

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, January 9, 2013

5:30 pm

Los Rios Community College District
Board Room
1919 Spanos Court
Sacramento, CA 95825

1. CALL TO ORDER

Board President

2. ORAL COMMUNICATIONS

The public may comment on any items within the Board's jurisdiction, even if the items are not on the agenda - only during this portion of the meeting. However, the law prohibits action by the Board on nonagenda items. A yellow "Speaker's Card" must be submitted and comments are limited to three minutes.

3. SPECIAL ORDER OF BUSINESS: ANNUAL ORGANIZATIONAL MEETING

A. Representation to Education Associations

Board President

4. CONSENT CONSIDERATIONS

A member of the Board may request that an item be removed for further discussion and separate action.

A. Approval of Board Meeting Minutes: December 12, 2012	Jon Sharpe
B. Declaration of Election Results	Jon Sharpe
C. Resolution 2013-01: Board Absences	JP Sherry
D. 2013-14 Nonresident Tuition Fees	Theresa Matista
E. District Officers: Contract Benefits	Jon Sharpe
F. Agreement: Purchase of Real Property (Rancho Cordova)	Jon Sharpe
G. Lease: McClellan Safety Center Parking Lot	Jon Sharpe
H. Claim: Shanel Allyn Griffin	JP Sherry
I. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
J. Ratify: Bid Transactions	Theresa Matista
K. Disposition of Surplus Equipment	Theresa Matista
L. Purchase Orders, Warrants and Checks	Theresa Matista
M. Regular Human Resources Transactions: Appointments, Assignments, and Separations	Jon Sharpe

5. FIRST READING

A. Board Policy Revisions: Ban on Alcohol on District Property (Exceptions) P-1414	JP Sherry
B. Board Policy: Complimentary Tickets P-8621	JP Sherry

6. BOARD MEMBER REPORTS

7. REPORTS and COMMENTS

- ▶ Student Associations
- ▶ Classified Staff
- ▶ Academic Senate
- ▶ Other Recognized Constituencies
- ▶ Chancellor's Report

8. FUTURE AGENDA ITEMS

9. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION, IF NECESSARY

10. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES

Pamela Haynes
President • Area 5

Robert Jones
Vice President • Area 2

Dustin Johnson • Area 1
Terry Cochran • Area 3
Ruth Scribner • Area 4

Deborah Ortiz • Area 6
Kay Albiani • Area 7
Bryan Ryan • Student Trustee

Meetings are held every second Wednesday of the month at 5:30 pm • *Note:* Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.

February 13, 2013
March 13, 2013

Regular Board Meeting • Location: District Office
Regular Board Meeting • Location: American River College

Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District's website: www.losrios.edu

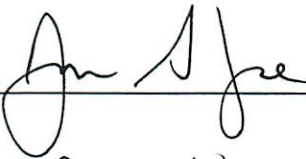
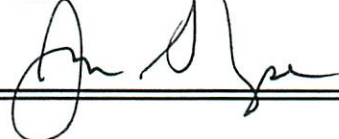
Help Us Help You

Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 4.2).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Annual Organizational Meeting: Representation to Education Associations		Attachment: None	
		Enclosure: None	
CATEGORY:	Special Order of Business Item A	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
Approved for Consideration:	Jon Sharpe 	Action	X
		First Reading	
		Consent/Routine	

BACKGROUND

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

RECOMMENDATION

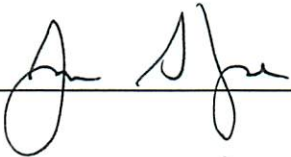

The Board President may wish to appoint or have the Board elect representatives to various offices, associations or committees listed below. Current representatives are listed.

ACTIVITY/ASSOCIATION	CURRENT REPRESENTATIVES
American Association of Community Colleges (AACC)	Mr. Jones
Association of Community College Trustees (ACCT)	Mr. Cochran; Ms. Ortiz
California Community College Trustees (CCCT)	Mr. Jones
Los Rios Foundation	Ms. Haynes; Ms. Albiani
Sacramento County School Boards	Mr. Johnson
Yolo County School Boards Association (YCSBA)	Ms. Scribner

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Board Meeting Minutes: December 12, 2012		Attachment: None	
		Enclosure: Minutes	
CATEGORY:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
Recommended:	Jon Sharpe 	Information	
Approved for Consideration:	Jon Sharpe 	Action	
		First Reading	
		Consent/Routine	X

S T A T U S

The minutes of the Board of Trustees regular meeting on December 12, 2012 are enclosed for Board review and consideration.

R E C O M M E N D A T I O N

It is recommended that the Board of Trustees approve the minutes of the meeting held on December 12, 2012.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, December 12, 2012

CALL TO ORDER

The Board meeting was called to order by President Scribner at 5:30 p.m., in the Tiff Martinez Board Room, 1919 Spanos Court, Sacramento, California.

Present:

- Ms. Ruth Scribner, President
- Ms. Pamela Haynes, Vice President
- Ms. Kay Albiani
- Mr. Terry Cochran
- Mr. Dustin Johnson
- Mr. Robert Jones
- Ms. Deborah Ortiz

Mr. Bryan Ryan, Student Trustee *[arrived 5:41pm]*

Jon Sharpe, Interim Chancellor

ORAL COMMUNICATIONS

William Harrell, 2434 5th Avenue, Sacramento, CA, addressed the Board regarding the District's diversity in the bidding process for professional services.

SPECIAL ORDER OF BUSINESS: ANNUAL ORGANIZATIONAL MEETING

A. Election Results and Seating of Elected Officials

The Sacramento County Registrar of Voters certified the election results as follows:

TRUSTEE AREA	CANDIDATE ELECTED	VOTES CAST
3	Terry Cochran	47,094
4	Ruth Scribner	*
5	Pamela Haynes	*
7	Kay Albiani	36,803

**There were insufficient nominees to require an election in this trustee area, and the candidate's name did not appear on the ballot (candidate was unopposed).*

The Oaths of Office were administered to Mr. Cochran, Ms. Scribner, Ms. Haynes, and Ms. Albiani by Interim Chancellor Sharpe.

B. Election of Officers

A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the Board of Trustees elect Pamela Haynes as Board President.

Motion carried, 7:0

A motion was made by Ms. Scribner, seconded by Ms. Albiani, that the Board of Trustees elect Robert Jones as Board Vice President.

Motion carried, 7:0

A motion was made by Ms. Scribner, seconded by Mr. Jones, that the Board of Trustees elect the Chancellor as Board Secretary.

Motion carried, 7:0

C. 2013 Dates of Regular Board Meetings

A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the Board of Trustees schedule the regular meetings for the second Wednesday of the month (unless otherwise noted) at 5:30 pm, and approve the attached¹ 2013 board meeting calendar.

Motion carried, 7:0

D. Authorization to Attend Meetings

A motion was made by Ms. Scribner, seconded by Ms. Albiani, that the Board of Trustees reaffirm Board Policy P-3221 authorizing Board Members to conduct District business and attend meetings and conferences as representatives of the District when performing services on behalf of the Board.

Motion carried, 7:0

E. Reaffirm District Policies

A motion was made by Ms. Scribner, seconded by Mr. Cochran, that the Board of Trustees reaffirm all current District policies (1000-9000) as adopted by the Board of Trustees.

Motion carried, 7:0

¹ Board Meeting Calendar

F. Representation to Education Associations

This matter will be considered at the January 9, 2013 meeting of the Board of Trustees.

CONSENT CONSIDERATIONS

A motion was made by Mr. Jones, seconded by Ms. Albiani, that the Board of Trustees approve Consent Consideration items A through S.

Motion carried, 7:0

A. Approval of Board Meeting Minutes ~ October and November 2012

That the Board of Trustees approve minutes of the following meetings: October 18, November 12, November 14, and November 26, 2012.

B. Chancellor's Employment Agreement

That the Board of Trustees approve the material terms of the Chancellor's Employment Agreement announced at the November 26, 2012 meeting.

C. 2014-2015 Academic Calendar/Summer Session 2014

That the Board of Trustees approve the academic calendar for 2014-2015² as proposed.

D. Curriculum Proposals ~ ARC/CRC/FLC/SCC

That the Board of Trustees approve the curriculum proposals for American River, Cosumnes River, Folsom Lake, and Sacramento City Colleges.

E. Citizens' Bond Oversight Committee Member Appointment

That the Board of Trustees approve the addition of Ms. Catherine Lopez to the District's Citizens' Bond Oversight Committee.

F. Claim: Belverlynn Walker

That the Board of Trustees reject the claim of Belverlynn Walker and refer the matter to the District's insurance administrators.

G. Claim: Robert Dixon

That the Board of Trustees reject the claim of Robert Dixon and refer the matter to the District's insurance administrators.

² 2014-15 Academic Calendar

H. Claim: Christina Hadley

That the Board of Trustees reject the claim of Christina Hadley and refer the matter to the District's insurance administrators.

I. Application to File a Late Claim: Jaime Barnes

That the Board of Trustees reject the application to file a late claim and refer the matter to the District's insurance administrators for further handling.

J. Agreements: Purchases of Real Property (Rancho Cordova)

That the Board of Trustees approve the Purchase and Sale Agreement for the SST property for \$925,500 (\$20,000 which has previously been paid) and authorize the Chancellor, or designee, subject to satisfying all due diligence steps, to pay the purchase price. Further, it is recommended that the Board approve the Purchase and Sale Agreement for the California American Water Company property for \$300,000 and authorize the Chancellor, or designee, subject to satisfying all due diligence steps, to pay the purchase price.

K. Reimbursement Agreements: CRC – Elk Grove Center

That the Board of Trustees ratify the Reimbursement Agreements between Sacramento County Water Agency and Los Rios Community College District.

L. Naming of Instructional Rooms at American River College

That the Board of Trustees approve naming the new American River College nutrition classroom in commemoration of Wendy Hunt and one of the new chemistry/biology classrooms in commemoration of Sheila Epler.

M. Disposition of Stale Dated Records

That the Board of Trustees, in compliance with Title 5 § 59027, approve the destruction of stale records districtwide.

N. Ratify: Grants and Contracts Awarded

That the Board of Trustees ratify the grant and contract awards listed herein, pursuant to Board Policy 8315.

