

Enclosure 5c

May 25, 2016



**Westerly Higher Education and Industry Center**  
**Business Plan**  
**May 22, 2016**

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## **EXECUTIVE SUMMARY**

The Westerly Higher Education and Industry Center is an innovative facility designed to bring together higher education, business, industry, and community partners to serve the workforce and community needs of southwestern Rhode Island and the state. With strong community leadership and significant philanthropic support by the Royce Family Foundation, the Center is poised to be a model for successful public/ private partnerships throughout the region.

The Center will be administered by the Rhode Island Office of the Postsecondary Commissioner, in collaboration with the public institutions of higher learning and the Rhode Island Department of Labor and Training (DLT). The Center is designed to be self-sustaining financially with expected operating costs being matched with revenue from leasing out space.

The anchor tenant for the 34,500 square-foot facility is the Community College of Rhode Island in partnership with General Dynamics Electric Boat. The site will be the base for providing high-quality educational programs in key sectors to meet Electric Boat's projected workforce growth in the region. Instruction in these areas will begin in October 2016.

## OVERVIEW

### Purpose

There is great momentum from the public, private, and education sectors for ensuring that there is a strong workforce in Rhode Island ready to step into jobs available in these sectors and poised for future growth. The recent Brookings report on economic development, “Rhode Island Innovates,” identifies seven industry sectors that have the potential to drive economic growth for our state:

- Biomedical innovation
- IT, cyber and data analytics
- Shipbuilding and maritime
- Advanced business services
- Design, materials, food, and custom manufacturing
- Arts, education, hospitality, & tourism
- Transportation, distribution, and logistics

The Governor’s Office and the Department of Labor and Training have already partnered together to strengthen workforce pipelines with the Real Jobs RI initiative. This initiative supports partnerships between industry leaders and education providers to ensure that there are enough well-trained graduates to fill the jobs that are currently in demand.

The Westerly Higher Education and Industry Center will advance workforce growth by promoting industry and higher education partnerships. In the shipbuilding and maritime sector, the Center is already taking the lead with a partnership between General Dynamics Electric Boat (EB) and the Community College of Rhode Island (CCRI). EB President Jeffrey S. Geiger had announced

plans to add 4,000 jobs at its Rhode Island and Connecticut shipyards over the next 15 years, but had expressed concerns that finding skilled workers has long been a key challenge for the company and state. The facilities and curricula developed in this project will be vital to meeting their current and expected demand for employees.

Additional partnerships are being sought across other key industry sectors.

## **Background**

On February 4, 2016 Governor Gina M. Raimondo joined with Senate Minority Leader Dennis L. Algiere, Representative Samuel A. Azzinaro, Commissioner of Postsecondary Education Dr. Jim Purcell, Community College of Rhode Island President Dr. Meghan Hughes and Westerly civic leaders to announce the creation of the Westerly Higher Education and Industry Center. With the Westerly train station as the announcement venue, representatives of government and education gathered with philanthropists to celebrate the \$5.1-million construction project moving forward on a nearby vacant freight yard.

Local philanthropist Charles Royce, who has helped finance revitalization efforts in Westerly for years, committed nearly \$1.8 million from the Royce Family Fund to jumpstart the effort to establish a permanent postsecondary education presence in Westerly. Conversations with state leaders, including Governor Raimondo and Speaker Mattiello, helped define the parameters for making this project a reality. Key to the success of the project is private and local government

support for the construction of the project and support from the state's public Postsecondary Education system to manage the facility.

While Westerly community leaders sought additional local support for the construction of the facility, the Rhode Island Office of the Postsecondary Commissioner (OPC) and college leaders worked to identify the educational and workforce needs of the region, to determine the costs associated with delivering postsecondary education to Westerly, and to identify education/training providers for the campus. Both the Westerly community efforts and the postsecondary system leaders were successful in achieving their aspects of the plan.

