breads, soups, desserts, etc, must be purchased before the closing of the cash register). Any items purchased from the regular Academy menu by students must be purchased at full menu price. No discounts will be given from the regular menu. **. Students committing any sort of stealing whatsoever will receive a written warning and will be sent home for the day. They will be subject to disciplinary action, including but not limited to the removal, suspension or expulsion of the student (RCCD Standards of Student Conduct, No. 6). Stealing includes, but is not limited to, GIVING OR RECEIVING food prior to being shown a receipt for purchase by any student requesting food for themselves or to take out. PLEASE KEEP YOUR RECEIPT FOR THE PROOF OF PURCHASE UPON REQUEST BY FACULTY AND STAFF. Stealing also includes taking equipment, food supplies, etc., without the written authorization of an instructor, regardless of the student's intent to return such equipment, food, and/or supplies. Any student found in possession of such equipment, food, and/or supplies without having the prior written authority from an instructor will be presumed to have stolen such equipment, food, and/or supplies and offer to pay for such will not waive the presumption of theft.**

10. Students should not use Styrofoam cups to drink beverages but should use a glass or bring their own cup. If you purchase food and leave it in a Styrofoam box, make sure your name is on the box. Any food items found in boxes without names on them are assumed to have been taken without pay and will be discarded

11. Students must turn their cellular telephones off or place them on silent ring the entire time they are on Academy premises. Students are not allowed to use cell phones anywhere in the Academy including, but not limited to, classrooms, laboratory/kitchen, dining room, outside hallways and break room. The only time that students may use cell phones on the Academy premises is during their break, lunch time, or prior to departure when all assignments and work for the day have been completed.

12. Earphones of any type are not permissible, including, but not limited to iPods, MP3 players, etc.

13. Students are not allowed to use the Academy's telephone for personal reasons at any time. Instructor permission may be given to use the telephone for 2-3 minutes only under exceptional circumstances.

14. Students are prohibited from using instructors' computers without the express permission from the instructor and only for a specific assignment given by the instructor. Student computers are to be used only for related course assignments and **not for navigating the Internet or playing games.**

15. **Students should never use counters, work units, or supply areas as seats.**

16. **While sitting in the classroom or dining room, students should not sleep, lie down, or extend their legs across the table, chair or booth. Violation of this rule may result in disciplinary action such as dismissal for the day.** Students are expected to go to bed early and rest sufficiently at home to perform their tasks at the Academy.

17. Students develop and maintain excellent habits in grooming and appearance that prepare them for their work after graduation. Perfection in grooming and appearance are imperative for food service employees. A manager or supervisor must have standards that will set an example. Personal grooming and appearance are so important that they are part of the students' final grade in all work done in the laboratory/kitchen.

18. No student may leave the laboratory or class without the permission of the instructor in charge.

19. Students may work in groups in the laboratory. Each group will be assigned a laboratory station for the class period. It is the group's responsibility to have their assigned station clean and complete in every detail before leaving the laboratory.

20. Students should pay careful attention to all verbal instructions and recipes. Instructions should be carefully followed. Do not vary measurements, regulations or size of portions.

21. Students should be attentive to their assigned tasks. Students have the obligation to carry out responsibilities that have been delegated to them.
22. Conversation in the laboratory should only be related to students' assigned work. Irrelevant conversation distracts students from concentrating on their correct and timely performance of assigned tasks and should be avoided.
23. Students that have finished their assigned task should help other students that are still working on their assigned tasks.
24. **Students having questions or doubts concerning any matter in the laboratory should seek the attention of the instructor in charge.**
25. Students should refrain from touching their faces or hair when working.
26. Students are expected to wipe up all spills of liquids and foods IMMEDIATELY. Keeping a clean facility is part of good management.
27. Students should always keep the floor clean. Students should not leave water standing in puddles when mopping the floor. STUDENTS SHOULD ALWAYS USE "CAUTION – WET FLOOR" SIGNS WHEN NEEDED.
28. Students are expected to know the proper name and correct usage of all major utensils including those with specific purposes or multiple uses.
29. Students should know the proper location of all equipment, supplies and utensils and keep them in their proper place when not in use. At the end of the day students should restore all equipment to its proper position. Students seeing equipment out of place have the obligation to restore it to its proper location even though they may not have used the equipment and even if they did not originally locate the equipment in its proper place.
30. Students should never lick spoons, beaters, rubber spatulas or other utensils used for stirring, blending or food preparation.
31. Students should never use a serving spoon for tasting purposes.
32. Students should immediately wash any utensil that has been used for tasting prior to proceeding with food preparation.
33. At the beginning of each class day the instructor in charge will designate a manager/sous chef for the day. The manager has the following responsibilities:
 - a. The manager has the overall responsibility to see that students have met all guidelines.
 - b. The manager has the responsibility to see that the kitchen, dish room, dishwasher and refrigerators are clean and in order.
 - c. The manager will report to the instructor for final inspection when he or she is satisfied that all negative conditions have been resolved.
 - d. The manager will dismiss students when the manager has completed the final inspection with the instructor and the instructors' approval has been given.
34. Students should be certain that only items that the food disposal unit can properly dispose of, are placed in the food disposal. Please refrain from putting icing or grease of any kind in the dishwasher sink (spray sink), food disposal, sinks, or floor drains.
35. Students must be certain to drain the dishwasher and turn it off when cleaning it. Do not use scouring pads to clean the dishwasher, as this will damage it. DO NOT STORE ANYTHING ON THE DISHWASHER.

36. No students are allowed to be in the kitchen or bakery after 2:00 p.m. when the Academy is closed unless an instructor in the kitchen agrees to supervise you and when your assignment is finished you clean the kitchen and leave immediately.
37. If you have classes in the evening and do not want to leave the Academy, you must stay either in the classroom or in the dining room (instructor's discretion). NOTE: You are not allowed to walk into the kitchen to visit anyone who is taking an afternoon course nor are you allowed in the Academy under any circumstances if there are no instructors on the premises. If you do not follow these instructions you will not be allowed to stay in the Academy to wait for your evening classes anymore.
38. Food, supplies, equipment and utensils of the Academy are strictly for use by the students during the Academy's class hours only. They are not to be borrowed or taken out of the Academy by anyone under any circumstances. Please respect this rule and DO NOT ask to borrow equipment, supplies, etc.
39. You are not allowed to bring your own food, products, equipment, and utensils to bake or prepare any food items in the kitchen and bakery at any time for any purposes.
40. Allow instructors to monitor your use of chemicals/cleaning supplies. Do not overuse/waste such supplies, including, but not limited to, draining sinks full of detergent and sanitizer too often.
41. Students are not allowed to bring tool boxes in the kitchen (only knife set). In special circumstances with the consent of the instructor students may bring their tool boxes, but may be subject for inspection by faculty and staff at their departure.
42. Students must be very careful in using equipment as some are fragile and may become damaged or break. Damaged or broken parts may not be easily replaced, are costly, and may it take a long time to be able to obtain the parts. This will hinder the learning process and make it difficult for production.
43. Students should not use steel wool to clean stainless steel, glass, and plastic. It will leave permanent scratches on the surface.
44. Students should not consume food or drinks in the kitchen by placing them on the bottom shelf of the work table or on any shelves that are not used for that purpose.
45. Students are not allowed to take and consume food in the classroom (See RCCD Standards of Student Conduct, No. 22) except for special projects and presentations.
46. Use of copy machines and printers
Students are not allowed to use copy machines and printers for personal or other uses other than for academy related text and recipes. Students' personal project, term paper, etc. must be copied/printed outside of the academy. Use of copy machines and printers must be limited to only the required pages. Do not copy a book or magazine from one end to the other. Students will be provided with a maximum of given number of pages weekly for their copying and printing. Please use copy machines and printers wisely and limit your copying and printing to what is needed and necessary.

*“Coming together is the beginning.
Working together is progress.*

Keeping together is success”.

VI. Grading

Because the Culinary Academy covers a broad spectrum of required and elective courses and makes available classes for concentrated study, it is not possible to give one overall set of grading criteria applicable to every single class. **Each class syllabus will provide the student with the criteria upon which students will be graded for that particular course.**

Grading is done based upon the students' level of achievement as determined by a straight percentage (as opposed to a class curve). Percentages determining letter grades are as follows:

A	90% or above
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% or below

A GRADE OF “C” OR BETTER IS REQUIRED TO PROCEED TO THE NEXT CLASS IN THE PROGRAM AND FOR ALL CLASSES IN THE PROGRAM TO GRADUATE. Students are required to repeat any class for which they did not get a grade of “C” or better. This applies to all classes but does not affect the rules pertaining to the freshman class discussed on page 1 of this book.

While specific grading concerns and questions regarding the grading criteria used in each course should be directed to the course instructor, a general list of criteria used to evaluate laboratory performance is set forth below. **Please remember that this is for general information purposes only. Specific criteria given by course instructors will determine student evaluation criteria.**

A. General Techniques

1. The student uses the proper hand washing sinks and never washes his or her hands in the same sink that contains or will contain dishes or pots to be washed. The student uses the approved hand soap to wash hands and uses paper towels to dry hands.
2. The student wears rubber or latex/vinyl gloves at all times during preparation when handling food that will not be cooked immediately. The student replaces gloves each time they become contaminated to prevent cross contamination.
3. The student knows how to operate both gas and electric equipment.
4. The student controls the cooking and baking temperatures. The student knows that once food comes to a boil the heat is reduced to continue boiling or to simmer.
5. The student keeps the kitchen in order at all times while working.
6. The student keeps all doors and drawers closed to avoid accidents.
7. The student maintains orderly arrangement of equipment, dishes and silverware when not in use.
8. The student always uses a tray to collect and arrange MISE EN PLACE. The student begins all laboratory projects with MISE EN PLACE. The student uses trays or a rolling cart to save steps whenever possible when getting supplies, collecting accessories, table appointments and serving utensils.
9. The student keeps potholders or mitts near the ovens and ranges to handle hot utensils. The student NEVER uses a damp or wet towel on a hot pan.
10. The student uses a cutting board to chop or cut food items and does not do so on bare tables or counter top surfaces.
11. The student uses a breadboard, pastry cloth, waxed paper or plastic wrap sheeting when rolling out dough and other foods.
12. The student properly prepares and produces best quality of finished products.
13. The student tastes prepared food by approved methods only and does not eat in quantities. The student uses the two-spoon tasting method.
14. The student uses a TASTING SPOON to taste a product during preparation and not a STIRRING SPOON.

15. The student washes preparation utensils as soon as possible after completion of the preparation. It is acceptable for students to use the “wash as you go” method providing the timing deadline is met first.
16. The student does not place knives or other sharp and/or pointed utensils in the pot sinks. The student washes sharp utensils separately.
17. The student knows how to properly operate the food disposal unit never reaching inside and never putting hard objects in the disposal.
18. The student stores leftovers in covered storage containers, “lockable” plastic bags, or covered jars, refrigerating them promptly when appropriate and marking the date, class, section and content.
19. The student consults the instructor in charge for more storage information when necessary especially when wrapping and storing larger containers or larger food items.
20. The student RETURNS ALL EQUIPMENT TO ORIGINAL STORAGE AREAS or arranges equipment neatly on or in prescribed cabinets, bins, shelves and hooks.
21. The student places all soiled clothes, etc., into the proper basket to be washed.
22. The student complies with and consults, when necessary, training manuals regarding proper cleaning and sanitizing procedures.
23. The student leaves the laboratory and refrigerators in order for the next class or day.

B. Working Techniques

1. The student works quietly, speedily and accurately.
2. The student uses good judgment in utilizing his or her workspace.
3. The student maintains cleanliness when preparing food.
4. The student uses care in lighting gas appliances such as ovens or broilers.
5. Prior to starting work the student has
 - a. Read all recipes and/or formulas;
 - b. Performed MISE EN PLACE;
 - c. Checked temperatures used and suggested preparation and cooking time needed for each
6. The student manages his or her time and equipment efficiently.
7. The student demonstrates ATTITUDE/ ABILITY / ATTENDANCE:
 - a. The student demonstrates an ability to apply knowledge, skill and follows directions (both written and oral);
 - b. The student is able to see applications of the lesson beyond the assigned task.
 - c. The student is able to distinguish when accuracy in measuring and procedures is important.
8. The student demonstrates an aptitude for the assigned task.
9. The student demonstrates interest in his or her work.
10. The student exhibits quality in his or her work and is able to explain possible causes for any failure of the work product.
11. The student works compatibly with others in the work environment.
12. The student performs a good quantity of work.
13. The student demonstrates initiative.
14. The student demonstrates dependability.
15. The student demonstrates a readiness for class.

D. Clean Up

The student performs all of the following functions at the end of the day:

1. Checks all ranges for cleanliness:
 - a. Removes and soaks/washes all range top burner grids and burners;
 - b. Cleans the slide-out crumb and spill catcher drawer under the burners;
 - c. Washes and sanitizes all exterior range surfaces.
 - d. Turns off all range ovens.
2. Checks all refrigerators for cleanliness:
 - a. All stored foods are covered and labeled with the date, class section and content;
 - b. All interior surfaces are washed and sanitized;
 - c. All hasps and locks are in place.

3. All cooking, serving and eating utensils are washed, sanitized, and placed in their proper drawers or racks.
4. All table tops, table bottom shelves and counter surfaces have been washed and sanitized.
5. All worktables and machines are restored to their proper place or arranged in a work pattern suggested by the instructor.
6. All bowls, baking pans, scales, pots, saucepans, skillets and other equipment are returned to their proper storage cabinets, table bottoms and shelving units.
7. The floor is swept and mopped including the area around each sink, work area, range area, and oven area.
8. All machines are unplugged and thoroughly washed and sanitized; bowls, beaters, and other accessories are returned to each machine.
9. All mops have been washed and hung to dry.
10. All brooms, mops, dustbins, and other cleaning equipment have been returned to its proper place.
11. All trash containers' contents have been secured, tied properly and placed in the dumpsters outside the kitchen. Trash containers have been washed down when appropriate.
12. All lights and electrical switches have been properly turned off.
13. Lids have been placed on all grease/oil buckets.
14. All pilot lights have been left burning.
15. All items in the refrigerator or cooler have been left in their proper places: items are in their assigned place or produce on the top shelf, beef on the second shelf from the top, pork on the third shelf from the top, poultry on the fourth shelf from the top, and seafood on the bottom shelf.

Managers may appoint students to each of the above cleaning details. Managers should allow sufficient time to clean up and replace all to order. Managers may dismiss students as they deem fit after first checking all areas themselves and getting the instructor's approval. **If necessary, managers will be required to re-clean all areas themselves.**

“Even if you are on the right track, you will get run over if you just sit there.”

ADA Statement (Americans with Disabilities Act)

Riverside Community College is committed to providing reasonable accommodation for all qualified students with disabilities. If you have a physical, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned coursework, you should contact the staff in the Office of Disabled Student Services. The office is located on the Riverside Campus, room 21 of the Administration Building, or call (951) 222-8060 (City Campus), (951) 372-7070 (Norco Campus) or (951) 485-6138 (Moreno Valley Campus). DSP&S will review your concerns and determine, with you, what accommodations are necessary and appropriate. All information and documentation is confidential. When the disability has been documented and verified, a counselor will contact the faculty member regarding any special accommodation to be provided.

