



**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 02, 2017 6:00 PM
District Office, Board Room, 3801 Market Street,
Riverside CA 92501, Teleconferencing The
Willard InterContinental, Business Center, 1401
Pennsylvania Ave NW, Washington, DC 20004**

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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 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. [Proposed Curricular Changes](#)

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

- C. Planning and Operations (None)

- D. Resources

1. [RCCD EEO Fund Multiple Method Certification Form](#)

The Committee to review the RCCD EEO Fund Multiple Method Certification Form for approval.

E. Facilities

1. [Agreement Amendment 5 for the Culinary Arts Academy/District Office Building and Agreement Amendment 5 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.](#)

The Committee to review Agreement Amendment 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project: and Agreement Amendment 5 with LPA, Inc., in the amount of \$66,287 for the CSA project.

2. [Agreement Amendment No. 5 for Project Labor Administration with Padilla & Associates, Inc.](#)

The Committee to review Agreement Amendment No. 5 in the amount not to exceed \$32,368 for project labor administration with Padilla & Associates, Inc. and extend their services through August 31, 2017.

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION (NONE)

VII. ADJOURNMENT

Agenda Item (III-A)

Meeting 5/2/2017 - 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	5/2/2017 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review 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: Michael Burke, Ph.D., Chancellor

Attachments:

[05022017 Proposed Curricular Changes](#)

1. *New Courses*

The following courses are being proposed in preparation for new Code Enforcement Officer in-service trainings at Moreno Valley College (note that ADJ-K1A will follow at a later date):

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-K1B	Code Enforcement Officer, Intermediate	M
ADJ-K1C	Code Enforcement Officer, Advanced	M

2. *Course Inclusions*

None at this time.

3. *Major Course Modifications*

The following courses in the Administration of Justice program are being modified to meet updated Peace Officer Basic Training (POST) standards:

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-B3A	Basic Community Service Officer Academy	M
ADJ-D1A	Basic Public Dispatch	M
ADJ-D1B	Dispatcher Update, Public Safety	M
ADJ-D3A	Dispatch Update, Handling the Rising Tide of Suicide	M
ADJ-D5A	Dispatch, Public Safety, Advanced	M
ADJ-T1A	Traffic Collision Investigation, Basic	M
ADJ-T1B	Intermediate Traffic Collision Investigation	M

The following courses are being modified to update student learning outcomes, minor adjustments to content, etc.:

<i>Course</i>	<i>Title</i>	<i>College</i>
BUS-30	Entrepreneurship: Foundations and Fundamentals	M
GAM-73	Storyboarding for Games	NR
KIN-V70	Water Polo Techniques	R
MAG-56	Human Resources Management	MNR
PHO-9	Intermediate Photography	R
PHO-10	Advanced Photography	R

PHO-12	Photojournalism	R
PHO-17	Introduction to Color Photography	R

4. Minor Course Modifications

The following courses are being modified to update texts, materials, etc.:

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-5	Community Relations	MNR
BUS-43	International Business – Marketing	R
BUS-46	International Business – Intro to Imprt/Exprt	R
BUS-48	International Management	R
PAL-71	Legal Terminology	R

5. Course Exclusions

None at this time.

6. New Programs (certificates, degrees)

None at this time.

7. Program Modifications (certificates, degrees)

The programs below are being modified to update the program learning outcomes, as well as add courses and units to the requirements and electives (see updated program – attached):

Certificate and degree	Music Industry Studies: Audio Production	(Norco College)
Certificate and degree	Music Industry Studies: Performance	(Norco College)

8. Program Discontinuance

None at this time.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 1005

Music Industry Studies: Audio Production

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Music Industry Studies certificate in Audio Production is designed to provide students with the knowledge and skills necessary for producing popular music, and engineering in the recording studio as well as for live sound. Courses allow students to become proficient on a DAW (Digital Audio Workstation), gain experience recording and producing music on digital and analog devices, and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as music producers or audio engineers in studio and/or live performance settings.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively enhance multitrack recordings and live performances as a mixing engineer.
- Collaborate effectively with peers to create new musical works that exhibit quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses