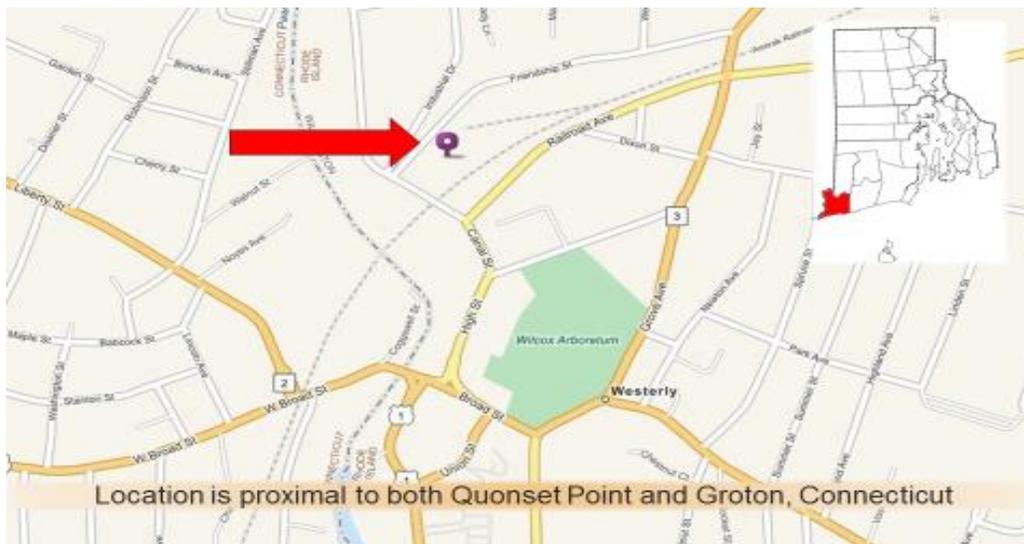
The Royce Foundation garnered additional support from local businesses, foundations, and local government agencies. They also commissioned architectural renderings of the project and shepherded the project through the town of Westerly zoning and construction review process. OPC and CCRI received support for the project from the Council on Postsecondary Education, which included \$2 million in funding for classroom furnishings, office equipment and build-out of the interior of the building.

A key component to the success of the Westerly Higher Education and Industry Center was the identification of an educational "anchor tenant." General Dynamics Electric Boat (EB) expressed a strong need for workforce training of their future workforce and committed using the facility for their needs. CCRI subsequently began working with EB's Human Resource staff to develop a curriculum for its current needs in four key areas: carpentry, electrical work, pipe

fitting and sheet metal work. Laboratory space is being designed with EB guidance so that students can have the benefit of an immersive, hands-on curriculum that is linked to identified career pathways and current workforce demand in Rhode Island and surrounding areas. Persons going through these workforce training programs will be both recently-hired EB employees, adults, and students from regional high schools. Instruction in these programs is slated to begin in October 2016.

EB and other local businesses have expressed interest in using the space for training their incumbent workers and several industry associations have expressed interest in using the space for their needs. Currently, CCRI, RIC and URI provide training for EB employees and have expressed interest in using the Westerly Higher Education and Industry Center to provide these services. In addition, the DLT has expressed interest in using the facility for some of the training it provides in that region of the state.

## Site



Westerly has proven to be an ideal choice for the facility. In addition to local financial support, the facility will be convenient to both the Quonset and Groton facilities of EB and located in the population density center of southwest Rhode Island. Successful concurrent enrollment and night programs at Westerly High School will help provide an additional supportive revenue stream to the Center. The enthusiasm of the Westerly community for the project helped expedite the scheduling of hearings and meetings required for approval to begin construction.

The site is a 2.5-acre lot near the rail station in downtown Westerly. The site was identified as a Brownfield in need of remediation by the RI Department of Environmental Management. The development of the site for the Center will permanently address this environmental problem near the center of the town. Proximity of the Learning Center to the Westerly town center will provide an economic stimulus to the city.



## **Construction**

The Arris Design firm secured through the Royce Foundation developed schematics for the center and provided expertise in the construction approval process. The 34,500 square-foot facility will host education and workforce training opportunities responsive to the needs of students and employers in the region. Electric Boat is expected to use 14,500 square feet of technical laboratory and classroom space in the center, but another 20,000 square feet will be available for other educational and community purposes. Approximately 12 classrooms, two computer labs and a large meeting room will be available to be used by the public colleges and universities and Department of Labor and Training-contracted education providers, as well as others entities as space is available. Facilities to be used by CCRI/EB will be ready for instruction to begin in October 2016 and the remaining space is expected to be ready for use in in January 2017.