Title, Description, Term, Project Coordinator	College/Unit	Amount	Source
Distance Education Captioning and Transcription Grant <ul style="list-style-type: none">Funds to pay for captioning and transcription of multimedia materials used in online classes1/22/2013 through 5/1/2013Chris Beck, Media Resources Supervisor	CRC	\$39,327	College of the Canyons

Statewide Strategic Priority Leadership, Coordination, and Technical Assistance - Biotechnology <ul style="list-style-type: none"> • Augmentation to support the Biotechnology Center's function to provide statewide leadership, coordination, and technical assistance. • 7/1/2012 through 6/30/2013 • Jeffrey O'Neal, Director, Biotechnology Center 	ARC	\$99,000	CCCCO
Center of Excellence – CA Energy Resources Conservation and Development Commission <ul style="list-style-type: none"> • Contract to provide statewide research on alternative fuels and technology, occupations, and inventory of community college training capacity. • 4/13/2012 through 12/31/2013 • Laura Coleman, Project Manager, Center of Excellence 	WEDC	\$220,000	CCCCO
Sacramento Employment and Training Agency (SETA) Service Agreement – Small Business Development Center <ul style="list-style-type: none"> • Contract to provide three-day boot camps for 20 small business owners/participants. • 9/18/2012 through 9/17/2014 • Panda Morgan, Director, Small Business Development Center 	WEDC	\$20,400	SETA
El Dorado County Microenterprise Assistance Program <ul style="list-style-type: none"> • Contract to provide workshops to business owners in El Dorado County who meet the definition of a microenterprise as defined by the Community Development Block Grant program. • 6/15/2012 through 3/31/2013 • Panda Morgan, Director, Small Business Development Center 	WEDC	\$75,000	County of El Dorado
CA Early Childhood Mentor Program <ul style="list-style-type: none"> • Renewal funds to provide stipends and professional development support to aspiring ECE teachers or administrators. • 8/1/2012 through 7/31/2013 • Jamey Nye, Dean, Business and Family Science 	CRC	\$34,662	Community College of San Francisco
CA Early Childhood Mentor Program <ul style="list-style-type: none"> • Augmentation to provide additional support for stipends and professional development for aspiring ECE teachers or administrators. • 9/10/2012 through 6/15/2013 • Jamey Nye, Dean, Business and Family Science 	CRC	\$1,000	Community College of San Francisco

O. Ratify: Bid Transactions

That the Board of Trustees ratify the bid transactions for November 2012 as listed herein:

CHANGE ORDERS					
Bid №	Description	Change Amount	Change Number	Vendor	New Contract Total
11013	FLC Athletic Facility Improvement	\$60,274.00	1	F & H Construction	\$11,588,274.00
11017	CRC N. E. Building Modernization	\$55,554.00	1	F & H Construction	\$6,571,554.00

12003	CRC Elk Grove Center	\$46,383.51	3	Diede Construction Inc.	\$8,976,186.11
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BID AWARDS

Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
13005	ARC Audio Visual Equipment	3	11/15/2012	Better Presentation Systems	\$185,933.15

P. Disposition of Surplus Equipment

Pursuant to Education Code section 81452, that the Board of Trustees approve the disposition of the following surplus equipment which are valued at \$5,000 or less: 1 bookcase; 3 cabinets; 7 chairs; 11 computers; 7 desks; 4 keyboards; 5 monitors; 3 printers; 2 scanners; and 1 typewriter.

Q. Purchase Orders, Warrants and Checks

That the Board of Trustees approve the purchase orders, warrants, and checks issued during the period of October 16 through November 15, 2012 as listed herein:

PURCHASE ORDERS		
General Fund	0001069031 – 0001069452 B113639 – B113649	\$ 1,664,682.11
Capital Outlay Fund	0003014522 – 0003014571	
Child Development Fund	0006000716 - 0006000717	
Self-Insurance Fund	-	
WARRANTS		
General Fund	655421 – 657815	\$ 20,242,347.64
General Fund-ARC Instructional Related	001992 – 002126	
General Fund-CRC Instructional Related	020675 – 020717	
General Fund-FLC Instructional Related	030217 - 030226	
General Fund-SCC Instructional Related	041502 – 041640	
Capital Outlay Fund	826390 – 826531	
Child Development Fund	953720 – 953737	
Self-Insurance Fund	976081 – 976087	
Payroll Warrants	159056 – 161095	\$ 19,071,965.33
Payroll-Direct Deposit	599629 – 603603	
November Leave Process	161096 – 162793	
Payroll Vendor Warrants	53190 – 53374	
CHECKS		
Financial Aid Disbursements	1835374 - 1857466	\$ 21,280,693.32
Bookstore Fund – ARC	25967 – 26074	\$ 655,888.07
Bookstore Fund – CRC	024296 – 024357	
Bookstore Fund – FLC	7591 – 7638	
Bookstore Fund – SCC	045019 – 045078	

Student Clubs Agency Fund – ARC	3689 – 3724	\$ 113,102.16
Student Clubs Agency Fund – CRC	2773 – 2812	
Student Clubs Agency Fund – FLC	1457 – 1484	
Student Clubs Agency Fund – SCC	2372 – 2402	
Foundation – ARC	3262 – 3283	\$ 43,707.27
Foundation – CRC	1435 – 1448	
Foundation – FLC	0570 -0572	
Foundation – SCC	2244 - 2269	
Foundation – DO	0398 - 0406	
Associated Students Trust Fund – ARC	0574 - 0576	\$ 5,683.53
Associated Students Trust Fund – CRC	0509 - 0513	
Associated Students Trust Fund – FLC	0390 – 0393	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	0844 – 0919	\$ 281,636.81

R. Short Term Temporary Employees

That the Board of Trustees approve the districtwide anticipated short-term temporary classifications, authorizing employment of short-term employees for the period January 1, 2013 to June 30, 2013.

S. Regular Human Resources Transactions

That the Board of Trustees approve the human resources transactions on the attached pages.³

ACTION ITEMS

A. 2011-12 Annual Audit Report

A motion was made by Mr. Johnson, seconded by Ms. Albiani, that the Board of Trustees receive the audited financial statements for the 2011-2012 year.

Motion carried, 7:0

INFORMATION

A. Other Post-Employment Benefits (Retiree Health) Update

Interim Vice Chancellor of Finance, Theresa Matista, presented an update on the District's Other Post-Employment Benefits (OPEB), covering the most recent actuarial report, current funding levels, and investment results. The District is fully funded for its OPEB obligations as of June 30, 2012. The current monthly contribution is \$216 and 860 retirees are currently receiving benefits.

³ *Human Resources Transactions*

BOARD MEMBER REPORTS

Mr. Ryan reported updates on several items the student leaders are working on.

REPORTS AND COMMENTS

The following constituency representatives also presented reports to the Board:

Ricardo Lemes, Representative, SCC Associated Students
Breanne Holland, President, CRC Classified Senate
Connie Zuercher, President, District Academic Senate
Dean Murakami, President, LRCFT

Chancellor's Report:

The following updates from the colleges were reported:

ARC: ARC's men's cross country team won its second consecutive State title in the California Community College Cross Country Championship in Fresno. ARC finished with 84 points, bettering second-place Glendale. The Beavers' Matt Airola won the individual state title with an average mile of five minutes, two seconds. Airola has signed a letter of intent to run at the University of Alabama in spring 2013.

Works by ARC art students are on exhibit at the Crocker Art Museum through December 16. The exhibit is co-sponsored by the Fine Art Club at ARC and the Crocker Art Museum Education Center. A closing reception and awards ceremony is scheduled for December 16, 1:00 – 3:00 p.m. in the Crocker's ballroom.

CRC: CRC alumni Calvin Monroe will be featured on the Black Entertainment Television program, "An Evening of Stars!" This show is sponsored by The United Negro College Fund who referred Calvin and who will tell his story to a national audience. Since graduating from Morehouse, Calvin has been teaching 6th and 7th grade English at Atlanta Heights Charter School.

FLC: FLC adjunct faculty member Phil Hess was recently recognized by the California Association of Criminalists with the prestigious Paul Kirk Presidents award in recognition of contributions to the field of forensic science. Phil teaches administration of justice courses with special emphasis in crime scene investigations/forensics – while working full time in the lab of forensic services for the Sacramento County DA's Office. He will receive his award at a meeting of the Forensic Science Society in England.

SCC: In honor of Native American History Month, SCC's International Studies Program and the Cultural Awareness Center hosted guest speaker Brittani Orono at "Native Americans in the Public Eye: Depictions of Indians in Museums, Movies and Cultural Sites" on November 29. Orono is a member of the Hoopa Valley Tribe and was raised in Sacramento.

Interim Chancellor Sharpe announced the following retirements:

Retirement			Years of Service
Paul Sakakihara	EOP&S Counselor	ARC	37+
Sheryl Gessford	Dean, Natomas Center	ARC	30+
Manuel Bracamonte	Bookstore Stock Clerk	ARC	28+
Mary Maguire-Fong	Early Childhood Education Professor	ARC	27+
Janet Lee	Reading Professor	SCC	22
Nancy Garr	Anthropology Professor	SCC	18
Vicki Cheek	Utility Worker	FM	16+
Bonnie McClain	Administrative Assistant I	ARC	10+

FUTURE AGENDA ITEMS

Ms. Ortiz requested a report on the Campaign for College opportunity (SB 1440).

Mr. Johnson requested a future update on the District's food service program.

Ms. Albiani asked for a follow up to the inquiry regarding the ethnicities of architects used by the District.

CLOSED SESSION

The following Board members went into closed session at 7:00 pm to consider the matters listed below: Ms. Albiani, Ms. Haynes, Mr. Johnson, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

- A. Pursuant to Government Code section 54956.9; Conference with Legal Counsel -- Existing Litigation; WCAB Nos. ADJ 2086613; 2412694; 1202852; 7156223; 7155281

Closed Session Adjourned: 7:12 pm

Open Session: 7:13 pm

OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION

In closed session the Board voted 6:0, with Mr. Cochran absent, to approve a stipulation to resolve all outstanding indemnity issues in the listed workers' compensation claims for a total payment of \$54,354.75.

Motion Carried, 6:0

ADJOURNMENT

A motion was made by Ms. Ortiz, seconded by Mr. Johnson, that the meeting be adjourned.

Motion carried, 6:0

President Scribner adjourned the meeting at 7:14 p.m.