Units

Core (32 units)

MIS-1A	Studio Techniques	2
MIS-1B	Studio Techniques	2
MIS-1C	Studio Techniques	2
MIS-2	Songwriting	2
MIS-3	Digital Audio Production 1	4
MIS-4	Digital Audio Production 2	4
MIS-7	Intro to Music Technology	3
MIS-12	Live Sound	3
MIS-13	Studio Recording Workshop	3
MUS-3	Fundamentals	4
MUS-93	Business of Music	3

AND

4-6 units from the following:

<u>Elective Courses</u>		<u>Units</u>
MUS-4	Music Theory	4
MUS-23	History of Rock and Roll	3
MUS-32A	Class Piano	2
MUS-32B	Class Piano	2
MUS-32C	Class Piano	2
MUS-38	Beginning Applied Music	2
MUS-39	Applied Music 1	3
MIS-200	Work Experience	1-4

Total Units: 36-38 units

Associate of Arts Degree

The Associate of Arts Degree in Music Industry Studies: Audio Production will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 1005

Music Industry Studies: Performance

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Music Industry Studies Performance Certificate is designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with digital and analog music technology, and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a variety of careers as instrumentalists and vocalists in studio and/or live performance settings.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitive interpret and communicate musical literature as a performer or studio musician.
- Collaborate effectively with peers to create new musical works exhibiting quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses:

33-35 units

Units

MIS-1A	Studio Techniques	2
MIS-1B	Studio Techniques	2
MIS-1C	Studio Techniques	2
MUS-3	Fundamentals	4
MUS-93	Business of Music	3

AND

(10-12 units of Applied Music)

MUS-38	Beginning Applied Music	2
MUS-78	Beginning Applied Music II	2
MUS-39	Intermediate Applied Music	3
MUS-79	Intermediate Applied Music II	3

(4 semesters of study)

OR

MUS-39 Intermediate Applied Music (taken two times) 3 (6)
MUS-79 Intermediate Applied Music II (taken two times) 3 (6)

AND

8 units from the following:

(4 semesters of study)

MIS-10A – Norco Choir (2x)	2
MIS-10B – Norco Choir (2x)	2
or	
MIS-11A – Studio Arts Ensemble (2x)	2
MIS-11B – Studio Arts Ensemble (2x)	2

AND

2-4 units from the following:

MIS-7 – Intro to Music Technology	3
MUS-4 – Music Theory	4
MUS-23 – History of Rock and Roll	3
MUS-32A – Class Piano	2
MUS-32B – Class Piano	2
MUS-32C – Class Piano	2

Total Units: 33-37 units

Associate of Arts Degree

The Associate of Arts Degree in Music Industry Studies: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

1. Course Inclusions

The courses below are being proposed for inclusion at Moreno Valley college in order to expand the college's ART offerings and offer students a potential career option in Art.

<i>Course</i>	<i>Title</i>	<i>College</i>
ART-35A	Beginning Illustration	M
ART-35B	Intermediate Illustration	M

2. Major Course Modifications

The course below is being modified to meet the current Peace Officer Standards and Training (P.O.S.T.), as well as the course objectives.

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-D1A	Basic Public Safety Dispatch Course	M

The course below is increasing in units from 3 to 4, and includes a change in hours from 36 lecture and 84 lab to 45 lecture and 81 lab. AUT-54 Automotive Electrical Systems (a new course) is being added as a prerequisite in addition to AUT-52A or ASE Certification. The content is being updated and expanded accordingly.

<i>Course</i>	<i>Title</i>	<i>College</i>
AUT-56	Automotive Computer Controls	R

The courses below are being modified to adjust the lab hours from 90 to 81 hours.

