

Agenda Item (VIII-A-1)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policy for Second Reading and Approval
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve Board Policies 1100, 2010, 2710, 4020, 4220, 5140, 6700, 7335, 7340 and 7700.

Background Narrative:

Board Policies for Second Reading:

1100-The Riverside Community College District - Policy updated through the CCLC to delete an outdated reference to Elections Code Section 18304.

2010-Board Membership - Updated through the CCLC to include the restriction in Ed Code Section 72104 that precludes members of the governing board from serving on the governing body of a high school district with coterminous boundaries with the community college district.

2710-Conflict of Interest - Updated through the CCLC to specify that employees as well as Board members are prohibited from having a financial interest in a contract made by their official capacity.

4020-Program, Curriculum, and Course Development - CCLC changed the word "deletions" to "discontinuances" to maintain consistency in terminology throughout this policy.

4220-Standards of Scholarship - CCLC update to change a reference from Title 5 section 55002 et seq. to Title 5 sections 55020 et seq.

5140-Disabled Student Programs and Services - Updated through CCLC to reflect the language used in the new and amended Title 5 sections 56000 et seq. that went into effect July 1, 2016, and to remove a redundant citation.

6700-Use of Facilities - Updated through CCLC to add legal citations (Title 5 sections 59601 et seq.) governing the calculation of costs for use of college facilities.

7335-Health Examinations - Updated through CCLC to include a more specific reference to subsection (d) of 42 U.S Code Section 12112.

7340-Leaves - Updated through CCLC to correct a typographical error to the legal references for leave jury service or appearance as a witness in court.

7700-Whistleblower Protection - Updated through CCLC to extend protection against retaliation to District employees and applicants whose family member makes a protected disclosure.

Prepared By: Michael Burke, Ph.D., Chancellor
Patrick Pyle, General Counsel

Attachments:

[BP1100 The Riverside Community College District](#)
[BP2010 Board Membership](#)
[BP2710 Conflict of Interest](#)
[BP4020 Program, Curriculum, and Course Development](#)
[BP4220 Standards of Scholarship](#)
[BP5140 Disabled Student Programs and Services](#)
[BP6700 Use of Facilities](#)
[BP7335 Health Examinations](#)
[BP7340 Leaves](#)
[BP7700 Whistleblower Protection](#)

BP 1100 THE RIVERSIDE COMMUNITY COLLEGE DISTRICT

References:

Education Code Section 72000(b);
~~Elections Code Section 18304~~

The District has been named the Riverside Community College District.

It is the legal name, and is the property of, the District. No person shall, without the permission of the Board of Trustees, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges:

- Moreno Valley College
- Norco College
- Riverside City College

Date Adopted: April 20, 2010

Revised: September 1, 2016 (reference only)

BP 2010 BOARD MEMBERSHIP

References:

Education Code Sections 72023, 72103, and 72104
ACCJC Accreditation Standard IV.C.6

The Board of Trustees of the Riverside Community College District, serving at the will of the electorate, derives its powers and duties from the Constitution and Legislature of the State of California as set forth in the Education Code and Title 5, California Code of Regulations, and directives from the Board of Governors for the California Community Colleges.

The Board of Trustees shall consist of five members elected by the qualified voters of the District. Members shall be elected by District.

The Board of Trustees is charged with the governance of the Riverside Community College District and holds the Chancellor of the District responsible for the administration and management of the District.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board of Trustees.

An employee of the District may not be sworn into office as an elected or appointed member of the Board of Trustees unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

No member of the Board of Trustees shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district or unified school district whose boundaries are coterminous with those of the community college district.