## **OPERATING PRINCIPLES**

### **I. Organization**

The Westerly Higher Education and Industry Center (“the Center”) is administered by the Rhode Island Office of the Postsecondary Commissioner (OPC).

### **II. Educational Partners**

All Rhode Island public higher education institutions (CCRI, URI and RIC) and the Department of Labor and Training are partners in the effort to provide needed educational services to the Westerly region. Center staff will work with their educational partners and regional businesses and industries to address the educational and training needs of the community and prospective and incumbent workers.

### **III. Mission**

The mission of the Westerly Higher Education and Industry Center is to provide high-quality undergraduate and graduate credit courses and degree programs as well as non-credit educational opportunities that respond to the needs of business, industry and community.

#### **IV. Objectives**

The objectives of the Westerly Higher Education and Industry Center are to:

- A. Promote and coordinate undergraduate and graduate degree programs, non-degree courses, and non-credit continuing professional education in a manner that is comparable in quality to member institutions' on-campus programs and courses;
- B. Promote partnerships between higher education institutions and business and industry that lead to career pathways for students and contribute to the state's workforce in key sectors;
- C. Serve as a resource and referral center by maintaining and disseminating information on existing educational programs and resources;
- D. Develop, in cooperation with the Council on Postsecondary Education, specific goals for higher education in southwestern Rhode Island;
- E. Maintain the financial and educational viability of the center;
- F. Be stewards for the educational and facility needs of the southwestern Rhode Island community.

#### **V. Governance**

- A. The Center shall be managed by the Council of Postsecondary Education (CPE) and adhere to all policies, rules and regulations currently established.

B. As is current practice, the CPE authorizes the OPC to establish and administer agreements with public and private institutions of higher education in Rhode Island, businesses and industry, and the Department of Labor and Training. Contracts exceeding \$50,000 shall go to the Commissioner for approval.

C. The annual budget for the Center will be contained within the OPC budget, but revenues from operating the Center will cover operating expenses. Minimal state support for operating should be expected.

D. Operational policies of the Center will be developed and agreed upon by an advisory group with a membership of five, consisting of the Presidents or their designees of the State's three public colleges and university, the Director of the Department of Labor and Training or his/her designee, and the Commissioner of Postsecondary Education or his/her designee. The Executive Director of the Westerly Higher Education and Industry Center will serve as staff for the advisory group. The advisory group will meet at least twice per year and report to CPE once per year regarding facility usage, center operations and student outcomes. In addition, each provider will identify a campus contact who will serve as the referral resource for students about courses offered at the site.

E. Major responsibilities of the advisory group include the following:

1. Formulate policy to guide administration, financing, and coordination of the Center and programs;
2. Evaluate local needs and communicate its assessment to member institutions;

3. Develop a yearly budget for Center operations for submission to the OPC and CPE;
4. Evaluate the operation of the Center, including the contributions of partner institutions;
5. Act on recommendations brought forward from campuses, businesses and industries, students, and the Westerly community.

## **VI. Executive Director of the Center**

A. The Executive Director of the Westerly Higher Education and Industry Center is employed by the OPC to provide leadership for the administrative and planning functions of the Center.

B. Major duties will include the following:

1. Develop plans for long-term educational programs and financial stability;
2. Advise and seek the advice from the CPE and the Westerly Center advisory group on pertinent issues and areas requiring policy clarification;
3. Establish policies and guidelines for efficient and sound management of the Center and its finances;
4. Implement CPE and Westerly Center policies;
5. In accordance with prudent and acceptable practice, deposit and disburse monies and valuables of the Center as authorized by the CPE;
6. Stimulate the development of innovative programs and delivery systems;