JON SHARPE

Interim Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: January 9, 2013

jd

LOS RIOS COMMUNITY COLLEGE DISTRICT

2013 Board Meeting Calendar



Regular Board meetings every 2nd Wednesday (unless otherwise noted) at 5:30 pm

JANUARY				JULY			
	9				10		
FEBRUARY				AUGUST			
	13				14		
MARCH				SEPTEMBER			
1-2*	13 ARC				11 CRC		
APRIL				OCTOBER			
	10			4-5*		16	
MAY				NOVEMBER			
	8 FLC				13 SCC		
JUNE				DECEMBER			
	12				11		

*Board Retreat Dates: (Location and Time, TBA)

Convocation Dates: January 18, 2013; August 23, 2013

Graduation: May 22, 2013

**LOS RIOS COMMUNITY COLLEGE DISTRICT
2014-2015 ACADEMIC CALENDAR**

American River College - Cosumnes River College - Folsom Lake College - Sacramento City College

SUMMER SESSION 2014*

Instruction Begins	June 9	Monday
Independence Day Holiday	July 4	Friday
Instruction Ends	August 6	Wednesday
Grades Due	August 11	Monday
	35 Days	

FALL SEMESTER 2014*

Instructional Improvement Days	August 21, 22	Thursday, Friday
Instruction Begins	August 23	Saturday
Labor Day Holiday	September 1	Monday
Census Date for Fall Semester Classes	September 8	Monday
Veterans Day Holiday	November 11	Tuesday
Last Day to Withdraw from Full Semester Classes	November 18	Tuesday
Thanksgiving Recess	November 27-Nov. 30	Thursday-Sunday
End of Semester	December 18	Thursday
Winter Recess	Dec. 19 - Jan. 1	Friday-Thursday
Grades Due	January 2	Friday
Semester Break	January 2-14	Friday-Wednesday
	82 Days	

SPRING SEMESTER 2015*

Instructional Improvement Days	January 15, 16	Thursday, Friday
Instruction Begins	January 17	Saturday
King's Birthday Holiday	January 19	Monday
Census Date for Spring Semester Classes	February 2	Monday
Lincoln's Birthday Holiday	February 13	Friday
Washington's Birthday Holiday	February 16	Monday
Spring Recess	March 30-April 5	Monday-Sunday
Last Day to Withdraw from Full Semester Classes	April 19	Sunday
End of Semester	May 20	Wednesday
Memorial Day Holiday	May 25	Monday
Grades Due	May 26	Tuesday
	82 Days	

*During all terms, classes are offered in additional formats to enhance student opportunity. 1st and 2nd eight week sessions; 1st, 2nd and 3rd five week sessions; as well as weekend only classes. Examples might include four, five, six and eight week sessions and weekend courses, as well as other session lengths.

NOTE: Classes may be scheduled on all days during the Summer term including Friday through Sunday; the count of days, though, is Monday-Thursday only as those are the primary days when instruction is offered. Both the Fall and Spring terms have scheduled instructional days, such as Saturdays, that are not included in the number of days shown above. Those additional days ensure the district is in compliance with the requirements of Title 5 of the California Code of Regulations, sections 58120 and 58142.

M A N A G E M E N T

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>	
Bell, Bryon K. (M.S., University of La Verne, California)	Vice President of Student Services	01/09/13

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Segura, Steven L. (M.S., California State Polytechnic University, Pomona)	Interim Dean, McClellan Center (50%)	07/01/12 – 06/30/13 (revised)
Warzecka, Greg D. (M.S., California State University, Hayward)	Interim Dean, Kinesiology and Athletics	07/01/12 – 06/30/13 (revised)
	<u>District Office</u>	
Williams, Susie S. (M.S., Troy State University)	Interim Associate Vice Chancellor, Communications and Research	09/01/12 – 01/31/13 (revised)

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Gessford, Sheryl A. (After 30+ years of service)	Dean, Natomas Center	12/29/12

TEMPORARY REASSIGNMENT/TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Bray, Carrie	Interim Director I of Accounting Services From Director II of Accounting Services	08/31/12 – 01/31/13 (revised)
Matista, Theresa R.	Interim Vice Chancellor of Finance From Associate Vice Chancellor of Finance	08/31/12 – 01/31/13 (revised)

FACULTY

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Bazos, Andreas L. (M.A., University of California, Davis)	Mathematics Assistant Professor (L.T.T.)	10/15/12 – 12/20/12

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>			
Calamar, Jeanne M.	Physical Education / Athletics Professor	Medical	11/05/12 – 12/16/12
Erickson, Cindy L.	Mathematics Professor	Childcare	10/15/12 – 01/16/13
<u>Folsom Lake College</u>			
Royer, Tina L.	English Professor	Maternity	02/11/13 – 05/16/13

RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Swanson, Timothy J.	Journalism Professor	12/21/12

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Maguire-Fong, Mary J. (After 27+ years of service)	Early Childhood Education Professor	05/23/13
Sakakihara, Paul (After 37+ years of service)	EOP&S Counselor	12/20/12
<u>Sacramento City College</u>		
Garr, Nancy M. (After 18 years of service)	Anthropology Professor	05/23/13
Lee, Janet C. (After 22 years of service)	Reading Professor	05/23/13

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bennett, Mickey K.	Administration of Justice	20 %
Cartan, Jennifer A.	Spanish	10 %
Conrad, Peter K.	Administration of Justice	40 %
Cunningham, Meghan K.	Nursing	12 %
Dela Pena, Michael S.	Electronics & Electric Technology	67 %
Geiger, Steve	Electronics & Electric Technology	38 %
Leveille, Rebecca A	Office Technology/Office Computer Applicati	16 %
Luallin, Steven J.	Administration of Justice	0 %
Mueller, Robert G	Administration of Justice	0 %
Pomares, Carol H	Spanish	10 %
Powers, Matthew T	Administration of Justice	20 %
Richardson, Gordon L	Mathematics, General	40 %
Smith, Carlos D.	Administration of Justice	0 %
Smith, Stephen J.	Administration of Justice	20 %
Toomey, Daniel P.	Administration of Justice	40 %
Vasquez, Karen M.	Speech Communication	40 %
Williams, Michelle D.	Economics	40 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Frenn, Tyson J.	Physical Education	8 %
Ross, Donnye D.	Adapted Physical Education	24 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Boehning, Brooke J.	Speech Communication	27 %
Brown, Krisi L.	English	35 %
Germany, Talver J.	Painting & Drawing	13 %
Lorenzo, Gina M.	Counselor	16 %
Saur, Theodore J.	ESL Speaking/Listening	10 %
Swanson, David C.	Chemistry, General	27 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Andre, Susan	Counselor	10 %
Bui, Thuan T.	Counselor	10 %
Roller, Judith Lee	Reading	20 %
Sjolund, Joe P.	Counselor	0 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Calamar, Jeanne M.	Physical Education	8 %
Calamar, Jeanne M.	Adapted Physical Education	30 %

FTE may appear as zero when FTE is less than 1%, a non-instructional area, or work is located at SRPSTC, etc.
 Hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123.

*=New Employee **=Returning Employee

A1;A3;A4;B1;B2;B3;B4=Experience / Education

A2 = Education

A5;B5 = Experience

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Felkner,Patty A.	Applied Photography	20 %
Fowler,Lynn M.	Counselor	1 %
Lopez,Efrain C.	Mathematics, General	18 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Eckman,Spencer A.	ESL Speaking/Listening	9 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Arack,James N.	Psychology, General	11 %
Coppola,Jessica D.	Nutrition, Foods, and Culinary Arts	26 %
Ruedas,Sandra R.	Counselor	3 %

FTE may appear as zero when FTE is less than 1%, a non-instructional area, or work is located at SRPSTC, etc.
 Hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123.

*=New Employee **=Returning Employee

A1;A3;A4;B1;B2;B3;B4=Experience / Education

A2 = Education

A5;B5 = Experience

CLASSIFIED

APPOINTMENT(S)		Assigned to	Effective Date(s)
Name	Position		
Smith, Timothy A.	Information Technology Assistant II-Network Support	DO	12/03/12

PROMOTION(S)		Assigned to	Effective Date(s)
Name	New Position (Current Position)		
Deutscher, Catherine A.	Confidential Administrative Assistant III (Confidential Administrative Assistant II)	CRC DO	01/02/13
Hosley, Robert L.	Head Custodian (Custodian)	DO FLC)	11/26/12
Padash, Ali	Financial Aid Supervisor (Financial Aid Officer)	FLC FLC)	12/03/12
Phu, Michell T.	Financial Aid Clerk II, 12 months, 100% (Child Development Center Associate Teacher, 10 months, 87.5%	CRC CRC)	11/07/12

REASSIGNMENT(S)/ TRANSFER(S)		Assigned to	Effective Date(s)
Name	New Position (Current Position)		
Johnson, Elizabeth L.	College Receiving Clerk/Storekeeper (College Receiving Clerk/Storekeeper)	ARC CRC)	01/02/13
Patrick, Jennifer P.	Student Personnel Assistant-Student Services, 12 months (Child Development Center Lead Teacher, 9 months)	CRC CRC)	11/21/12

LEAVE(S) OF ABSENCE		Type of Leave	Assigned to	Effective Date(s)
Name	Position			
Chavez, Beatrice J.	Lead Police Communication Dispatcher	Childcare, 100%	SCC	02/12/13-02/28/13
Lutz, Siegfried F.	College Police Officer	Long-term Health, 100%	CRC	11/14/12-11/30/12
Senechal, William T.	Mechanical/Electrical Systems Technician	Personal, 100%	FM	11/13/12-12/10/12

CLASSIFIED

**PLACEMENT ON 39-MONTH
RE-EMPLOYMENT LIST**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Lazzarone, David P.	Maintenance Technician I	SCC	11/09/12-02/09/16

RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Olsen, Mark C.	Groundskeeper	FM	12/01/12

RETIREMENT(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bracamonte, Manuel L.	Bookstore Stock Clerk (After 28+ years of service)	ARC	03/01/13
Cheek, Vicki L.	Utility Worker (After 16+ years of service)	FM	12/31/12
McClain, Bonnie J.	Administrative Assistant I (After 10+ years of service)	ARC	12/29/12