Date Adopted: September 16, 2008

Revised: December 11, 2012

Revised: June 16, 2015 (reference only)

Revised: September 1, 2016

(Replaces Policy 1010)

BP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq., and 1126

Board members **and employees** shall not be financially interested in any contract made by **them in their official capacity**, ~~the Board~~ or in any **body or board of which they are members** ~~contract they make in their capacity as Board members~~.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

Incompatible Activities

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

No officer or employee of the District shall engage in any employment (including self-employment), activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to his/her duties as an officer or employee of the District. No officer or employee shall perform any work, service, or counsel for compensation outside of the District where any part of his or her efforts will be subject to approval by any other officer, employee, Board, or commission of this District, unless otherwise approved in the manner prescribed by this policy.

The Chancellor, with the assistance of legal counsel, will determine those outside activities that, for officers and employees of the District, are inconsistent with, incompatible to, or in conflict with duties as an officer or employee of this District. An officer or employee's outside employment, activity, or enterprise may be prohibited if it:

- Involves the use, for private gain or advantage, of District, time, facilities, equipment, or supplies; or the badge, uniform, prestige, or influence of District's office of employment; or

- Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the District for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of District employment or as a part of duties as a District officer or employee; or
- Involves the performance of an act, other than in his/her capacity as a District officer or employee, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other District officer or employee; or
- Involves such time demands as would render performance of his/her duties as a District officer or employee less efficient

Board of Trustees members are encouraged to seek counsel from the District's legal advisor in cases where questions arise.

Date Adopted: November 18, 2008

Revised: September 1, 2016

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24 and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- consideration and review of financial and administrative impact.

All new programs and program deletions **discontinuances** shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor/President, or his/her designee, upon the recommendation of the respective Curriculum Committee.

All new courses and programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program are subject to approval by the Board. Non-degree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to approval by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor will establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The Chancellor shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Approved: May 15, 2007

Revised: April 22, 2008

Revised: August 20, 2013

Revised: November 25, 2014 (references only)

Revised: September 1, 2016

BP 4220 STANDARDS OF SCHOLARSHIP

References:

Education Code Section 70902(b)(3);

Title 5 Sections ~~55002-55044~~ **55020 et seq., 55031 et seq., and 55040 et seq.**

The Chancellor shall establish procedures for standards of scholarship consistent with the provisions of Title 5 Sections ~~55750 et seq.~~ **55020 et seq., 55031 et seq., 55040 et seq.**, and Board Policy.

The procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

The procedures shall also be described in the catalog(s).

Date Adopted: December 9, 2008

Revised: September 1, 2016 (reference only)

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and ~~56027~~

The District is committed to the full inclusion of and effective communication with individuals with disabilities.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

Disabled Student Programs and Services (DSP&S) shall be the primary provider **for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws** of reasonable accommodations, academic adjustments, adaptive equipment, rehabilitation counseling and academic counseling to students with qualifying documented disabilities who request these services.

DSP&S services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

Procedures that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve will be revised and updated as appropriate.

No student with disabilities is required to participate in Disabled Students Programs and Services Program.

The District/College shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the Offices of DSP&S conform to all requirements established by the relevant laws and regulations.

Date Adopted: November 18, 2008

Revised: September 18, 2012

Revised: September 15, 2015

Revised: September 1, 2016

BP 6700 USE OF FACILITIES**References:**

Education Code Sections 82537 and 82542

Title 5 Sections 59601 et seq.

Use of the District's facilities shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups and other outside groups or organizations.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Sections referenced above, regarding use of District facilities. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of Students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, pregnancy, disability, gender, gender identity, gender expression, genetic information, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's facilities will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school district" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use District facilities, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

Revised: May 21, 2013

Revised: June 16, 2015

Revised: September 1, 2016 (reference only)

BP 7335 HEALTH EXAMINATIONS

References:

42 U.S. Code Section 12112(d);
29 C.F.R., Part 1630;
Government Code Section 12940
Education Code Section 88021

The Chancellor shall establish administrative procedures related to medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

The procedures may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity.