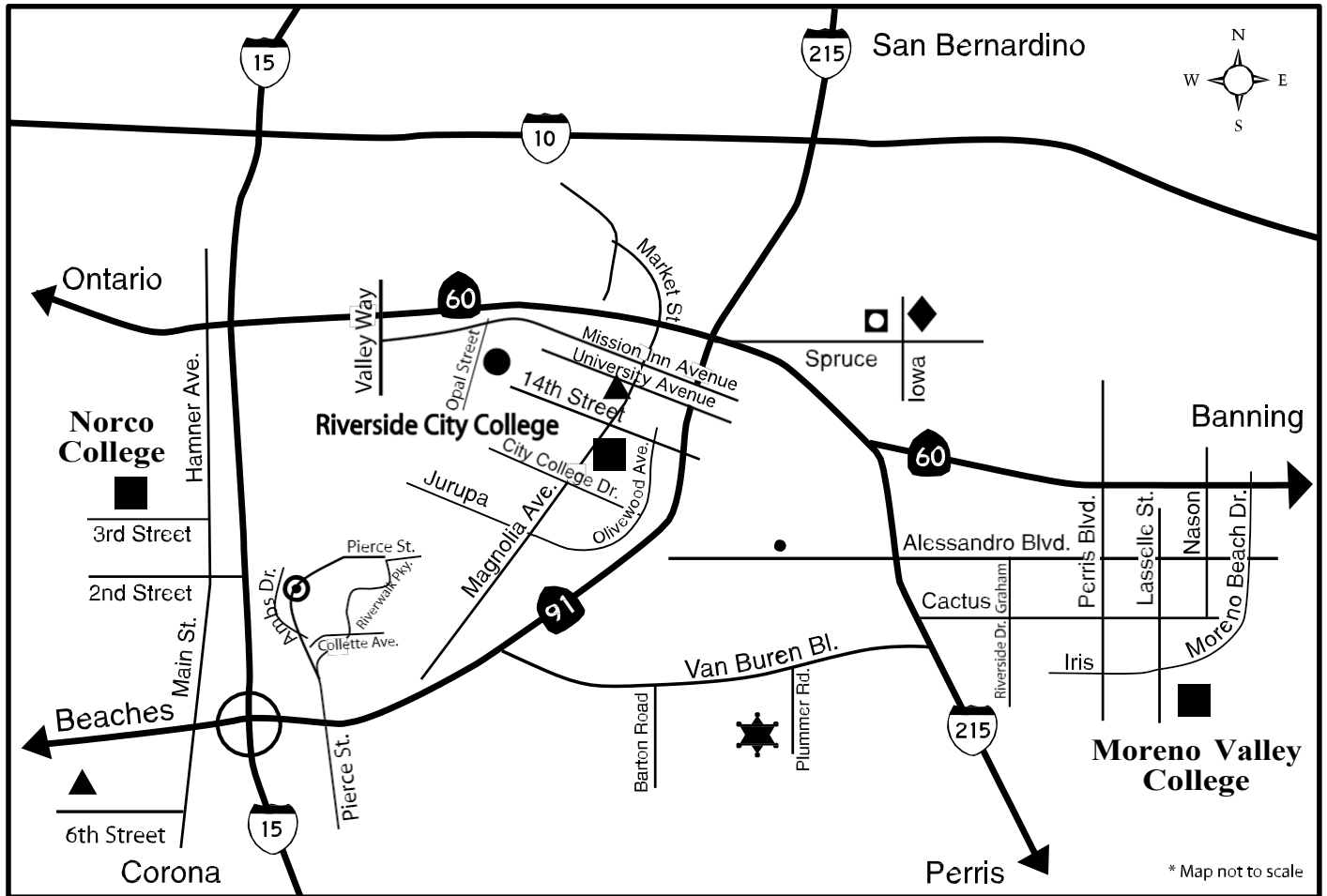
Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Office for Student Disability Services.

Useful phone numbers:

Director of Academy's office	(951) 328-3807
Director of Academy's cell phone	(951) 522-9054
Riverside City Campus	(951) 222-8000
Dean of Student Services	(951) 222-8108
Health Services	(951) 222-8151
Bookstore	(951) 222-8140
Library	Office (951) 222-8650
	Circulation (951) 222-8651
	Reference (951) 222-8652
College Safety and Police	(951) 222-8172
24 hours Dispatch	(951) 222-8171
Student Services	(951) 222-8570
Student Financial Services	(951) 222-8709/8710
Student Employment	(951) 222-8000x4281
Student Accounts	(951) 222-8604
Student Insurance	800-406-2338
Switchboard Operators	(951) 222-8600, "0"

RCCD

RIVERSIDE COMMUNITY COLLEGE DISTRICT



■ Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000

■ Norco College
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

■ Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100

● RCCSO
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039

■ RCCD District Office
1533 Spruce Street
Riverside, CA 92507
(951) 222-8506

★ Ben Clark Training Ctr.
3423 Davis Avenue
Riverside, CA 92518
(951) 486-2800

▲ RCCD Economic Development
152 East Sixth Street
Corona, CA 92879
(951) 571-6474

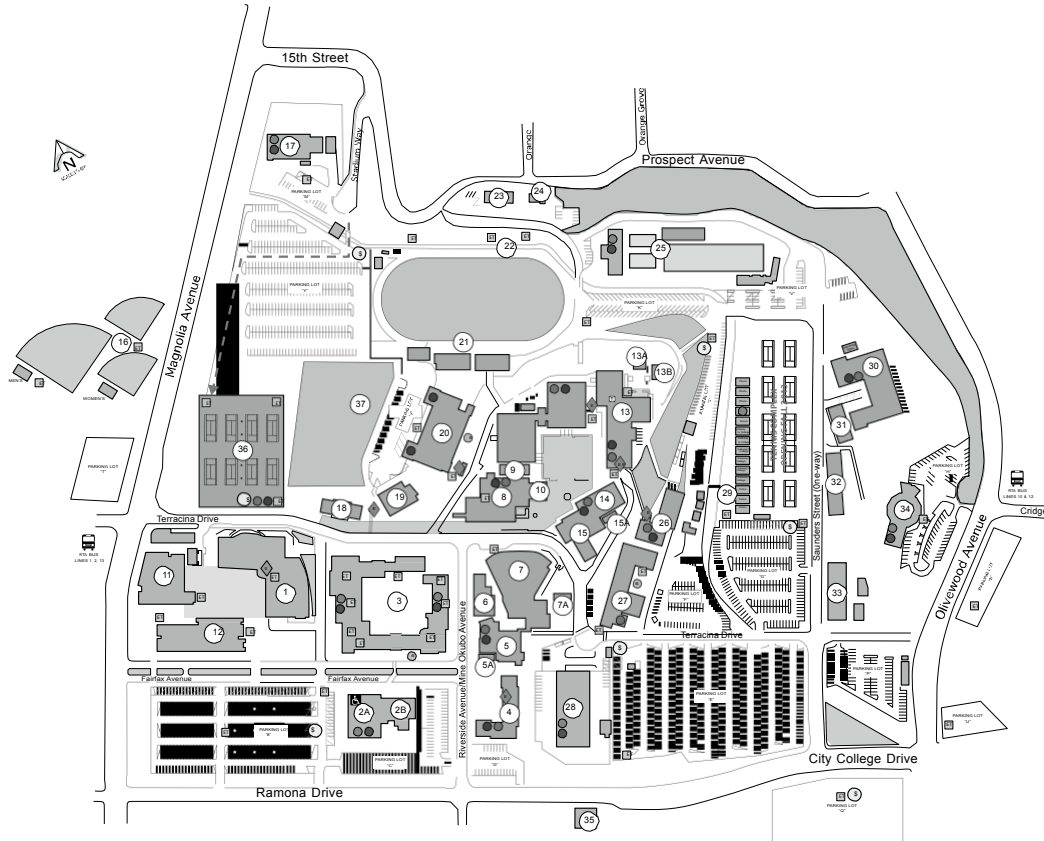
◆ Culinary Academy
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311

● Rubidoux Annex
4250 Opal Street
Jurupa Valley, CA 92509
(951) 328-3790

● Stokoe Annex
4501 Amb's Drive
Riverside, CA 92505
(951) 222-8729

▲ The Center for Social Justice and Civil Liberties
3855 Market Street
Riverside, CA 92506

Riverside City College



UPPER CAMPUS

1. Digital Library & Learning Resource Center
 - Academic Senate/CTA
 - Auditorium
 - Glenn Hunt Center for Teaching Excellence
 - Instructional Media Center
 - Tutorial Services
2. Administration (O.W. Noble)
 - Section A
 - Board Room
 - Disabled Services
 - H.O.M.E. Room (The Ujima Project)
 - Learning Disabilities Center
 - Mailroom/Admin Service Center
 - Veterans' Resource Center
 - Veterans' Services
 - Section B
 - Academic Affairs
 - Athletics
 - Business Services
 - Community Learning in Partnership (CLIP)
 - Office President's
 - Workforce Resource and Development
3. Quadrangle (Arthur G. Paul)
 - Art Gallery
 - Community for Academic Progress (CAP)
4. Business Education (Alan D. Pauw)
 - CalWORKS/Resource Center
 - Independent Living Program (ILP)
 - Micro Support Services
 - Workforce Preparation (WFP)
5. Music
- 5A. Music Annex
6. Music Hall (Richard M. Stover)
7. Landis Performing Arts Center
- 7A. Landis Annex

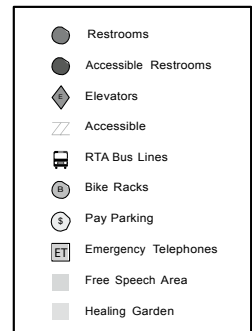
8. Martin Luther King, Jr. High Tech Center

- Academic Labs
 - Center for Communication Excellence
 - Stem Center
9. Assessment Center
 - Viewpoints
 10. Planetarium (Robert T. Dixon)
 11. School of Nursing
 - Healing Garden
 12. Math and Science Building
 13. Student Center (Ralph H. Bradshaw)
 - Aguilar Patio
 - Auxiliary Business Services/ Cashier
 - Bookstore
 - Cafeteria/Food Services
 - Citrus Room
 - Extended Opportunities Programs & Services (E.O.P.S.)
 - Hall of Fame
 - Health Services
 - Heritage Room
 - Matriculation
 - Student Services/Student Activities
 - TRIO
 - Upward Bound
 - 13A. ASRCC Student Government
 - 13B. Information Services Telecom Annex
 14. Student Financial Services
 - Financial Aid
 - Network Services
 - Outreach Completion Counts
 - Welcome Center
 - Student Employment Services
 15. Admissions & Counseling (Cesar E. Chavez)
 - Admissions & Records
 - Career/Transfer
 - Counseling
 - Transcripts
 - 15A. Annex/Wells Fargo

LOWER CAMPUS

16. Sports Complex (Samuel C. Evans)
 - Baseball Field
 - Pony League Field (Nate DeFrancisco)
 - Softball Field (Ab Brown)
17. Early Childhood Studies
18. Ceramics
19. Art
20. Gymnasium (Arthur N. Wheelock)
 - Athletic Coaches' Office
 - Fitness Room
21. Stadium (Arthur N. Wheelock Field)
 - Weight Room
22. Nature Trail (Arlene & Robert F. Richard)
23. North Hall
 - Finance & Accounting Services
 - Purchasing & Accounts Payable
24. College House
 - Administration & Finance
 - Risk Management
25. Riverside Aquatics Complex
26. Technology B Information
 - Services International
 - Students Center Printing & Graphics Center
27. Technology A
 - Air Conditioning & Refrigeration
 - Career/Technical Education
 - Welding
28. Automotive Technology
29. Lovekin Complex
 - College Safety and Police
 - Gateway to College (GTC)
 - Marching Tigers
 - Photo Lab & Studio
 - Tennis
30. Gymnasium (Catherine S. Huntley)
 - Band
 - Dance
31. Pilates Studio (Eleanor H. Crabtree)
32. Warehouse

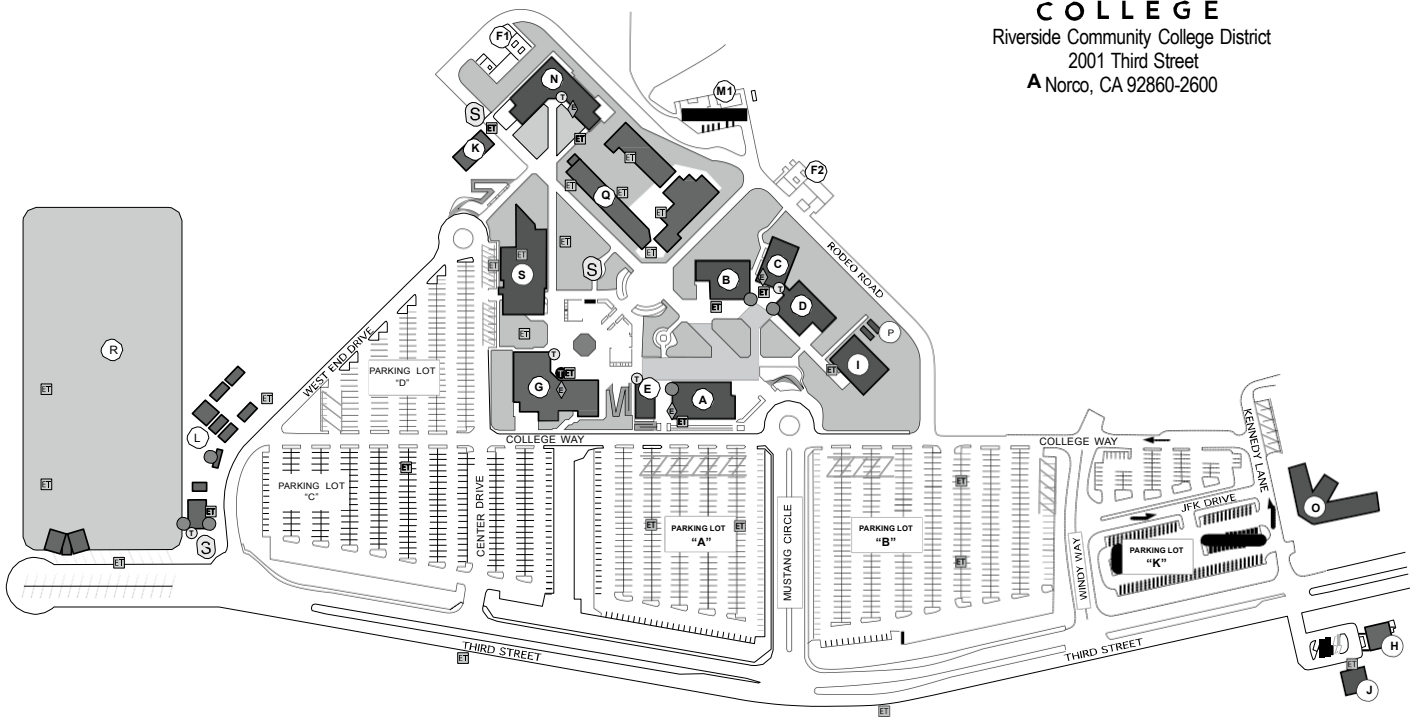
33. Maintenance & Operations
34. Cosmetology
35. Alumni House - 3564 Ramona Drive Foundation
36. Parking Structure/Tennis Courts (Frank Bushman)
37. Practice Field