Temporary Classified Employees Education Code 88003 (Per AB 500) <i>The individuals listed below are generally working in short term, intermittent or interim assignments during the time frame designated,</i>



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Anaya, Mario A.	Custodian	11/19/2012	06/30/2013
Benson, Karen G.	Special Projects	10/08/2012	06/30/2013
Berg, Kimberly	Special Projects	11/01/2012	06/30/2013
Blakemore, Eisha N.	Financial Aid Clerk I	11/05/2012	06/30/2013
Bradley, Devin M	Campus Patrol	11/08/2012	06/30/2013
Byrnes, Judi L.	Instructional Assistant	11/01/2012	06/30/2013
Cornelison, Christopher A.	Special Projects	10/12/2012	06/30/2013
Dean, Johnathon Adam	Instructional Assistant	11/13/2012	06/30/2013
Fitzgerald, Timothy R.	Specialty Coach	01/01/2013	06/30/2013
Hart, Melanie J.	Special Projects	10/15/2012	06/30/2013
Her, Zang	Student Personnel Assistant	11/19/2012	06/30/2013
Jackson, Jeffery W.	Campus Patrol	11/08/2012	06/30/2013
Jackson, Kellie M.	Special Projects	09/13/2012	06/30/2013
Johnson-Gingras, Melodie A.	Special Projects	10/26/2012	06/30/2013
Marks, Ann L.	Library/Media Tech Assistant	11/20/2012	06/30/2013
McCollum, Scott S.	Asst Sports Program Director	11/01/2012	06/30/2013
McMannis, Alexis L	Special Projects	10/15/2012	06/30/2013
Miller, Joshua D.	Intermediate Interpreter	10/08/2012	06/30/2013
Utley, Pearlene X	Special Projects	10/22/2012	06/30/2013
Vancil, Preston L.	Specialty Coach	01/01/2013	06/30/2013
West Love, Erica V.	Special Projects	10/15/2012	06/30/2013
Williams, Jack R	Special Projects	10/30/2012	06/30/2013
<u>Cosumnes River College</u>			
Barker, Deaughna I.	Campus Patrol	11/07/2012	06/30/2013
Macadangdang, James D.	Special Projects	10/25/2012	06/30/2013
Naiem, Laili	Financial Aid Clerk II	10/25/2012	06/30/2013
Wilder, Candice A	Game Timer	10/15/2012	06/30/2013
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Reyes, Romy M.	Custodian	11/14/2012	06/30/2013
Brown, Madalain B	Special Projects	11/19/2012	06/30/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College</u>			
Abdulhafid, Ashraf	Campus Patrol	11/01/2012	06/30/2013
Asheley, Colin Blake	Special Projects	11/26/2012	06/30/2013
Barfield, Paul A.	Campus Patrol	11/01/2012	06/30/2013
Brisco, Kevin L.	Campus Patrol	11/01/2012	06/30/2013
Martin, Nickalaus D. E.	Campus Patrol	11/01/2012	06/30/2013
Robinson, Mariam M.	Financial Aid Officer	11/14/2012	06/30/2013
Rogers, Jeremy P.	Campus Patrol	11/01/2012	06/30/2013
Switzer, Kathleen Mary	Special Projects	11/26/2012	06/30/2013
Vaughn, Scott C.	Campus Patrol	09/18/2012	06/30/2013
Young, Kyreona D.	Campus Patrol	11/02/2012	06/30/2013
<u>Sacramento City College</u>			
Brown, April	Special Projects	11/05/2012	06/30/2013
Dillard, Kathryn R.	Special Projects	11/26/2012	06/30/2013
Kostenko, Yuliya Y.	Instructional Assistant	06/05/2012	06/30/2013
Lee, Matthew G.	Special Projects	11/19/2012	06/30/2013
Mistyuk, Sergei	Special Projects	10/18/2012	06/30/2013

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Declaration of Election Results		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

Election Code § 15400 requires that the Board declare the results of the November 6, 2012 election. The Oaths of Office were properly administered to the recently elected Board members, prior to them taking office, at the December 12, 2012 organizational meeting. Though the election results were shared and "declared" at the meeting, no formal motion was made to accept the declared results, as has been our past practice. To be consistent, we are including the item on the consent agenda to have a record of this matter.

STATUS

The Registrar of Voters for the County of Sacramento has certified the election results as follows:

<u>TRUSTEE AREA</u>	<u>CANDIDATE ELECTED</u>	<u>VOTES CAST</u>
3	Terry Cochran	47,094
4	Ruth Scribner	*
5	Pamela Haynes	*
7	Kay Albiani	36,803

**There were insufficient nominees to require an election in this trustee area, and the candidate's name did not appear on the ballot (candidate was unopposed).*

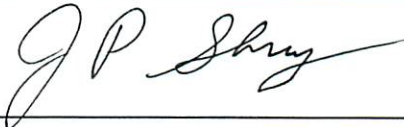

RECOMMENDATION

It is recommended that the Board of Trustees declare the results of the November 6, 2012 election as certified by the Sacramento County Registrar of Voters.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Resolution: Board Absences		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
Recommended:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

STATUS

Pursuant to the Education Code section 72024, District policy provides that a Board member will be held for any meeting when absent if the Board adopts a resolution that at the time of the meeting the Board member was performing other services for the Los Rios Community College District, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Resolution No 2013-01 which specifies that trustees be compensated for absences as indicated.



LOS RIOS COMMUNITY COLLEGE DISTRICT

American River • Cosumnes River • Folsom Lake • Sacramento City Colleges

RESOLUTION

№ 2013-01

ABSENCES

WHEREAS, Education Code § 72024 governs payments of compensation to trustees, and

WHEREAS, that section provides that trustees shall be compensated for board meetings not attended when excused for one of the specified reasons by formal resolution of the board, and

WHEREAS, the Board desires to excuse certain absences.

NOW, THEREFORE, BE IT RESOLVED that the trustee(s) listed below shall be compensated for absence(s) as indicated:

DATE	NAME	REASON FOR ABSENCE
September 12, 2012	Terry Cochran	Performing services outside the meeting for the District.

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2013-01 this 9th Day of January, 2013, by the following called vote:

AYES	NOES	ABSENT
------	------	--------

Pamela Haynes, Board President


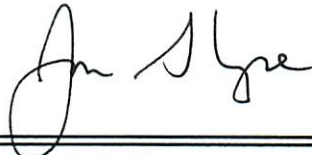
Attest:

Jon Sharpe
Interim Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: 2013-14 Nonresident Tuition and Student Capital Outlay Fees		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Theresa Matista	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

Education Code 76140 and 76141 requires governing boards to establish a nonresident tuition fee for the succeeding fiscal year no later than February 1st of each year. Since the District does not receive any State funds for the education of out-of-state and international students, the District is required to assess these students for the cost of their education.

During 2010, legislative changes to California Education Code Section 76140 expanded the options available to districts in setting their nonresident tuition fee. The two (2) new options, numbers 5 and 6 below, primarily increase the rates districts may charge nonresident students. Nonresident students will also continue to be assessed the same enrollment fee as resident students.

As prescribed in statute, the governing board may choose between these six (6) specified fee calculation options:

1. Los Rios' Current Expense for Education (CEE) per unit of Full-Time Equivalent Students (FTES) for 2011-12 increased by the projected compounded factor for the increase in the U.S. Consumer Price Index (USCPI) for the current and succeeding fiscal years (two-year-period).
2. The statewide average CEE per unit of FTES (2011-12) increased by the two-year projected USCPI increase.
3. A unit rate no greater than a contiguous district's established rate.
4. A unit rate greater than the statewide average and less than the district's calculated rate. (This option is only available to districts whose calculated rate is greater than the statewide average rate.)
5. Highest statewide calculated average rate for the succeeding, current and the past four years (highest calculated rate during these six years).
6. No more than the average of the nonresident tuition fees of public community colleges in no less than 12 states that are comparable to California in cost of living.

Districts may also elect to charge a capital outlay fee to nonresident students. In 2009, an amendment to California Education Code Section 76141 requires the capital outlay fee, if assessed, to be applicable to any nonexempt nonresident student, effective beginning in academic year 2010-11. Previously, only international students were required to pay this fee.

On January 11, 2012, the Board of Trustees approved the current nonresident tuition fee for 2012-13 of \$190/unit which applies to out-of-state as well as international students, and a capital outlay fee of \$18/unit, also applicable to both out-of-state and international students.

STATUS

A. The calculated 2013-14 nonresident tuition rate per the six options above are:

- | | |
|--|-------|
| 1. Los Rios Current Expense of Education (CEE), per unit | \$184 |
| 2. Statewide average CEE unit rate | \$190 |
| 3. No more than a contiguous district's established rate, or as recommended to its governing board (<i>additional information below</i>) | n/a |
| 4. Any rate greater than option 2 and less than option 1 | n/a |
| 5. Highest of the statewide calculated average rates for last six years (2007-08 to 2012-13) | \$190 |
| 6. No more than the average of the nonresident tuition fees of public community colleges in no less than 12 comparable states (calculated by CCCCCO) | \$368 |

<u>Option 3</u>	<u>Nonresident Tuition</u>	
	<u>Current Rate</u> <u>(2012-13)</u>	<u>Proposed Rate</u> <u>(2013-14)</u>
<u>Contiguous Districts</u>		
Lake Tahoe	\$208*	TBD*
San Joaquin Delta	\$190	TBD
Sierra Joint	\$190	TBD
Solano County	\$189	TBD
Yuba	\$190	TBD

*Semester-equivalent unit rate, converted from the actual quarterly unit rate.

Due to the early January Board meeting date, information for contiguous district rates proposed for 2013-14 is not available at this time.

Since 2003-04, the Board has adopted nonresident tuition rate which has been higher than Los Rios CEE (option 1). However, as discussed later, due to sensitivity about overall fee costs for students, the District's adopted Capital Outlay Fee has historically been significantly lower than the calculated (maximum allowable) rate and what could be enacted.

The calculated nonresident tuition rate for Los Rios CCD has increased from \$172 (for 2012-13) to \$184 (for 2013-14) due primarily to declining student enrollments at our colleges.

In order to maintain the current nonresident rate and not adversely impact nonresident and international students in these difficult economic times, it is recommended that the District set its 2013-14 nonresident tuition rate at \$190, based on option # 6, the highest statewide calculated average rate for the last six years (same option choice selected for 2012-13).