All such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

Date Adopted: November 18, 2008

Revised: September 1, 2016 (reference only)

BP 7700 WHISTLEBLOWER PROTECTION

References:

California Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)
Education Code Sections 87160-87164
Affordable Care Act (29 U.S.C. 218C)

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; **(2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;** or ~~(2)~~ **(3)** directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Date Adopted: May 20, 2008

Revised: February, 2014 (references only)

Revised: September 1, 2016

BP 7340 LEAVES

References:

Education Code Sections 22719, 87763 et seq., 88190 et seq., and cites below

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves may include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified and confidential service, administrators, supervisors and managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 870365 and 870376);
- military service (Education Code Section 87700); and
- sabbatical leaves

In addition to this Policy and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Date Adopted: December 9, 2008

Revised: September 1, 2016 (reference only)
(Replaces RCCD Policies 3020, 4020, and 4021)

Agenda Item (VIII-B-1)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
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: Michael Burke, Ph.D., Chancellor

Attachments:

[Proposed Curricular Changes](#)

1. New Courses:

ECO-9H Honors Economics of Poverty and Discrimination (R)

EMS-40 Emergency Medical Technician Continuing Education (M)

2. New Stand Alone Courses:

None at this time.

3. Course Inclusions:

CAT-98A Introduction to Excel

Moreno Valley College would like to adopt this course. The course is required for the Administrative Professional certificate (CE637) which Moreno Valley is adopting.

CAT-1A Business Etiquette (N)

CAT-51 Intermediate Typewriting/Document Formatting

CAT-90 Microsoft Outlook

Norco College would like to adopt the three courses above. These courses are part of the Business Information Worker program which Norco is adopting.

4. Major Course Modifications:

ADJ-12 Introduction to Criminalistics (MR)

The course above is being updated for C-ID compliance. Modifications include changes to the course description, SLOs, and updates to the course content.

AUT-41 Ford Advanced Electronics (R)

The course above is being updated with increased lecture hours. Content is being added to the course due to technological advances and changes made by Ford Motor Company to their vehicles in the last 10 years. Ford has revised and increased their own Master Technician Certification Curriculum. This course is part of a new proposed certificate pattern, and must meet industry standards.

AUT-43 Ford Advanced Electronics (R)

The content and objectives of the course above have significantly changed due to technical advancements in the automotive industry. This course is being modified to reflect those changes.

AUT-51A Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End)

The course modification above includes changes/updates to the SLOs, teaching methods, text and materials, as well as updates to the content to remain current in the field.

AUT-53B Automotive Brakes (R)

Modifications to the course above include updates to the SLOs , texts, and materials.

Major Course Modifications Continued:

AUT-54 Automotive Electrical Systems (R)

Modifications to the course above include updates to the SLOs, changes to the content to remain current in the field, teaching methods, and course materials.

AUT-55A Automotive Automatic Transmission/Transaxles (R)

Modifications to the course above include updates/changes to the course description, SLOs, methods of evaluation, course materials and texts, and updates to the content to remain current in the field.

AUT-55B Automotive Manual Drivetrain Systems (R)

Modifications to the course above include updates to the course materials, minor updates to the methods of instruction, and updates to the course content.

AUT-57 Automotive Heating and Air Conditioning (R)

Modifications to the course below include updates to the course materials, minor updates to the methods of instruction, and updates to the course content.

ENE-10 Introduction to Engineering

To comply with C-ID modifications to this course include: change from 36 hours/2 units to 18 hours/1 unit, updates to the course description, updates to the SLOs, updates to the Sample Assignments, updates to the course materials and texts.

ENG-1B Critical Thinking and Writing (MNR)

ENG-1BH Honors Critical Thinking and Writing (MNR)

The modifications to the two courses above include updates to the SLOs, texts, lab activities, and course content (lecture/lab).

ENG-17A Literary Magazine Production: Beginning (NR)

ENG-17B Literary Magazine Production: Intermediate (NR)

ENG-17C Literary Magazine Production: Advanced (NR)

Modifications to the three courses above include changing from 2 unit to 3 unit courses so that the course can be part of the AD-T in English, revising SLOs, expanding content, breaking up lecture and lab, adding sample assignments, and updating texts.

