

**Riverside City College**

**Classified Employee Guidebook**

**August 2019**



## Table of Contents

Introduction .....	4
About RCC .....	5
Academic Divisions .....	6
Academic Support.....	7
Administrative Offices.....	7
Administrative Support Services .....	8
• College Switchboard	
• Copy Requests	
Bookstore .....	9
Caring Campus .....	9
Classified Leadership and Success (CLAS) .....	10
Classified School Employees Association (CSEA).....	10
Colleague/Datatel/UI Web.....	10
College Safety .....	11
Email .....	11
Employee Recognition Program .....	11
Event Planning .....	12
• 25LivePro	
• Event Planning Checklist	
Food Services/Catering Requests.....	12
• Menu List & Pricing	
• Ordering	

Galaxy .....	13
Guided Pathways.....	13
Intranet .....	14
Library.....	15
Marketplace.....	14
OnBase.....	15
Parking Services .....	15
Printing & Graphics.....	16
• Digital Storefront	
Professional Development.....	16
SARS Anywhere .....	18
Service Desk.....	17
• Facilities Services, Human Resources, and IT Services	
Single Sign-on Portal.....	18
Strategic Planning.....	18
Student Activities .....	19
• Associated Students/Student Government	
• Clubs and Organizations	
Student Services .....	19
Technology Support Services.....	20
• Multi-media Requests	
Vision Resource Center.....	22
Warehouse Services.....	21
• Overnight Mail Requests	
• Mail Services	
Appendixes .....	22

## Introduction

Welcome to Riverside City College! For over 100 years, Riverside City College has provided quality education to countless students throughout Riverside County. By joining the ranks of classified employees of the College, you have become part of the next generation of leaders and professionals committed to ensuring students of Riverside Community College District continue to receive open access to superior academic programs, exposure to exemplary fine and performing arts programs, and transformative wrap around academic and student support services.

The purpose of this guidebook is to provide you with basic information about these programs and services to help you make a smooth transition to our campus work life. Our goal is to not only offer you a warm reception to Riverside City College but to also demonstrate a commitment to your success as a classified professional of the college.

On behalf of the members of Classified Leadership and Success, we welcome you to Riverside City College!

## About RCC

Riverside City College opened in 1916 and is now one of the seventh oldest colleges in the state and a leading community colleges in the Inland Empire. Initial enrollment was just 114 students but now the college serves a student population of over 20,000 students per semester.

The college mascot is Benny the Bengal Tiger who can be seen performing at football half-time shows alongside the world renowned RCC Marching Tigers have appeared in the Tournament of Roses Parade, Fiesta Bowl Parade, the Hollywood Christmas Parade, the Macy's Thanksgiving Day Parade, athletic events, and made appearances in television shows, commercials, music videos, and movies. We have the only marching band that has performed at every Disney park around the world.

Notable RCC Alumni include artists, authors, film and television actors, NFL, MLB, and Olympian athletes, physicists, and superior court judges.

### *Alma Matter Riverside*

Words: Vincent Lawton, Music: Don Stone, 1956 - 1957

*Unknown the years that lie ahead, but strongly armed are we.*

*By precepts wise we shall be led, and take our strength from thee.*

*RIVERSIDE, glory and our guide far from your halls remembrance calls*

*With love and pride; with spirits free we honor thee, our Riverside!*

## Academic Divisions

The college is organized around academic divisions and administrative offices. The academic divisions are made up of the various academic programs, departments, and disciplines offered for instruction at the college. RCC's academic divisions include:

### *Career and Technical Education (CTE)*

RCC's Career and Technical Education division programs specialize in the skilled trades, modern technologies, applied sciences and career preparation. CTE programs are designed to be completed in a short time at low cost and lead directly to employment.

### *Fine and Performing Arts (FPA)*

The Fine and Performing Arts Division offers art, dance, music, and theater students and comprehensive academic programs. The Division also provides oversight to Performance Riverside, the professional musical theater company whose mission is to perpetuate the art and tradition of professional theatre through education, innovation, and new audience development. Located in downtown Riverside is the Coil School of the Arts.

### *Languages, Humanities, and Social Sciences (LHSS)*

The Languages, Humanities, and Social Sciences Division offers 13 Associate Degrees for Transfer (ADTs) which guarantee transfer to a California State University, and we partner with local UCs to facilitate the transfer process, as well as, courses to meet local General Education degree and transfer requirements.

### *Nursing*

The School of Nursing offers a Nursing Assistant, Vocational Nursing, and Associate Degree in Nursing/Registered Nursing (ADN/RN) programs. The Nursing Assistant Training Program (NATP) is approved by the California Department of Public Health (CDPH); the Vocational Nursing program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT); and the ADN/RN program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

### *STEM/Kinesiology*

The STEM and Kinesiology Division provides education with focuses on Science, Technology, Engineering and Mathematics. The Kinesiology Department will prepare students with the concepts and skills needed to develop and maintain lifetime fitness and wellness.

## Academic Support

Academic Support at provides free resources and services to help RCC students meet their academic goals. Our peer instructors are trained to address the unique needs of a diverse community of students. Further, we promote a student-centered community where student needs continue to shape our values and beliefs.

Academic Support is a multi-unit support department housed in RCC's Martin Luther King Jr. (MLK) Teaching/Learning Center. The MLK Teaching/Learning Center features a centralized space composed of distinct student services geared toward academic support. The building is equipped with designated study areas, instructional space, and computer labs. Additionally, it houses several academic support services including the Writing and Reading Center (WRC), Center for Communication Excellence (CCE), the Community of Academic Progress (CAP) Program, the Transformation Grant, Tutorial Services, Study Group Leaders Program, Supplemental Instruction (SI), the Math Learning Center (MLC), the CAT/CIS/CSC (CCC) lab, and the STEM Engagement Center.

## Administrative Offices

The administrative offices oversee various operational functions of the college in support of delivery of education. The Charles A. Kane student Services and Administration building houses a majority of these offices.

### *Academic Affairs*

The Office of Academic Affairs is responsible for the strategic integration of goals of the five academic divisions. The Office is responsible for the quality, integrity, and breadth of all educational programs at the institution and strives to enable student success through excellence in educational and academic support programs and by continuously improving institutional effectiveness

### *Business Services*

The Business Services Division serves the mission of the institution by coordinating the needs and responsibilities of all business and administrative service areas including ensuring appropriate fiscal and budgetary management, purchasing processes, contract administration, equipment inventory, record keeping, grants and categorical program compliance, fiscal accountability and budget control processes.

### *Institutional Effectiveness*

The Office of Institutional Effectiveness serves the College in the areas of accreditation, mission/vision values, strategic planning, institutional research, academic assessment, and the Program Review and Planning (PRaP). The office also works with a large number of faculty,

administrators, and staff throughout the College and District. Creating and maintaining collaborative partnerships is key to being effective as an assessment, research, and planning leader.

### *Planning & Development*

The Office of Planning and Development has administrative responsibility for Accreditation, the Grants office, Guided Pathways, the Institutional Effectiveness office, Strategic Planning, and the division of Student Success and Support.

### *Student Services*

The Student Services office directs, manages and coordinates all operational activities related to Student Services throughout the college, including: Admissions and Records, Enrollment Management, Assessment, Disability Resources Center, Extended Opportunity Programs and Services, Financial Aid/Scholarship, Matriculation, Student Activities, Student Health and Psychological Services, Transfer Center, International Students Program, Veterans Affairs, Community Outreach/Recruitment, Cal Works, Special Programs, Student Recruitment, Retention, Dual-Enrollment, Gateway/Early College and Athletics.

### *Student Success and Support*

The Student Success and Support Division includes Counseling, Library, Academic Support, and Student Engagement. This division provides an integrated team approach to academic support.

## **Administrative Support Services**

### *College Switchboard*

The RCC Switchboard acts as the main switchboard for the District.

The main function of the RCC Switchboard is to provide directory assistance, transfer both internal and external incoming calls to the appropriate departments/extensions, and provide general information about RCC and other RCC/D related activities.

The RCC Switchboard has the ability to transfer calls to the designated point of contact(s) for both Moreno Valley College and Norco College. In addition, the RCC Switchboard has the ability to transfer calls to the District Offices, Culinary Arts Academy, COIL School of the Arts, RCC Rubidoux Annex, and the Office of Economic Development.

Hours of Operation: Monday – Thursday 7:00am to 5:30pm, Friday 7:00am to 4:00pm

Contact Number: 951-222-8000

RCCD Telephone System: Dial “0”

## Copy Requests

The RCC Copy Center is designed to assist RCC employees with their small black and white copy requests of 500 sheets or less. Any requests above 500 sheets or requests in color ink must be ran at the District Copy Center located at Centennial Plaza in Downtown Riverside.