<i>Course</i>	<i>Title</i>	<i>College</i>
ENE-21	Drafting	N
ENE-28	Technical Design	N
ENE-30	Computer Aided Drafting (CAD)	N
ENE-42	SolidWorks I	

Agenda Item (IV-D-1)

Meeting	5/2/2017 - Committee
Agenda Item	Committee - Resources (IV-D-1)
Subject	RCCD EEO Fund Multiple Method Certification Form
College/District	District
Funding	
Recommended Action	Presentation of the RCCD EEO Fund Multiple Method Certification Form for discussion.

Background Narrative:

In the fall of 2015, the Statewide EEO and Diversity Advisory Committee identified nine best practice areas for success in promoting EEO. These nine areas now serve as the "Multiple Methods" for the allocation of the EEO Fund. In order to qualify for EEO Funding for fiscal year 2017 -2018, our district must complete and submit a Multiple Method certification form by June 1, 2017. The attached document satisfies this requirement.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations
Lorraine Jones, District Compliance Officer

Attachments:

[20170502_RCCD EEO Fund Multiple Method Certification Form_Backup](#)

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Riverside Community College District

The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

- Yes
 No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
- Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Lorraine Y. Jones Title: District Compliance Officer
Signature: _____ Date: _____

Chief Human Resources Officer

Name: Terri L. Hampton, D.P.A. Title: Vice Chancellor Human Resources & Employee Relations
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Michael Burke, Ph.D. Title: Chancellor
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: Virginia Blumenthal Title: President, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc lleblanc@cccco.edu Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

- Yes**
 No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Riverside Community College District has had an Equal Employment Opportunity Plan in place since 2010. The most recent update to the District's EEO Plan was approved by the Board of Trustees on December 13, 2016, and submitted to the State Chancellor's Office. The revision incorporated a major rewrite of the plan to ensure compliance with the October 2013, modifications to the EEO sections of Title 5 as well as the addition of a longitudinal analysis of the District's workforce, applicant data and hiring trends.

Each College in the District has operated an EEO Advisory Committee that was co-facilitated by the previous District Compliance Officer. The December 13, 2016, revision of the EEO Plan included the addition of language to establish the District Council on Diversity, Equity and Inclusion. The makeup of the Council shall consist of three (3) employees from the District Offices, who shall be appointed by the Chancellor, and three (3) members from each college Diversity Committee. Ex-Officio members of the Council shall include the District Compliance Officer, the Director Human Resources and Employee Relations, Human Resources Generalist (1), and Human Resources Analyst (1).

Riverside Community College District submitted the completed "District Performance Report" for fiscal/academic year 2015-16 to the State Chancellor's Office on September 30, 2016.

Evidence

1. http://www.rccd.edu/administration/humanresources/DEC/Documents/EEO/District_EEO_Plan_Approved_12_13_2016.pdf
2. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Initiatives.aspx>

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The Riverside Community College District's Board of Trustees regularly updates its adopted policies and procedures which affirm the District's commitment to nondiscrimination and equal employment opportunity. Board policy 3140 titled "Nondiscrimination" states in part "The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or 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 (a) of Section 422.6 of the Penal

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Code.”

Evidence

1. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3410BPAP.pdf>
2. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3420BPAP.pdf>
3. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3430BPAP.pdf>
4. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf>
5. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3440BPAP.pdf>
6. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3447AP.pdf>
7. <http://www.rccd.edu/administration/board/New%20Board%20Policies/7100BP.pdf>

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

An analysis of the District’s current practices resulted in no processes to report in this area.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

The District is currently conducting a District-wide classification study for all classified and confidential positions in order to ensure that job descriptions and job announcements most accurately reflect the duties being fulfilled in these positions.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The District's Human Resources & Employee Relations Office has a standard practice of posting all permanent full-time and part-time positions in all job categories in a numerous of print and online publications in an effort to cast as wide a net as possible to attract a highly qualified and diverse applicant pools. The following job posting sites are representative of the most commonly utilized advertising sources:

- CalJobs.ca.gov
- cccregistry.org
- HigherEdJobs.com
- AsiansInHigherEd.com
- BlacksInHigherEd.com
- DisabledInHigherEd.com
- HispanicsInHigherEd.com
- LGBTinHigherEd.com
- NativeAmericansinHigherEd.com
- WomenAndHigherEd.com
- VeteransInHigherEd.com
- ChronicleVitae.com

Additional focused outreach campaigns are conducted as needed via placement of job postings via professional organizations to increase applicant pools for hard to fill vacancies.