ENG-60A English Fundamentals: Sentence to Paragraph (MNR)

Modifications to the course above include updates to the SLOs, and texts, and splitting lecture and lab content.

ENG-80 Preparatory Composition (MNR)

The course above is being modified so that the course content reflects the lecture and lab content according to TBA hours requirements, and to make other minor refinements in course language.

Major Course Modifications Continued:

GUI-48A College Success Strategies – Study Skills (MR)

The course above is being updated with current texts and assignments.

PHI-14 Survey of Black Thought (R)

The course above is being updated for inclusion in the AD-T in History. Modifications include updates to the course objectives, prerequisites, SLOs, course content, and methods of instruction and evaluation.

5. Course Exclusions:

None at this time.

6. Course Deletions:

FIT-E3D Emergency Medical Technician Continuing Education (M)

This course has not been offered for several semesters under the FIT program. EMS will develop a new course to meet future needs.

7. New Locally Approved Certificates:

None at this time

8. New State Approved Degrees:

Information Security (R)

Construction Management (N)
-Certificate and A.S.

Facility Maintenance (N)
-Certificate and A.S.

9. Substantial Change to State Approved Certificates/Degrees:

Inclusion of:

Business Information Worker (Certificate and A.S.) at Norco College

10. Modification to State/Locally Approved Certificates/Degrees:

C++ Programming (R)

Java Programming (R)

The programs above are being modified from locally approved certificates to Certificates of Achievement.

11. Program Discontinuance:

None at this time.

Agenda Item (VIII-E-1)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Change Order No. 2 for the Culinary Arts Academy and District Offices Project with Preferred Ceilings, 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 Preferred Ceilings, Inc. in the amount of \$6,850.60; and 2) the change order in excess of ten percent by a total of \$3,505.50.

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with Preferred Ceilings, Inc. for CAA/DO in the amount of \$202,951.00.

At this time it is requested that the Board of Trustees approve the following for the Culinary Arts Academy and District Offices Project: 1) Change Order No. 2 with Preferred Ceilings, Inc. in the amount of \$6,850.60; and 2) amending their contract to \$226,751.60, exceeding the allowable change order contingency by a total amount of \$3,505.50. The cost conveyed in the change order represents Preferred Ceiling, Inc. being requested to work overtime and weekends to complete item #2 on the February 26, 2016 Mechanical Observation Report where excessive noise from the AC unit was observed in the open office of the third floor in the CAA/DO building. Detailed cost is listed on the attached Change Order Summary.

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

Attachments:

[Change Order No 2-Summary_Preferred Ceilings](#)

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

CHANGE ORDER SUMMARY

Change Order No. 2

Contractor: **Preferred Ceilings, Inc. (BC#15 – Acoustical (CA))**
C#0004633

<i>Approved Contract Amount:</i>	\$ 202,951.00
<i>Change Order No.1 Amount:</i>	\$ 16,950.00
<i>Change Order No.2 Amount:</i>	<u>\$ 6,850.60</u>
<i>Revised Contract Sum:</i>	\$ 226,751.60
<i>Original Contract Contingency:</i>	\$ 20,295.10
<i>Remaining Project Contingency:</i>	\$ - 3,505.50

Change Order Description:

Item No. 1

Cost Proposal #611 – Cost proposal in the amount of \$7,279.00 submitted on behalf of the Bid Category #15 contractor, Preferred Ceilings. Contractor was requested to work overtime and weekends to complete item #2 on the 2/26/16 Mechanical Observation Report (excessive noise from the AC unit in the open office of the third floor). Available allowance prior to this request is \$428.40. Allowance remaining after the approval of this CP is \$0. Formal change order will need to be issued in the amount of \$6,850.60 to cover the amount in excess of the available allowance. This change will exceed the 10% threshold.