Please allow two to three business days for copy job requests. When staffing and machines are available, the RCC Copy Center does take emergency/walk-up copy jobs up to 300 sheets. RCC employees must log in their name and request on the log provided on the walk up counter and the number of copies once their job is complete.

Copy jobs can either be submitted via email, in person, or through interoffice mail. For hard copy job requests that need to be submitted after hours, there is a “after hours” drop off box located outside of RCC’s Copy Center entrance. The “after hours” drop off box is checked once in the morning. Please use [rivadminsupport.center@rcc.edu](mailto:rivadminsupport.center@rcc.edu) for any email copy requests. Please call the main line for information regarding available paper sizes, paper colors, and paper types.

Location: Business Education Building (Building 4 on Campus Map), Room 110  
Hours of Operation: Monday – Thursday 7am to 6pm, Friday 7am to 4pm  
Contact Number: 951-222-8525

## Bookstore

The bookstore is operated independently by Follett who provides the best cost-saving options for RCC students including a robust textbook rental program (up to 80 percent compared to buying new books) and a varied selection of ebooks and other digital learning technologies that help promote anywhere/anytime access to needed materials. Follett also offers affordable open educational resources content and courseware including industry leader products by Lumen Learning. The bookstore is closed on all campus observed holidays. Hours vary during Summer Session

Location: Bradshaw Building  
Hours of Operation\*: varies – see website  
Contact Number: 951-222-8140  
Email: [riversidecc@bkstr.com](mailto:riversidecc@bkstr.com)

## Caring Campus

The California Community College Chancellor’s Office acknowledges the important role classified professionals play on a daily basis in the lives of our students and has collaborated with the Institute for Evidence Based Change (IEBC) to provide support for classified staff involvement in efforts to increase student success through the creation of a more caring environment.

RCC's Caring Campus Ambassadors provide recommendations for purposeful actions we can all take to foster a more caring campus environment and help our students feel even more connected to the college. The Ambassadors meeting are open to all classified staff who wish to become involved. For more information, please contact Akia Marshal at [akia.marshall@rcc.edu](mailto:akia.marshall@rcc.edu) or Natalie Halsell at [natalie.halsell@rcc.edu](mailto:natalie.halsell@rcc.edu).

## **Classified Leadership and Success, (CLAS)**

Classified Leadership and Success is a standing subcommittee of the Human Resources Committee operating under the direction of the Resource Development and Administrative Services Leadership Council. The mission of CLAS is to promote employee engagement and recognition, professional growth, upward mobility, and leadership development of its classified professionals in an effort to support the college's strategic goals while encouraging intellectual curiosity and lifelong learning.

Monthly professional development opportunities are coordinated by this group and available to all employees of the college. For additional information regarding professional development, see page 16.

## **Classified School Employees Association, CSEA Chapter 535**

The collective bargaining unit of the classified employees of the Riverside Community College District is the California School Employees Association Chapter 535. The California School Employees Association, AFL-CIO (CSEA) is the largest classified school employees labor union in the United States representing more than 230,000 public employees in California.

For executive board contacts, current agreement between CSEA and RCCD, and other information, please visit the CSEA webpage at <https://www.csea.com/web>.

## **Colleague by Ellucian/Datatel/UI Web**

Colleague by Ellucian (aka Datatel) is the administrative system used by RCC. UI Web is the interface used to access Colleague. Only those that need to work directly in Colleague have access to this system. WebAdvisor is used by all students and staff to access their information that is maintained in Colleague.

## College Safety

Riverside City College has campus police that are POST certified and have the same authority as municipal and county law enforcement officers. They provide a safe and secure learning environment for all students, faculty, staff and visitors.

Calls for service are routed through the central dispatch center on the Riverside City College campus. Services are provided for emergencies, parking issues, escort requests, and other non-emergency services. Department divisions include Gang Unit, Rape Aggression Defense (RAD), Emergency Preparedness, and Sexual Assault Response Team (SART).

Location: College Safety and Police Office

Hours of Operation: 24/7

Non-Emergency: 951-222-8172

Dispatch Emergency Contact Number: 951-222-8171

## Email

All RCCD email correspondence are done using Microsoft Outlook. Your email address is established through HR during the hiring process. Typically, your email address is your [Firstname.Lastname@rcc.edu](mailto:Firstname.Lastname@rcc.edu).

You may also consider joining the campus list serve (RIV-ALL). To do so, send an e-mail to the address [riv-all-subscribe-request@lists.rcc.edu](mailto:riv-all-subscribe-request@lists.rcc.edu). Leave the subject and body of the e-mail completely blank, delete signatures if they are present as any text in the body of the e-mail will confuse the system

## Employee Recognition Program

Riverside City College recognizes the importance of appreciating the unique qualities of employees and the importance of employee retention as it relates to the value the college places on student centeredness, tradition, and the learning environment of the college. This is accomplished through the David Dant Employee of the Month program, the Employee of the Year program, and the Touch of CLAS program.

Throughout the year, classified staff from across the college are nominated and a rigorous selection process is followed to determine the recipient who represents the best of what RCC has to offer our students and college community.

For additional information on how to nominate an employee and to view past award recipients, visit the [Classified Leadership and Success webpage](#).

## Event Planning

To plan an on-campus event, you need access to 25LivePro. If you do not have access to 25LivePro, contact the college's Facilities Access and Utilization Coordinator, Janelle Wortman, at 951-222-8498. You may want to consider several things prior to planning and scheduling an on-campus event. The following is a sample checklist that you can use for your event planning:

1. What type of event are you planning?
2. Is this a reoccurring event?
3. What will be the title of this event?
4. How many will be in attendance?
5. Will prep time be needed prior to event start time?
6. What resources will be needed for the event? (Tables, chairs, audio equipment, video equipment, PowerPoint materials, and or podiums)
7. What locations best accommodates the size of your audience?
8. Will your event be an internal program/campus event or open to students?

Once you have gathered the basic information for your event and access has been given, go to the Single Sign On portal at [go.rccd.edu](http://go.rccd.edu) and sign on using your email address and password credentials.

On 25LivePro click on the EVENT WIZARD tab and begin the process for scheduling your event. Use the RESOURCES tab to enter in resources (tables, chairs, etc and room preferred room set up).

To request audio/video equipment, you will have to request this separately by completing a TSS ORDER FORM that can be located at <https://www.rcc.edu/tss/Pages/TSS-LINKS.aspx>. If you have questions or need assistance completing the TSS form you may contact the TSS department by emailing [rimc@rcc.edu](mailto:rimc@rcc.edu). See page 20 for additional information regarding Technology Support Services.

## Food Services/Catering Requests

Planning an event and need catering from Food Services? Visit the following link for the RCC Food Services menu <https://www.rcc.edu/businessservices/Pages/fsmenu.aspx>. Food pricing can be viewed in the food menu. To place an order for your event needs, send an email to [cheryl.ruzak@rcc.edu](mailto:cheryl.ruzak@rcc.edu) or call 951-222-8080. You will need the following information when placing your request:

1. Name of event
2. Number of attendees
3. Date, location and desired drop-off and pick-up time for the event
4. Menu
5. Method of payment
6. Budget line for Food Services/catering needs to bill
7. Number of table cloths and flatware (if needed)

## Galaxy

Galaxy is the financial database utilized by the District as provided by the Riverside County Office of Education. This system is used for various financial transactions such as generating purchase requisitions, running budget reports, and viewing vendor payments. Employee access is typically provided upon request by an area manager and submitted to the District Accounting Services office. Training and workshops are offered at various times throughout the year. For additional information regarding Galaxy access, contact the administrative assistant at (951) 222 – 8076.

## Guided Pathways



Riverside City College is one of 20 California community colleges participating in the California Guided Pathways project. Guided Pathways is a framework helping RCC implement an integrated, institution-wide approach to student success. The College is intentionally designing structured educational experiences that will help our students succeed.

Guided Pathways has four pillars on which the College is restructuring internal processes to ensure student success. In some way, the work that classified professionals do is reflected in each of the pillars.



The college has created instructional pathways, program maps, and clear career /transfer information to assist students in understanding the options available to them upon entering RCC.

If you work in Outreach, the Welcome Center or even the Grounds department, this pillar pertains to you. A high school student may first learn about the college through an Outreach event, may first find their way to the Welcome Center, or may even ask a Grounds person how to get to their classes.



In this phase, students receive early career/transfer exploration advice, receive academic and financial plans, and are given integrated and contextualized academic support.

staff.