B. Capital Outlay Fee:

In addition to the nonresident tuition fee, Education Code 76141 authorizes districts to charge nonresident students a *capital outlay fee* not to exceed the prior year's expenditures for capital outlay per unit of instruction.

In 2009 California Education Code Section 76141 was amended, thereby requiring the capital outlay fee be assessed to any nonexempt nonresident student. Previously, only international students were required to pay this fee.

The District's capital outlay costs have increased significantly since 2003-04 due to the funding of various construction projects by the State and the District's general obligation bonds. The calculated capital outlay fee for 2013-14 is \$57 per unit. In order to avoid potentially significant variations in the capital outlay fee from year to year due to our building program, the District has moved to setting the fee to be more consistent with prior years and inflating cost increases.

In consideration of the current economic climate, it is recommended that the current capital outlay fee of \$18 be maintained for 2013-14.

Historical data regarding nonresident tuition and international student capital outlay fee and other informational schedules are attached.

R E C O M M E N D A T I O N

It is recommended that the Board of Trustees adopt the nonresident tuition fee rate of \$190 per unit for implementation beginning with the summer 2013 term for out-of-state and international students. In addition, it is recommended that the Board of Trustees adopt the student capital outlay fee of \$18 to be assessed to all nonresident students, both out-of-state and international students, also to commence in summer 2013. Thus, it is being recommended that both fees remain unchanged from their current rates.

LRCCD
Nonresident Tuition and Capital Outlay Fee
Calculation Worksheet
For Fiscal Year 2013-14

Nonresident Tuition Fee:

Base Year (2011-12) Current Expense of Education (CEE)	\$284,493,371
2011-12 Annual Attendance FTES (includes resident, nonresident and apprenticeship FTES)	53,277
Base Year (2011-12) Expense of Education per FTES	\$5,340
US CPI Factor (2 years)	3.3%
Estimated Cost per FTES for FY 2013-14	\$5,516
Estimated Cost per Unit for FY 2013-14 (divide by 30)	\$184

**Options Available to District Governing Board
 To Set Nonresident Tuition Fee**
**2013-14
 Options**

Option 1. District's unit cost of education (COE)	\$184
2. Statewide average	\$190
3. No more than a contiguous district's rate	n/a
4. No less than statewide and no more than district COE	n/a
5. Highest statewide average calculated rate for succeeding, current and past four years (2008-09 to 2013-14).	\$190
6. No more than the average nonresident tuition of 12 comparable states. (Calculated by CCCCCO.)	\$368
<i>(Option 4 is only available to districts whose unit cost of education exceeds the statewide average.)</i>	

Capital Outlay Fee:

Total Capital Outlay Expenditures for 2011-12	\$90,705,936
2011-12 Annual Attendance FTES (includes nonresident and apprenticeship FTES)	53,277
International Student Cost per FTES for FY 2013-14	\$1,703
International Student Charge per Unit for FY 2013-14 (divide by 30)	NTE \$57

**CCC Districts with Significant Number of Nonresident Students
and Districts Contiguous to Los Rios CCD
2010-11 Attendance FTES and 2011-12 Nonresident Fees
Sorted by 2010-11 Nonresident FTES**

District	2010-11 Total FTES	2010-11 Nonresident FTES	2011-12 Nonresident Fee	2011-12 Capital Outlay Fee	2011-12 Total Tuition excl Enroll Fees
<u>Districts w/Large Nonresident FTES</u>					
Santa Monica	27,113	4,567	\$ 230	\$ 19	\$ 249
Foothill-DeAnza **	35,267	3,958	185	22	207
Los Angeles	112,888	3,503	190	22	212
Santa Barbara	18,127	2,194	190	22	212
Contra Costa	32,827	2,106	195	6	201
San Francisco	39,438	1,984	187	-	187
Coast	37,015	1,666	179	35	214
Pasadena Area	24,892	1,662	207	11	218
San Diego	45,537	1,199	183	-	183
South Orange Co.	29,330	1,147	179	32	211
Peralta	21,007	1,122	190	6	196
Grossmont-Cuyamaca	20,438	1,053	190	-	190
El Camino	20,488	997	179	32	211
North Orange Co.	38,632	898	179	23	202
Mt. San Antonio	31,863	711	184	33	217
Los Rios	57,495	652	190	18	208
Glendale	16,780	616	181	9	190
West Valley-Mission	18,148	567	204	-	204
Palomar	21,173	565	179	3	182
Ohlone	8,887	523	203	15	218
Santa Clarita	15,814	520	160	10	170
Rancho Santiago	31,694	498	179	24	203
Chaffey	15,025	497	179	30	209
Sierra Joint	16,081	473	190	18	208
Riverside	29,610	461	180	24	204
San Mateo Co.	22,244	443	204	9	213
Long Beach	21,479	442	179	30	209
Ventura Co.	27,761	428	250	14	264
Citrus	12,087	428	179	38	217
San Joaquin Delta	16,811	425	190	-	190
Chabot-Las Positas	18,012	396	213	13	226
Desert	8,982	374	186	-	186
State Center	29,484	365	222	13	235
Cerritos	18,174	362	179	29	208
West Hills	5,706	342	190	64	254
Mira Costa	10,825	331	185	-	185
Sonoma Co.	21,690	305	179	20	199
Statewide	1,276,020	43,618	185	12	197
<u>Contiguous Districts</u>					
Los Rios	57,495	652	190	18	208
San Joaquin Delta	16,811	425	190	-	190
Sierra Joint	16,081	473	190	18	208
Solano County	9,398	77	189	-	189
Yuba	8,126	86	190	20	210
Lake Tahoe **	1,943	53	208	-	208

** Quarter system: converted to semester-equivalent unit rates for comparability.

LOS RIOS COMMUNITY COLLEGE DISTRICT
Attendance History of Nonresident Students
(Out-of-State and International Students)

	2004-05 FTES	2005-06 FTES	2006-07 FTES	2007-08 FTES	2008-09 FTES	2009-10 FTES	2010-11 FTES	2011-12 FTES	2012-13 FTES
Nonresident and International Enrollment									
ARC	238	279	290	351	390	326	252	206	TBD
CRC	92	83	94	116	130	152	115	91	TBD
FLC	34	41	48	56	50	54	58	40	TBD
SCC	305	307	332	346	349	294	227	205	TBD
District Total	669	710	764	869	919	826	652	542	TBD

Nonresident and International Tuition and Fee Levels

Nonresident Fee, per unit	\$149	\$151	\$160	\$173	\$181	\$190	\$190	\$190	\$190
Capital Outlay Fee, per unit	\$11	\$16	\$18	\$18	\$18	\$18	\$18	\$18	\$18

Revenue Generated by Nonresident and International Tuition and Fees

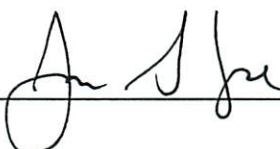

Out-of-State Tuition	\$ 1,029,674	\$ 1,164,202	\$1,284,365	\$1,426,882	\$1,479,959	\$1,501,954	\$1,200,800	\$1,309,437	TBD
Int'l Student Tuition	1,370,206	1,371,725	1,650,753	2,047,458	2,369,071	2,304,718	1,704,331	1,412,406	TBD
Capital Outlay Fee *	101,156	145,348	185,710	212,936	234,824	218,164	276,612	257,970	TBD
Total Revenue	\$ 2,501,036	\$ 2,681,275	\$ 3,120,828	\$ 3,687,276	\$ 4,083,854	\$ 4,024,836	\$ 3,181,743	\$ 2,979,813	TBD

* Through 2009-10 the Capital Outlay Fee was assessed to international students only; beginning in 2010-11 out-of-state students are also assessed for this fee.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: District Officers: Contract Benefits		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

Recently, there have been several rule changes relating to PERS and STRS disclosures and requirements pertaining to executive compensation. The Board now approves all salary schedules including those of the executive staff annually. While total compensation information has been made available to the State Controller's office, surveys, and any public records request, it is appropriate to outline and ratify the benefit components for District Officers.

STATUS

Attached is a matrix outlining the non-salary benefits of all District Officers. These are not new benefits as they are included in existing contracts.

RECOMMENDATION

It is recommended that the Board of Trustees ratify and approve Attachment A outlining the non-salary compensation benefits for District Officers.

Los Rios Community College District
 District Officers – Benefits Provided Under Current Contracts

Description	Associate Vice Chancellor, Facilities Management P. Manzo	Associate Vice Chancellor, Finance/Interim Vice Chancellor, Finance T. Matista	Associate Vice Chancellor, Human Resources R. Cox	Associate Vice Chancellor, Information Technology M. Holsclaw	Associate Vice Chancellor, Student Services V. Rosario	Associate Vice Chancellor, Workforce & Economic Development D. Throgmorton	College President, Sacramento City College K. Jeffery
Contract Term	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15
Life Insurance	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life
Medical Plan	Any plan offered by the District; \$96.34 employee contribution*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*
Dental Plan	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District
Long-Term Disability	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month
Auto Allowance	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month
Necessary Expenses	N/A	N/A	N/A	N/A	N/A	N/A	N/A
STRS/PERS Contribution	Employer Contribution	Employer Contribution	Employer Contribution	Employer Contribution	Employer Contribution	Employer Contribution	Employer Contribution
Retiree Medical	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution

*Reflects current employee contribution for monthly premium; Amount can change based upon District contribution compared to premium level for lowest cost provider.