\$6,850.60

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

TOTAL ADD/CREDIT: \$6,850.60

Agenda Item (VIII-E-2)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Change Order No. 7 for the Henry W. Coil Sr., and Alice Edna Coil School for the Arts Project with Inland Building Construction Companies, Inc.
College/District	Riverside
Funding	Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 7 with Inland Building Construction Companies, Inc. in the amount of \$122,690.06; and 2) the change order in excess of ten percent by a total of \$62,790.12.

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with Inland Building Construction Companies, Inc. for CSA in the amount of \$2,831,161.

At this time it is requested that the Board of Trustees approve Change Order No. 7 with Inland Building Construction Companies, Inc. (IBCC) in the amount of \$122,690.06 for the CSA project, amending their contract to \$3,177,067.22, exceeding the allowable change order contingency by a total amount of \$62,790.12. The change order comprises IBCC's integration of the new Strand Universe and splitters to drivers to provide full control of all light fixtures in the theatre as well as integration of the Theatric ETC processor to the Strand for capability of communication to the architectural lights as well; two additional splitters required for operation of the Strand equipment; a switch added to control lobby lights; and the existing 3P disconnects swapped out to 6P disconnects for all 3 trusses (previous cost proposal only covered (1) 6P disconnect). Detailed costs are listed on the attached Change Order Summary.

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

Attachments:

[Change Order No 7-Summary_IBCC](#)

Riverside Community College District
Facilities Planning & Development
Coil School for the Arts

CHANGE ORDER SUMMARY

Change Order **No. 7**

Contractor: **Inland Building Construction Companies, Inc. (BC#18 – Misc. (CS))**
C#0004646

<i>Approved Contract Amount:</i>	\$2,831,161.00
<i>Change Order No.1 Amount:</i>	\$ 18,407.00
<i>Change Order No.2 Amount:</i>	\$ 10,093.00
<i>Change Order No.3 Amount: :</i>	\$ 51,210.00
<i>Change Order No. 4 Amount:</i>	\$ 22,096.05
<i>Change Order No. 5 Amount:</i>	\$ 1,246.00
<i>Change Order No. 6 Amount:</i>	\$ 120,164.11
<i>Change Order No. 7 Amount:</i>	<u>\$ 122,690.06</u>
<i>Revised Contract Sum:</i>	\$3,177,067.22
<i>Original Contract Contingency:</i>	\$ 283,116.10
<i>Remaining Project Contingency:</i>	\$ - 62,790.12

Change Order Description:

Item No. 1

Cost Proposal #603: Per the issuance of CCD#234 & RFI PD #1291, IBCC will be integrating the new Stand Universe and splitters to the LS1 drivers to provide full control of all the LS1 light fixtures in the theatre.

\$93,602.96

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

Item No. 2

Cost Proposal #602: These additional (2) splitters are required as part of the final CCD#234 single line diagram for the operation of the Strand Equipment.

\$ 7,640.00

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

Item No. 3

Cost Proposal #605: Per CCD#144 a switch was to be added to control the lobby lights.

\$ 9,950.57

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

Item No. 4

Cost Proposal #606: Per RFI PD#1307 the existing 3P disconnects were to be swapped out to 6P disconnects for all 3 trusses. The previous costs for this change was issued in CP#597 but only covered providing (1) 6P disconnect. The cost being submitted as part of this CP is the delta between the original costs and this revised change order.

\$11,496.53

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

TOTAL ADD/CREDIT:

\$122,690.06

Agenda Item (VIII-E-3)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-3)
Subject	Change Order No. 9 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies, 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. 9 with Inland Building Construction Companies, Inc. in the amount of \$7,922.73; and 2) the change order in excess of ten percent by a total of \$179,170.47.

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with Inland Building Construction Companies, Inc. for CAA/DO in the amount of \$968,839.