Updated 03/13

NORCO COLLEGE

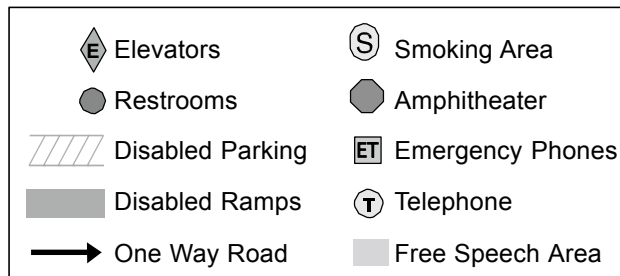
Riverside Community College District
2001 Third Street
Norco, CA 92860-2600



- | | | |
|--|--|--------|
| A Student Services - (SSV) | J Early Childhood Education Center - (ECEN) | |
| B Science & Technology - (ST) | K Center for Applied and Competitive Technologies (CACT) | Elevat |
| C Theater - (THTR) | L West End Quad - (WEQ) | Restro |
| D Humanities - (HUM) | M1 Facilities | |
| E College Safety and Police Sports Complex | N Applied Technology - (ATEC) | Disabl |
| F Central Plants | O JFK Middle College High School - (JFK) | |
| G Wilfred J. Airey Library - (LIBR) | P Portables A & B | Disabl |
| H Head Start | Q Industrial Technology (IT) | |
| I Bookstore | R Sports Complex | One V |
| | S Center for Student Success (CSS)
The Corral (Cafeteria and Dining Room) | |

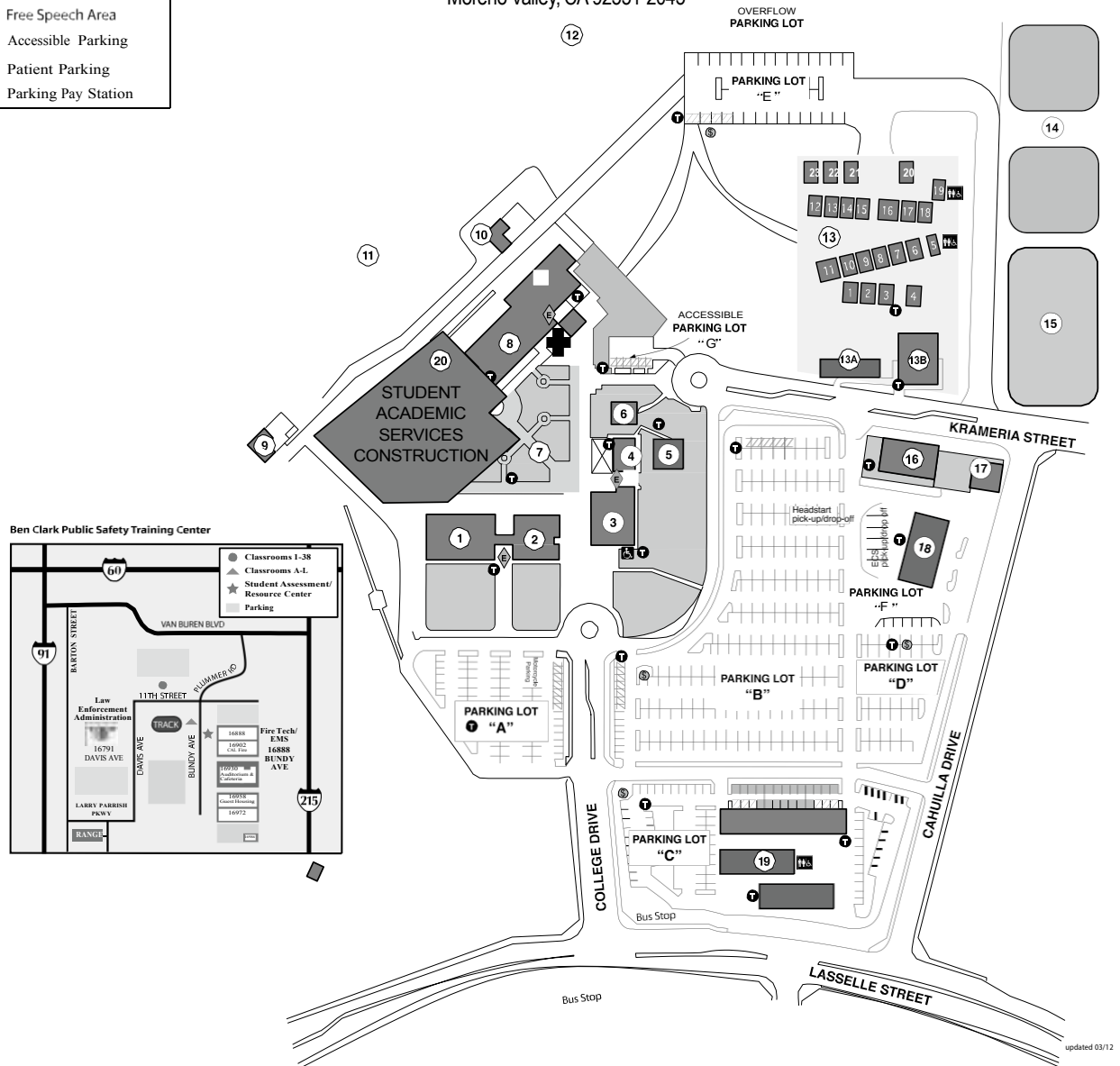
updated 8/11

education Center - (ECEN)
and Competitive Technologies (CACT)
(WEQ)
y - (ATEC)
e High School - (JFK)
ogy (IT)

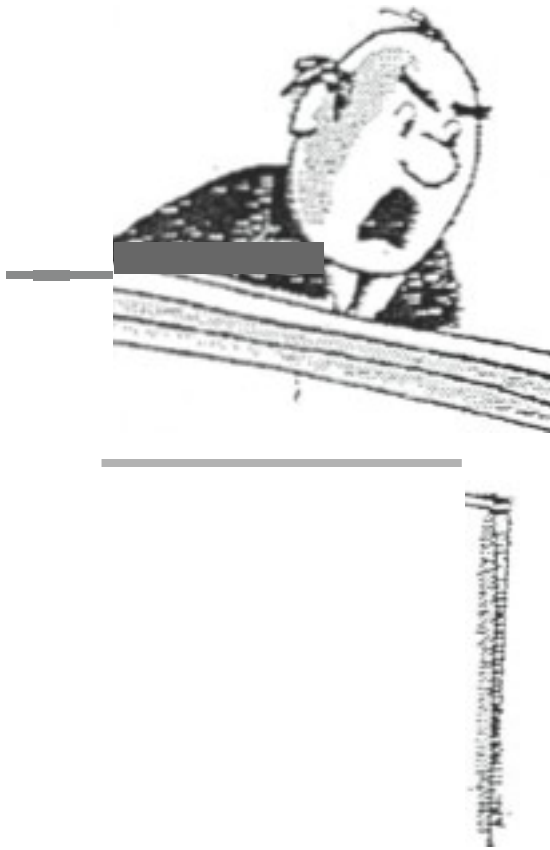


Moreno Valley College
 Riverside Community College District
 16130 Lasselle Street
 Moreno Valley, CA 92551-2045

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station



- | | | | |
|--|--|---|---|
| <p>1. LIBRARY
 Dean, Technology & Instructional Support Services
 IMC Office
 KRCC TV, Channel 17
 Middle College High School Office
 Tutorial Services
 Vice President, Student Services</p> <p>2. STUDENT SERVICES
 Admissions
 Assessment Center
 Career and Transfer Center
 Counseling Services
 E.O.P.S./CARE
 Student Financial Services</p> <p>3. SCIENCE AND TECHNOLOGY
 Computer Lab
 Disabled Student Program and Services
 Science Labs</p> | <p>4. LIONS' DEN CAFÉ</p> <p>5. STUDENT ACTIVITIES CENTER
 ASMVC Student Government</p> <p>6. BOOKSTORE</p> <p>7. JOHN M. COUDURES, JR. PLAZA</p> <p>8. HUMANITIES
 Dean of Instruction
 Academic Departments:
 • Mathematics, Sciences, and Kinesiology
 • Communications
 • Humanities and Social Sciences
 • Business and Information Technology Systems
 Writing and Reading Center
 Language Lab
 Math Lab
 Workforce Prep</p> <p>9. PHASE I MECHANICAL BUILDING</p> <p>10. PHASE II MECHANICAL BUILDING</p> | <p>11. EDMUND C. JAEGER DESERT INSTITUTE</p> <p>12. CROSS COUNTRY TRACK</p> <p>13. PARKSIDE COMPLEX (PSC)
 1-2 Faculty Offices
 3-4 Classrooms
 5 Restrooms
 6 Health Services
 7-10 Classrooms
 11 Center for Professional Development
 12 Classroom
 14B Health Sciences Student Resource Center
 15 Health Science Programs/Faculty Offices
 16-18 Classrooms
 19 Restrooms
 20 Classroom
 21 Physician Assistant Program</p> | <p>22-23 Classrooms</p> <p>13A. PSC WAREHOUSE
 Campus Police
 Facilities Office
 Mailroom</p> <p>13B. PSC MULTIPURPOSE BUILDING</p> <p>14. SPORTS FIELDS</p> <p>15. COLLEGE PARK</p> <p>16. ADMINISTRATION ANNEX
 President and Vice President offices</p> <p>17. HEADSTART</p> <p>18. EARLY CHILDHOOD EDUCATION CENTER</p> <p>19. DENTAL EDUCATION CENTER</p> <p>20. STUDENT ACADEMIC SERVICES (Under Construction)</p> |
|--|--|---|---|



? f(I,U"-<

"I sentence you to be smothered in onions!"

By following precisely the student handbook you would not have to stand up and answer questions regarding your attitude, your behavior, and your actions or inactions.

Your attitude is your altitude

Your determination is your destination

Your perseverance is your success

Your goal setting and planning is your future happiness

Good luck and best wishes for your success at the
Academy

I _____ have received a copy of, read and understand all policies, procedures and all regulations contained in the Student Handbook for the Riverside Culinary Arts Academy at Riverside Community College, Riverside California. I agree to comply with all regulations, including attendance policies, grading scale, standard of student conduct, guidelines for students in food preparation, production, lecture, and demo classes, and participation in catering, banquet and fundraising functions of the program.

Signed: _____

Date: _____

Instructor: _____

(student's copy)

I _____ have received a copy of, read and understand all policies, procedures and all regulations contained in the Student Handbook for the Riverside Culinary Arts Academy at Riverside Community College, Riverside California. I agree to comply with all regulations, including attendance policies, grading scale, standard of student conduct, guidelines for students in food preparation, production, lecture, and demo classes, and participation in catering, banquet and fundraising functions of the program.

Signed: _____

Date: _____

Instructor: _____

(student's file copy)

EXHIBIT 13

Culinary Arts

CUL -20 Fundamentals of Baking I 2 units

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters, soft and stiff doughs, baking times, temperatures and handling techniques.

CUL-21 Fundamentals of Baking II 2 units

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries, and cakes; soft and stiff doughs; baking times, temperatures and handling techniques.

CUL-22 Cake Decorating I

This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products.

CUL-23 Advanced Cake Decorating

Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste – dark, white, and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves.

CUL-24 Techniques of Garde Manger 2 units

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudites, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients.

CUL-36 Introduction to Culinary Arts 8 units

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements.

CUL-37 Intermediate Culinary Arts 8 units

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and

service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied.

CUL-38 Advanced Culinary Arts 8 units

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation.

CUL-40 Professional Waitstaff Training .5 unit

This course introduces the skills, techniques, and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette.

CUL-41 Wine and Food Pairing 2 units

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served.

CUL-42 International Cuisine 2 units

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate, and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own.

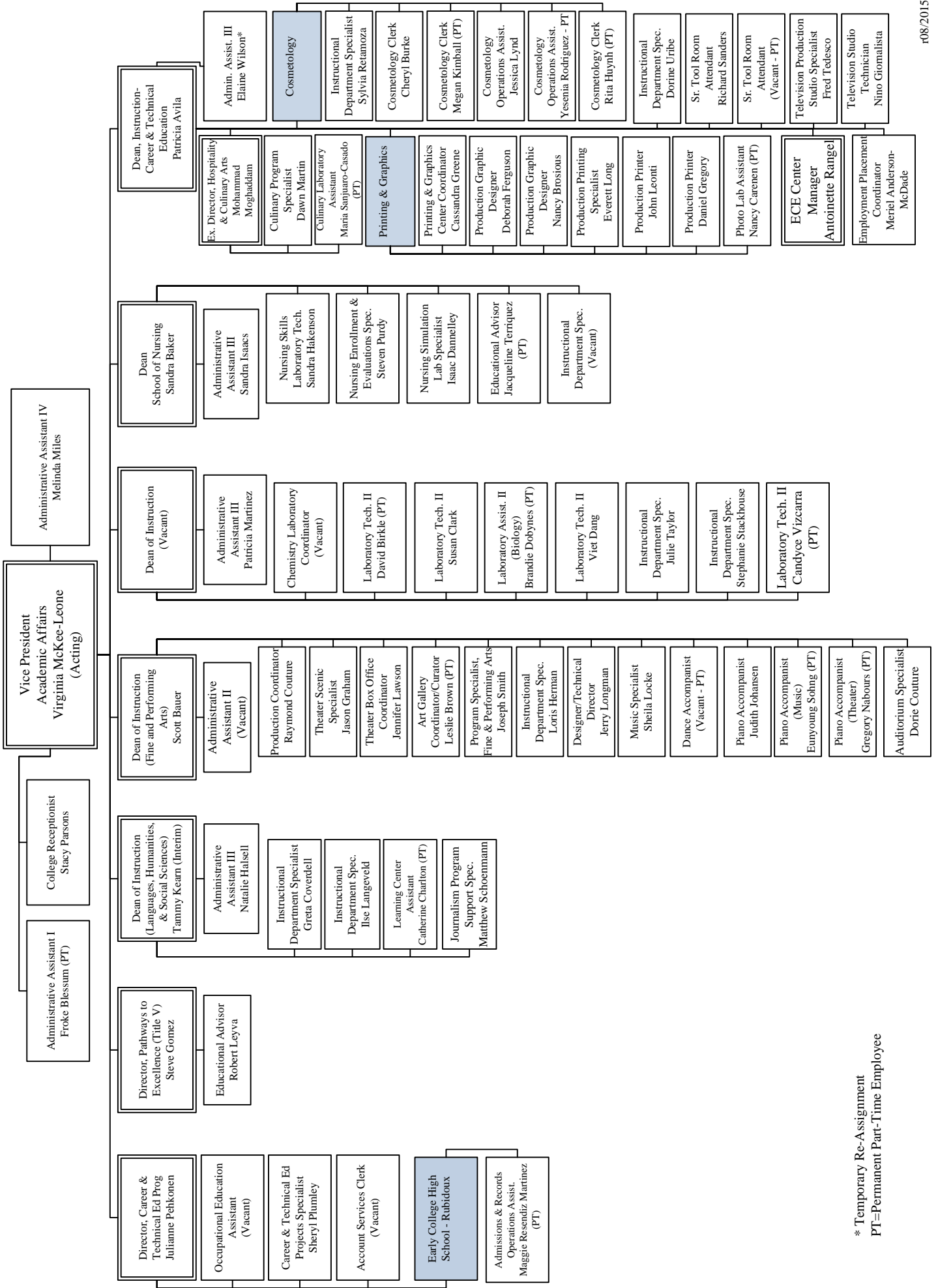
CUL-45 Cognizant Cuisine 1 unit

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible.