7. Assess and communicate to participating institutions the education needs of the region;
8. Coordinate with participating institutions in identifying the curriculum to be offered, facilities required, and student services needed for various educational activities;
9. Serve as a liaison to the Council of Postsecondary Education and the Center advisory group;
10. Monitor Center finances;
11. Maintain a master schedule of the facility classroom and labs and seek to optimize facility utilization;
12. Approve contracts under \$50,000 for use of the facilities, and for contracts exceeding that amount, prepare documents for approval by the Commissioner of Postsecondary Education;
13. Organize and maintain a system to gather and analyze data for managing the Center and for providing reports to the CPE, state agencies, and participating institutions;
14. Develop and maintain marketing, public relations and public information programs;
15. Assist the Commissioner of Postsecondary Education to employ, evaluate, and terminate Center staff in accordance with state law and CPE policy;
16. Develop and maintain a list of approved vendors for the site;
17. Ensure that the building is properly insured, maintained and secured; and
18. Discharge other responsibilities assigned by the Commissioner.

## **VII. Financial Procedures**

The Rhode Island Office of the Postsecondary Commissioner shall serve as the fiscal agent for the Westerly Higher Education and Industry Center. The Center will follow Council policies and regulations in regard to all financial matters. Utilization of existing resources of partner institutions is encouraged and where fiscal savings can be gained.

## **VIII. Use of the Facility**

- A. In most cases, a sponsored education provider (CCRI, RIC, URI or a DLT-authorized training organization) will have contracted with the Center for space and services associated with using space in the center for instruction.
- B. The provider of instruction will be responsible for selecting, registering, advising or counseling persons into a course or program, as well as providing any instructional materials.
- C. Center staff will be responsible for readiness of the facility for the contracted space and provide any associated technical support services.
- D. It is the policy of the Center to maintain and promote equal employment and educational opportunity without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin or other non-merit factors.

## IX. Estimated Operating Costs

In an effort to determine costs associated with the center, preliminary estimates developed by CCRI were utilized. The costs associated with operating the center not associated with instructional expenses are outlined below:

Salaries & Wages and Benefits	297,800
Non Instructional Operating Expenditures	<u>1,562,001</u>
Total Staffing and Operating Expenses	<u><u>\$1,859,801</u></u>

The Center budget does not mirror a campus budget because all costs are associated with the operations of a leased facility and do not include salaries for faculty and student support services. Faculty and instructors will be hired by the education provider. Student support services provided to students will also be an education provider expense. Because the building is leased, the depreciation expense corresponds only to the RICAP investment of \$2,000,000 for the build-out of the classroom space, purchasing of equipment and furniture. Budgeting for depreciation is now being required under recent GASB regulations and will allow for replacement of computers every three years, equipment every five years, and carpets/flooring and some furniture every seven years. RICAP funds would be sought for larger replacement projects.

OPC will contract local maintenance, housekeeping and IT services. Local contracting of services is often done at learning sites in other states and allows the services to be scaled to the evolving and variable needs of the Center. Three full-

time personnel would be needed for the Center with the following estimated salaries:

<b>Salary &amp; Wages Detail</b>		
Center Executive Director	1	\$85,000
Marketing Director	1	75,000
Operations Coordinator	<u>1</u>	<u>57,000</u>
Total Salaries	3	<u>\$217,000</u>
Associated Benefits Costs		<u>\$80,800</u>

Under this model, authorized FTEs for OPC would be increased by three.

## **X. Revenue Projections**

The Center should be self-sustaining and not be subsidized beyond what it earns in providing services. Many higher education learning centers across the country work on this principle. Costs associated with the facility and Center staff are incorporated into the pricing of course and educational programs offered at the Center. Any contract negotiated by the Center with an educational or industry training provider for use of space should be priced to recoup Center operating costs and educational partner costs associated with the instruction.

Several pricing scenarios emerge in contracting for the use of space:

### *Designated Space Utilization*

Entities utilizing space on a 24/7 basis that cannot be leased for other purposes will be charged for their proportional share of the overall operating costs for the facility. Electric Boat, for example, will use some of the Center's space exclusively for their operations and, therefore, the pricing for delivery of instruction with them will include a designated space utilization assessment and instruction cost determined by CCRI.

### *Time/Space Leasing*

Pricing for the use of one classroom or a series of classrooms for a designated period of time will be determined by considering instructional costs and associated Center costs. Center cost will be determined by square footage utilized and hours contracted. For example, if an institution teaches a 15-week course and uses a classroom 3 hours a week, there will be a charge for the 45 hours of classroom space use.