At this time it is requested that the Board of Trustees approve Change Order No. 9 with Inland Building Construction Companies, Inc. (IBCC) in the amount of \$7,922.73 for the CAA/DO project, amending their contract to \$1,244,893.37, exceeding the allowable change order contingency by a total amount of \$179,170.47. Change Order No. 7 derives from IBCC's installation of three (3) new down-lights in the Dais Room; requested Cane Detection below monitors in conference rooms 209A, 214, 324, 325 and 334; and credit for unused allowance. Detailed costs are listed on the attached Change Order Summary.

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

Attachments:

[Change Order No 9- Summary_IBCC](#)

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

CHANGE ORDER SUMMARY

Change Order **No. 9**

Contractor: **Inland Building Construction Companies, Inc. (BC#18 – Misc. (CA))**
C#0004648

<i>Approved Contract Amount:</i>	\$ 968,839.00
<i>Change Order No.1 Amount:</i>	\$ 59,180.00
<i>Change Order No.2 Amount:</i>	\$ 8,026.00
<i>Change Order No.3 Amount: :</i>	\$ 20,569.11
<i>Change Order No. 4 Amount:</i>	\$ 92,983.00
<i>Change Order No. 5 Amount:</i>	\$ 18,123.00
<i>Change Order No. 6 Amount:</i>	\$ - 504.02
<i>Change Order No. 7 Amount:</i>	\$ 222.55
<i>Change Order No. 8 Amount:</i>	\$ 69,532.00
<i>Change Order No. 9 Amount</i>	<u>\$ 7,922.73</u>
<i>Revised Contract Sum:</i>	\$1,244,893.37
<i>Original Contract Contingency:</i>	\$ 96,883.90
<i>Remaining Project Contingency:</i>	\$ - 179,170.47

Change Order Description:

Item No. 1

Cost Proposal #604: Per the issuance of CCD#2363, IBCC will be installing
3 new LR7s at the Dias Room.

\$4,593.73

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

Continued on next page...

Item No. 2

Cost Proposal #607: Per owner request Cane Detection is requested below monitors in conference rooms 209A, 214, 324,325 and 334. An allowance of \$1,000 has been added to the contractors quote for potential remedy of carpet once detection is placed. Formal Change order in the amount of \$4329.00 will need to be issued to cover this change request.

\$4,329.00

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

Item No. 3

Credit for unused allowance.

(\$1,000.00)

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

TOTAL ADD/CREDIT:

\$7,922.73

Agenda Item (VIII-E-4)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-4)
Subject	Change Order No. 10 for the Culinary Arts Academy and District Offices Project with J.M. Farnan 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. 10 with J.M. Farnan Co., Inc. in the amount of \$3,850; and 2) the change order in excess of ten percent by a total of \$17,829.84

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with J.M. Farnan Co., Inc. in the amount of \$645,366.

At this time it is requested that the Board of Trustees approve Change Order No. 10 with J.M. Farnan Co., Inc. (JMF) in the amount of \$3,850 for the CAA/DO project, amending their contract to \$727,699.44, exceeding the allowable change order contingency by a total amount of \$17,829.84. The change order amount is for JMF seeking compensation for providing drinking fountains on the 2nd and 3rd floors of the CAA/DO building, as the fountains are not shown on the plumbing plans and therefore the contractor did not include the fountains as part of their bid. Owner/RCCD has agreed to pay half of the requested cost which makes up the \$3,850. Detailed cost is listed on the attached Change Order Summary.

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

Attachments:

[Change Order No 10-Summary_JM Farnan](#)

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

CHANGE ORDER SUMMARY

Change Order **No. 10**

Contractor: **J.M. Farnan Co., Inc. (BC#20 – Plumbing)**

<i>Approved Contract Amount:</i>	\$ 645,336.00
<i>Change Order No.1 Amount:</i>	\$ 13,347.66
<i>Change Order No.2 Amount:</i>	\$ 1,659.94
<i>Change Order No.3 Amount:</i>	\$ 16,088.38
<i>Change Order No.4 Amount:</i>	\$ 7,934.45
<i>Change Order No. 5 Amount:</i>	\$ 17,848.20
<i>Change Order No. 6 Amount</i>	\$ 2,432.64
<i>Change Order No. 7 Amount:</i>	\$ 10,663.74
<i>Change Order No. 8 Amount:</i>	\$ 4,433.00
<i>Change Order No. 9 Amount:</i>	\$ 4,105.43
<i>Change Order No. 10 Amount:</i>	<u>\$ 3,850.00</u>
<i>Revised Contract Sum:</i>	\$ 727,699.44
<i>Original Contract Contingency:</i>	\$ 64,533.60
<i>Remaining Project Contingency:</i>	\$ -17,829.84