Los Rios Community College District
 District Officers – Benefits Provided Under Current Contracts

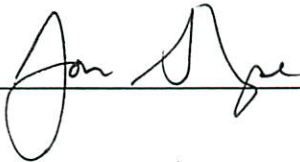

Description	College President, Folsom Lake College R. Rosenthal	College President, Cosumnes River College D. Travis	College President, American River College D. Viar	Deputy Chancellor/ Interim Chancellor J. Sharpe	General Counsel J. Sherry	Vice Chancellor, Education & Technology S. Lorimer	Vice Chancellor, Resource and Economic Development B. Sandeen
Contract Term	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15	4 Years, 6/30/16	3 years, 6/30/15	3 years, 6/30/15	3 years, 6/30/15
Life Insurance	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life	\$50,000 Term Life
Medical Plan	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*	Any plan offered by the District; \$96.34 co-pay*
Dental Plan	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District	Delta Dental; Premium 100% paid by District
Long-Term Disability	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month	2/3 salary up to Max. of \$12,000 per month
Auto Allowance	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month	\$550 per month
Necessary Expenses	N/A	N/A	N/A	\$750 per Month	N/A	N/A	N/A
STRS/PERS Contribution	Employer Contribution	Employer Contribution	Employer Contribution	Employer & Employee Contribution	Employer Contribution	Employer Contribution	Employer Contribution
Retiree Medical	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime health premiums paid (employee & spouse)	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution	7 Years to Qualify for lifetime District contribution

**Reflects current employee contribution for monthly premium; Amount can change based upon District contribution compared to premium level for lowest cost provider.*

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Agreement: Purchase of Real Property (Rancho Cordova)		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
Approved for		Action	
Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

Under Education Code Section 81655 and Board Policy 8315, the Board must approve all real property transactions.

STATUS

In October 2012, the Board met in closed session to discuss the price and terms of payment for the pieces of real property known as 10235 and 10259 Folsom Boulevard, Rancho Cordova, CA, and 2764 El Caprice Drive, Rancho Cordova, CA (Assessor Parcel Numbers 076-0213-003; 076-0213-004; 076-0213-005; 076-0213-011; 076-0213-012), from the Successor Agency to the Community Redevelopment Agency of the City of Rancho Cordova (Successor Agency). The Board authorized the Chancellor to execute a purchase and sale agreement and on November 29, 2012, the District executed the purchase and sale agreement. The transaction requires the approval of the City of Rancho Cordova, the Oversight Board of the Successor Agency and the Department of Finance for the State of California. Further, the purchase and sale agreement requires formal Board approval. The transaction has been approved by the City and the Oversight Board, and received no objection by the Department of Finance which therefore means they approve of the transaction.



RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase and sale agreement for the above property for the purchase price of \$1,700,000 and authorize the Chancellor, or designee, subject to satisfying all due diligence steps, to pay the purchase price.

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Lease: McClellan Safety Center Parking Lot		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

In August 2012, the Board of Trustees formally accepted the Economic Development Conveyance of the Sacramento Regional Public Safety Training Center building and land located on the former McClellan Base from the County of Sacramento. As part of those conversations, Sacramento County and the District have engaged in negotiations for the County to lease additional property across Watt Avenue from the Center to provide for future additional parking.

STATUS

The terms of the proposed lease call for an initial thirty-year term with options for four five-year extensions. The District will pay no rent under the lease, but the District is obligated to pay all expenses of operating and maintaining the property. The County remains responsible for the footbridge that connects the property to the Base over Watt Avenue. Upon the commencement of the lease, the District will clean up the site, install barricades to prevent unauthorized parking and abate weeds on the site. At a mutually agreeable time in the future and when the Center has additional parking needs, the District will further improve the lot with a new driveway, new asphalt, light fixtures, a fence and landscaping.


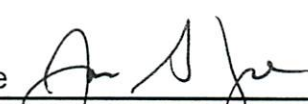
RECOMMENDATION

It is recommended that the Board of Trustees approve the lease and authorize the Chancellor or designee to execute it.

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Claim: Shanel Allyn Griffin		Attachment: None	
		Enclosure: Yes	
CATEGORY:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

Claimant is seeking damages from Los Rios Community College District.

RECOMMENDATION

It is recommended that the Board reject the claim of Shanel Allyn Griffin and refer the matter to the District's insurance administrators.

LOS RIOS COMMUNITY COLLEGE DISTRICT
CLAIM FOR DAMAGES FORM

Name of Claimant: Griffin Shanel Alyn
(Injured or damaged party) (Last) (First) (Middle)

(Date of Birth)* Home Address: 4 Keeling Ct Sac ca 95823 916 8049041
(Number/Street) (City/State/Zip Code) (CA Drivers License No.) (Area Code & Phone #)

Business Address: _____
(Number/Street) (City/State/Zip Code) (Area Code & Phone #)

Claimant receives or is eligible for SSDI or Medicare* _____ Yes No

Directions: Indicate to which address you wish notices sent. Home Business _____ Attorney _____

When did injury or damage occur? 9/10/12 Monday 6:50p - 7:00pm
(Month/Day/Year) (Day of Week) (Time of Day)

Where did injury or damage occur? CRC Campus - parking lot meter in Lot C
(College site, street address, intersecting streets, or other locations)

How did injury or damage occur? See attached
(Describe accident or occurrence in complete detail/attach additional pages if needed)

Names, addresses and phone number of witnesses, doctors, hospitals or persons who may have information regarding your injury or damage: Jeremy Martinez MD Kaiser Brucville RD 916 688 2106

Patricia Blank - Professor Business 350- [redacted]
Seen injuries right of incident. Another CRC student witnessed the incident. Her license
Names of employees involved: N/A Plate # was given to Health Services.

Police Report Number: Filed with CRC Health Services

What action or inaction of District employee(s) caused your injury or damages? Building & maintenance operations
emer negligently constructed or maintred the premise depicted
in the photos attached.

What injuries or damages did you suffer? Sprained right knee & sprain elbow (right)
Whiplash of neck, pain in both wrists

State the amount of the claim if it is less than \$10,000 unknown

Include the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time the claim is presented and list the basis for the computation of the amount claimed:
unknown

If the dollar amount of the claim is more than \$10,000, no dollar amount will be stated but please indicate whether the claim is a limited civil claim (total dollar amount less than \$25,000): Limited Civil Case _____ Yes No

Directions: Sign and date this Form below. If the signer is not the Claimant, indicate the relationship of the signer to the Claimant (parent/attorney, etc.) and address

[Signature] 12.12.12
(Signature) (Date) (Relationship if not Claimant and address)

Directions: Attach and include with this Form, any bills for medical treatment or expenses/estimates for personal property damage.
*RESPONSES REQUIRED FOR FEDERAL MEDICARE SECONDARY PAYER REPORTING -
Note: PRESENTATION OF A FALSE CLAIM IS A FELONY (Refer to CA Penal Code Sec 72)

Once submitted this is a public document

Shanel Griffin
4 Keeling Court
Sacramento, Ca 95823
Student # W0713673
916-804-9041
Injury statement 9/10/2012

On the evening of Monday, September 10, 2012 at around 6:50 - 7:00pm, I parked my vehicle in parking lot C located at Consumnes River College 8401 Center Parkway, Sacramento, Ca 95823. I walked to the parking meter located in parking lot C, to get a parking ticket with my bag and school work in my hand. After paying for my parking ticket, I proceeded to walk back to my car when I suddenly tripped over a 2" pipe that was sticking from out of the ground next to the parking meter. I fell at an angle with my feet still on the 3 inch cement block that the parking meter sits on, and the rest of my body on the street pavement. When I fell, which seemed like in slow motion, I slammed into the pavement and hit my chest, my wrists, my knees, and my elbows on the ground. I had whiplash from the force of the fall. Another CRC student was there, an African American female, she helped pick up my things cause they flew in front of me from the fall. I was able to get up slowly, dazed from the impact. I felt a very sharp pain my right knee and elbow. My right elbow was burning because of the skin that was removed from slamming against the pavement. My wrists were throbbing from the force of the weight when I hit the ground, and I had throbbing neck & back pain. I gathered my things from the other student and slowly limped to my class which was really close to the accident site. I spoke with Professor Patricia Doris who saw the blood dripping my elbow and I explained what happen and she advised that I need to go to the ER immediately. I than proceeded to walk to the Police phone located by the stairs of the south entrance to call to see if a nurse was on duty. I was advised no one was available at the time and they are closed. I limped to my truck and drove my self with one arm(left) to the emergency room.

Attached are the photos of the pipe that I tripped on that evening. Also is attached a photo taken a few days ago showing STILL complete negligence by not sealing the hole that is left after removal of the pipe. It also has wiring hanging out of it for some one else to have an accident or someone's heel to fall in the whole. The pipe that was sticking out used to be a taller pole with a sign advising the parking meter is located there. I have a picture of all the parking meters that have no holes or no pipes sticking out the ground as all of them should be that way.

Also attached is authorization form from Kaiser, which you should already have on file with the Health Services Dept.

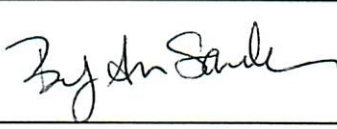
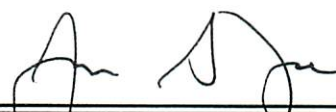
A copy of my work status report

A copy of the emergency room report

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Ratify: Grants and Contracts Awarded		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item I	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Beverly A. Sandeen 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

During the period of December 1, 2012 and December 31, 2012, the District received executed agreements for following grant and contract awards:

Title, Description, Term, Project Coordinator	College/Unit	Amount	Source
Distance Education Captioning and Transcription Grant <ul style="list-style-type: none"> • Funds to pay for captioning and transcription of multimedia materials used in online classes • 1/22/2013 through 5/1/2013 • Nicole Woolley, Professor/Librarian, Instructional Media; Jory Hadsell, Professor/Coordinator, Distance Education 	SCC	\$12,780	College of the Canyons
Preparing Veterans for Employment <ul style="list-style-type: none"> • Funds to support curriculum development and instruction in basic skills, soft skills, and physical skills geared toward veterans, employment preparation for veterans, and outreach to employers. • 10/1/2012 through 12/31/2013 • Cris McCullough, Associate Vice Chancellor, Workforce Development 	ARC	\$15,000	Pacific Gas and Electric
Child Development Training Consortium – Campus Coordinator (renewal) <ul style="list-style-type: none"> • Funds to support coordination of Child Development Training Program. • 9/1/2012 through 6/30/2013 • Jan DeLapp, Professor, Early Childhood Education 	ARC	\$7,650	Yosemite CCD
Child Development Training Consortium – Instructional Agreement (renewal) <ul style="list-style-type: none"> • Funds to support instruction through the Child Development Training Program. • 9/1/2012 through 6/30/2013 • Jan DeLapp, Professor, Early Childhood Education 	ARC	\$21,250	Yosemite CCD