EXHIBIT 14

Riverside Community College District

Riverside City College – Academic Affairs



* Temporary Re-Assignment
PT=Permanent Part-Time Employee

EXHIBIT 15

BUDGET ALLOCATION MODEL

The construct of the Budget Allocation Model was based on a FTES model reflective of how resources are allocated from the State. The State model does not differentiate, and makes no provision for, high cost programs versus any other program offered at a community college. One credit FTES rate is applied to all earned credit FTES, regardless of the cost to produce the FTES.

The District's previous credit FTES based Budget Allocation Model was developed and implemented in FY 2013-14, albeit with the substantial issue of entity budget alignment still left unresolved. A "one size fits all" rate was calculated and applied to the credit FTES generated by each college, similar to the State model. Inequities emerged between the revenues generated by each college versus the expenditures incurred by each college. This basic stumbling block issue has remained since its implementation, despite the numerous discussions and analytical attempts made to resolve it.

A need was identified to allocate resources to the colleges in a way that provides enhanced budget autonomy and reflects the unique instructional programs and organizational structures that have developed based on decisions made over time. In other words, a model that recognizes the "realities" of the decisions that have been made and one that moves the District closer to aligning allocated college revenues with allocated expenditures (i.e. Entity Budget Alignment).

During FY 2014-15, discussions ensued with District and college constituency groups to revise the Budget Allocation Model (BAM 2.0). The basic framework to revise the model was consideration for the known cost of producing FTES at each college. The method should reflect the decisions mentioned earlier regarding the unique instructional program offerings and organizational structures at each college that derive the individual FTES rate per college. The resulting rates would then be applied to the funding rate per credit FTES.

The following comprise the framework for the revised Budget Allocation Model:

- Using historical total actual expenditures and FTES for each college, calculate separate rates per FTES using a seven (7) year average; transitioning to a ten (10) year rolling average over time.
 - The rolling average will smooth out year-to-year anomalies, program level efficiencies and inefficiencies, high cost and low cost programs, staff seniority, changes in administration, etc., etc.
 - Note – Application of the ratios will result in a remainder that will be allocated on an FTES percentage basis in order to balance the model.
 - Total actual expenditures takes into consideration ALL costs (support, administration, instruction, facilities) to produce the FTES.
 - The starting point for historical expenditures is FY 2008-09 since this is when three college status started.
 - Adhere to the following BAM Principles as much as possible:
 - #3 – Equitable Allocation of Resources
 - #4 – Enrollment Management Decisions Drive the Allocation of Resources

BUDGET ALLOCATION MODEL *(continued)*

- #5 – Simple, Readily Communicable and Understood, and as Easy to Administer as Possible
- #6 – Defined in Measurable Terms to Maintain Objectivity and Predictability and the Outcome is Independently Verifiable
- #7 – Driven by Verifiable Data
- Revises the Budget Allocation Model but does not result in reduction of or additional resources for the colleges
- Provides a baseline to begin moving forward on implementing other components of the BAM as well as a basis for closing the remaining budget gap in future years

After vetting by the colleges' shared governance groups and considerable discussion at the District Budget Advisory Council (DBAC), DBAC reached consensus to move the proposal forward District Strategic Planning Committee (DSPC) as a transitional model to achieving entity budget equilibrium. DSPC considered the proposal and reached consensus to move the proposal forward to the Chancellor's Cabinet. Chancellor's Cabinet approved the revised Budget Allocation Model (BAM 2.0) for implementation effective for FY 2015-16.

BAM 2.0 will be monitored to assess its effectiveness and will be evaluated prior to the FY 2016-17 budget development cycle.

Following are the BAM principles, components, FY 2015-16 Budget Allocation Model, and credit FTES rate ratios (Exhibit D).

BAM Principles

1. Equilibrium in the operating budget structural balance is maintained through assurance that ongoing expenditures do not exceed ongoing revenues and that compliance with State and District reserve requirements is maintained.
2. The BAM recognizes that resource allocation is linked to District-wide strategic planning.
3. The BAM provides for the equitable allocation of available resources to the three (3) colleges and the District Office, while ensuring compliance with statutory and regulatory requirements.
4. Enrollment management decisions drive the allocation of operational resources.
5. The BAM is simple, readily communicable and understood, and as easy to administer as possible.
6. The BAM is defined in measurable terms to maintain objectivity and predictability and so that the outcome is independently verifiable.
7. The BAM is driven by verifiable data.

BUDGET ALLOCATION MODEL *(continued)*

Policy/Organizational Considerations

1. Defining the roles of the District vis-à-vis the District's four major entities in the budget development and execution processes.
2. Defining the way in which compliance with statutory, regulatory and policy requirements shall be assured (e.g. FON, 50% Law, categorical match).
3. Defining self-insurance funding.
4. Defining DSPS services and funding levels.

BAM Components

1. RCCD's BAM will mirror the State funding model for the California Community Colleges for the basic allocation, full-time-equivalent student (FTES) apportionment, one-time funding, and one-time funding on an annual basis (e.g. Prop 30). The model will comply with budget-related statutory and regulatory requirements (e.g. 50% Law, FON, etc.).
2. The minimum 5% required level of District reserves and funding for the district office will be the first allocations of the District's "Total Available Funds" in the Unrestricted General Fund.
3. In recognition that it may be necessary to transition over time to a point whereby each of the colleges achieve equilibrium between allocated revenues and the expenditures needed to support instructional service levels to students, a separate allocation may be provided.
4. Non-State apportionment, one-time funds, ongoing funds and entrepreneurial revenues (e.g. Norco College Trading Post, Riverside City College Splash, Nonresident tuition, indirect cost reimbursements, lease/rental income, etc.) that are specific to a particular entity will be retained by the respective college that generates the revenue.
5. Revenue sources that are not specifically identifiable to a particular entity will be allocated based on the same methodology used to allocate apportionment revenues unless otherwise specified by the funding source.
6. A minimum of 1% of total available funds will be allocated for contingency at the entity level.
7. Child Care Centers, Food Services, Performance Riverside, Contract Education, Community Education, and Bookstore must be self-sustaining by entity.
8. Interfund loans will be allocated "off the top" of the District budget.
9. The budget allocated for the District Office and District Support Services shall correlate with the percent increase/decrease of the aggregate budget allocated to the colleges.

Exhibit D
Riverside Community College District
FY 2015-2016
Budget Allocation Model - Final Budget

	<u>Total</u>					
Contingency Budget from FY 2014-2015	\$ 7,801,811					
Apportionment						
Basic Allocation	\$ 10,774,172					
Cr FTES (MVC - 6,250.04; NC - 6,250.04; RCC - 14,556.37 (27,056.45))	126,513,315					
COLA at 1.02%	1,404,189					
Full-Time Faculty Hiring	1,487,154					
Base Increase	6,693,612					
Growth at 3.88% (MVC - 237.88; NC - 237.88; RCC - 554.02 (1,029.78))	<u>4,864,305</u>					
Total Gross Apportionment	\$ 151,736,747					
Less, Property Taxes	(34,003,620)					
Less, Enrollment Fees	(8,837,384)					
Less, Estimated Deficit Factor (.0093)	<u>(1,415,718)</u>					
Total Net Apportionment	\$ 107,480,025					
Total Beginning Balance and Apportionment	\$ 115,281,836					
Less, Contingency Reserve (Board Policy at 5.00% or more)	(10,447,116)					
Less, DO Allocation	(4,062,065)					
Less, DSS Allocation	(17,417,248)					
Less, Outgoing Transfer for CSJCL (Resource 1120)	(159,847)					
Less, Outgoing Transfer for DSPS Match, FWS Support and Veterans Educ	<u>(1,008,341)</u>					
Total Funds for Per Credit FTES Calculation	\$ 82,187,219					
Target Credit FTES Target	28,465.64					
Total Funding Rate Per Target Credit FTES	\$ 2,887.2430					
		Moreno Valley	Norco	Riverside	DSS	DO
Total Funding Rate Per Target Credit FTES (Adjusted per Entity)	\$ 2,887.2430	\$ 2,955.9167	\$ 2,419.4720	\$ 3,056.4384		
Target Credit FTES Target	28,465.64	6,575.56	6,575.56	15,314.52		
Total Funds for Per Credit FTES Calculation	\$ 82,187,219	\$ 19,444,465	\$ 15,917,039	\$ 46,825,715		
FY 2014-15 Excess (Shortfall) of Budgeted Revenues	2,686,307	181,246	1,197,195	1,307,866	309,209	-
FY 2014-15 Excess (Shortfall) of Budgeted Expenditures	2,289,431	670,609	537,789	1,081,033	1,330,703	250,481
Non-Credit FTES	392,662	222,590	-	170,072	-	-
Federal Revenues	188,246	59,867	50,016	78,363	-	-
Other State Revenues	7,056,813	1,503,997	2,049,997	3,502,819	-	15,004,000
Local Revenues	46,712,128	10,195,150	10,539,264	25,977,714	131,637	-
Incoming Transfer from Customized Solutions (Resource 1170)	56,714	-	56,714	-	-	-
Incoming Transfer from Bookstore (Resource 1110)	612,035	68,757	340,801	202,477	-	-
Total Available Funds	\$ 142,181,555	\$ 32,346,681	\$ 30,688,815	\$ 79,146,059	\$ 1,771,549	\$ 15,254,481
Base Expenditures for FY 2015-2016						
FY 2015-2016	(142,181,554)	(33,744,773)	(30,456,424)	(77,980,357)	(19,188,797)	(19,316,546)
Budget (Shortfall) or Excess	\$ 0	\$ (1,398,092)	\$ 232,391	\$ 1,165,702	\$ (17,417,248)	\$ (4,062,065)

Exhibit D
Riverside Community College District
FY 2015-2016
Budget Allocation Model - Final Budget

Base Expenditures for FY 2015-2016	Total				DSS	DO	Total DO/DSS
	Colleges	Moreno Valley	Norco	Riverside			
FY 2014-2015 Base Expenditure Budget	\$ 128,248,014	\$ 30,676,951	\$ 26,228,136	\$ 71,342,927	\$ 18,115,541	\$ 4,222,230	\$ 22,337,771
Step/Column and Personnel Adjustments	1,122,450	155,961	437,459	529,030	(415,681)	65,701	(349,980)
Full-Time Salary Increases (4.02%)	3,151,948	715,118	692,999	1,743,831	359,505	69,110	428,615
Part-Time Faculty Salary Increases (5.02%) and Growth	2,291,917	576,138	731,164	984,615	39,955	-	39,955
Health/Dental/Life Insurance	2,837,754	516,051	769,840	1,551,863	359,138	125,753	484,891
Fixed Charges (STRS, PERS, FICA, MC, UI, WC, GL)	26,296	18,210	(767)	8,853	(94,010)	(11,889)	(105,899)
New Faculty Positions (24)	2,973,120	743,280	743,280	1,486,560	-	-	-
New Classified Positions (2)	-	-	-	-	195,356	-	195,356
New Administrator Position (1)	84,991	84,991	-	-	-	-	-
Centennial and Silver Anniversary Celebrations Support	-	-	-	-	100,000	-	100,000
Enrollment Marketing	-	-	-	-	41,000	-	41,000
Indirect Cost Reimbursement Holding	-	-	-	-	-	357,330	357,330
OPEB Liability Costs	277,430	66,850	57,277	153,303	26,761	7,932	34,693
General Liability and Property Expense	499,225	120,317	103,275	275,633	48,168	9,242	57,410
State Mandate Block Grant Set-Aside for FY 16-17 and FY 17-18	-	-	-	-	-	15,004,000	15,004,000
Coil School for the Arts/Culinary Arts/District Office Operation Holding	-	-	-	-	500,000	-	500,000
Supplemental Income Retirement Plan Payment (SIRP) Elimination	(353,560)	(40,037)	(69,484)	(244,039)	(85,236)	-	(85,236)
Eliminate Administrator Settlements/Backfill	(205,990)	-	-	(205,990)	-	(208,708)	(208,708)
Contracts/Agreements/Licenses	100,000	23,100	23,100	53,800	347,128	(2,072)	345,056
Utilities Holding Account	285,414	96,851	46,648	141,915	14,586	-	14,586
Legal	-	-	-	-	-	300,000	300,000
Off-Year Board of Trustees Election	-	-	-	-	-	(600,000)	(600,000)
Miscellaneous Adjustments	296,545	(9,008)	147,497	158,056	(363,414)	(22,083)	(385,497)
Apprenticeship Program	546,000	-	546,000	-	-	-	-
Base Expenditure Budget FY 2015-2016	\$ 142,181,554	\$ 33,744,773	\$ 30,456,424	\$ 77,980,357	\$ 19,188,797	\$ 19,316,546	\$ 38,505,343
% of Base Budget	78.69%	18.68%	16.86%	43.16%	10.62%	10.69%	21.31%
\$ Increase (Decrease) to PY Base Budget	13,933,540	\$ 3,067,822	\$ 4,228,288	\$ 6,637,430	\$ 1,073,256	\$ 15,094,316	\$ 16,167,572
% Increase/-Decrease to PY Base Budget	10.86%	10.00%	16.12%	9.30%	5.92%	357.50%	72.38%

Agenda Item (IV-B-3)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-3)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and 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.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services

Attachments:

[Proposed_Curricular_Changes_0105161.pdf](#)

Course	Title	Location
--------	-------	----------

1. New Courses:

This course will enhance the current honor course offerings and will be the first Film Studies honors course:

FST-1H	Honors Introduction to Film Studies	R
--------	-------------------------------------	---

Due to modifications being made to the art programs, art classes will no longer be a requirement for the gaming programs. As such, it is necessary that the amount of learning surrounding digital drawing skills increase. This class is the successor to GAM-42:

GAM-80	Digital Drawing for Game Art	N
--------	------------------------------	---

Substantial modification to the game art programs have resulted in the consolidation and streamlining of several courses. This course represents the merging and retooling of GAM-31 and GAM 49:

GAM-81	3D Modeling and Texturing	N
--------	---------------------------	---

Due to major changes to the game art programs, there has been the need for consolidation and streamlining of courses. This course merges and retools content from GAM-34, 47, and 48:

GAM-82	Game Rigging and Animation	N
--------	----------------------------	---

This course will enhance the current offering of honors courses:

HIS-2H	Honors History of World Civilizations II	R
--------	--	---

Creating new MIS Work Experience course to go with new discipline:

MIS-200	Music Industry Studies Work Experience	N
---------	--	---

These courses will replace NVN-55. Splitting into two courses (Pathophysiology and Introduction to Vocational Nursing/Nutrition) rather than one course covering all three content areas. The intent is to allow for more flexible offerings of the courses for students:

NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	R
NVN-55B	Principles of Pathophysiology	R

2. New Stand Alone Courses:

The course will provide an introduction to computer security for all computer users:

CIS-4	Practical Computer Security	MR
-------	-----------------------------	----

These courses will be part of an apprenticeship certificate program that is being moved from Palomar College to Norco College in an effort to better serve the Inland Empire residents:

ELE-420	Intro to Sound/Communication Trade Industry	N
ELE-421	Electrical Theory and Practices DC	N
ELE-422	Electrical Theory and Practices AC	N
ELE-423	Semiconductor Electronics	N
ELE-424	Intro to Digital Electronics and Signaling Devices	N
ELE-425	Management/Alarms/Codes/Circuits	N
ELE-499	Work Experience: Electricians Apprenticeship	N

Course	Title	Location
--------	-------	----------

This program and these courses will replace the current Chief Officer certification courses that are now being offering. These courses will allow the college to continue to meet the career development needs of the Fire Technology students:

FIT-CFO3A	Human Resources Management Chief Fire Officer	M
FIT-CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	M
FIT-CFO3C	General Administration Functions Chief Fire Officer	M
FIT-CFO3D	Emergency Service Delivery Responsibilities	M

These six courses will be in the new California State Fire Marshals Company Officer certification program that starts in December 2016. This program and these courses will replace the current Fire Officer certification courses currently being offered. These courses will allow the college to continue to meet the career development needs of our Fire Technology students:

FIT-CO2A	Human Resource Management	M
FIT-CO2B	General Administrative Functions	M
FIT-CO2C	Fire Inspections and Investigations	M
FIT-CO2D	All Risk Command Operations	M
FIT-CO2E	Wildland Incident Operations	M
FIT-COH1	Hazardous Materials Incident Commander	M

The California Office of the State Fire Marshal has implemented new certification requirements that are modeled after the National Fire Protection Association (NFPA) Professional Qualifications 1041. This requires new curricula to be operational by December 31, 2016. Old courses such as Training Instructor 1A will be retired at that time:

FIT-INS1	Instructor I	M
FIT-INS2	Instructor II	M

These five new courses (the 5th course has already been approved) will be combined with six existing courses in order to provide a series of five stackable certificates leading to an associate of science degree in Quality Assurance Management. Each certificate follows the body of knowledge presented by internationally recognized certification exams:

MAG-74	Statistical Process Control	R
MAG-75	Quality Auditing	R
MAG-76	Metrology	R
MAG-77	Problem Solving and Improvement	R

Industry has expressed a need for basic machine shop practices using manual machine tools:

MAN-36	Machine Shop	N
--------	--------------	---

The program intends to obtain National Institute for Metalworking Skills (NIMS) Standards certification and this course will be part of that certification. This also provides transferability to San Bernardino Valley College:

MAN-39	Machine Shop Theory	N
--------	---------------------	---

New course for students wishing to play in pep band:

MUS-97	Pep Band	R
--------	----------	---

Course	Title	Location
This course will provide photography students with in-depth training in the understanding and use of photographic editing and printing software to produce professional results:		
PHO-18	Photographic Editing and Printing	R

3. Major Course Modifications:

The following course is being modified with a change in course number from 65, and an update in the course description:

ADM-2A	Color Systems and File Management	R
--------	-----------------------------------	---

The following course is being modified with a change in course number from 58, change in title from “Paper and Inks for Multipurpose Design,” and an update in the course description, student learning outcomes (SLOs), and course content:

ADM-2B	Prepress, Paper and Ink	R
--------	-------------------------	---

The following course is being modified with a change in course number from 64, change in title from “Ethics and Legalities of Digital Manipulation,” and an update in the course description, SLOs, course content and course materials:

ADM-2C	Ethics and Legalities for Graphic Designers	R
--------	---	---

The following course is being modified with a change in title from “Management and Estimating in the Graphics/Design Industry,” removal of the advisory of ADM-80 and 85, and an update in the course description, SLOs, course content, and course materials:

ADM-55	Business Management for Graphic Communications	R
--------	--	---

The following course has been updated to add transfer information:

ADM-63A	Adobe InDesign, Beginning	R
---------	---------------------------	---

The following course is being modified with a change in title from “Web Animation with Flash,” and an update to the course description, SLOs, course content, and course materials:

ADM-67	Multimedia Animation	R
--------	----------------------	---

The following course is being modified to change the course number from 68:

ADM-68A	Animation with Maya I	R
---------	-----------------------	---

The following course is being modified with a change in course number from 88 and a change in the prerequisite to ADM-68A:

ADM-68B	3D Animation with Maya II	R
---------	---------------------------	---

The following course is being modified with a change in title from “Motion Graphics and Compositing with After Effects,” and an update to the course description:

ADM-69	Motion Graphics and Special Effects with After Effects	R
--------	--	---

The following course is being modified to change the prerequisite to add ADM-71A and to change the advisory to remove ADM-71:

ADM-70	Project Production and Portfolio	R
--------	----------------------------------	---

The following course is being modified with a change in course number from 71, and an update to the course description:

ADM-71A	Adobe Photoshop	R
---------	-----------------	---

Course	Title	Location
The following course is being modified with a change in course number from 72, and a change in the prerequisite to ADM-71A, and an update to the course description:		
ADM-71B	Adobe Photoshop, Advanced	R
The following course is being modified with a change in course number from 85, a change in the course title from “Beginning Offset Printing,” a change to the prerequisite to ADM-85A, and an update to the course description, SLOs, and course content:		
ADM-85A	Commercial Printing	R
The following course is being modified with a change in the course number from 86, a change in the course title from “Advanced Offset presswork and Finishing,” and an update to the course description, and SLOs:		
ADM-85B	Commercial Printing, Advanced	R
The following course is being modified to update the course description, SLOs, course content, methods of evaluation (MOE), sample assignments and course materials to be CID compliant:		
CIS-1A	Introduction to Computer Information Systems	MNR
The following course is being modified to update the course description, SLOs, course content, methods of instruction (MOI), and course materials to be CID compliant:		
CIS-2	Fundamentals of Systems Analysis	MNR
CSC-2	Fundamentals of Systems Analysis	MNR
The following course has been modified to update the SLOs, sample assignments and course materials		
CIS-5	Programming Concepts and Methodology I:C++	MNR
CSC-5	Programming Concepts and Methodology I:C++	MNR
The following course is being modified to change the title from “Introduction to Data Communications,” to change the prerequisite to an advisory, and to update the course description, SLOs, course content, MOE, sample assignments and course materials to be CID compliant:		
CIS-25	Information and Communication Technology Essentials	R
CSC-25	Information and Communication Technology Essentials	R
The following course is being modified to change the prerequisite, and to update the course description, SLOs, course content, and course materials to be CID compliant:		
CIS-26A	Cisco Networking Academy 1A	R
The following course is being modified to update the course description, SLOs, course content, and course materials to be CID compliant:		
CIS-26B	Cisco Networking Academy 1B	R
The following course is being modified to change the laboratory hours from 0 to 18, and to update the course description, SLOs, course content, and course materials to be CID compliant:		
CIS-61	Introduction to Database Theory	MNR
CSC-61	Introduction to Database Theory	MNR

Course	Title	Location
The following course is being modified to update the course description, SLOs linkages, course content, and course materials:		
CIS-78A	Introduction to Adobe Photoshop	MNR
CAT-78A	Introduction to Adobe Photoshop	MNR
The following course is being modified to change the units from 4 to 4.5, to change the laboratory hours from 54 to 81, and to update the SLOs, course content, MOE, sample assignments and course materials:		
DEA-10	Introduction to Dental Assisting and Chairside Assisting	M
The following course is being modified to update the SLOs, course content, and course materials:		
DEA-20	Infection Control for Dental Assistants	M
The following course is being modified to change the units from 2 to 2.5, to change the lecture hours from 18 to 27, and to update the SLOs, course content, and course materials:		
DEA-21	Introduction to Radiology for Dental Assistants	M
The following course is being modified to change the laboratory hours from 54 to 70, and to update the SLOs, course content, MOE, and course materials:		
DEA-22	Introduction to Supervised Externships	M
The following course is being modified to update the SLOs, course content, and course materials:		
DEA-23	Introduction to Dental Sciences	M
The following course is being modified to change the laboratory hours from 54 to 64, and to update the SLOs, and course materials:		
DEA-24	Dental Materials for the Dental Assistant	M
The following course is being modified to change the units from 1.5 to 1, to change the lecture hours from 18 to 9, and to update the SLOs, course content, and course materials:		
DEA-31	Radiology for Dental Assistants	M
The following course is being modified to change the prerequisite to add DEA-10, and to update the course materials:		
DEA-32	Intermediate Supervised Externships	M
The following courses are being modified to update the SLOs, and course materials:		
DEA-40A	Advanced Chairside Surgical Dental Assistant	M
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M
The following course is being modified to change the limitation on enrollment, and to update the course materials:		
DEA-40C	Advanced Chairside Restorative Dental Assistant	M
The following course is being modified to update the SLOs, and course materials:		
DEA-41	Dental Office Procedures	M
The following course is being modified to change the title from “Internship in Infant and Toddler Care,” update the course description, SLOs, course content, MOE, and course materials:		
EAR-35	Practicum in Infant and Toddler Care	MNR

Course	Title	Location
The following course is being modified to change the title from “Microprocessors,” to change the units from 4 to 3, to change the lecture hours from 54 to 36, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-26	Microcontrollers	N
The following course is being modified to change the title from “Residential Wiring for Electricians,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-71	Residential Electrical Wiring	N
The following course is being modified to change the title from “Commercial and Industrial Electrical,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-72	Commercial and Industrial Electrical Wiring	N
The following course is being modified to change the title from “Electric Motors for Electricians,” and to update the short description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-73	Electric Motors and Transformers	N
The following course is being modified to change the title from “Industrial Electrical Automation,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-74	Industrial Wiring and Controls	N
The following course is being modified to change the title from “Electronics for Electricians,” to change the units from 4 to 3, change the lecture hours from 54 to 36, and to update the course description, SLOs, course content, MOI, MOE, and course materials:		
ELE-75	Solid State Devices and Lighting Controls	N
The following course is being modified to change the title from “Electrician Specialties,” to change the units from 4 to 3, to change the lecture hours from 54 to 36, and to update the SLOs, MOI, MOE, and course materials:		
ELE-76	Low Voltage Wiring and Alternate Energy Generation	N
The following course is being modified to change the title from “Survey of Electrical Trades,” to change the units from 4 to 3, to change the laboratory hours from 54 to 0, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
ELE-77	Electrical Theory	N
The following course is being modified to separate lab and lecture content and update the course materials:		
ENG-4	Writing Tutor Training	MNR
The following course is being updated to link to the new GESLOs and to update the course materials:		
ENG-39	Screenwriting II	R
The following course is being modified to update the SLOs, course content, sample assignments and course materials:		
ESL-71	Basic Reading and Vocabulary	MNR

Course	Title	Location
The following courses are being modified to change the advisory, and to update the SLOs, course content, and course materials:		
ESL-72	Intermediate Reading and Vocabulary	MNR
ESL-73	High Intermediate Reading and Vocabulary	MNR
The following course is being modified to reword the prerequisite, and to update the course description, SLOs, course content and course materials:		
ESL-90A	Special Topics in ESL: Improving Note Taking Skills	MNR
The following course is being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
ESL-90D	Special Topics in ESL: Verb Tense Review	MNR
The following course is being modified to update the SLOs, MOI, MOE, sample assignments and course materials:		
ESL-91	Oral Skills I: Beginning Oral Communication	MNR
The following course is being modified to change the advisory, and to update the SLOs, MOI, MOE, sample assignments and course materials:		
ESL-92	Oral Skills II: Intermediate Oral Communication	MNR
The following course is being modified to change the advisory, and to update the SLOs, course content, MOE, sample assignments and course materials:		
ESL-93	Oral Skills III: Advanced Oral Communication	MNR
The following course is being modified to update course content, MOI, MOE, sample assignments and course materials:		
ESL-95	Pronunciation and Accent Reduction	NR
The following course is being modified to update the SLOs, MOI, MOE, sample assignments and course materials:		
FIT-S21	Public Safety Honor Guard Academy	M
The following course is being modified to change the advisory, and to update the SLOs, course content, sample assignments and course materials to be CID compliant:		
FST-1	Introduction to Film Studies	MR
The following courses are being modified to change the prerequisite to GAM-81, and to update the SLOs:		
GAM-32	Designing Game Characters	N
GAM-41	Game Asset and Engine Integration	N
The following courses are being modified to change the prerequisite to GAM-81:		
GAM-45	Materials and Lighting	N
GAM-46	Environment and Vehicle Modeling	N
The following course is being modified to remove the corequisite, to change the units from 1 to 2, to change the laboratory hours from 6 to 54, to change the title from "Computer Skills for Game Art," and to update the SLOs, course content, MOI, MOE, and sample assignments :		
GAM-70	Game Development Basics	N

Course	Title	Location
The following courses are being modified to change the prerequisite to GAM-80:		
GAM-71	Perspective for Game and Animation	N
GAM-72	Anatomy for Game Art	N
The following course is being modified to change the prerequisite to GAM-81:		
GAM-73	Storyboarding for Games	N
The following course is being modified to change the prerequisite to GAM-33 and 82:		
GAM-79B	Game Studio: Character Modeling	N
The following courses are being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
KIN-4	Nutrition	MNR
KIN-16	Introduction to Athletic Training	NR
The following courses are being modified to change the corequisite, to update the SLOs, and course materials:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	R
KIN-18	Athletic Training, Spring Sports, Upper Extremity	R
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	R
KIN-20	Athletic Training, Spring Sports, General Medical	R
The following courses are being modified to update the SLOs, and the course materials:		
KIN-21A	Athletic Training Applications A	R
KIN-21B	Athletic Training Applications B	R
KIN-21C	Athletic Training Applications C	R
KIN-21D	Athletic Training Applications D	R
The following course is being modified to update the SLOs, and course content:		
KIN-30	First Aid and CPR	MNR
The following course is being modified to change the lecture hours from 45 to 36, the laboratory hours from 27 to 54, and to update the SLOs, course content, sample assignments and course materials:		
KIN-35	Foundation for Fitness and Wellness	MNR
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
KIN-36	Wellness: Lifestyle Choices	MNR
The following courses are being modified to change the units from 2 to 3, and to update the course description, SLOs, and course materials:		
KIN-V07	Golf, Varsity, Men	R
KIN-V22	Fastpitch, Varsity, Women	R
The following course is being modified to add laboratory content, update the SLOs, sample assignments and course materials:		
MAN-56	CNC Machine Set-Up and Operation	N

Course	Title	Location
The following course is being modified to change the lecture hours from 40 to 36 and the laboratory hours from 72 to 54, to add laboratory content, to update the SLOs, sample assignments and course materials:		
MAN-57	CNC Program Writing	N
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, and to update the SLOs, course content, MOE, sample assignments and course materials:		
MUS-48	Marching Band	R
The following course is being modified to change the units from 1 to 3, the laboratory hours from 54 to 162, to remove the advisory, update the limitation on enrollment, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-49	Indoor Marching Percussion	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-59	Winter Marching Band Clinic	R
The following course is being modified to update the limitation on enrollment, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-60	Summer Marching Band Clinic	R
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-61	Auxiliary Marching Units	R
The following course is being modified to change the units from 2 to 3, the laboratory hours from 108 to 162, to remove the prerequisite, to change the title from “Advanced Auxiliary Marching Units,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
MUS-66	Indoor Color Guard	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, and course materials:		
PHO-9	Intermediate Photography	R
The following course is being modified to change the prerequisite, and to update the course description, and course materials:		
PHO-12	Photojournalism	MR
The following course is being modified to change the title from “Rapid Reading,” and to update the course description, course content, MOI, MOE, sample assignments and course materials:		
REA-2	Flexible Reading	MNR
The following course is being modified to add an advisory of “qualification for ENG-1A,” to reduce the SLOs, and to update the course content, MOE, and course materials:		
REA-4	Critical Reading as Critical Thinking	MNR
The following course is being modified to update the SLOs, course content, MOI, MOE, and course materials:		
REA-887	Reading Clinic	NR