Evidence

1. Link to Classification Study Job Analysis Project
2. Link to Job Elephant contact pending upload to website

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

is found.

The recruitment process begins with an assessment of the composition of every screening and selection committee to ensure that the committee is diverse as well as verification of the EEO Training Certification for each committee member (see Method #6). Human Resources and Employee Relations works collaboratively with the appropriate hiring authority to identify methods to address any lack of diversity in the composition of a screening and selection committee. Human Resources and Employee Relations staff facilitates access to the required EEO Training for Screening and Selection Committee Members as needed. The Human Resources Generalist or Liaison assigned to facilitate a recruitment serves as a non-voting member of every screening and selection committee as serves as a resource for committees on all EEO related matters.

The next step in the process begins with a wide-ranging advertising campaign (refer to Method #4) to cast as wide a net as possible to attract a highly qualified, diverse applicant pool. Prior to a posting closing date, the Human Resources Generalist or Liaison assigned to facilitate a recruitment evaluates the applicant pool to determine if the posting deadline should be extended in support of increasing the size and/or diversity of a total applicant pool. Although the October 19, 2013, revisions to Title 5 regulations removed the requirement to certify applicant pools, Human Resources and Employee Relations continues this practice as a part of a comprehensive best practice effort to ensure that adverse impact is not an unintended consequence of minimum qualification screening in addition to adherence to Uniform Guidelines on Employee Selection Procedures.

The assigned Human Resources Generalist or Liaison completes the minimum qualifications screening of the approved total applicant pool. This best practice ensures consistency and reliability in the assessment of minimum qualifications as well as provides the Human Resources staff with a full understanding of the qualified applicant pool. The Human Resources staff facilitates a pre-screening/orientation meeting with each screening and selection committee. During this meeting, the screening and selection committee develops screening criteria for the qualified applicant pool, first level interview questions and first level interview performance based solely on job qualifications and the information listed in the job notice in accordance with Uniform Guidelines on Employee Selection Procedures. The committee then disperses to individually assess each member of the qualified applicant pool. A minimum of 1 interview question designed to elicit candidates' demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and employees in ways that are meaning to the job to which they have applied is required.

The assigned Human Resources staff then facilitates a pre-interview meeting where the committee determines which members of the qualified applicant pool will be invited to a first level interview. The assigned Human Resources staff works closely with the committee to ensure that the screening criteria is consistently and fairly applied in accordance with Uniform Guidelines on Employee Selection Procedures. The interview pool of applicants is reviewed and approved by the District Compliance Officer prior to interview scheduling.

The committee conducts structured first level interviews for the candidates selected for interview and selects candidates to move forward to second level interviews utilizing the previously established assessment criteria in accordance with Uniform Guidelines on Employee Selection Procedures.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Evidence

1. Link to sample documents pending upload to website

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

The District's EEO Plan Component 8 states that any organization or individual who is involved in the recruitment, screening and selection of applicants shall receive appropriate training on the requirements of the Title 5 regulations regarding equal employment opportunity (section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the educational benefits of a diverse workforce; and identification and elimination of bias in hiring.

Riverside Community College District is a multi-college District which presents logistical and practical challenges with facilitation of frequently available EEO Training for Screening and Selection Committee Members. Relying on in-person training is impractical as it is costly and creates difficulty in guaranteeing consistency and dependability of the facilitation and learning experience. In response to these challenges, the EEO Training for Screening and Selection Committee Meeting was updated in March 2016 and is now available on-demand using a web based delivery method. The updated training includes an expanded review of the educational benefits of workforce diversity; federal and state EEO laws and regulations and best practices in screening and selection.