<p>Child Development Training Consortium – Instructional Agreement (renewal)</p> <ul style="list-style-type: none"> Funds to support instruction through the Child Development Training Program. 9/1/2012 through 6/30/2013 Jamey Nye, Dean, Business and Family Science 	CRC	\$15,000	Yosemite CCD
<p>Child Development Training Consortium – Instructional Agreement (renewal)</p> <ul style="list-style-type: none"> Funds to support instruction through the Child Development Training Program. 9/1/2012 through 6/30/2013 Lisa Daly, Professor, Early Childhood Education 	FLC	\$8,750	Yosemite CCD
<p>CA Early Childhood Mentor Program</p> <ul style="list-style-type: none"> Renewal funds to provide stipends and professional development support to aspiring ECE teachers or administrators. 8/1/2012 through 7/31/2013 Lisa Daly, Professor, Early Childhood Education 	FLC	\$650	Community College of San Francisco
<p>CA Early Childhood Mentor Program</p> <ul style="list-style-type: none"> Renewal funds to provide stipends and professional development support to aspiring ECE teachers or administrators. 8/1/2012 through 7/31/2013 Marie Jones, Lead Teacher, Child Development Center 	ARC	\$650	Community College of San Francisco
<p>SB 70 CTE Collaboratives: Outreach and Matriculation</p> <ul style="list-style-type: none"> Funding to promote CTE programs at ARC with a focus on middle skill jobs (jobs that require more than a high school diploma but less than a four-year degree). 11/1/2012 through 11/30/2014 Mary Wall, Adjunct Instructor, Workforce Development 	ARC	\$387,023	CCCCO
<p>Student Success – Stackable Prerequisite Alignment Program (Health Workforce Initiative; Phase 2 funding)</p> <ul style="list-style-type: none"> Funds to continue supporting a faculty Allied Health learning community for the purpose of developing accelerated, contextualized, and linked curriculum. 9/1/2012 through 6/30/2013 James Collins, Dean, Science and Allied Health 	SCC	\$110,500	Butte-Glenn CCD



RECOMMENDATION

It is recommended that the Board of Trustees ratify the grant and contract awards listed herein, pursuant to Board Policy 8315.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Ratify: Bid Transactions		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Theresa Matista	Information	
		Action	
		First Reading	
Approved for Consideration:	Jon Sharpe 	Consent/Routine	X

STATUS

Pursuant to Board Policy 8315 the bid transactions herein listed occurred during the period of December 1 - 31, 2012.

CHANGE ORDERS

Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
12001	FLC Gymnasium Design Build	\$32,263.00	1	Flintco Pacific Inc.	\$13,263,149.00
12001	FLC Gymnasium Design Build	\$35,658.22	2	Flintco Pacific Inc.	\$13,298,807.22



RECOMMENDATION

It is recommended that the Board of Trustees ratify the bid transactions for the month of December as herein listed.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Disposition of Surplus Equipment		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item K	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Theresa Matista	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	
		Consent/Routine	X

BACKGROUND

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 81452 provides that the governing board may, by unanimous vote, dispose of items valued at \$5,000 or less by private sale without advertising or selling the items at public auction. The District has previously held auctions, which have generally cost more than they have netted. In 1998, the District began transferring such surplus items to the State of California since the cost to store and sell such surplus items is greater than potential revenues.

STATUS

The District has a quantity of surplus material, such as outdated desks and computers, which need to be disposed of. The State of California has accepted some of the surplus items but is not willing to take the entire surplus because they are unable to sell it. The District has located a scrap dealer who is willing to take most of our surplus items and recycle them.

All of the surplus items to be disposed of are either broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 2 bookcases; 17 computers; 1 dresser; 40 drives; 1 drum cartridge; 54 keyboards; 1 kick bag; 2 lecterns; 9 monitors; 2 printers; 3 tables; 3 televisions; and 1 typewriter. These items have a value of less than \$5,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve the disposal of the listed items per Education Code 81452.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2012

SUBJECT: Purchase Orders, Warrants and Checks		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item L	TYPE OF BOARD CONSIDERATION:	
Recommended By:	<i>Theresa Matista</i> Theresa Matista	Information	
		Action	
Approved for Consideration:	<i>Jon Sharpe</i> Jon Sharpe	First Reading	
		Consent/Routine	X

STATUS

A listing of purchase orders, warrants and checks issued during the period of November 16, 2012 through December 15, 2012 is on file in the District Business Services Office for review.

RECOMMENDATION

It is recommended that the Board of Trustees approve the numbered purchase orders, warrants and checks that are reflected on the attached schedule.

PURCHASE ORDERS

General Fund	0001069453 – 0001069790 B113650 – B113655	\$ 5,394,353.63
Capital Outlay Fund	0003014572 – 0003014630	
Child Development Fund	-	
Self-Insurance Fund	0009000288 - 0009000289	

WARRANTS

General Fund	657816 – 659895	\$ 18,371,712.43
General Fund-ARC Instructional Related	002127 – 002243	
General Fund-CRC Instructional Related	020718 – 020751	
General Fund-FLC Instructional Related	030227 - 030234	
General Fund-SCC Instructional Related	041641 – 041708	
Capital Outlay Fund	826532 – 826642	
Child Development Fund	953738 – 953756	
Self-Insurance Fund	976088 – 976092	\$ 18,231,305.43
Payroll Warrants	162794 – 164826	
Payroll-Direct Deposit	603604 – 607593	
December Leave Process	164827 – 166305	
Payroll Vendor Warrants	53375 – 53565	



CHECKS

Financial Aid Disbursements	1857467 - 1859550	\$ 2,766,842.85
Bookstore Fund – ARC	26075 – 26108	\$ 356,018.12
Bookstore Fund – CRC	024358 – 024400	
Bookstore Fund – FLC	7539 – 7665	
Bookstore Fund – SCC	045079 – 045105	
Student Clubs Agency Fund – ARC	3725 – 3743	\$ 49,405.65
Student Clubs Agency Fund – CRC	2813 – 2838	
Student Clubs Agency Fund – FLC	1485 – 1496	
Student Clubs Agency Fund – SCC	2403 – 2420	
Foundation – ARC	3284 – 3322	\$ 150,664.17
Foundation – CRC	1449 – 1457	
Foundation – FLC	0573 -0575	
Foundation – SCC	2270 - 2284	
Foundation – DO	0407 - 0411	
Associated Students Trust Fund – ARC	0577 - 0581	\$ 3,899.40
Associated Students Trust Fund – CRC	0514 - 0516	
Associated Students Trust Fund – FLC	0394 – 0397	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	0920 – 0973	\$ 243,006.24
Arts Center Fund (manual checks)	9057 - 9057	

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: Regular Human Resources Transactions		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item M	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
		First Reading	
Approved for Consideration:	Jon Sharpe 	Consent/Routine	X

RECOMMENDATION

 recommended that the Board of Trustees approve the human resources transactions on the attached pages.

M A N A G E M E N T

POINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Gessford, Sheryl A. (M.Ed., University of Portland, Oregon)	Interim Associate Vice President of Workforce Development	01/01/13 – 06/30/13
Thompson, James V. (M.S., National University)	Interim Dean of Natomas Center	01/01/13 – 06/30/13
Werner, Bruce I. (Ed.D., Washington State University)	Interim Dean of McClellan Center (50%)	01/01/13 – 06/30/13

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
McCullough, Crisco S. (after 13+ years of service)	Associate Vice President of Workforce Development	12/22/12

FACULTY

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Gott, Sharon E. (M.T., Virginia Commonwealth University)	Mathematics Assistant Professor (L.T.T.)	01/17/13 – 05/22/13
Owens, Rocio D.A. (M.A., California State University, Sacramento)	Mathematics Assistant Professor (L.T.T.)	01/17/13 – 05/22/13

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Cullivan, Kristin G.	Speech Professor	Medical	11/12/12 – 01/28/13
Specker, Elizabeth	English as a Second Language Professor	Maternity	12/01/12 – 02/19/13
Zarate, Victor H.	Physics Professor	Medical (15%)	01/17/13 – 05/22/13
<u>Folsom Lake College</u>			
Caramagno, Thomas C.	English Professor	Medical (40%)	01/17/13 – 05/22/13

RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Davis, Aron R.	Funeral Services Professor / Coordinator	12/21/12

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Cullivan, Kristin G. (After 9 years of service)	Speech Professor	01/29/13
<u>Sacramento City College</u>		
Ing, Celina S.L. (After 36 years of service)	Computer Information Science Professor	05/23/13

TEMPORARY, PART-TIME EMPLOYEES Spring 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Dexheimer, Steven K.	Administration of Justice	1 %

TEMPORARY, PART-TIME EMPLOYEES Summer 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Beyrer, Kimberlee M.D.	Coordinator	6 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gilgun, John	Speech Communication	40 %
Kraft, Paul R.	Administration of Justice	40 %
Lewis, Deana L.	ESL Reading	4 %
Luallin, Steven J.	Administration of Justice	1 %
McCann, Sean P.	Administration of Justice	1 %
Moon, Elizabeth A.	ESL Writing	4 %
Nguyen, Trang T	ESL Writing	11 %
Nguyen, Trang T	ESL Integrated	11 %
Norton, Justin M.	Speech Communication	40 %
Parker, John S	Administration of Justice	20 %
Wheeler Abeyta, Sandra P.	Speech Communication	20 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bazos, Andreas L.	Mathematics, General	24 %
Cadogan, Sharon	Human Services	7 %
Nicholas, James G.	Accounting	23 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn, Kristina D.	Counselor	12 %
Haeuptle, Christina W.	Speech Communication	26 %
Hand, Kim	Mathematics, General	33 %
Kay, Estate of Bonnie K.	Speech Communication	25 %
Morrison, Jill	Counselor	25 %
Swanson, David C.	Chemistry, General	15 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Curtis, Diane E	Nutrition, Foods, and Culinary Arts	20 %

FTE may appear as 1% when FTE is actually less than 1%.

Hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123.