Those individuals most likely involved in this pillar are Admissions & Records, Financial Aid, Auxiliary Business Services (ABS) as well as Disability Resource Center (DRC)



Students receive progress monitoring, intrusive advising/support, and frequent feedback during this phase.

This is where our educational advisors, instructional department specialist, administrative assistants, and instructional support specialists are most likely involved.

## Ensure Learning



Here our faculty play key roles in ensuring field-specific learning outcomes, relevant experiential, and active learning takes place.

While faculty driven, classified staff are still very much involved in the learning journey of our students. For example, Technology Support Services staff ensure classroom equipment is functioning properly, facilities ensure rooms are clean and air conditioning works, and reading paraprofessionals help students with their learning as well.

## Intranet

The Intranet is a private computer system operated by RCCD on behalf of the students, faculty and staff of Moreno Valley College, Norco College, Riverside City College, Ben Clark Training Center, Center for Social Justice, Culinary Academy, RCC at the Innovation Learning Center and the Rubidoux Annex. The Intranet is unavailable to the public, unlike the internet. In addition, the Intranet can only be accessed when the employee is logged in under their assigned User-ID & password (usually your computer login credentials) on an RCCD networked computer. The purpose of the RCCD Intranet is to provide convenient updated information for employees.

To login to the Intranet, visit [rcc.edu](http://rcc.edu) and scroll down to “Staff Gateways” and click on the staff gateways link.

## Library

Digital Library/Learning Resource Center provides services for Students including issuing College ID's, borrowing books, intercampus loans and copies, reference services, electronic databases LAMP, computer access, Wi-Fi access, and course reserve materials.

Services for Faculty/Staff include orientations/moderated research sessions, collection development, electronic databases LAMP, intercampus loans and copies, interlibrary loans, curriculum development and course reserve materials.

Services for the Community: Reference librarian services, computer access, Wi-Fi access, and library card.

Contact Information:

Circulation: (951) 222-8651

Reference: (951) 222-8652

Email: [library.rcc.edu](mailto:library.rcc.edu)

## Marketplace

The RCCD Marketplace is published every Wednesday via Opt-discuss. Marketplace is used as a means of advertising items you wish to sell or give away such as (but not limited to) fundraising,

furniture, clothing and vehicles. In order to receive Marketplace publications you must subscribed to Opt-discuss, an unmoderated general discussion listserv for RCCD employees.

To subscribe please send a blank subject and blank body email message to [OPT-DISCUSS-subscribe-request@lists.rcc.edu](mailto:OPT-DISCUSS-subscribe-request@lists.rcc.edu).

Conversely, should you wish to unsubscribe please send a blank email to [OPT-DISUCSS-unsubscribe-request@lists.rcc.edu](mailto:OPT-DISUCSS-unsubscribe-request@lists.rcc.edu).

Once you are subscribed to Opt-discuss and if you would like to submit items of your own to be listed in the RCCD Marketplace you must complete the submission form. A link to the submission form is provided at the bottom of every Marketplace post.

## OnBase

OnBase is a document management used to store document images and files on a central server. OnBase allows for the scanning, storage, and retrieval of paper documents, as well as the importing, storage, and retrieval of electronic files; it also helps manage workflow by routing documents to queues custom designed for individual departmental needs.

The RCCD web link for the OnBase web application is: <https://onbase.rcc.edu/AppNet/Login.aspx> and once launched either option will display this login screen. Save this link to your favorite bar for easy access.

## Parking Services

Under AP 6750 Parking, revised April 11, 2011, all vehicles must display a valid District permit (student or staff), a District- or College-issued temporary permit, or use metered parking any time the vehicle is parked at a college or district location. Grace periods are: first week of summer session, first two weeks of fall and spring semesters, and first week of winter session. Parking permits are purchased online through WebAdvisor.

A staff person is defined as anyone who works more than 20 hours a week for the district. Student employees are not staff and are not eligible to purchase a staff permit. All personnel defined as staff must purchase and display a staff permit. This includes temporary and/or part time employees. Staff are not authorized to possess or use any other type of permit. The only exception to this is those temporary permits issued by Parking Services on Riverside City College, Moreno Valley College or Norco College for those who already have a current staff permit.

Staff permits are valid in any staff and student parking space on campus. Contact Parking Services for questions.

Location: Lovekin Complex

Hours of Operation: Monday-Friday, 8am-4:30pm

Contact Number: (951) 222-8521  
Contact Email: April.Morris@rcc.edu

## Printing & Graphics

RCCD Printing & Graphics Center (PG&C), located at Riverside City College, serves the Riverside Community College District by providing a variety of print and design services. Services are available for faculty, administration, and staff.

Printing & Graphics focuses on producing high quality prints and creative designs that are relevant to the needs of the customer. The Printing & Graphics departments enforce each College's branding guidelines to ensure consistency with logo usage and color branding.

Orders are submitted through Digital Store Front (DSF) an online ordering website. The website can be accessed two ways: via the RCCD Single Sign On portal by going to [go.rccd.edu](http://go.rccd.edu) and using your computer login credentials to sign-on or by going directly to the website at <https://rccdprintingandgraphics.myprintdesk.net/DSF>. See page 19 for more information regarding the Single Sign On portal.

The Printing & Graphics Center is located at Riverside City College, Technology B Building.  
Phone: (951) 222-8585

Hours of Operation:

Monday - Friday, closed on weekends and holidays.  
7 am - 4:30 pm

Summer hours:

Monday - Thursday, closed Fridays & weekends.  
6 am - 4:30 pm

## Professional Development

Riverside City College recognizes the special skills, indisputable value, and unique talents of its classified professionals and is committed to developing, maintaining, and enhancing employee skills. In an effort towards achieving organizational goals and objectives, the classified professional development program will build institutional capacity while creating a path of upward mobility and promoting leadership development through learning opportunities.

In the spring of 2017, the Human Resources Committee generated an overarching professional development plan and identified Classified Leadership and Success (CLAS) as the subcommittee responsible for the “implementation of professional development for classified staff in alignment with the Professional Development Principles” with an added charge to “establish and maintain an annual classified staff professional development calendar.” In response, members of CLAS prepared a five-year strategic plan that recommends programs, staffing, funding, and other

resources necessary to accomplish the development of classified professionals of the college. Employees are encouraged to attend the monthly professional development opportunities offered throughout the year.

For information regarding the Vision Resource Center, a free online learning platform see page

## SARS Anywhere

SARS Anywhere is an appointment scheduling system for various departments of Riverside City College. It allows academic advisors, counselors, and other specialists to have a clear display of all schedules including time off, scheduled observed holidays, and scheduled appointments with students. The drop-in component is used to track unscheduled visits. If your department utilizes SARS Anywhere please locate your SARS Admin to acquire log in information.

## Service Desk

Service Desk is a web based ticketing system used to submit work orders for technology, grounds or facilities, and Human Resources related issues and requests. The system uses a service catalog menu that routes your ticket or request to the appropriate department as well as presenting pertinent information regarding your issue/request via self-help FAQs.



ServiceDesk URL: <https://servicedesk.rccd.edu>

If you do not have a ServiceDesk account, you can email the District helpdesk at [helpdesk@rccd.edu](mailto:helpdesk@rccd.edu). If you cannot use your computer to open a ServiceDesk ticket, call you place requests by phone at:

Facilities: (951) 222 - 8474

Helpdesk: (951) 222-8388

The helpdesk will need the following minimum information from you:

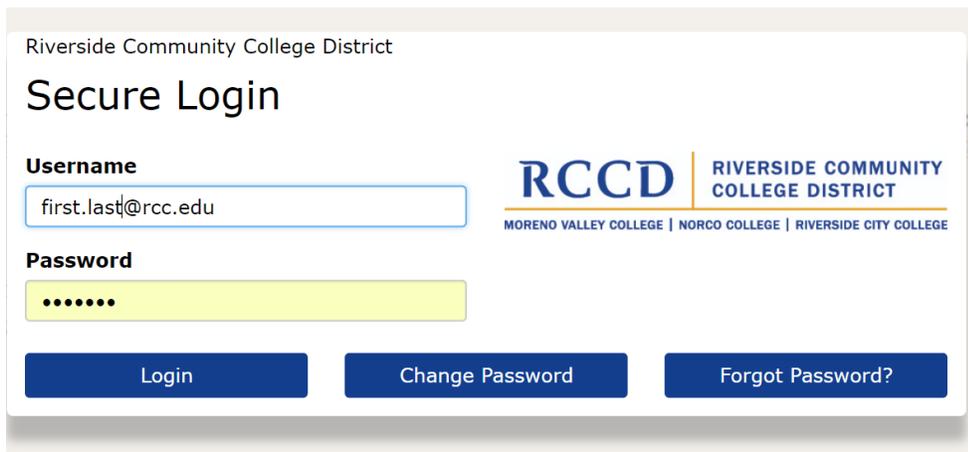
1. Your name and location of the device you need serviced
2. Updated contact information where we can reach you
3. The RCCD Asset tag number on the sticker attached to the device
4. A description of the work needed
5. Symptoms from the device such as error messages, sounds, and smells

## Single Sign-on Portal

The District provides a single sign-on portal as a quick & convenient way to access to access various web-based software applications such as 25LivePro, Etrieve, Microsoft Office Suite applications, and the Printing & Graphcis digital store. Your GO.RCCD.EDU login also allows you to access Wi-Fi anywhere in the district. To access the portal:

Open a web browser and <https://go.rccd.edu> .