During the 2016 election cycle a new Trustee for Riverside Community College District's Trustee Area 1 was elected. On December 13, 2016, the Board of Trustees were provided a review of the updated EEO Plan to include a review of the educational benefits of workforce diversity and the elimination of bias in hiring and employment.

Lastly, the District has scheduled classroom based AB1825 training for managers and supervisors and will begin offering web-based AB1825 training modules to comply with training requirement.

Evidence

1. <https://www.youtube.com/watch?v=nXJAAVag10o>
2. http://www.rccdistrict.net/eb/PDF%20Conversions/121316_Complete.pdf

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The District annually renews its membership to the Liebert Cassidy Whitmore Southern California Community College Districts Employment Relations Consortium. This membership affords all employees within the District to participate in-person or via webinar in a series of training workshops throughout the year. Training options include topics focused on workplace diversity.

Additionally, the Academic Senate for each college within the District coordinates the development of faculty professional development workshops each semester. Multiple workshops focused on workplace diversity are offered.

The District has scheduled classroom based AB1825 training for managers and supervisors and will begin offering web-based AB1825 training modules to comply with training requirement.

Lastly, Human Resources and Employee Relations developed a calendar of workshops on workplace diversity topics available throughout the academic year.

Evidence

1. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Workshops.aspx>
2. Link to flex day schedules pending upload to website
3. Link to LCW training schedule pending upload to website

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

An analysis of the District's current practices resulted in no processes to report in this area.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

An analysis of the District's current practices resulted in no processes to report in this area.

DRAFT

Agenda Item (IV-E-1)

Meeting	5/2/2017 - Committee
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Agreement Amendment 5 for the Culinary Arts Academy/District Office Building and Agreement Amendment 5 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, Redevelopment Funds and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees review: 1) Agreement Amendment 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project; and 2) Agreement Amendment 5 with LPA, Inc., in the amount of \$66,287 for the CSA project.

Background Narrative:

On June 15, 2010, the Board of Trustees approved the architectural agreement with LPA for design services for the Culinary Arts Academy and District Office Building (CAA/DO) project in the amount of \$1,853,192.00. In addition, on June 19, 2012, the Board of Trustees approved the architectural agreement with LPA for design services for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project in the amount of \$2,131,599. Both projects have since generated four previous amendments.

At this time, it is requested that the Board of Trustees approve Agreement Amendment 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project for an additional nine (9) months of construction administration services, now totaling the agreement with amendments to \$2,422,872.50. It is also requested that the Board of Trustees approve Agreement Amendment 5 with LPA, Inc. in the amount of \$66,287 for the CSA project which includes \$2,263 for construction change documents and \$64,024 for an additional nine (9) month period of construction administration services, totaling the agreement with amendments to \$2,524,221.50. Detailed scopes of work are outlined in Exhibits I, on the attached amendments.

Cost for the requested amendments are within the project budgets approved by the Board of Trustees and no augmentation of the project budget is required.

Prepared By: Michael Burke, Ph.D., Chancellor
Wolde-Ab Isaac, President, Riverside
Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Amendment 5_CAADO_LPA](#)
[Amendment 5_CSA_LPA](#)

FIFTH (5) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA, INC.
(Culinary Arts Academy and District Office Building Project)

This document amends the original agreement between the Riverside Community College District and LPA, Inc., which was originally approved by the Board of Trustees on September 21, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$22,646, including reimbursable expenses, totaling agreement to \$2,422,872.50. The term of this agreement shall be from the original agreement date of June 16, 2010, to the completion of the project. Payments and final payment shall coincide with original agreement.

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

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

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

LPA, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

James A. Kelly, AIA
Executive Vice President
5161 California Avenue, Suite 100
Irvine, CA 92617
LPA # 29071.20/PSA 10

By: _____

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



p. 949.261.1001 f. 949.260.1190
w. lpainc.com e. lpa@lpainc.com

5161 California Avenue, Suite 100, Irvine, California 92617

April 14, 2017

Mr. Bart Doering
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Planning and Development
3801 Market Street
Riverside, CA 92501

Re: Culinary Arts and District Offices (CAADO)
Additional Services Request
LPA Project No. 29071.20

Dear Bart:

The following is a summary of an item that has accumulated to date that is considered an Additional Service for professional design services.