Change Order Description:

Item No. 1

Cost Proposal #589: J.M. Farnan is seeking compensation for providing drinking fountains on the 2nd and 3rd floors of the CAA/DO building. Drinking fountains are not shown on the plumbing plans therefore the contractor did not include these as part of their bid. Owner has agreed to pay half the requested cost for the drinking fountains.

\$ 3,850.00

Requested by: Owner / Riverside Community College District

Accountability: Owner / Riverside Community College District

TOTAL ADD/CREDIT:

\$ 3,850.00

Agenda Item (VIII-E-5)

Meeting	1/17/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-5)
Subject	Change Order No. 13 for the Culinary Arts Academy and District Offices Project with Neal Electric
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. 13 with Neal Electric in the amount of \$4,323.99; and 2) the change order in excess of ten percent by a total of \$238,113.29.

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction bid Categories 04 through 23 & 25). Included in the award was a contract with Neal Electric for CAA/DO in the amount of \$3,434,259.

At this time it is requested that the Board of Trustees approve the following for the Change Order No. 13 with Neal Electric in the amount of \$4,323.99 for the CAA/DO project, amending their contract to \$4,015,798.19, exceeding the allowable change order contingency by a total amount of \$238,113.29. The change order derives from 33 man hours were approved to Neal Electric for work performed by RFI Communications for recovery of costs associated with trouble shooting integration problems between software house (Victor Video Clients) and RCCD Network workstations.

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

Attachments:

[Change Order No 13-Summary_Neal Electric](#)

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

CHANGE ORDER SUMMARY

Change Order No. 13

Contractor: **Neal Electric (BC#23-Electrical) C#0004630**

<i>Approved Contract Amount:</i>	\$3,434,259.00
<i>Change Order No.1 Amount:</i>	\$ 56,613.32
<i>Change Order No.2 Amount:</i>	\$ 59,152.73
<i>Change Order No.3 Amount:</i>	\$ 40,342.42
<i>Change Order No.4 Amount:</i>	\$ 259,859.66
<i>Change Order No. 5 Amount:</i>	\$ 61,063.21
<i>Change Order No. 6 Amount</i>	\$ -11,151.50
<i>Change Order No. 7 Amount:</i>	\$ 5,107.20
<i>Change Order No. 8 Amount:</i>	\$ 4,269.70
<i>Change Order No. 9 Amount:</i>	\$ -12,602.68
<i>Change Order No. 10 Amount:</i>	\$ 74,439.03
<i>Change Order No. 11 Amount:</i>	\$ 31,167.51
<i>Change Order No. 12 Amount:</i>	\$ 8,954.60
<i>Change Order No. 13 Amount:</i>	<u>\$ 4,323.99</u>
<i>Revised Contract Sum:</i>	\$4,015,798.19
<i>Original Contract Contingency:</i>	\$ 343,425.90
<i>Remaining Project Contingency:</i>	\$ -238,113.29

Change Order Description:

Item No. 1

Cost Proposal #608: Per Bart Doering, 33 man hours have been approved to Neal Electric for work performed by RFI Communications for recovery of costs associated with trouble shooting integration problems between software house Victor Video Clients and the RCCD network workstations.

\$4,323.99

Requested by: Owner / Riverside Community College District

Accountability: Owner / Riverside Community College District

TOTAL ADD/CREDIT:

\$ 4,323.99