### *Single day/Single Time Use without an Educational Provider*

When space is available, Center space can be used for one-time specialized activities such as a corporate training meeting. A minimum center fee associated with the space will be determined by square footage utilized and hours contracted.

### *Specialized Space Surcharge*

The calculation for the use of specialized classrooms and labs are higher with pricing associated with costs related to maintaining and supporting the specialized

equipment. For example, the use of a computer lab would be higher than a general classroom. Additional charges would also apply if technology staff is needed while the space is used.

Revenue projection based upon the estimated utilization of space is below:

<b>Leasing Type</b>	<b>Revenue</b>	<b>Space Utilization</b>
Designated Space Leasing	\$ 1,268,600	100%
Time/Space Leasing		
General Classrooms	\$ 507,780	40%
Computer Classrooms	\$ 64,232	50%
Single day/ single time	\$ 10,000	50%
Specialized space surcharge	\$ 9,600	60%
State Appropriation	0	
<b>Total Revenue</b>	<b>\$ 1,860,212</b>	

The revenue column illustrates the importance of the designated space leasing by EB and potentially other anchor tenants in the financial stability of the Center.

Also note that the revenue projections do not include any operating revenue from state appropriations, nor do they include any revenue gained from increasing space utilization at the Center.

Any revenue in excess of operating expenses will be kept in a Center (agency) restricted reserve account. Funds from this account will be used for activities that are within the purpose and mission of the Center as well as renovation and refreshment of the facilities.

Based on the revenue and expenditure scenario above, it is estimated that the Center will be self-sustaining. The only scenario for which there will be a budget

shortfall is in year one if not all of the Center's classrooms will be ready for use in January 2017.

## **DRAFT**

### **WESTERLY CENTER FAQs**

#### **What are your operating hours?**

The Center office is open Monday-Friday 8:30 a.m. until 4:00 p.m. Center instructional and community space may be contracted on Saturdays and Sundays until 11 p.m. Only contracted participants should be in the space after regular operating hours.

#### **Do you close for inclement weather?**

The Center is open unless there is a major power outage or other dangerous weather conditions. Call the information line for up-to-date schedule changes (401) 626-2144.

#### **Where is the Higher Education and Industry Center located?**

Our address is \_\_\_\_\_. Since we are a new address, many GPS devices have trouble finding us. Directions are as follows:

Coming from Providence south on I-95, Take exit 3 and then take a right. Drive east...

#### **Do you rent event space?**

Yes. In addition to providing instructional space, the Westerly Higher Education and Industry Center rents space for meetings, conferences, tradeshow, banquets, mediations, galas, hearings, classes, and special events. From classrooms, computer labs to a larger multi-use space, the Center may have a space for you. To request the use of the campus call (401) 626-2144 or email our staff at (events\_westerlycenter@riopc.edu).

#### **Will my degree or certificate be from the Westerly Higher Education and Industry Center?**

No. The Westerly Higher Education and Industry Center is not an education provider. The Center provides space for postsecondary and workforce training. Your degree, credential and/or workforce certificate will be from the entity providing your instruction, and that entity will maintain your student records.

Multiple institutions of higher education offer courses that lead to degrees or certificates here. To see a full array of programs, go to our degree program page on the website.

While no on-site college representatives are based at the Westerly Higher Education and Industry Center, students interested in their programs can seek advice from the college on course offerings and financial aid.

**Are some of the classes for a program online?**

Many programs today contain a mix of online, face-to-face, and video-conferencing experiences. Consult with your educational provider to determine how much instruction will be delivered at the Center and how much at other locations or online. Education providers determine which classes are offered at the Center or online.

**Are you affiliated with the Community College of Rhode Island?**

The Westerly Higher Education and Industry Center is a separate entity that coordinates with many education providers for use of the space at the center. In most semesters, CCRI is the dominant provider of course offerings. URI, RIC and the Department of Labor and Training also offer educational experience at the site.