Professional Services Authorization 10

EXTENDED CONSTRUCTION ADMINISTRATION – Per Item 1(f.) of Article III – Compensation to the Architect of The Architectural Services Agreement between Riverside Community College District, the time initially established for construction was 24 months per schedules issued by Tilden-Coil Constructors. The 24 months occurred from June 2014 through May 2016. The construction contract time was exceeded and LPA continued to provide an additional 9 months of Construction Administration services from June 2016 through February 2017.

LPA's total effort from June 2016 - February 2017 is \$86,276. LPA is removing hours related to LEED documentation, Mechanical, Plumbing, Electrical, Lighting and Audio Visual issues and coordination leaving Project Management and Project Coordinator effort that equates to an Additional Services request of \$22,646.

Please let me know if additional information or back-up is needed, thank you for your consideration of this request.

Sincerely,

LPA, Inc.

Steven Flanagan
Principal

cc: File 03

FIFTH (5) AMENDMENT TO AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA, INC.
(Henry W. Coil, Sr. and Alice Edna Coil School for the Arts)

This document amends the original agreement between the Riverside Community College District and LPA, Inc., which was originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$66,287, including reimbursable expenses, totaling agreement to \$2,524,221.50. The term of this agreement shall be from the original agreement date of June 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

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

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

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

LPA, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
James A. Kelly, AIA
Executive Vice President
5161 California Avenue, Suite 100
Irvine, CA 92617
LPA # 12030.20/PSA 11 & 12

By: _____
Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit 1

LPA

PROFESSIONAL SERVICES AUTHORIZATION

Client: Riverside Community College District	Project No.: 12030.20	Date: March 15, 2017
Facilities Planning & Development	Project: RCCD Coil School for the Arts & Parking Structure	
3801 Market Street	Location: Riverside	PSA No.: 11
Riverside, CA 92501	Office: Irvine	Issued By: Steve Tiner
Attn: Bart Doering, Facilities Development Director	Client Contract: C-0003953	LPA PIC: Steve Flanagan
Email: Bart.Doering@rccd.edu	Client Job No.: C-0003953	License #: C23695
Phone: 951-222-8962 Fax:	LPA Contracts: Lorrie Ellis	LPA PM: Steve Tiner

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' of the Architectural Services Agreement dated 6/20/2012 for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Coil School for the Arts and 4-Level Parking Structure located within the Riverside Community College District.

LPA will provide: New Services Additional Services Revised Scope of Services

Services shall include:

TK1SC Service; Construction Change Directive (CCD) #158. Modify Security drawings per Client revisions.

Jensen Hughes; Fire Protection Consulting Services. One issuance of the CCD-212 drawing exhibits associated with the Office 245. Address plan check comments received by DSA pertaining to the CCD-212 fire protection design modifications. Revised drawing exhibits will be provided to address the comments for DSA resubmission.

Please refer to the attached CCD #158 and CCD #212 for additional information.

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of **\$0.00** and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the Architectural Services Agreement dated 6/20/2012. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$2,263.00
Reimbursable Expenses:	Maximum	\$0.00

The following consultants shall provide services for this scope of services:

TK1SC- Security
Jensen & Hughes- Fire Protection

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$2,111,599.00	\$20,000.00	\$2,131,599.00
Total of Previous Addenda:	\$321,180.50	\$5,155.00	\$326,335.50
Previous Totals:	\$2,432,779.50	\$25,155.00	\$2,457,934.50
This PSA Amount:	\$2,263.00	\$0.00	\$2,263.00
New Fee Totals:	\$2,435,042.50	\$25,155.00	\$2,460,197.50

Client Authorized Signature _____ Date _____

LPA Authorized Signature _____ Date _____

Authorized Signature (Sign, Print Name, Date, and Title)