Enter the same username and password you use to login to your computer and/or access your RCCD email:



The screenshot shows the 'Secure Login' page for the Riverside Community College District. At the top, it says 'Riverside Community College District' and 'Secure Login'. Below this, there are two input fields: 'Username' with the placeholder 'first.last@rccd.edu' and 'Password' with a masked password '.....'. To the right of the input fields is the RCCD logo and the text 'RIVERSIDE COMMUNITY COLLEGE DISTRICT' and 'MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE'. At the bottom, there are three buttons: 'Login', 'Change Password', and 'Forgot Password?'.

Follow the prompts to complete your registration the first time. After this, you will simply login using your credentials.

## Strategic Planning

The 2015-2020 Strategic Plan outlines the process the college uses to develop long-term (strategic) plans and to implement and to assess, monitor, and evaluate those long-range plans on a yearly basis (operational). The plan identifies institutional goals and key performance metrics that have specific, measurable targets for each year of the plan. Each year the college assesses its progress toward achieving its goals, develops and refines its strategies for meeting its targets, and allocates resources that support and enhance student success and completion. RCC has Five Goals: Student

Success, Student Access, Institutional Effectiveness, Resources and Learning Environment Development, and Community Engagement.

To perform this work, there are five strategic planning councils. Each council is lead by three co-chairs made up of a faculty member, classified member, and one of the vice presidents as administrative co-chair. All councils meet on the third Thursday of the month during college hour in the fall and spring terms.

The strategic planning councils are:

- Governance, Effectiveness, Mission, Quality (GEMQ)
- Resource Development & Administrative Services (RDAS)
- Student Access & Support (SAS)
- Teaching & Learning (TL)

The Educational Planning Oversight Committee (EPOC) oversees and directs the general work of the strategic planning councils, monitors institutional progress toward achieving college goals, and provides recommendations to the college president. It also serves as the Accreditation Steering Committee.

To learn about opportunities to serve on these, contact your CSEA Vice President or Member.-At-Large. CSEA is responsible for all college committee appointments.

## Student Activities

Student Activities is the department associated with ASRCC (Associated Students of Riverside City College) which provides information to on-campus clubs, organizations, campus-wide student events, student government, off campus student discounts and other available services and resources. To find out more about ASRCC and what they do visit <https://www.rcc.edu/asrcc/Pages/Welcome-to-ASRCC.aspx>.

Location: Bradshaw Hall of Fame, Room 207  
Hours of Operation: Monday – Thursday 9am to 2pm  
Contact Number: 951-222-8570

## Student Services

There are a large number of services available to students. A comprehensive student handbook is updated annually and is the best resource available for faculty, staff, and students to learn about these services. Outlined below is information regarding the Disability Resource Center and Student Health and Psychological Services. For additional information regarding other services, please refer to the latest edition of the student handbook.

### *Disability Resource Center*

The Disability Resource Center (DRC) exists to ensure access and accommodations to students with disabilities. DRC staff members act as liaisons to all areas of the college to eliminate physical, academic, and attitudinal barriers. Accommodations are determined based on the educational limitations of the documented disability. Accommodations and support services may include, but are not limited to; test accommodation/extended time, adaptive equipment loans, interpreting services, real time captioning, notetaking, reader services, tutoring, and alternate media access. RCC and the State of California Department of Rehabilitation (DOR) has a cooperative program called Workability III, operated within the DRC. Participating students may be eligible for a wide range of benefits such as clothing and transportation allowance, educational and career planning, career counseling, and career assessment.

For additional information please visit Disability Resource Center's webpage, which can be found under Student Gateways on the Riverside City College homepage.

Location: Charles A. Kane Building, Room 140  
Hours of Operation: Monday- Friday, 8am-5pm, Tuesdays open until 6pm  
Contact Number: 951-222-8060  
Email: DRC@rcc.edu

### *Student Health and Psychological Services*

The Student Health and Psychological Services office provides a basic medical clinic where a program of health education and services is available to improve student health and success in college. Services provided include short term clinical care for illnesses and injuries, brief psychological counselling for mental health concerns, crisis intervention, and preventative health promotion. The Health center is supported by the mandatory student health fee paid at the time of registration. You must be a registered student to be eligible for services.

Faculty and staff (unless they are also students) are not eligible to use of the services except for tuberculin skin testing as required by the district as a condition of employment.

Location: Bradshaw building, below bookstore  
Hours of Operation: Monday-Friday, 8am-5pm  
Contact Number: (951) 222-8151

## **Technology Support Services**

RCC Technology Support Services provides instructional media and information technology support to Riverside City College and the District Offices. There are two distinct support service departments within TSS: Information Technology (IT) and Instructional Media (IM).

TSS Information Technology (IT) department is responsible for providing support services for computers, servers, laptops, tablets, I/O devices, peripherals, networking, operating systems, and software applications.

TSS Instructional Media (IM) department provides classroom technology support, meeting rooms, and conference rooms which utilize the use of Instructional Media technology. Classroom technology support includes projectors, document cameras, classroom sound systems, control panels, video and audio playback, and classroom lecture capture.

To place a multi-media request, you must complete the request form found at <http://imc.rcc.edu/orderform.htm>. Please submit your request at least 48 hours in advance. Services before or after hours could be charged back to your department. All services are provided during normal working hours

## Vision Resource Center

The Vision Resource Center is a free online learning and collaboration platform for all professionals in the California Community Colleges. The content provided will support every individual and college as we work together toward the Vision for Success goal. There are over 12,000 eLearning modules from Skillsoft and LinkedIn Learning (now offering all Lynda content). Users can add courses to their transcripts for tracking and reporting to help reach personal and system-wide goals.

To create a free account, visit <https://visionresourcecenter.cccco.edu/>.

## Warehouse Services

The warehouse is responsible for receiving, inspecting, and delivering all items ordered and delivered to the college. They also ensure that all computers, printers, fax machines, scanners, copiers, and other electronic or computer equipment is provided with an asset tag number by inventory control before delivering to the recipient. Staff provide courier service to all District locations including the Coil School for the Arts (COIL), Culinary Arts Academy and District Offices (CAADO) building, Ben Clark Training Center, Moreno Valley College, Rubidoux Annex, Norco College and Corona offices. The Warehouse also provides archive management services.

### *Mail Services*

All letter, flat, or small package mail requests need to be received by the Mailroom located within the Warehouse no later than 12:00pm to be processed by the District Mailroom the same day. All postal mail requests require a "District Administrative Services Center Mail Slip" form to be processed. If you would like a copy of the "District Administrative Services Center Mail Slip" form sent to you via email, please contact the District Administrative Services Center at 951-222-8526.

### *Overnight Mail Requests*

All letter and package overnight mail requests need to be received by the Warehouse, no later than 12:00pm in order to be processed by the District Mailroom the same day. Any letter or small package overnight mail requests received after 12:00pm will go out to the District Mailroom with the 7:30am pick up the following day.

All overnight mail requests require a special “Expedited Mail Services” form to be processed. These special forms can be picked up at the Administrative Support Center’s Copy Center during normal business hours. If you would like a copy of the “Expedited Mail Services” form sent to you via email, please contact the District Administrative Services Center at 951-222-8526.