Course	Title	Location
The following course is being modified to update the course content, MOI, MOE, sample assignments and course materials:		
WEL-15	Introduction to Basic Shielded Metal Arc Welding	R
The following course is being modified to update the SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-16	Advanced Shielded Metal Arc Welding	R
The following course is being modified to change the lecture hours from 18 to 27 and the laboratory hours from 54 to 27, and to update the SLOs, course content, MOI, MOE, and sample assignments:		
WEL-34	Metal Joining Process	R
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-35	Semi-Automatic Welding	R
The following course is being modified to change the title from “ Gas Tungsten Arc Welding Plate Materials,” and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-55A	Introduction to Gas Tungsten Arc Welding	R
The following course is being modified to change the title from “ Gas Tungsten Arc Welding (GTAW),” change the advisory to a prerequisite, and to update the course description, SLOs, course content, MOI, MOE, sample assignments and course materials:		
WEL-55B	Advanced Gas Tungsten Arc Welding (GTAW)	R

4. Course Exclusions:

These courses have rarely been offered at Norco or not at all:

ADJ-10	Introduction to Security	N
ADJ-15	Narcotics	N
ADJ-18	Institutional and Field Services	N
ADJ-20	Introduction to Corrections	N
ADJ-21	Control and Supervision in Corrections	N
ADJ-22	Legal Aspects of Corrections	N
ADJ-25	Introduction to Probation and Parole	N
ADJ-30	Introduction to Family Support Law	N

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

ART-3	Art for Teachers	N
ART-30A	Printmaking-Introduction	N
ART-34	Studio Three Dimensional Design	N
ART-35A	Illustration - Beginning	N
ART-38	Studio Illustration	N
ART-41A	Figure Painting-Introduction	N
ART-44A	Beginning Animation Principles	N

Course	Title	Location
ART-44B	Intermediate Animation Principles	N
ART-44C	Advanced Animation Principles	N
ART-50A	Beginning Storyboarding	N
ART-50B	Intermediate Storyboarding	N
ART-51A	Beginning Animation Production	N
ART-51B	Intermediate Animation Production	N
ART-8	Mexican Art History	N

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

BIO-31A	Regional Field Biology Studies	M
BIO-31B	Regional Field Biology Studies	M

These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:

CHI-1	Mandarin Chinese 1	N
CHI-11	Culture and Civilization	N
CHI-2	Chinese 2	N
DAN-5	Introduction to Movement Education for Preschool and Elementary Children	N
DAN-D19	Conditioning for Dance	N
DAN-D20	Introduction to Social Dance	N
DAN-D30	Social Dance Styles	N
DAN-D31	Hip-Hop Dance, Beginning	N
DAN-D32	Jazz, Beginning	N
DAN-D33	Jazz, Intermediate	N
DAN-D37	Modern Dance, Beginning	N
DAN-D38	Modern Dance, Intermediate	N
DAN-D43	Tap, Beginning	N
DAN-D44	Tap, Intermediate	N
DAN-D60	Dance Techniques for Musical Theater	N

These courses have rarely been offered at Norco or not at all:

EAR-23	Family Home Child Care Program	N
EAR-37	School Age Child Care	N
EAR-52	Parenting: Parents as Teachers	N
EAR-53	Parenting: Guiding Young Children	N
EAR-54	Parenting: Contemporary Parenting	N
EAR-55	Parenting: Common Problems in Infancy	N

Course	Title	Location
These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:		
FRE-11	Culture and Civilization	N
FRE-3	French 3	N
HUM-16	Arts and Ideas: American Culture	N
JPN-11	Culture and Civilization	N
JPN-3	Japanese 3	N
JPN-4	Japanese 4	N
MUS-1	Teaching Music to Young Children	N
MUS-26	Film Music Appreciation	N
MUS-34	Vocal Jazz Lab	N
MUS-35	Vocal Music Ensembles	N
MUS-43A	Jazz Improvisation and Theory I	N
MUS-43B	Jazz Improvisation and Theory II	N
MUS-43C	Jazz Improvisation and Theory III	N
MUS-51	Men's Ensemble	N
MUS-72	Group Keyboarding Skills	N
MUS-73	Vocal Jazz Singers	N
MUS-77	Guitar Ensemble	N
MUS-83	Advanced Chamber Choir	N
MUS-P44	Jazz Lab Band	N
The following courses have never been offered and they are unlikely to be offered in the near future:		
REA-2	Rapid Reading	M
REA-3	Reading for Academic Success	M
These courses have either never been offered or have not been offered in many years and there are no plans to offer them in the future:		
PHO-20	Introduction to Digital Photography	N
SPA-13	Spanish for Health Care Professionals	N
THE-2	Play Practicum-Special Projects Laboratory I	N
THE-25	Makeup for the Stage	N
THE-30	Voice and Movement for the Stage	N
THE-36	Improvisational Acting	N
THE-38	Auditioning for the Stage	N
THE-4	Play Practicum-Special Projects Lab II	N
THE-6	Advanced Theater Practicum	N
THE-9	Dramatic Literature-Script Analysis	N

Course	Title	Location
5. Course Deletions:		
These courses are no longer being offered since the Architecture degree was discontinued last year:		
ARE-26	Architectural Rendering	N
ARE-28	Perspective Drawing	N
These courses are only included in the Norco College catalog. They have been superseded by other courses and are not in any current certificate or degree pattern; they have not been offered for at least two years; there are no plans to schedule these classes or to maintain the course outlines:		
CIS-16A	Programming Games with DirectX, OpenGL	N
CSC-16A	Programming Games with DirectX, OpenGL	N
These courses are crosslisted with GAM which will remain in the inventory and the CIS/CSC courses are no longer needed:		
CIS-24	Video Game Prototyping	N
CIS-50	Introduction to Game Programming	N
CSC-52	Game Engine Scripting I	N
CSC-53	Game Engine Scripting II	N
Neither Norco College or Riverside City College plan on offering this course in the future:		
ENG-57	Basic Literature and Composition	NR
Moreno Valley and Riverside have not offered the course series (60A 1-4) in several years and do not intend to revive them. The program for which the courses were created at Riverside no longer exists:		
ENG-60A1	English Fundamentals: Sentence Structure	MR
ENG-60A2	English Fundamentals: Grammar and Usage	MR
ENG-60A3	English Fundamentals: Mechanics and Spelling	MR
ENG-60A4	English Fundamentals: Paragraph Construction	MR
This course has not been offered for many years:		
ESL-90K	Special Topics in ESL: Introduction to Using the Internet	R
Each of these courses have been replaced by a new one and are not part of any GAM program:		
GAM-31	31 Introduction to 3D Modeling	N
GAM-34	Character Rigging	N
GAM-38C	Simulation Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations	N
GAM-42	PhotoShop for Game Art and Animation	N
GAM-43	Survey of Media Art for Game Design/Animation	N
GAM-47	Introduction to 3D Animation	N
GAM-48	3D Character Animation	N
GAM-49	Game Modeling and Texturing	N
This course was part of the 3D Animation program, which is being discontinued, therefore, this course is no longer needed:		
GAM-79A	Game Studio: Animation	N

Course	Title	Location
--------	-------	----------

The following course is no longer used in any of the college's certificates:

MAN-75A	Robotic Systems	N
---------	-----------------	---

This course has not been offered for several years, and the discipline does not plan to offer it in the future:

REA-87	Reading Clinic	R
--------	----------------	---

This course has not been offered for several years, and the discipline does not plan to offer it in the future:

REA-95	Special Topics in Reading	R
--------	---------------------------	---

These courses are no longer part of any degree or certificate:

SCT-2	Supply Chain Technology Analysis and Models	N
-------	---	---

SCT-3	Supply Chain Technology	N
-------	-------------------------	---

SCT-4	Transportation Technology and Vehicle Routing	N
-------	---	---

6. New State Approved Certificates/Degrees:

Sound and Communication Systems Installer Apprenticeship	N
--	---

7. Modification to State/Locally Approved Certificate/Degrees:

Communication Studies for Transfer	N
------------------------------------	---

Electrician	N
-------------	---

Game Art Character Modeling	N
-----------------------------	---

Game Art Environments and Vehicles	N
------------------------------------	---

Industrial Automation	N
-----------------------	---

Program Outline of Record
New Degree/Certificate

Sound and Communication Systems Installer Apprenticeship

College: Norco

This is a three-year apprenticeship program. Applicants for the Riverside/San Bernardino/ Mono/Inyo counties should be directed to the Riverside and San Bernardino Joint Electrical Apprenticeship Training Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply a working knowledge of math formulas to perform complex solutions related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols.
- Analyze a circuit of electrical device(s) with the appropriate meters or testing equipment so that troubleshooting of common system faults can be detected and repaired.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirements of the National Electrical Code.

<u>Required Courses (37 units)</u>		<u>Units</u>
ELE-420	Introduction to Sound/Communication Trade Industry	3.5
ELE-421	Electrical Theory and Practices DC	3.5
ELE-422	Electrical Theory and Practices AC	3.5
ELE-423	Semiconductor Electronics	3.5
ELE-424	Introduction to Digital Electronics and Signaling Devices	3.5
ELE-425	Management/Alarms/Codes/Circuits	3.5
ELE-499	Work Experience: Electricians Apprenticeship (4 units x 4)	16

Associate of Science Degree

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

Program Outline of Record Degree Modification

Associate in Arts in Communications Studies for Transfer

College: Norco

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units)	Units
COM-1*/1H* Public Speaking/Honors	3
COM-9*/9H* Interpersonal Communication/ Honors	3
Electives from Group A	3
Electives from Group B	6
Electives from Group C	3-4

Electives Group A (3 units)

COM-3* Argumentation and Debate	3
COM-6* Dynamics of Small Group Communication	3

Electives Group B (6 units)

Any course not applied in group A	
COM-2* Persuasion in Rhetorical Perspective	3
COM-7* Oral Interpretation of Literature	3
COM-12* Intercultural Communication	3
COM-20 Introduction to Communication Theory	3
JOU-7* Mass Communications	3

Electives Group C (3-4 units)

Any course not applied in group A or B above	
COM-11* Storytelling	3
COM-13* Gender and Communication	3
ANT-2* Cultural Anthropology	3
ENG-1B*/1BH* Critical Thinking and Writing/Honors	4
MAT12*/12H* Statistics/Honors	4
PSY-1* General Psychology	3
SOC-1*/1H* Introduction to Sociology/ Honors	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

Program Outline of Record
Degree/Certificate Modification

Medical Assisting

College: Moreno Valley

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

Administrative/Clinical Medical Assisting
Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate competency in clinical and/or administrative skills needed to prepare for an entry level position in Medical Assisting.

Required Courses (22 units)		Units
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-54	Clinical Medical Assisting and Pharmacology	5
MDA-59	Medical Office Procedures	5
Electives	(Choose from list below)	6
<hr/>		
Electives (6 units)		
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3

Associate of Science Degree

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

Program Outline of Record
Degree/Certificate Modification

Electrician

College: Norco

This program prepares students to become an entry-level Electrician Trainee and along with California state requirements prepares for careers as an Electrician, Electrical Apprentice, Electrician's Helper, Industrial Electrician, Journeyman Electrician, and Residential Electrician. Courses are aligned with California state standards to prepare students to earn their Electrician Training card (<http://www.dir.ca.gov/dlse/ecu/electricaltrainee.htm>).

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of electrical devices (switches, sensors, motor, controllers, and lights)
- Explain how the electrical grid works, from generation to the end user.
- Solve electrical design criteria by using formula, and tables for proper electrical installation.
- Demonstrate electrical raceway sizing and installation, meeting National Electrical Code (NEC) requirements for sizing, location requirements, distances, supports and bending.
- Demonstrate quantitative analysis of electrical circuits for blueprints.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirement of the NEC.

Required Courses (32 units)		Units
ELE-77	Electrical Theory	3
CON-66	National Electrical Code	3
ELE-71	Residential Electrical Wiring	4
ELE-73	Electric Motors Transformers	4
ELE-75	Solid State Devices and Motor and Lighting Controls	3.5
ELE-72	Commercial and Industrial Electrical Wiring	4
ELE-74	Industrial Wiring and Controls	4
ELE-76	Low Voltage and Alternate Energy Generation	3.5
ENE-60	Math for Engineering Technology	3

Associate of Science Degree

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

Program Outline of Record
Degree/Certificate Modification

Game Art: Character Modeling

College: Norco

Students completing the Game Art: Character Modeling program will possess advanced knowledge of digital modeling as well as applied skills in rigging and materials. Students will gain skills in figure drawing and the application into a game environment. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as a Character Modeler, Environment Modeler, Lighting Artist, or 3D Artist.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand and utilize the production pipeline and workflow between Maya and ZBrush for modeling characters for use in Game, Animation and Simulation.
- Analyze and construct bipedal, quadruped and anthropomorphic character models for use in Game, Animation and Simulation.
- Utilize the industry standard techniques of Maya and ZBrush to create both low poly and high poly models for use in Game, Animation and Simulation.
- Produce industry quality character models that demonstrate a thorough understanding of anatomy and proportion as well as proper topology flow as it pertains to modeling characters for use in Game Animation and Simulation.
- Analyze, differentiate, and construct character models that demonstrate an understanding of standard industry artistic styles such as hyper-realism, cartoony and stylized design.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D character models developed in class projects.

Required Courses (44 units)		Units
GAM-21	History of Video Games	3
GAM-32	Designing Game Characters	3
GAM-33	Advanced Digital Sculpting	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3
GAM-73	Storyboarding for Games	3
GAM-79B	Game Studio: Character Modeling	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	3D Texturing and Modeling	4
GAM-82	Game Rigging and Animation	4

Associate of Science Degree

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

Program Outline of Record
Degree/Certificate Modification

Game Art: Environments and Vehicles

College: Norco

Students completing the Game Art: Environment and Vehicles certificate will be well qualified to create larger scale modeling including environments, props, vehicles, as well as indoor and specialized enclosures in video game worlds. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as a 3D Environments Artist, Prop Modeler, Level Builder or Junior Modeler.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Employ the proper use of industry standard terminology to describe geometry and scenes in a 3D environment.
- Utilize both polygonal and nurbs modeling to create 3D hard surface and organic objects for use in game, animation and simulation environments.
- Create digital vehicles, terrains and environments to scale according to a specific art style direction containing aspects of realism, futuristic and fantasy based design and function.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D environments and vehicle models developed in class projects.

Required Courses (38 units)		Units
GAM-21	History of Video Games	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-46	Environment and Vehicle Modeling	3
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-73	Storyboarding for Games	3
GAM-79C	Game Studio: Environments and Vehicles	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	Texturing and Modeling	4
GAM-82	Game Rigging and Animation	4

Associate of Science Degree

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

Program Outline of Record
Degree/Certificate Modification

Industrial Automation

College: Norco

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair and implement new equipment. The Industrial Automation program teaches how to use Electronics, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. This certificate prepares students for employment as an automated systems technician, maintenance mechanic, or general maintenance worker.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of Programmable Logic Control systems (PLCs) or Variable Frequency Drives (VFD) PLC modules.
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Establish a systematic approach to recognizing the essential information given on a blueprint.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.
- Write descriptive and operational instructions for nontechnical users of technical information, including occupational safety concerns.

Required Courses (28 units)		Units
ELE-11	DC Electronics	4
ELE-13	AC Electronics	4
ELE-74	Industrial Wiring and Controls	4
ELE/ENE-27	Technical Communications	3
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN-55	Occupational Safety and Health Administration	2
MAN-60	Hydraulic and Pneumatic Systems	3
MAN/ELE-64	Programmable Logic Controllers	3

Associate of Science Degree

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

Agenda Item (IV-B-4)

Meeting 1/12/2016 - Committee
Agenda Item Committee - Teaching and Learning (IV-B-4)
Subject Grants Office Winter Report for 2015-2016
College/District District
Information Only

Background Narrative:

Presented for the Board's review is the Grants Office Winter Report for 2015-2016. Board Policy (BP) 3280 and the associated administrative procedures require that the Grants Office provide the Board with a report three times each academic year. This report provides a district-wide perspective of the impacts of U.S. Department of Education grants at the colleges in preparation for the Board's visit to federal funding agencies in Washington, D.C.