Steven Flanagan, AIA, LEED® AP, Principal

March 15, 2017

Please return one fully executed copy to LPA, Inc. at: 5161 California Avenue, Suite 100, Irvine, CA 92617

Tel: 949.261.1001 Fax: 949.260.1190



5161 California Avenue, Suite 100, Irvine, California 92617

p. 949.261.1001 f. 949.260.1190
w. lpainc.com e. lpa@lpainc.com

April 14, 2017

Mr. Bart Doering
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Planning and Development
3801 Market Street
Riverside, CA 92501

Re: Henry W. Coil Sr., and Alice Edna Coil School for the Arts (CSA)
Additional Services Request
LPA Project No. 12030.20

Dear Bart:

The following is a summary of an item that has accumulated to date that is considered an Additional Service for professional design services.

Professional Services Authorization 12

EXTENDED CONSTRUCTION ADMINISTRATION – Per Item 1(f.) of Article III – Compensation to the Architect of The Architectural Services Agreement between Riverside Community College District, the time initially established for construction was 24 months per schedules issued by Tilden-Coil Constructors. The 24 months occurred from June 2014 through May 2016. The construction contract time was exceeded and LPA continued to provide an additional 9 months of Construction Administration services from June 2016 through February 2017.

LPA's total effort from June 2016 - February 2017 is \$100,563. LPA is removing hours related to LEED documentation, Landscape, Mechanical, Plumbing, Electrical, Lighting and Audio Visual issues and coordination leaving Project Management and Project Coordinator effort that equates to an Additional Services request of \$64,024,

Please let me know if additional information or back-up is needed, thank you for your consideration of this request.

Sincerely,

LPA, Inc.

Steven Flanagan
Principal

cc: File 03

SUMMARY:

Construction Change Documents:
TK1SC – Security
Jensen & Hughes – Fire Protection

Total = \$ 2,263.00

Additional Nine (9) Month Period of Construction Administration Services:

Total = \$64,024.00

Grand Total = \$66,287.00

Agenda Item (IV-E-2)

Meeting	5/2/2017 - Committee
Agenda Item	Committee - Facilities (IV-E-2)
Subject	Agreement Amendment No. 5 for Project Labor Administration with Padilla & Associates, 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 Agreement Amendment No. 5 in the amount not to exceed \$32,368 for project labor administration with Padilla & Associates, Inc. for the two remaining construction projects: 1) the Culinary Arts Academy/District Office Building; 2) the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building; and 3) extend their services through August 31, 2017, based on an anticipated Notice of Completion filed for both projects.

Background Narrative:

On June 15, 2010, the Board of Trustees approved an agreement with Padilla & Associates, Inc. in an amount not to exceed \$1,600,000 to provide administrative assistance as required by the Project Labor Agreement (PLA) for Measure C projects within the Riverside Community College District. On November 18, 2014, the Board of Trustees approved Amendment No. 1 in the amount of \$200,000 as the number of projects exceeded the projects envisioned when the PLA was originally passed by the Board. On April 21, 2015, Amendment No. 2 was executed for time extension only, without additional compensation for remaining projects. On August 16, 2016, the Board of Trustees approved Amendment No. 3 in the amount of \$105,000 for additional administrative services for the two remaining construction projects: 1) the Culinary Arts Academy/District Offices (CAA/DO); and Coil School for the Arts (CSA), extending their services through December, 2016. Again, on February 21, 2017, the Board of Trustees approved Amendment No. 4 in the amount of \$60,000 for additional administrative services for the remaining construction projects CAA/DO and CSA, extending their services through April 30, 2017 based on an anticipated Notice of Completion filed for both projects.

Due to delays with Audio Visual completion issues, it is now requested that the Board of Trustees approve Agreement Amendment No. 5 with Padilla & Associates, Inc. in the amount not to exceed \$32,368 for administrative services, including Construction and Close-Out Tasks and Deliverables for the two remaining projects: 1) CAA/DO; 2) CSA; and 3) extend their services through August 31, 2017, based on anticipated Notice of Completions filed for both projects. Amendment No. 5 would bring Padilla & Associates' total contract amount to \$1,997,368. Details are listed on Exhibit I on the attached amendment for both CAA/DO and CSA.