Drop-off Location: Warehouse (Building 32 on Campus Map)

Contact Number: 951-222-8599

## Appendixes

- I. Academic Calendar
- II. Academic Division Area Listing
- III. Campus Map
- IV. Catering Menu
- V. Commonly Used Abbreviations and Acronyms
- VI. RCC Student Services Listing

# Riverside Community College District

## 2019-2020 ACADEMIC CALENDAR



# 2019-2020 DATES TO REMEMBER

## Summer Session

June 17 – July 25

June 17 . . . . . Day and Evening Classes Begin  
June 22 . . . . . Weekend Classes Begin  
July 4 . . . . . Holiday  
July 21 . . . . . Weekend Classes End  
July 25 . . . . . Day and Evening Classes End

## Winter Session

January 6 – February 13

January 1 . . . . . Holiday  
January 6 . . . . . Day and Evening Classes Begin  
January 11 . . . . . Weekend Classes Begin  
January 20 . . . . . Holiday  
February 9 . . . . . Weekend Classes End  
February 13 . . . . . Day and Evening Classes End

## Fall Semester

August 26 – December 14

August 20 . . . . . Required Day for New Faculty  
August 21, 22, 23 . . . . . FLEX Days  
August 26 . . . . . Classes Begin  
August 31 . . . . . Weekend Classes Begin  
September 2 . . . . . Holiday  
November 11 . . . . . Holiday  
November 28 . . . . . Holiday  
November 29, 30, December 1 . . Friday, Saturday  
and Sunday Classes Not in Session  
December 8 - 14 . . . . . Final Exams  
December 14 . . . . . Weekend Classes End  
December 14 . . . . . Full Term Classes End  
December 25 . . . . . Holiday

## Spring Semester

February 18 – June 12

February 7 . . . . . FLEX Day  
February 14, 17 . . . . . Holiday  
February 15, 16 . . . . . No Saturday/Sunday Classes  
February 18 . . . . . Classes Begin  
February 22 . . . . . Weekend Classes Begin  
March 31 . . . . . Holiday  
April 13-19 . . . . . Spring Break (no classes)  
May 25 . . . . . Holiday  
June 5 - 12 . . . . . Final Exams  
June 7 . . . . . Weekend Classes End  
June 12 . . . . . Full-Term Classes End  
June 12 . . . . . Commencement and Final Exams

## Appendix II – Academic Division Area Information

RCC Academic Division Area Information - 2019-2020 (Sorted by Department)								
Department	Department Chair	Dept. Chair Office/Ext	IDS	IDS Office/Ext	Division Manager	Manager Office/Ext	Admin Asst	AA Office/Ext
Applied Technology-R9000	O'Connell, Paul	AutoTech 106, x8348	Brucks, Alexis	TechA 126, x8491	DiMemmo, Kristine	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
Applied Technology-R9000	Knieriem, Jim (Asst.)	Tech A-123, x8279	Brucks, Alexis	TechA 126, x8491	DiMemmo, Kristine	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
Art & Art History/Art History-R7800	Taube, Rhonda	ART 201A, x8144	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107 x8399
Art & Art History/Art -R7800	Soto, Jeffery	ART 101B, x9304	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107 x8399
Behavioral Sciences-R2000	Brown, Jami	QD 23E, x8398	Aguilar, Gloria	QD 15-2 x8540	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
BusAd/CIS/OfcAd-R6000	Lehr, Janet (Co-Chair)	BE 220, x8974	Uribe, Dorine	BE 220, x8551	Wilcoxson, Ajene	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
BusAd/CIS/OfcAd-R6000	Wilcoxson, Ajene (Co-Chair)	BE 220C, x8175	Uribe, Dorine	BE 220, x8551	Wilcoxson, Ajene	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
BusAd/CIS/OfcAd-R6000	Judon, Lanesha (Co-Chair)	BE 220B, x8820	Uribe, Dorine	BE 220, x8551	Wilcoxson, Ajene	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
Chemistry-R4000	Truttmann, Leo (Co-Chair)	MTSC 429, 328-3744	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Chemistry-R4000	Richardson, Paul (Co-Chair)	MTSC-426, x8329	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Communication Studies-R1200	Wiggs, Micherri	QD 3, x8426	Aguilar, Gloria	QD 15-2 x8540	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
Cosmetology-R7000	Westbrook, Peter	Cosmo 213, x8186	Brucks, Alexis	TechA 126, x8491	Wilcoxson, Ajene	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
Counseling-R1500	Schultz, Garth	CAK 204-O, x8027	Livingston, Sylvia	CAK 204 x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Ybarra, Allyssa	DL-413, 328-3881
Counseling-R1500	Drinkwater, Ellen (Asst.)	CAK 204-K, x8457	Livingston, Sylvia	CAK 204 x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Ybarra, Allyssa	DL-413, 328-3881
Early Childhood Educ-R8500	Yates, Shari	ECE Portable, x8903	Uribe, Dorine	BE 220, x8551	Wilcoxson, Ajene	TechA 121, x8265	Wilson, Elaine	TechA 121, x8131
Econ/Geog/Pol-R2100	Haghighat, Dariush	QD 209, x8262	Aguilar, Gloria	QD 15-2 x8540	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
English & Media Studies-R1000	Sell, Kathleen	QD 214B, x8681	Timme, Mia	QD 213A, x8519	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
English & Media Studies-R1000	Scott-Coe, Jo (Asst.)	QD 13, x8052	Timme, Mia	QD 213A, x8519	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
English & Media Studies-R1000	Sandoval, Victor (Asst.)	QD-214E, x8587	Timme, Mia	QD 213A, x8519	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
His/Hum/Phi-R2300	Masterson, Rom	QD-22D, x8327	Aguilar, Gloria	QD 15-2 x8540	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057
Kinesiology-R6500	Sigloch, Steve	WG 222, x8210	Stackhouse, Stefanie	LVKN L10, x8421	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Kinesiology-R6500	Lowden, Clara (Asst.)	MUS 107, x8298	Stackhouse, Stefanie	LVKN L10, x8421	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Library/ Learning Resources-R3010	Lesch, Jacqueline	DL 219, x8656	Livingston, Sylvia	CAK 204 x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Ybarra, Allyssa	DL-413, 328-3881
Library/ Learning Resources-R3010	Hammock, Shannon (Asst.)	DL 426, x	Livingston, Sylvia	CAK 204 x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Ybarra, Allyssa	DL-413, 328-3881
Life Sciences-R4100	Herrick, Scott	MTSC 329, x8354	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Mathematics-R4200	Cramm, Kenneth (Co-Chair)	MTSC 130, x8727	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Mathematics-R4200	Sanchez, Marc (Co-Chair)	MTSC-131, 328-3765	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Mathematics-R4200	Wong, Jason (Co-Chair)	MTSC-128, x8301	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
Nursing-R8000	Harold, Gina (Co-Chair)	Nurs 163, x8998	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	Isaacs, Sandy	Nurs 280A, x8818
Nursing-R8000	Vant Hul, Tammy (Co-Chair)	Nurs 265, x8246	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	Isaacs, Sandy	Nurs 280A, x8818
Nursing- CNA	Cowart, Amy	Nurs 264, x8353	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	Isaacs, Sandy	Nurs 280A, x8818
Perform.Arts/Dance-R7500	Chenoweth, Rita (Co-Chair)	Huntley Gym 106, x8234	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399
Perform.Arts/Theater-R7500	Julian, Jodi (Co-Chair)	Stover 114, x8739	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399
Perform. Arts/Music-R7500	Mayse, Kevin	CSA 240, x8222	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399
Perform. Arts/Music-R7500	Richard, Charlie (Co-Chair)	CSA 241, x8331	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399
Perform. Arts/Music-R7500	Knecht, Jasminka (Co-Chair)	CSA 237, 328-3712	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399
Physical Science-R4300	O'Neill, Terry	MTSC 226, x8319	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC-219, x8250	Martinez, Patsy	MTSC 220, x8729
World Languages-R2200	Gaylor, Dorothy	QD 120M, x8499	Timme, Mia	QD 213A, x8519	Woods, Kristi	QD 15-2, x8851	Akins, Sharon	QD 15-2, x8057

Appendix III – Campus Map

# Riverside City College



- 1. Digital Library & Learning Resource Center  
Academic Senate/CTA  
Auditorium  
Glenn Hunt Center for Teaching Excellence  
Instructional Media Center  
Transfer Academy  
WL Lab
- 2. Student Services and Administration (Dr. Charles A. Kane Student Services and Administration Building)  
Academic Affairs  
Admissions & Records  
Assessment Center  
Auxiliary Business Services/Cashier  
Business Services  
CalWORKS/Resource Center

- Career/Transfer  
Counseling  
Disability Resource Center  
Evaluations  
Extended Opportunities Programs & Services (E.O.P.S.)  
Financial Aid  
Outreach Completion Counts Welcome Center  
President's Office  
Student Employment Services  
Student Financial Services  
Student Services  
Transcripts  
TRIO Student Support Services  
Veterans' Services