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

Attachments:

[Presentation of Grants Office Winter Report](#)



District Grants Office

Federal Education Grants Success

January 2016

Report to the Board of Trustees





Federal Education Grants – Student Benefits

- Thousands of RCCD Students benefit from federal Education grants
- In 15 years, 15 Title V and Title III Awards
- RCCD in top tier of institutions receiving Department of Education grants
- Sampling of current activity/impacts of grants
- Students share their success



TRIO Student Support Services Program Success

Services Provided

- Academic Counseling
- Course Planning
- Academic Tutoring
- Study Skills
- SSS Guidance Course
- Financial Literacy
- FAFSA Assistance
- Career Exploration
- Transfer Assistance
- University Tours
- Cultural Activities

Program and College	Students Served
SSS Regular – MVC	127
SSS Disabilities – NC	100
SSS Regular – NC	160
SSS Disabilities – RCC	100
SSS Regular – RCC	160
SSS Veterans – RCC	120
Total Served 2014-15	767



“Thanks to the Student Support Services, my first year as a college student has been amazing. This program has helped me get more involved with RCC activities, and it has also given me a chance to meet a lot of wonderful people. I enjoyed the college tours to the different universities. This program has been very beneficial to my college experience and hope other people join as well.”

Orlando Herrate, RCC SSS Student

“...The staff always had an answer to the billionth question. And when they didn’t, they worked hard to find the answer.”

Jessica Orellana, Transferred to Cal State Northridge





TRIO Student Support Services Program Success

Student Performance Outcomes		
	SSS Students	SSS-Eligible/Not Served
Persistence	62%	33%
Good Academic Standing	64%	35%
Associate's Degree or Certificate*	22%	6%
Transfer to 4-Year*	32%	12%

*Based on 3-year cohort tracking.



“Student Support Services has been a great place to network and keep me focused on my goal at RCC. The staff are passionate about the students and they give a wide range of sources that cover counseling on academics and information on financial aid that keep the students up to date...The benefits that come with the program give me a little nudge to push myself to do better because I see people care, and they help give us tools to succeed...The support and guidance in what you have done have kept me focused.”

Fenya Konovaloff, SSS Student



TRIO Upward Bound & Upward Bound Math Science

Services Provided

- Academic Advising (A-G courses)
- After School Tutoring & Learning Activities
- Saturday Academy
- Mentoring
- College Knowledge Workshops
- Financial Aid Information
- FAFSA Assistance
- Summer Academy
- College/University Tours
- Parent/Family Education

Target High Schools	Students
Vista Del Lago HS – MVC	74
Centennial HS – NC	81
Corona HS – NC	61
Norte Vista HS - NC	66
Jurupa Valley HS – RCC Rubidoux HS RCC	73
Total Students 2014-15	355



TRIO Upward Bound & Upward Bound Math Science

Student Performance	Upward Bound Students	Target Schools Average	California
GPA- Good Standing	73%		
Standardized Tests (at or above proficient)	99%		
Retention & Graduation	95%	73%	81%
Complete A-G Courses	99%	37%	42%
Postsecondary Enrollment	67%	34%	62%



Title V – Developing Hispanic-Serving Institutions

Moreno Valley College – Individual Grant Milestones

Answering the Call: Expanding Access to Public Safety Programs

- Expanded capacity of Peace and Corrections Officer programs by 640 students
- Increased student services accessible to BCTC students by dedicating a PSET Enrollment Services Specialist, Counselor, Outcomes Assessment Specialist
- Services include assessment, online and face-to-face counseling, online tutoring technology access, library resources, Student Resource Center, customized PSET academic software, computer access
- Developed and implemented Pre-Academy transferable and degree applicable course.
- Implemented body camera scenario training





Title V – Developing Hispanic-Serving Institutions Norco College - Cooperative Arrangement Development Grant Milestones

Habilidades Unidos: Transdisciplinary Cooperation for Academic & Career Success

- Refined Mobile Application and Recording Engineering programs to meet industry demands
- Increased Hispanic and low-income students (61.4%) enrollment in multimedia courses
- Increased transfers to California State University San Bernardino
- Increased student access to computer labs and cutting-edge multimedia software
- Provided professional development to multimedia faculty through attendance at the Game Developers Conference
- Increased outreach to Hispanic and low-income students for the college's multimedia programs
- Promoted collaboration among faculty at NC and CSUSB faculty to improve multimedia instruction
- Improved tracking and monitoring of students transferring to CSUSB

NORCO
COLLEGE





Title V – Developing Hispanic-Serving Institutions

Norco College - Individual Grant Milestones

Portal to Your Future

- Developed five new game development certificate and degree programs in Game Art, Game Design and Game Programming
- Faculty development with industry experts and consultants to redesign Capstone course
- Increased outreach to Hispanic and low-income students through a one-day game development course to high school students
- Increased access to computer labs by maximizing existing space, creating new labs and updating equipment and software
- Successfully articulated all gaming courses with the University of California and California State University systems

NORCO
COLLEGE



Title V – Developing Hispanic-Serving Institutions

Riverside City College - Individual Grant Milestones

Senderos a Excelencia: Pathways to Excellence

- Faculty professional development
- Identified Faculty Engagement Coordinators to coordinate professional development opportunities
- Implement and engage students in Pathways to Excellence program 3-year completion pathway
- Increased course success rate from 54.3% to 82.0%
- Increased course retention from 75.0% to 87.9%
- Established a student engagement center for centralized support services
- Dedicated Pathway Advisor to provide student support and engagement
- Completed system upgrades for a single sign-on web portal
- Developed student online environment for tutoring and Supplemental Instruction
- Access for classes, registration information and communications



Title III HSI STEM Grants

MORENO VALLEY COLLEGE



Title III HSI STEM – Individual Grant

Moreno Valley College Milestones

- Increased number of SI and STEM tutors by 30%
- Expanded Total SI offerings in STEM courses by 15%
- Expanded SI in developmental & gateway courses by 100%
- Increased completion rates of Hispanic & Low-income students from 64% to 97%
- Increased enrollment (33%) in STEM courses
- Improved retention of Hispanic and Low-income students in STEM SI courses (100%)
- Number of declared STEM students increased by 100%
- Increased completion rates (94%) in STEM transferrable courses of Hispanic and Low-income students
- Provide opportunities for faculty development through faculty exchanges and/or fellowships
- Development of new STEM courses including Biology Honors and Computer Information Systems
- Developed new STEM UC and CSU Transfer agreements
- Dedicated STEM counselor
- Established Office of Institutional Effectiveness to improve college capacity to monitor and track students' success for informed decision-making





“I am currently a Research Associate at Yale University in New Haven, Connecticut. My major area of research is Neuroscience, specifically Neurodegeneration in Alzheimer’s disease. I am interested in clarifying details about the molecular mechanisms that drive the pathology, in hopes that my discoveries will better gauge future treatments. I credit the Norco College STEM program for helping me progress through my academic career. I wouldn’t have made it this far without them.”

Javier Portillo, Research Associate, Yale University
Norco College STEM Scholars Program graduate, 2013





Title III HSI STEM Grants

Norco College Title III Individual Grant Milestones

- Expanded Engineering Curriculum and Pathways
- State approved Pre-Engineering curriculum for Associate in Science Degree
- Approved articulation agreements with CSU Long Beach, Northridge and San Bernardino
- Articulated pathways in Engineering Technology, Alternative Energy Electrical Engineering, Sustainable Engineering and Sustainable Construction Engineering
- Hispanic and Low-income Learner Retention
- Piloted Supplemental Instruction, tutoring, math workshops & academic development activities
- Faculty Professional Development
- Participation in Institute for Equity, Effectiveness and Excellence at USC

STEM Center Complex

- Design and renovation completed
- Expanded to two adjacent modulars
- 54 seat Electronic Engineering Lab
- 90 Seat STEM lecture classroom
- Space for supplemental instruction





“The gaming program at Norco College changed my life. I spent 11 years working in the distribution industry and decided to return to school. The instructors in the gaming program are extremely passionate about the subjects they teach, as well as the success of their students, and from my very first class I was completely hooked. The semesters that followed taught me not only what to expect from the game industry, but also how to be successful in my field. I now work with Broken Circle Studios, where I feel like I succeed daily because of the things I learned (and still learning) from the game development program.”

Chris Chance
Norco College Gaming Student





“The STEM program has great staff who provides support and guidance...Through the program, I became a physics tutor and a physics supplemental instruction leader. I noticed that I overcame my fear of standing in front of a classroom. The STEM program gave me opportunities to face challenges, and I ultimately succeeded.”

Jasper Mui

University of California, San Diego

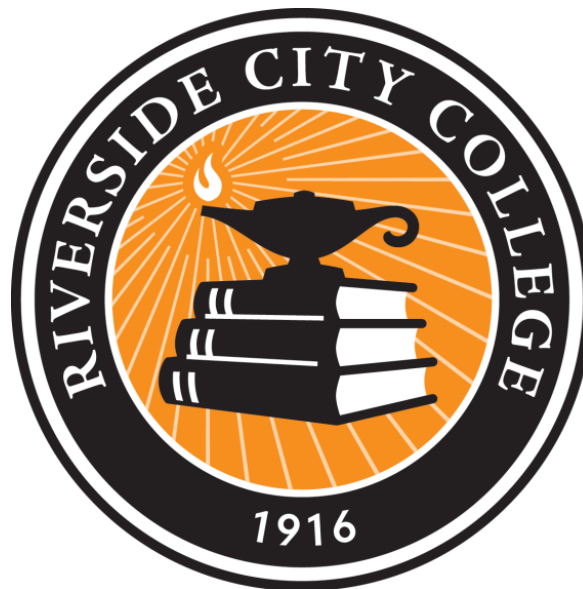
Computer Engineering major





Questions

Thank you for supporting U.S. Department
of Education grants.



Agenda Item (IV-C-1)

Meeting 1/12/2016 - Committee
Agenda Item Committee - Planning and Operations (IV-C-1)
Subject Risk Management Update
College/District District
Information Only

Background Narrative:

The Risk Management, Safety & Police department is responsible for the safety and security of the students, faculty, staff, and community members of the Riverside Community College District. The department collaborates with college and District constituencies in the shared governance process, to ensure each initiative meets the needs of the colleges and the District. The initiatives focus on the areas of safety, security, claims management, disaster preparedness, and insurance coverage.

In light of recent events and in support of Chancellor Burke's commitment to the development of a culture of care and compliance, this information is being presented to the Board of Trustees to provide a comprehensive review of current and prior Risk Management initiatives and future objectives.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Michael Simmons, Director, Risk Management, RCCD

Attachments:

[01122016_Presentation - Risk Management Update](#)

RCCD

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

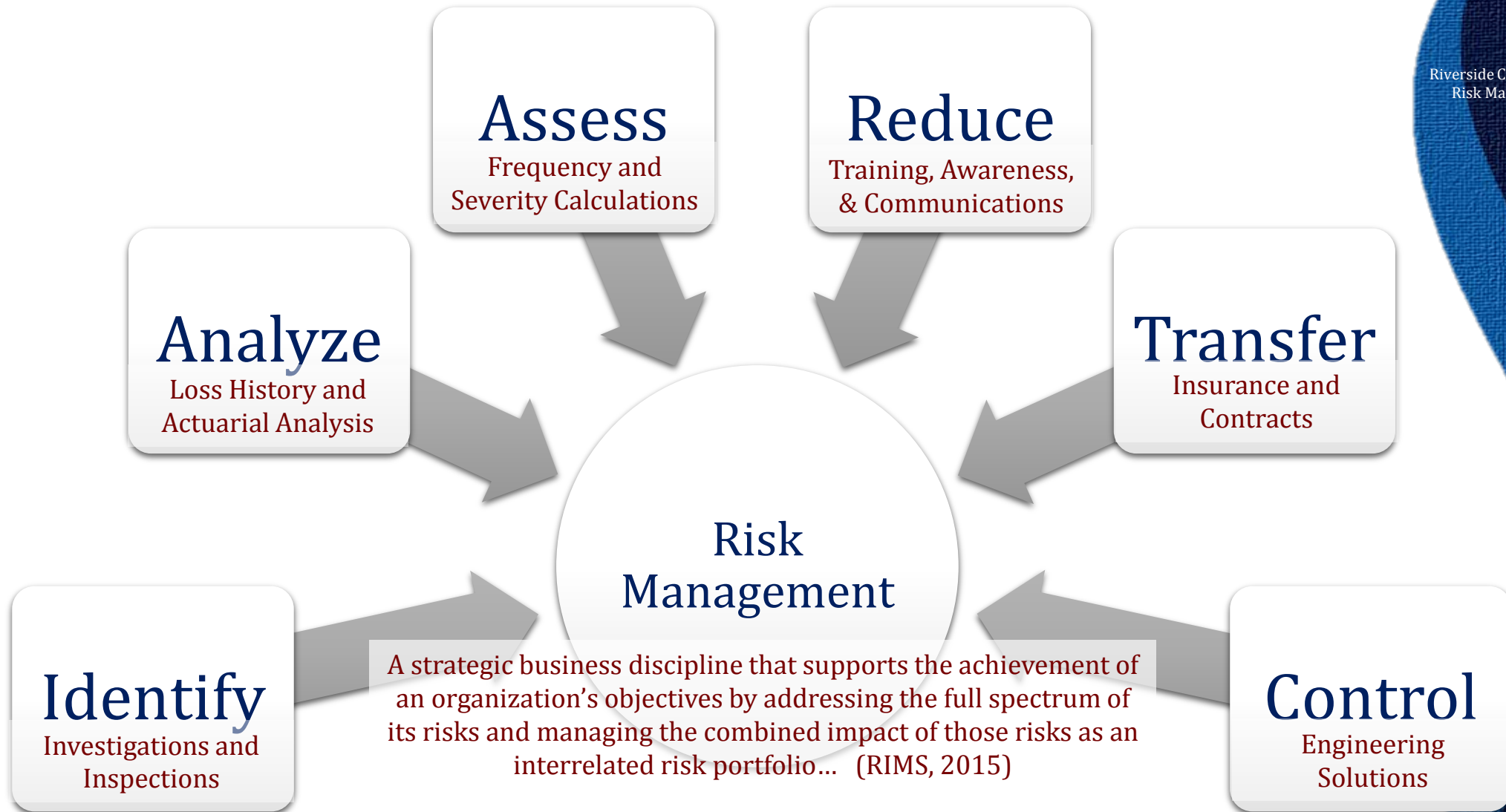
Risk Management, Safety & Police Department Update

Michael W. Simmons, MAOM, CSRSM
Director, Risk Management, Safety & Police

Commitment to a Culture of Care and Compliance

The Risk Management, Safety & Police Department initiatives included in this presentation have been developed in support of Chancellor Burke's call for a culture of care and a climate of stewardship for the Riverside Community College District.