**Do you have in-house catering?**

The Westerly Higher Education and Industry Center has nearly a dozen approved caterers in our area that can provide service at the Center. The Higher Education and Industry Center does have vending machines on the main floor, but all other food service is to be arranged between the entity contracted to use the space and an approved catering vendor. Other providers of food may be authorized in advance, but a contract for liability for possible damages must be signed.

**Do you have a facility map?**

Please refer to our overview on line at [www.riopc.edu/Westerlycenter/facilitytour](http://www.riopc.edu/Westerlycenter/facilitytour).

**Is there an elevator?**

Yes. The Westerly Higher Education and Industry Center follows ADA guidelines for accessibility.

**Is the Center ADA accessible?**

The Westerly Higher Education and Industry Center exceeds all ADA requirements, and features

- Disability-designated parking spaces
- Accessible entrances
- Accessible audio and visual panels
- Accessible drinking fountains

- Cord covers
- Platform lift (designated spaces)
- Detectable warning signs and signage
- Hearing impaired devices (designated spaces)
- Elevator
- Braille room signage
- Service animal friendly
- AED (automated external defibrillator)

**Is there on-site parking?**

The Westerly Higher Education and Industry Center provides convenient, free parking for 200 standard and 5 disability-designated vehicles. Parking is also allowed on surrounding streets.

**Is tobacco allowed on-premises?**

Tobacco products are not permitted on the campus.

**Is an ATM machine available?**

No. An ATM machine is available at nearby banks and gas stations.

**Are vending machines available?**

Snack and beverage machines are available on the main floor. There is no public access to a microwave and refrigerator.

**How can we advertise on the entrance marquee?**

Only events or college programs taking place at the Westerly Higher Education and Industry Center can be displayed on the marquee. Schedule your event here.

**Does the Westerly Higher Education and Industry Center have public Wi-Fi?**

Yes. Guidance on access can be found in all classrooms. In addition, the town of Westerly is making strides to provide free public Wi-Fi in the downtown area.

**Do you charge for use of A/V equipment?**

Standard equipment such as computer/projector/screens/ are included in the room fees. For additional information, click here.

**Do you provide financial aid?**

Financial support for postsecondary education and workforce development is administered through the education providers who offer courses at the Center. Center staff can guide you generally regarding what *could* be available, but you will need to contact the financial aid office affiliated with your education provider to determine whether aid is available and whether you qualify. Completion of the Free Application for Federal Student Aid (FAFSA) is usually required.

Financial aid is available from many different sources, including federal, state, institutional, and private funds. Be sure to check these sources:

- Guidance counselors offer information about financial aid programs available from programs within your community.
- The Internet provides free electronic searches for information about different types of grants and scholarships available to students.
- Libraries have resource books with information about national financial aid programs.
- College financial aid offices have information about financial aid programs available from the specific institution and from state government.
- Your Employers may provide educational assistance for employees.

Learn more about financial aid available to Rhode Islanders at [www.riopc.edu/page/finaid/](http://www.riopc.edu/page/finaid/).

## FACILITY USE GUIDELINES

### Reservations:

1. The Higher Education and Industry Center has multiple rooms of various sizes and configurations. [Click here](#) to take a virtual tour of each room.
2. All events must be scheduled in advance through the Higher Education and Industry Center's Conference Services Department. Likewise, the individual or organization booking an event is responsible for notifying staff of event changes or cancellations.
3. To browse for space availability, or to book a room online, [click here](#). Otherwise, contact the Center staff for assistance at ([events\\_westerlycenter@riopc.edu](mailto:events_westerlycenter@riopc.edu)).
4. The Higher Education and Industry Center reserves the right to alter space assignments due to equipment failures, HVAC issues, or other unexpected interruptions of service.
5. The Higher Education and Industry Center is generally available from 7:30 a.m. until 10:00 p.m. Monday through Friday; on Saturdays from 8:00 a.m. – 5:00 p.m. with extended hours for events; and occasionally on Sundays for large gatherings. Modifications to these hours may be made if there are no events or classes scheduled at night. Access to the Higher Education and Industry Center for early arrival or late departure may be arranged in advance with events staff.

### Fees:

To access fees for rooms and services, [click here](#).