- 3. Quadrangle (Arthur G. Paul)  
Art Gallery  
Dean, Languages, Humanities and Social Sciences (LHSS)
- 4. Business Education (Alan D. Pauw)  
Independent Living Program (ILP)  
Mailroom/Admin Service Center  
Technology Support Services
- 5. Music  
5A. Music Annex  
6. Music Hall (Richard M. Stover)  
Dean, Fine and Performing Arts  
Marching Tigers
- 7. Landis Performing Arts Center
- 8. Martin Luther King, Jr. High Tech Center

- Academic Labs  
Academic Support & Community for Academic Progress (CAP)  
Center for Communication Excellence  
Math Learning Center  
STEM Center  
Tutorial Services  
Writing and Reading Center
- 9. Journalism/Viewpoints
- 10. Planetarium (Robert T. Dixon)
- 11. School of Nursing  
Healing Garden
- 12. Math and Science Building  
Dean, Math, Science/Kinesiology
- 13. Student Center (Ralph H. Bradshaw)  
Aguilar Patio  
ASRCC Student Government  
Bookstore  
Cafeteria/Food Services  
Citrus Room  
Hall of Fame  
Health Services  
Heritage Room  
H.O.M.E. Room (The Ujima Project)  
La Casa  
Student Activities  
Upward Bound
- 14. Information Services
- 15. (Cesar E. Chavez)
- 16. Sports Complex (Samuel C. Evans)  
Baseball Field  
Softball Field (Ab Brown)
- 17. Early Childhood Education
- 18. Ceramics
- 19. Art
- 20. Gymnasium (Arthur N. Wheelock)  
Athletics/Coaches' Office  
Fitness Room
- 21. Stadium (Arthur N. Wheelock Field)  
Weight Room
- 22. Nature Trail (Ariene & Robert F. Richard)
- 23. North Hall
- 24. College House
- 25. Riverside Aquatics Complex
- 26. Technology B  
International Students Center  
Printing & Graphics Center
- 27. Technology A  
Air Conditioning & Refrigeration  
Career/Technical Education  
Welding
- 28. Automotive Technology
- 29. Lovekin Complex  
College Safety and Police, L1 - 3  
Gateway to College (GTC), L4 - 9  
Photo Lab & Studio, L12 - 14  
Tennis, L10  
Tennis Courts (Fran Bushman)
- 30. Gymnasium (Catherine S. Huntley)  
Dance
- 31. Pilates Studio (Eleanor H. Crabtree)
- 32. Warehouse
- 33. Facilities, Maintenance, & Operations
- 34. Cosmetology
- 35. Alumni House - 3564 Ramona Drive  
Foundation
- 36. Parking Structure
- 37. Practice Field

Updated 03/18

Appendix IV – Catering Menu



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# THE CATERING PROCESS

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Thank you for choosing Riverside City College catering services. We strive to provide you with high-quality food and beverages with the service to match.

This guide is intended to help you as you plan your menu. Our staff will be happy to customize menus to fit your needs and budget. We are here to assist in making your event a success.

Our website makes it easy to view catering options and to place your order. You may also call or email us your catering order.

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## CATERING POLICIES

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### **Cancellations and Changes**

Any event or menu item cancelled or changed less than three business days prior to the event will result in a service charge of 100 percent.

### **Served Meals**

Depending on the size of your event, one or more servers may be needed to serve the event. Servers are \$25 an hour with a two (2) hour minimum.

### **Delivery Charges**

A \$50 delivery charge is added for off-campus events.

### **Additional Information**

Catering price includes food and beverages, disposable ware, buffet set-up, décor, linen for the food table, equipment, clean-up and removal.

China service can be provided at an additional cost of \$2 per person.

Additional banquet size or square tablecloths are \$7.50 each. Cloth napkins are \$1 per person.

Please note holiday linen colors are additional and cannot be guaranteed.

Catering prices are subject to state sales tax.

Events held on RCCD observed holidays are subject to additional labor charges.

RCCD Food Services is not responsible for any food or beverages not supplied by the department. Food and beverages purchased through RCCD must be consumed on the premises.

Total pricing will reflect menu and service selections. Please feel free to ask any questions.



# OUR KITCHEN COMMITMENT

We believe healthy eating is critical to living a long and happy life. Therefore, we are committed to provide you, our customer, with dining options that are fresh.

Menus are based on availability of ingredients. During certain seasons some items needed to prepare your meal may not be readily available and we may need to make a substitution. We'll be sure to let you know.

We do not use trans fats in any menu item.

We value your business. Thank you again for choosing Riverside City College catering.

## BREAKFAST SELECTIONS

### Coffee Break

Freshly brewed coffee, decaf, and a selection of teas.

**\$1.75 per person**

### Mini Continental

An assortment of bakery items, coffee, hot tea and assorted juices.

**\$5.25 per person**

### Classic Continental Breakfast

An assortment of bakery items, fresh-cut seasonal fruit, coffee, hot tea and assorted juices.

**\$6.95 per person**

### The Country Feast

Scrambled eggs and homestyle potatoes with your choice of bacon, sausage or ham, breakfast pastries, fresh-cut seasonal fruit, coffee, hot tea and assorted juices.

**\$8.99 per person**

### Croissant Egg Sandwich

Scrambled eggs stuffed inside a large croissant with your choice of ham, sausage or bacon served with fresh-cut seasonal fruit, homestyle potatoes, coffee, hot tea and assorted juices.

**\$8.99 per person**

### Breakfast Burrito

Scrambled eggs with your choice of bacon, sausage or chorizo and shredded cheese in a flour tortilla. Served with salsa, fresh-cut seasonal fruit, coffee, hot tea and assorted juices.

**\$7.75 per person**



## BREAKFAST A LA CARTE

Served by the dozen unless noted

Muffins .....	\$12
Breakfast Bread .....	\$9
Scones .....	\$18
Danishes .....	\$12
Bagels with Cream Cheese and Jelly .....	\$1.50 each
Assorted Yogurts .....	\$1.50 each
Whole Fruit .....	\$1 each
Bottled Juice .....	\$2.50 each
Bottled Water .....	\$1.75 each

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# GOURMET LUNCHEON SALADS

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(Lunch menu served until 3 pm only)

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Selections include rolls and butter, iced tea or lemonade and a freshly baked cookie. Salads can be prepared vegetarian.

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## **Traditional Chicken Caesar**

Romaine lettuce, parmesan cheese, house-made croutons with roasted chicken breast and Caesar dressing.

**\$9.95 per person**

## **Chinese Chicken**

Lettuce mix with mandarin orange segments, green onion, sliced almonds, crunchy noodles, sesame seeds and topped with sliced roasted chicken. Served with an oriental sesame ginger dressing.

**\$10.95 per person**

## **Cobb Salad**

Lettuce mix topped with turkey, bacon, cheese, black olives, hard boiled egg and tomato. Served with ranch dressing.

**\$10.95 per person**

## **Classic Chef Salad**

Lettuce mix with a julienne of turkey, ham and provolone cheese, hard boiled egg, tomato and cucumber. Served with your choice of dressing. **\$9.95 per person**

## **Southwestern Chicken Salad**

Lettuce mix with a julienne of red pepper, cherry tomatoes, black beans, corn, guacamole, and shredded cheese topped with a citrus chili marinated roasted chicken breast. Served with your choice of dressing. Nacho chips to accompany in lieu of a roll.

**\$10.95 per person**

## **California Chicken Salad**

Roasted diced chicken on a bed of salad mix with dried cranberries, sliced apples, mandarin oranges, candied walnuts, and cheese. Served with your choice of dressing.

**\$10.95 per person**

## **Spinach Salad**

Tender spinach, chopped bacon, red onion, hard boiled egg and parmesan cheese with sliced roasted chicken and Italian dressing.

**\$9.95 per person**

## **Greek Salad with Chicken**

Mixed greens with cucumber, red onion, kalamata olives, tomato and feta cheese. Topped with a roasted chicken breast and your choice of dressing.

**\$9.95 per person**

## **Grilled Chicken Salad**

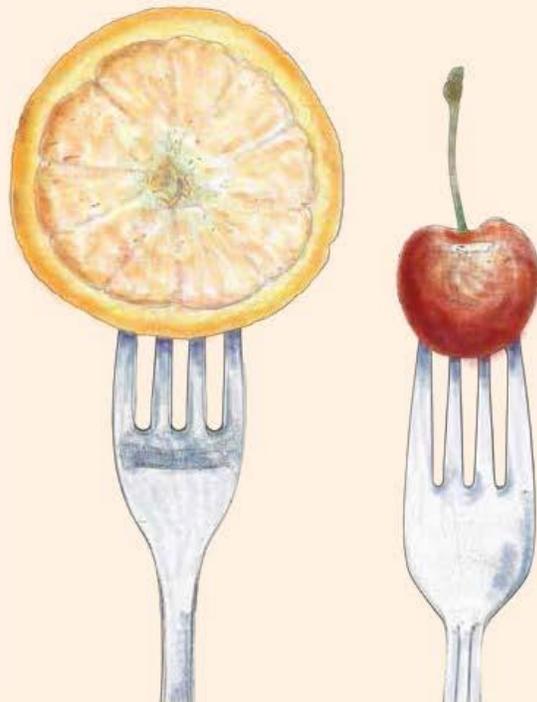
Lettuce mix, tomatoes, cucumber, red onion and shredded cheese, topped with a roasted chicken breast. Served with ranch dressing.