The RCCCD *Enterprise Risk Management* Function



RCCD Risk Management Mission Priorities

#1 – *Personal Protection*

- Safety and Security of Students, and Employees
- Police Department Service Levels

#2 – *Property Protection*

- Response to Disasters and Emergencies
- Insurance Policy and Contract Integrity

#3 – *Asset Protection*

- Cost Control
- Security Systems

#4 – *Equitable Accessibility*

- ADA Remediation
- ADA Inspections

RCCD Risk Management Scope

- Safety
- Security and Police Administration
- Emergency Planning and Preparedness
- Disaster and Recovery
- Operational Continuity
- Risk Assessment and Advisory Services
- Claims and Litigation
- Insurance (Risk Transfer)
- ADA Compliance
- Contract Review

RCCD Risk Management Results

- ***SECURITY***
- RAVE Mass Notification System and Protocols
- Security Task Force
- Alert System Activation with CSUSB Dispatch
- Siren/Voice Systems
- Active Shooter Webinar and Trainings
- Rave GUARDIAN Personal Security Application

RCCD Risk Management Results

- ***SECURITY*** *(Continued)*
- Inventory of ALL Security Systems
- Proposed District Standards for Security
- Security System Restoration Project
- Individual Site Assessments
- Active Shooter Awareness (JPA & FBI)

RCCD Risk Management Results

- ***SAFETY***
- District's Emergency Operations Plan
- Local Hazard Mitigation Plan (FEMA)
- Resources/Advice to College Safety Committees
- Safety Coordinator Positions
- Injury & Illness Prevention Program
- Accident Investigation Process/Form
- Ergonomic Assessment and Advisory Process

RCCD Risk Management Results

- ***SAFETY*** *(continued)*
- Target Solutions Safety Training Website
- Safety Supply Providers for First-Aid
- Safety Communications Series
- **CCD-Leading .76 Experience Modification Rate***

**The Experience Modification Rate is an indicator of the District's employee accident frequency performance when compared to other CCD's and K-12's. RCCD ranks among the lowest in the educational system.*

RCCD Risk Management Results

- ***CLAIMS MANAGEMENT***
- “Dignity & Respect” Initiative for ALL Claims
- NEW Triage Nurse and Incident Reporting Process
- Open Workers Compensation Claims: **130** in 2012 to **27** in 2015
- Reduced Reserves by **\$3M** Over a 3-Year Period
- Reduced Workers’ Compensation Litigation from 80% to just **8%**
- Resolved and **Closed ALL Pre-2009** Industrial Injury Claims*
- Of 250 Incidents Since 2012, Only Four (**4**) Employees Hired Counsel

**This fact is important because older claims fell under obsolete industrial injury laws that increased the cost of claims without adding benefits for the employee.*

RCCD Risk Management Results

- ***CLAIMS MANAGEMENT*** *(continued)*
- Annual Average Cost of Defense from \$182K to **\$70K**
- Average Annual Cost Per Employee Claim fell by **37%**
- Average Liability Claim Payment fell by **82%**
- **Catastrophic** Claims Since 2012** = 0

*** Catastrophic or High Exposure Claims are defined as losses with very serious or life threatening injuries, claims with an estimated high cost of remediation, or claims with a very high long term reserve need.*

RCCD Risk Management Results

- ***DISASTER RESPONSE AND RECOVERY***
- **August 29, 2013 Flood**
 - Response Experts On Scene > **90 Minutes**
 - Operations Restored in **24 Hours**
 - ALL Damaged Sites Restored in **36 Days**
 - Total Restoration/Recovery Costs:
 - **\$2.2M** – RCCD Cost: **\$100K**

RCCD Risk Management Results

- ***DISASTER RESPONSE AND RECOVERY*** *(continued)*
- **May 30, 2014 Data Incident**
 - Attorneys, Communications Experts Available Immediately*
 - Implemented Credit Monitoring, Call Center, etc. in **9** Days
 - Managed Every Complaint/Call Received from Victims
 - Over 18,000 Records at Risk. **0** Liability Claims Filed to Date
 - **Total Cost to RCCD: Approximately \$140K**

**The response and recovery elements, and the relatively low cost of both events, can be attributed to the property and cyber-liability policies.*

Current Board Policy 3510

“The Board of Trustees is committed to providing a District work and learning environment that is safe and free of violence and the threat of violence. The Board’s priority is safety at work and the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor, or designee, shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.”

BP/AP 3510 Proposed Revisions



2016 Departmental Goals

- Restore Obsolete Security Systems to Fully Operational
- Implement FBI Active Shooter Video & Awareness Materials
- Evaluate Police Department Service and Staffing Levels
- Complete First Phase of ADA Remediations
- Implement an ADA Inspection Process
- Implement and Train the NEW Emergency Operations Plan
- Roll Out and Train the NEW Injury & Illness Prevention Program

2016 Departmental Goals *(continued)*

- Collaborate with Colleges on Behavioral Incident Response Teams
- Consolidate Mass Notification System with Siren/Voice Systems
- Consolidate Safety & Security Programs Into a Revised BP/AP 3510
- Reduce Workers' Compensation Liability to Less Than \$1.2m
- Refine the Ergonomics Program to Proactively Reduce Injuries
- Train NEW Safety Coordinators

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

Risk Management, Safety, & Police
Department Update

Questions?

Agenda Item (IV-D-1)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Resources (IV-D-1)
Subject	Budget Augmentation for Construction, FFE and Management Services for the Culinary Arts Academy and District Offices Project
College/District	District
Funding	District Centrally Controlled Measure C and Redevelopment Pass-Through Funds
Recommended Action	It is recommended that the Board of Trustees augment the budget for the Culinary Arts Academy and District Offices Project by \$1,853,515 for additional Construction, Group II and Construction Services.

Background Narrative:

At the June 26, 2012 Special Meeting, the Board of Trustees approved a project scope and budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices (CAA/DO). On October 15, 2013, the Board of Trustees approved adding parking revenue in the amount of \$48,000 to the budget. Then on June 17, 2014, the Board approved an allocation of \$650,000 to the CAA/DO project to serve as additional contingency funding, to cover construction bids.

As the CAA/DO project progressed, the following conditions developed:

-Information Technology Budget was an estimate. To outfit and support the entire technology plan, additional funding is needed for the instructional programs and the inclusion of the District IT staff currently located on the Riverside City College campus.

-Instructional Media and Audio Visual Equipment and Services including integration services are more extensive and need to accommodate changes in product lines.

-Equipment needs and changes in the area of parking meters, point of sale system for culinary, kitchen hoods, and kitchen equipment.

-Street improvements and repairs uncovered with the installation of public works improvements and city requirements were expansive and beyond scope.

-Furniture, Fixture and Equipment scope for District Offices need to accommodate the inclusion of the District IT staff incorporated into the project.

-Funds for project closeout.

-Additional months for construction management and inspection services as the project delivery time frame has extended, due to construction delivery impacts in the schedule.

Costs for the items listed above totals an amount not to exceed \$1,853,515, which would bring the project total to \$35,902,276. The additional cost breakdown is attached (Exhibit I). District Centrally Controlled Measure C and Redevelopment Pass-Through Funds, to be split 50%-50% have been identified to support the augmentation. At this time, it is requested that the Board of Trustees augment the budget for the CAA/DO project in the amount not to exceed \$1,835,515 for additional Construction and FF&E Services.

Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Augmentation and Project Budget Exhibit](#)

Exhibit I
Additional Cost Breakdown

	Budget	Adjusted Bid/Cost	Differential
Group 2 IT Budget	\$ 500,000	\$ 922,658	\$ 422,658
Group 2 AV/IMC Budget	\$ 275,000	\$ 1,056,186	\$ 781,186
Culinary Point of Sale System	\$ -	\$ 32,428	\$ 32,428
Parking Meters	\$ -	\$ 26,000	\$ 26,000
Additional Kitchen Stove/Refrigerator	\$ -	\$ 22,000	\$ 22,000
Kitchen Hood Changes	\$ -	\$ 106,243	\$ 106,243
Street Repair/Replacement	\$ -	\$ 150,000	\$ 150,000
Project Closeout	\$ -	\$ 100,000	\$ 100,000
District Furniture & Fixture (25%) Expansion	\$ 1,240,650	\$ 1,370,650	\$ 130,000
Construction Management Services	\$ 2,489,924	\$ 2,572,924	\$ 83,000
Budget Augmentation			\$ 1,853,515

Project Budget	
June 2012, Initial Budget	\$ 33,350,761
October 2013, Parking Adjustment	\$ 48,000
June 2014, Bid Adjustmetn	\$ 650,000
January 2016, Proposed Adjustment	\$ 1,853,515
TOTAL	\$ 35,902,276

Agenda Item (IV-E-1)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Change Order No. 2 for Culinary Arts Academy and District Office Building with Kamran and Co., Inc.
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve 1) Project Change Order No. 2 with Kamran and Co., Inc. in the amount of \$42,297.20; and 2) the change order in excess of ten percent by a total of \$57,540.38.

Background Narrative:

On December 9, 2014, the Board of Trustees approved Change Order No. 1 for Kamran and Co., Inc. in the amount of \$106,243.18 for Food Services for the Culinary Arts Academy and district Office Building (CAA/DO), which was in excess of ten percent of the original contract contingency by a total of \$15,243.18.

At this time it is requested the Board of Trustees approve change Order No. 2 with Kamran and Co., Inc. in the amount of \$42,297.20 amending their contract to \$1,058,540.33, now exceeding the allowable change order contingency by a total amount of \$57,540.38. The added costs are for kitchen equipment upgrades/additional equipment. Detailed costs are listed on the attached Change Order Summary (Exhibit I).

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

Prepared By: Wolde-Ab Isaac, President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Change Order Summary_Kamran No 2](#)

Exhibit I

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

CHANGE ORDER SUMMARY

Change Order **No. 2**

Contractor: **Kamran & Co., Inc.**

<i>Approved Contract Amount:</i>	\$910,000.00
<i>Change Order No. 1 Amount:</i>	\$106,243.18
<i>Change Order No. 2 Amount:</i>	<u>\$ 42,297.20</u>
<i>Revised Contract Sum:</i>	\$1,058,540.38
<i>Original Contract Contingency</i>	\$ 91,000.00
<i>Remaining Project Contingency:</i>	\$ - 57,540.38

Change Order Descriptions:

Item No. 1 Cost Proposal 151: Owner has requested to change and upgrade kitchen equipment oven 31 and oven 165 and add oven 106. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$18,891.60

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

Item No. 2 Cost Proposal 191: Pursuant to direction received in CCD#105 contractor is to provide and install one additional Hydrovection Oven. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$11,820.00

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

Item No. 3 Cost Proposal 192: Pursuant to response received in RFI#828R1 contractor is to provide and install one additional reach in freezer. Additional costs associated with this request but not part of the Kamran's scope will be submitted under separate request. \$11,585.51

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

TOTAL/ADD/CREDIT: **\$42,297.20**

Agenda Item (IV-E-2)

Meeting	1/12/2016 - Committee
Agenda Item	Committee - Facilities (IV-E-2)
Subject	Agreement for Ben Clark Training Center Preliminary Site Analysis with Holt Architecture
College/District	Moreno Valley
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Holt Architecture in the amount not to exceed \$15,280 to provide a Preliminary Site Analysis for a new classroom building for the Ben Clark Training Center.

Background Narrative:

There has been several alternative sites examined for the potential location of the new building. Holt Architects will finalize the conceptual site plans including vehicular and pedestrian patterns, site drainage and water retention, underground infrastructure and beneficial adjacencies to the other proposed buildings. They will also work with and obtain consensus with our counterparts the Riverside Sheriffs' Department and California Fire Department.

At this time it is requested that the Board of Trustees approve the agreement with Holt Architecture in the amount not to exceed \$15,280. Detailed scope of work is outlined in the attached agreement (Exhibit I).

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Chris Carlson, Chief of Staff & Facilities Development
Lynn Purper, Facilities Development Director

Attachments:

[Agreement_Holt Architecture](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HOLT ARCHITECTURE

THIS AGREEMENT is made and entered into on the 20th day of January, 2016, by and between Holt Architecture hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College Districts Ben Clark Training Center location.
3. The services rendered by the Consultant are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from January 20, 2016, to the estimated completion date of April 29, 2016, with the provision that the Vice Chancellor of Business and Financial Services or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$15,280 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Chief of Staff and Facilities Development, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by the Chief of Staff and Facilities Development.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Consultant shall be indemnified and defended

against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Chief of Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon adjudicated any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:

Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Professional liability/errors and omission insurance in the amount of \$1,000,000; and

Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes

that would be associated with the payment under this Agreement is to be paid solely by Consultant.

14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Holt Architecture

Riverside Community College District

Timothy M. Holt
President
3891 11th Street
Riverside, CA 92501

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



December 3, 2015

Chris Carlson
Riverside Community College District
Chief of Staff & Facilities Development
Facilities Planning and Development
450 Alessandro Boulevard
Riverside, CA 92508

RE: Stage 1 Site Analysis @ Ben Clark Training Center for
Riverside Community College District Classroom Building

Dear Ms. Carlson:

Holt Architecture is pleased to provide you with this Proposal to explore various possible site locations for a new classroom building for RCCD of approximately 20,000 s.f. at the Ben Clark Training Center. We understand that the prospective site is to be located within the area north of the Fire Training Facilities, west of Bundy, south of 11th, and east of Davis Street. This site location is also to accommodate the Riverside County Sheriff and Fire Classroom complexes in the future, as well as cafeteria/multi-purpose building.

A. Scope of Services:

Several alternative sites will be examined for the potential location of the new RCCD building. The options will consider the Master Planned locations of the proposed Sheriff and Fire campus which will depict potential available sites for the RCCD building. The following design considerations will be examined:

- Vehicular and pedestrian circulation patterns
- Existing conditions relevant to the site selection
- Topography, including site drainage and water retention
- Adjacent and new parking areas
- Existing underground and surface utility infrastructure
- Beneficial adjacencies to other proposed buildings
- Conformance to currently approved Master Plan

Upon review of the above alternatives, final conceptual site plan(s) will be prepared for your use in obtaining consensus with other stakeholders. Detailed Civil Engineering shall be conducted in a subsequent phase of the work and is not included here.

70-225 Highway 111, Suite D | Rancho Mirage, CA 92270
3891 11th Street | Riverside, CA 92501
760.328.5280 FAX: 760.328.5281



Chris Carlson
Riverside Community College District
Page 2 of 2

B. Base Scope Compensation:

We propose the following Fixed-Fee as compensation for the above-described Scope of Work.

\$11,280.00

Additionally, we suggest a budget of \$1,000 for allocable reimbursable expenses.

Included in the above are three (3) interim meetings with RCCD staff and one (1) meeting for final presentation. Five (5) copies of the final site evaluation will be provided at the conclusion of our work.

C. Additional Services and Compensation:

Additional project meetings, at the request of the client, can be provided at a cost of six-hundred dollars (\$600.00) per meeting, not to exceed:

\$3,000.00

We expect to complete this site evaluation within ninety (90) days from a written authorization to proceed.

We appreciate this opportunity to be of service to Riverside Community College District and we look forward to providing a valuable assist to your evaluation process in selecting the most appropriate site for your building. Please contact me with any questions.

Very truly yours,

Authorized by:

Holt Architecture

Signature:

Timothy M. Holt, President

Date:

TMH/KMD

70-225 Highway 111, Suite D | Rancho Mirage, CA 92270
3891 11th Street | Riverside, CA 92501
760.328.5280 FAX: 760.328.5281

Agenda Item (VI-A)

Meeting	1/12/2016 - Committee
Agenda Item	Closed Session (VI-A)
Subject	Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

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

Attachments:

None.