### Room Deposit:

For events whose estimated charges exceed of \$1,000, a \$500 deposit is required. If a deposit is not received within 30 days, the Higher Education and Industry Center reserves the right to release the room(s) and rebook them for other events. Deposits can be transacted by phone, mail, or in person at the Higher Education and Industry Center's conference services department.

A certificate of general liability insurance coverage, with a minimum limit of \$1,000,000 per occurrence, is required for events exceeding \_\_ number of attendees. Coverage must include Higher Education and Industry Center employees and agents as insured for activities that will take place at the Higher Education and Industry Center. Documentation must be submitted to events staff before event can be confirmed. State Agencies are exempted from this requirement.

**Cancellation:**

Cancellations of event spaces are required 20 business days prior to the scheduled event in order to avoid penalty fees and ensure a refund of deposit. For all other rooms, a 24-hour notice is required. To cancel a room reservation, contact the marketing director at (events\_westerlycenter@riopc.edu).

**Food & Beverages:**

Policies for serving food and beverages at the Center will be determined in accordance with Rhode Island law and Westerly municipal regulations. A list of approved vendors will also be developed.

**Audio/Visual Requests & Technical Assistance:**

1. A/V and other equipment requests must be requested no later than two business days in advance of an event. [Click here](#) to schedule equipment and IT support services.
2. In-house technical assistance is available to customers who rent classrooms and other spaces at Higher Education and Industry Center. For routine service, the fee is included in the room charge. However, if dedicated service is needed (or extended support is required to resolve an issue), a fee of \$75 per hour may be charged.
3. If customers choose to bring their own equipment (i.e., laptop) and need extended technical assistance, a \$75 per hour minimum technical service charge will be assessed. A customer must schedule a time for testing your equipment well in advance of your event. [Click here](#) for a link to our IT Support team to set up the best time for your testing.
4. Last minute requests for equipment or technical assistance may not be available.

**Publicizing Your Event:**

1. To avoid confusion, please use the correct title of our facility in all advertising, press releases, digital media, and print materials: Westerly Higher Education and Industry Center.
2. We are happy to display your flyers, brochures, posters, or other publications advertising your event. Please provide them to Center staff as early as possible to ensure posting.

**Liability:**

1. Damages to the Higher Education and Industry Center are the responsibility of the organization that booked the event. Damages include those incurred by acts or omissions of the event organization's agents or employees.
2. All events must adhere to Rhode Island code and Westerly municipal regulations.

**Security:**

The Higher Education and Industry Center is equipped with multiple interior and exterior digital video cameras for safety. If circumstances require on-site security personnel for your event, the booking organization is responsible for securing appropriate coverage. If you engage security staff, please notify the Conference Service Department. They are happy to assist with security logistics (i.e., reserved parking, secured entrance/exit).

**Questions:**

Contact the Center's marketing director to answer your questions, or to discuss special needs or requests.

**Guidelines Agreement:**

In order to contract space at the Westerly Higher Education and Industry Center, you will be asked to sign a PDF copy of Facility Use Guidelines.

MEMORANDUM

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TO: Jim Purcell, Commissioner  
FROM: Tom Liguori, Jr.  
RE: Westerly Higher Education Job Skills Center  
DATE: April 6, 2016

The Westerly Higher Education and Job Skills Center construction funding is:

PROJECT FUNDING

Royce Family Fund, Inc.	\$1,775,000
The Washington Trust Company	\$100,000
Westerly Community Credit Union	\$50,000
Roberts Foundation	\$50,000
Dimeo Construction	\$10,000
Delta Mechanical, LLC	\$10,000
Town of Westerly (plus waiver of fees and infrastructure improvements)	\$250,000
Brownfields Grant	\$712,000
Anticipated General Assembly appropriations	<u>\$2,000,000</u>
TOTAL	\$4,957,000
<b>Required balance to be funded by grants and additional philanthropy</b>	<b>\$155,000</b> <b>to</b> <b>\$255,000</b>

A commitment was made to Westerly Community Credit Union that the high school student participation leading to Electric Boat employment would include recruitment of students in school systems in its service area—being Westerly High School, Chariho High School and South Kingstown High School.