**\$10.95 per person**

## **Chopped Italian Salad**

Chopped turkey, lettuce mix, salami, shredded cheese, garbanzo beans, olives and tomatoes. Served Italian dressing.

**\$10.95 per person**



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# GOURMET LUNCHEONS

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## SANDWICHES/WRAPPS

Selections include your choice of cut fruit, mixed green salad or house-made pasta salad, iced tea or lemonade and a freshly baked cookie.

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### **Garden Ranch Wrap**

Cucumber, chopped tomato, shredded carrot, pepper strips, shredded cheese and spinach in a whole wheat tortilla with ranch.

**\$8.25 per person**

### **College Club**

A sandwich with sliced turkey, bacon, swiss cheese, lettuce, tomato, red onion and mayonnaise on a ciabatta roll.

**\$9.25 per person**

### **Chicken Caesar Wrap**

Wheat tortilla wrap filled with a classic chicken Caesar salad and chopped tomato.

**\$8.95 per person**

### **Grilled Chicken Wrap**

Roasted chicken, shredded cheese, diced tomato, carrots and lettuce with ranch dressing in a wheat tortilla.

**\$8.95 per person**

### **California Chicken Wrap**

Roasted chicken, lettuce, diced tomato, black beans, corn and shredded cheese with ranch dressing in a wheat tortilla.

**\$8.95 per person**

### **Classic Croissant**

A buttery croissant with your choice of: ham and swiss, turkey and provolone, or roast beef and pepper jack cheese topped with lettuce and tomato. Mayonnaise and mustard to accompany.

**\$8.75 per person**

### **Box Lunch**

A hearty sandwich of your choice on a hoagie roll with fresh whole fruit, house-made pasta salad, fresh baked cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch.

**\$9.50 per person**

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## HOT LUNCHEONS

(Lunch menu served until 3 pm only)

Non-Mexican entrée selections include rolls with butter and freshly baked cookies for dessert. Mexican entrées come with churros for dessert instead of cookies. Iced tea or lemonade included.

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### **Baked Lasagna**

Classic meat or vegetarian lasagna. Served with a Caesar salad.

**\$11.95 per person**

### **Penne Chicken Alfredo**

Roasted chicken served over penne pasta with alfredo sauce. Served with a Caesar salad.

**\$11.95 per person**

### **Santa Fe Fajitas**

Your choice of chicken or beef fajitas. Served with refried beans and Spanish rice, flour or corn tortillas, salsa, sour cream, guacamole, tortilla chips and cheese.

**\$10.25 per person**

### **Chicken, Beef or Cheese Enchiladas**

Corn tortillas filled with your choice of chicken, beef or cheese and baked in enchilada sauce. Topped with olives and green onions. Baked in a green or red enchilada sauce. Served with refried beans and Spanish rice.

**\$8.95 per person**

### **Taco Bar**

Seasoned ground beef or marinated and roasted chicken served with your choice of flour or corn tortillas and salsa. Accompanied by refried beans, Spanish rice, sour cream, lettuce, and cheese.

**\$9.95 per person**

# KITCHEN CLASSIC DINNER MENUS

(Dinner menu served after 3 pm)

Dinner entrées include rolls and butter, mixed green salad or Caesar salad, choice of cookies or brownies, and two beverages (iced tea, lemonade or punch). Add New York cheesecake with berry topping for an additional \$2.95 per person.

## Broiled Tri-Tip

Seasoned and thinly sliced. Served with au jus, mashed potatoes and seasonal vegetables.

**\$14.95 per person**

## Herb Roasted Chicken

Quarter baked chicken seasoned with herbs and spices. Served with rice pilaf and seasonal vegetables.

**\$13.95 per person**

## BBQ Chicken

Quarter baked chicken basted with BBQ sauce. Served with scalloped potatoes and seasonal vegetables.

**\$13.95 per person**

## Chicken Piccata

Boneless chicken breast sauteed in lemon, white wine and capers. Served with rice pilaf and seasonal vegetables.

**\$13.50 per person**

## Rosemary Chicken

Roasted boneless chicken breast marinated in rosemary, lemon, garlic and spices. Served with wild rice and seasonal vegetables.

**\$13.50 per person**

## Chicken Marsala

Boneless chicken breast sauteed with marsala wine and mushrooms. Served over pasta with seasonal vegetables.

**\$13.50 per person**

## Chicken Parmesan

Breaded chicken breast topped with marinara sauce and mozzarella cheese baked to perfection. Served over pasta with seasonal vegetables.

**\$13.50 per person**

## Chicken Teriyaki

Roasted boneless chicken breast marinated in teriyaki sauce, served with pineapple, steamed rice and seasonal vegetables.

**\$13.50 per person**

## Mushroom Chicken

Roasted boneless chicken breast topped with a creamy mushroom sauce. Served with wild rice and seasonal vegetables.

**\$13.50 per person**



# THEMED BUFFETS

Themed Buffets (Perfect for a specialty hearty lunch or dinner)

Choose 2 beverages: iced tea, lemonade, punch or coffee

**New York Deli . . . . . \$10.95**

Build your own deli sandwiches with assorted deli meats and cheeses.

With all the fixins; bread and rolls, lettuce, onion, tomato slices, and pickle chips. We also include house-made chips, pasta salad, fruit salad and cookies.

Two beverages included.

**La Fiesta . . . . . \$13.75**

Your choice of two entrees:

Chicken or beef fajitas

Cheese enchilada casserole

Chicken or beef tacos or tostadas

Accompanied by refried beans and Spanish rice, tortilla chips and salsa, lettuce, shredded cheese, guacamole, fruit salad, and churros.

Two beverages included.

**Pacific Rim . . . . . \$13.95**

Your choice of two entrees:

Teriyaki chicken

Beef and broccoli

Orange chicken

Tofu stir fry

Chicken and vegetable stir fry

Served with fruit salad, steamed rice, seasonal vegetables, mini eggrolls with sweet and sour sauce, brownies, and two beverages.

**Country Cooking. . . . . \$15.25**

BBQ chicken quarters and roasted tri tip with au jus.

Baked beans, corn cobbettes, mixed green salad with ranch dressing, rolls and butter.

Apple pie and two beverages.

**Taste of Italy. . . . . \$13.95**

Your choice of two entrees:

Lasagna - beef or vegetable

Pasta with Italian meatballs and marinara

Penne chicken alfredo

Marinara sauce and pasta

Italian sausage and pasta

Pasta primavera in alfredo sauce

Served with Caesar salad and house-made croutons, garlic breadsticks, fresh seasonal vegetables, brownies, and two beverages.

**Pizza Party . . . . . \$8.50**

(Minimum of four people to party)

In-house made cheese pizzas cut into eight slices with assorted toppings, mixed green salad with ranch dressing, cookies, and two beverages.

Additional toppings are \$1.50 each:

pepperoni, sausage, peppers and onions, ham, pineapple, mushrooms, or olives.

# FINGER FOODS AND APPETIZERS

- Gourmet cheese and crackers display
- Marinated and roasted vegetable platter
- Hot and spicy buffalo wings
- Vegetable patch crudite and dip
- House-made hummus and pita chips
- Mini eggrolls with sweet and sour dip
- Potstickers with plum glaze
- Meatballs: BBQ, sweet and sour, or Italian
- Seasonal fruit display
- Tomato bruschetta
- Shrimp ceviche with chips
- Stuffed mushrooms

- Chips with salsa and guacamole
- Mini pinwheels: vegetarian or turkey
- House-made chips with ranch dip
- Taquitos with salsa: beef or chicken
- Mini frittatas: meat or vegetarian

- Seven items . . . . . \$15.95 per person
- Six items . . . . . \$13.95 per person
- Five items . . . . . \$11.95 per person
- Four items. . . . . \$8.95 per person
- Three items. . . . . \$6.95 per person

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## EXHIBITION STATIONS

For 25 or more people - \$4.50 per person

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### Carving Stations:

Slow roasted beef with au jus, horseradish sauce and mini rolls

Roasted turkey with cranberry sauce and mini rolls

Citrus glazed ham with mustard and mini rolls

Roasted pork loin with apple sauce and mini rolls

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## HOUSE SPECIALTIES

Customized half or full sheet cake; your choice of cake, frosting and lettering.