Prepared By: Wolde-Ab Isaac, President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Amendment No 5_Padilla and Associates](#)

FIFTH (5) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
PADILLA & ASSOCIATES, INC.
(Project Labor Agreement)

This document amends the original agreement between the Riverside Community College District and Padilla & Associates, which was originally approved by the Board of Trustees on June 15, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$32,368, including reimbursable expenses, totaling agreement to \$1,997,368. The term of this agreement shall be from the original agreement date of June 15, 2010, to the extended date of August 31, 2017, based on an anticipated Notice of Completion filed for both projects.

Payments and final payment shall coincide with original agreement.

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

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

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

PADILLA & ASSOCIATES, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Patricia K. Padilla
President
211 E. City Place Drive
Santa Ana, CA 92706

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

April 17, 2017

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: RCC Culinary Arts Academy & District Offices (CAADO) Project (1- AV Prime Contractor Only)

SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCC Culinary Arts Academy & District Offices (CAADO) Project. This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

April 17, 2017

PROJECT UNDERSTANDING

Campus: District
 Project: RCC Culinary Arts Academy & District Offices
 Estimated Project Budget: \$33,134,262.00

TASK AND DELIVERABLES (1- AV Prime Contractor Only)

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

FIXED FEE SCHEDULE Rev. 1		FIXED PRICE
PROJECT:		CONTRACT
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES - Budget: \$33,134,262.00		
Current Project Duration - 28 Months: Pre-Construction February 2014, Construction: March 2014 – May 2016		\$225,000.00 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$41,415.43 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2017 – March 2017, Close-out April 2017		\$23,665.96 *
(40% Discount) Projected Project Extension Duration - 4 Months: On-Going Construction: May 2017 – July 2017, Close-out August 2017 (1 – AV Prime Contractor Only)		\$16,183.57
SCOPE OF SERVICES:		
<ul style="list-style-type: none"> ➤ Project Labor Agreement and Labor Compliance Administrator Services ➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program. 		
TOTAL FIXED PRICE FEE SCHEDULE		\$306,264.96 *

*Fixed Price Fee Schedule is reflective of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Total for 4 months at \$4,046 each = \$16,184.00 (CAA/DO)



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

April 17, 2017

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: Coil, School of the Arts (CSA) Project (1 Project) (1- AV Prime Contractor Only)

SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCCD Coil, School of the Arts (CSA) Project (1 Project). This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL**

April 17, 2017

PROJECT UNDERSTANDING

Campus: District
 Project: Coil School of the Arts Project (1 Project)
 Estimated Project Budget: \$43,088,000.00

TASK AND DELIVERABLES (1- AV Prime Contractor Only)

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

EXHIBIT "A"
PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL

FIXED FEE SCHEDULE Rev. 1		FIXED PRICE
PROJECT:		CONTRACT
COIL SCHOOL OF THE ARTS PROJECT (1 PROJECT) - Budget: \$43,088,000.00		
Current Project Duration - 25 Months: Pre-Construction May 2014, Construction: June 2014 – May 2016		\$244,843.72 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$63,478.03 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2017 – March 2017, Close-out April 2017		\$36,273.16 *
(40% Discount) Projected Project Extension Duration - 4 Months: On-Going Construction: May 2017 – July 2017, Close-out August 2017 (1 – AV Prime Contractor Only)		\$16,183.57 *
SCOPE OF SERVICES:		
➤ Project Labor Agreement and Labor Compliance Administrator Services		
➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program.		
TOTAL FIXED PRICE FEE SCHEDULE		\$360,778.48 *

*Fixed Price Fee Schedule is sum(s) reflective of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Total for 4 months at \$4,046 each = \$16,184.00 (CSA)
Grand Total for both CAA/DO & CSA = \$32,368.00