Full sheet cake . . . . . \$35

Half sheet cake . . . . . \$20

Chocolate dipped strawberries . . . . . \$3.50  
*per person - two each (seasonal)*

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## PARTY PLATTERS

Seasonal fruit tray . . . . . \$3 pp

Gourmet cheese and crackers . . . . . \$3 pp

Assorted meats and cheeses . . . . . \$3.75 pp  
with crackers

Vegetable patch crudite with dip . . \$2.25 pp

Mini pinwheels: vegetarian or turkey \$2.25 pp

Mini-croissant sandwiches . . . . . \$4.95 pp

Assorted deli wrap platter . . . . . \$5.25 pp

Assorted deli sandwich platter . . . \$5.25 pp

Antipasto platter . . . . . \$2.95 pp

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## BAKERY (BY THE DOZEN)

Cookies . . . . . \$7.25

Brownies . . . . . \$12

Muffins . . . . . \$12

Cupcakes . . . . . \$7.25

Lemon Bars . . . . . \$12

Fruit Oatmeal Bars . . . . . \$8

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## BEVERAGES

Pitcher of ice water – no charge with a food order

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Iced Tea (gallon serves 16) . . . . . \$10.25

Punch (gallon serves 16) . . . . . \$8.50

Lemonade (gallon serves 16) . . . . . \$8.50

Coffee/Decaf (16/8 oz cups) . . . . . \$12

Bottled Water . . . . . \$1.75 each

Bottled Soda . . . . . \$1.95 each

Bottled Juice . . . . . \$2.50 each

Orange Juice (gallon serves 16). . . . . \$12

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## Appendix V – RCC Commonly Used Abbreviations and Acronyms

### RCC Commonly Used Abbreviations Acronyms

Abbreviation/ Acronym	Description
ADT/AAT	Associate Degree Transfer OR Associate of Arts for Transfer
Admin	Administrative Assistant or Administrator
AOE	Area of Emphasis
AP	Accounts Payable
ASRCC	Associate Students of Riverside City College (Student Government)
BIRT	Behavioral Intervention Resource Team
BOT	Board of Trustees
BS	Basic Skills
CAK	Charles A. Kane Student Services/Administration Building
CARE	Cooperative Agencies Resources for Education
CCCCO	California Community College Chancellor's Office
CCE	Center for Communication Excellence
CLAS	Classified Leadership and Success
COR	Course Outline of Record
CSEA	California Schools Employee
CTA	California Teachers Association
CTE	Career/Technical Education (division)
DL	Digital Library
DRC	Disability Resource Center
EMP	Educational Master Plan or Enrollment Management Platform
EOPS	Educational Opportunity Programs & Services
EPOC	Educational Planning and Oversight Committee
FAFSA	Free Application for Federal Student Aid
FDC	Faculty Development Committee
FERPA	Federal Education Rights and Privacy Act
FPA	Fine and Performing Arts (division)
FLEX	Flexible Calendar program.- no acronym, but referred to the professional growth hours that the college faculty are required to complete.
FTE(S)	Full-Time Equivalent Student
GE	General Education
GEMQ	Governance Effectiveness Mission and Quality Leadership Council
HRC	Human Resources Committee
HRER	Human Resources Employee Relations
IDS	Instructional Department Specialist

## RCC Commonly Used Abbreviations Acronyms

Abbreviation/ Acronym	Description
IEGP	Inland Empire Guided Pathways
IERR	Itemized Expense Reimbursement Request (form)
IGETC	Intersegmental General Education Transfer Curriculum (for UC: University of California System)
IOI	Improvement of Instruction (process)
IMC	Instructional Media Center (department now known as TSS)
LHSS	Languages, Humanities, and Social Sciences (division)
MLK	Martin Luther King (Building)
MTSC	Math/Science Building
MUN	Model United Nations
PLO	Program Learning Outcome
PRaP	Program Review and Plan
RAC	Riverside Assessment Committee
RCCD	Riverside City College District
RD&AS	also noted as RDAS - Resource Development and Administrative Services Leadership Council
SAS	Student Access and Support Leadership Council
SE	Student Education Plan
SLO	Student Learning Outcome
TA	Teaching Assignment
TECH (A or B)	Technology (building)
TL	Teaching and Learning Leadership Council
TR	Travel Request
TSS	Technology Support Services (Formerly known as IMC: Instructional Media Center)
QUAD	Quadrangle Building
WRC	Writing and Reading Center

## Appendix VI – RCC Student Services List



### Riverside City College Services Fall 2019

*When you refer students to one of these services, ask them to let you know what happened.*

#### **Student Success and Support Services**

<https://www.rcc.edu/AcademicSupport/Pages/Academic-Support.aspx> AND

<http://www.rcc.edu/AcademicSupport/studentsuccess/Progcomp/Pages/Program-Components.aspx>

- Assessment and Placement Center – CAK 1<sup>st</sup> Floor, 951-222-8451
- Center for Communication Excellence (CCE) MLK Rm 221, 951-222-8635
- Math Learning Center, 3<sup>rd</sup> Floor of MLK, 951-222-8000 x4100
- Tutorial Services, 2<sup>nd</sup> Floor of MLK, 951-222-8170
- Writing and Reading Center, MLK Bottom Floor, 951-222-8632

#### **Student Services (Co-Curricular Support)**

- Admissions and Records, 1<sup>st</sup> floor of CAK, 951-222-8600
- Bookstore – Bradshaw bldg., 951-222-8140
- Career Services, 1<sup>st</sup> floor of CAK, 951-222-8446
- Childcare/Early Childhood Development, lower campus next to football field, 951-222-8068
- Counseling, 2<sup>nd</sup> floor of CAK, 951-222-8440
- Disability Resource Center, 1<sup>st</sup> floor of CAK, 951-222-8060
- Financial Aid, 1<sup>st</sup> floor of CAK, 951-222-8710
- Health and Psychological Services, Bradshaw bldg. under the bookstore, 951-222-8151
- Library – 951-222-8652
- Outreach / Welcome Center 1<sup>st</sup> floor of CAK 951-222-8574
- Safety & Police
  - 24-hour Dispatch 951-222-8171
  - Parking Services 951-222-8520, 951-222-8521, or 951-222-8522
- Transfer Center, 2<sup>nd</sup> floor of CAK, 951-222-8446

#### **Student Programs and Clubs** <http://www.rcc.edu/arscc/Pages/Welcome-to-ASRCC.aspx>

- CalWorks, 2<sup>nd</sup> floor of CAK, 951-222-8648 or 951-328-3820
- CAP (Community for Academic Progress)/Jumpstart, 2<sup>nd</sup> floor of MLK, 951-328-3661
- EOPS (Extended Opportunity Programs and Services)/CARE (Cooperative Agencies Resources for Education), 2<sup>nd</sup> floor of CAK 951-222-8045
- Foster Youth/Guardian Scholars, DL 112, 951-222-8822
- Gateway College and Career Academy (early college high school) Lovekin 5 951-222-8931
- La Casa, DL 112, 951-222-8168 (moving to Bradshaw Building in Fall 2017)
- Ujima/H.O.M.E room, AD 216, 951-222-8130 (moving to Bradshaw Building in Fall 2017)
- Student Activities: Megan Bottoms 951-222-8576
- TRIO, 2<sup>nd</sup> floor of CAK, 951-222-8312 or 951-328-3580
- Veterans Services, 1<sup>st</sup> floor of CAK, 951-222-8607

#### **Faculty Advisor Liaisons (for faculty support with Guided Pathways)**

- CTE and Nursing: Laneisha Judon 951-222-8820
- LHSS and Fine & Performing Arts: Tammy Kearns 951-222-8271
- STEM & Kinesiology: Heather Smith 951-222-8359 or Mary Legner 951-222-8886

#### **Additional Points of Contact (contacts for faculty resources)**

- Academic Assessment and Program Review and Planning (PRaP): Wendy McEwen 951-222-8148
- Student Activities: Dr. Deborah Hall 951-222-8572
- Student Services: Dr. Thomas Cruz-Soto 951-222-8122
- Student Success and Support: Dr. Allison Douglas-Chicoye 951-222-8038

Version current as Aug 6<sup>th</sup>, 2019

## 2019 Classified Leadership and Success Committee Members



Pictured from left to right: Justin Borden, Amanda Vazquez, Sharice Fox, Casandra Greene, Natalie Halsell, and Stephen Ashby. Not picture: Dora Aikens and Akia Marshall