*=New Employee **=Returning Employee

A1,A3,A4,B1,B2,B3,B4=Experience / Education

A2 = Education

A5;B5 = Experience

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Newman Ritchards,Toni J.	Counselor	6 %
Newman Ritchards,Toni J.	Counselor	3 %
Quon,Stanley M	Accounting	27 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Brock,Michelle D	Mathematics, General	47 %
Crump,Daniel J.	Type C Non-Instructional	6 %
Davis,William E.	Biology, General	20 %
Diamond,Robert Vaughn	Accounting	40 %
Gonsalves,Jana L.	Nutrition, Foods, and Culinary Arts	26 %
Halseth,Andrew W.	Mathematics, General	20 %
Hess,John F.	English	36 %
Howe,Susan R.	English	55 %
Iannone,Albert J.	Fire Technology	20 %
Jurach,Pamela DeCew	Speech Communication	20 %
McCormack,John J.	Automotive Technology	20 %
McCormick,Marcia Lynn	Psychology, General	40 %
McGarry,Aileen L.	Mathematics, General	20 %
Nobles,Gloria J.	Software Applications	20 %
Parker,Laura L.	Painting & Drawing	15 %
Parker,Laura L.	Painting & Drawing	27 %
Parrinella,Lisa M.	Nursing	13 %
Pesis,Karen H.	Chemistry, General	15 %
Pesis,Karen H.	Chemistry, General	20 %
Pries,Shannon S.	Reading	10 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Carter,Sandra K.	ESL Writing	27 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Clark,Christopher S.	Counselor	14 %
Garrett,Mark D.	Counselor	16 %
Ross,Daniel G.	Information Technology, General	20 %
Royer,Tina L.	English	10 %
Trieu,Le Le	Mathematics, General	33 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Cypret,Phillip B.	Aeronautical & Aviation Technology	25 %
Cypret,Phillip B.	Aeronautical & Aviation Technology	17 %

FTE may appear as 1% when FTE is actually less than 1%.

Hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123.

*=New Employee **=Returning Employee

A1;A3;A4;B1;B2;B3;B4=Experience / Education

A2 = Education

A5;B5 = Experience

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS - Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Keys, Alan S.	Psychology, General	13 %
Nuss, Linda	Chemistry, General	7 %
Waxman, Robyn M.	Digital Media	8 %
Waxman, Robyn M.	Digital Media	7 %

FTE may appear as 1% when FTE is actually less than 1%.

Hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123.

*=New Employee **=Returning Employee

A1;A3;A4;B1;B2;B3;B4=Experience / Education

A2 = Education

A5;B5 = Experience

CLASSIFIED

PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Flores, Kenneth	Electrical Systems Supervisor (Maintenance Electrician)	FM FM)	12/05/12
Karas, Melissa R.	Lead Library/Media Technical Assistant (Library/Media Technical Assistant)	ARC ARC)	01/02/13

REASSIGNMENT(S)/ TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bell, Simeon	College Police Officer (College Police Officer)	FLC CRC)	10/01/12
Conroy, Alexander M.	College Police Officer (College Police Officer)	SCC ARC)	12/03/12

LEAVE(S) OF ABSENCE				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Douglas, Christopher A.	Laboratory Technician- Science	Long-term Health, 100%	ARC	02/20/13-03/17/13
Lazzarone, David P.	Maintenance Technician I	Long-term Health, 100%	SCC	10/18/12-11/08/12
Stewart, Nanci L.	Custodian	Personal, 100%	ARC	11/08/12-01/01/13
Yiu Lee, Yuet S.	Custodian	Long-term Health, 100%	CRC	01/15/13-03/01/13

RECLASSIFICATION(S)			
<u>Name</u>	<u>Proposed Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Crankfield, Varnell	Instructional Science Laboratory Supervisor (Lead Laboratory Technician-Science)	SCC SCC)	11/08/12

CLASSIFIED

**PLACEMENT ON 39-MONTH
RE-EMPLOYMENT LIST**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Silas, Ronald	Custodian	ARC	11/29/12-03/01/16

Temporary Classified Employees

Education Code 88003 (Per AB 500)

The individuals listed below are generally working in short term, intermittent or interim assignments during the time frame designated,


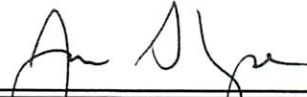
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Blanchard, Sarah E	Intermediate Interpreter	01/02/2013	06/30/2013
Boone, Lynne M.	Student Personnel Assistant	11/25/2012	06/30/2013
Crayne, Dawn D	Asst. Coach-Swimming (M&W)	01/01/2013	06/30/2013
Finn, Joseph P.	Asst. Coach-Baseball	01/01/2012	06/30/2012
Finn, Joseph P.	Asst. Coach-Baseball	01/01/2013	06/30/2013
Knowlton, Rebecca A.	Library/Media Tech Assistant	11/28/2012	06/30/2013
Lehman, Linda A.	Advanced Interpreter	11/15/2012	06/30/2013
Martinez Gutierrez, Yahaira	Financial Aid Clerk I	12/03/2012	06/30/2013
Otto, Silvia	Special Projects	11/27/2012	06/30/2013
Perez, Antoinette A.	Special Projects	12/10/2012	06/30/2013
Reid, Kimberly D.	Library/Media Tech Assistant	12/13/2012	06/30/2013
Reid, Michael J.	Asst. Coach-Track&Field (W)	01/01/2013	06/30/2013
Roscrow, Morey T.	Specialty Coach	01/01/2013	06/30/2013
Cano, Brianne E	Game Timer	12/04/2012	06/30/2013
Gensler, Daniel M.	Special Projects	10/05/2012	06/30/2013
Holt, Greg O	Special Projects	09/13/2012	06/30/2013
Nguyen, John D.	Special Projects	10/25/2012	06/30/2013
Thomas, Shantel N	Asst. Coach-Basketball (W)	11/01/2012	06/30/2013
Wilder, Charles	Asst. Coach-Basketball (M)	11/01/2012	06/30/2013
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Barber, Beverly R.	Special Projects	12/12/2012	06/30/2013
Bizjack, Martin J.	Custodian	11/27/2012	06/30/2013
Purmort, Martin E.	Special Projects	12/12/2012	06/30/2013
Lehnert, Marianne T	Clerk II	01/02/2013	06/30/2013
Parmeter, Suzanne M.	Special Projects	12/05/2012	06/30/2013
<u>Folsom Lake College</u>			
Bunker, Daniel E.	Campus Patrol	10/25/2012	06/30/2013
Farmer, Tina L.	Special Projects	11/25/2012	06/30/2013
Gill, Justin A.	Special Projects	12/05/2012	06/30/2013
Gothier, Tyler J.	Special Projects	11/26/2012	06/30/2013
Killips, Kyler A.	Special Projects	12/04/2012	06/30/2013
Lomastro, Charmaign S.	Student Personnel Assistant	12/17/2012	06/30/2013
Parmeter, Suzanne M.	Special Projects	12/05/2012	06/30/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College</u>			
Flores, Crystalyn E.	Clerk II	12/05/2012	06/30/2013
Frazier, Melanie A.	Student Personnel Assistant	12/05/2012	06/30/2013
Mathews, Mona M.	Special Projects	11/26/2012	06/30/2013
Montejano, Licette R.	Special Projects	11/21/2012	06/30/2013
Rico, Eva M.	Asst. Coach-Tennis (M&W)	01/01/2013	06/30/2013
Sherman, Norman A.	Asst. Coach-Softball	01/01/2013	06/30/2013
Small, Davida M.	Special Projects	11/26/2012	06/30/2013
Worley, Eric S.	Clerk I	11/26/2012	06/30/2013

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: P-1414 Ban on Alcohol on District Property (Exceptions)		Attachment: Yes	
		Enclosure: Yes	
CATEGORY:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	X
		Consent/Routine	

BACKGROUND

In 2006, the Board of Trustees created a Policy enacting the general ban on alcohol on its campuses and facilities. In limited circumstances, the Policy also authorized the acquisition, use, possession and sale of alcoholic beverages in compliance with the Business & Professions Code.

STATUS

In 2011, the Legislature acted to enlarge one of the exceptions to the ban on alcoholic beverages on Community College campuses in the context of performing arts venues. This prompted a review and revision of the existing Policy. First, the Policy moves the existing authorization of the use of alcoholic beverages in the education programs of the colleges (i.e. public safety center courses; culinary arts programs) to the top of the list of authorized uses. Second, the Policy authorizes the Colleges' Culinary Arts Programs to use alcoholic beverages in sponsored dinners or meal demonstrations. Third, the Policy clarifies that the only entity that may authorize the use of alcoholic beverages for fundraising is the Los Rios family of foundations. Finally, in light of the new legislative authorization, the policy authorizes the possession, sale and consumption of alcoholic beverages in the College performing arts venues and Hughes Stadium for events that are designed for attendance by the general public. On this last item, staff is working with risk management and our food services vendor to design a program that will ensure that alcohol is provided at these events in a responsible manner by experienced staff. Further, staff will need to work with the Department of Alcoholic Beverage Control to determine how the College spaces might be appropriately licensed for this activity. Other changes continue the process of updating Board Policies and Regulations to common language without substantive changes.

RECOMMENDATION

These proposed revisions are presented for First Reading.

- 1.0 Ban on Alcohol; Exceptions For Nonprofit Events and Instructional Purposes (Business & Professions Code section 25608)
- 1.1 **Except as provided in this policy, No person, group or organization may acquire, possess, consume, sell, give, distribute, or otherwise deliver any alcoholic beverage to any other person, group or organization; any alcoholic beverage in or on any of the Los Rios Community College District—College/District grounds, buildings or facilities or any of its Colleges. Any violation may be punishable as a misdemeanor violation of Business & Professions Code section 25608 or any successor statutes. Violations by District employees or students may be punished to the maximum extent allowed by law, and/or District Policy or Regulation including termination or expulsion.**
- 1.2 **The following exception exists, pursuant to Business & Professions Code section 25608, subdivision (a)(2) or any successor statute: Alcoholic beverages may be acquired, possessed, or used in connection with a course of instruction (e.g. public safety courses) provided on College/District grounds, facilities or buildings, and the person has been authorized to acquire, possess, or use it by the Los Rios Community College District Board of Trustees or designee.**
- 1.3 **The following exception exists, pursuant to Business & Professions Code section 25608, subdivision (a)(14) or any successor statute: Wine or beer may be acquired, possessed, used, sold, or consumed in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program, and the person has been authorized to acquire, possess, use, sell or consume it by the Board of Trustees or designee.**
- 1.42- ~~The following exception exists, pursuant to Business & Professions Code section 25608, subdivision (a)(10) or any successor statute.—: Alcoholic beverages may be acquired, possessed, or used during events at a College/District-owned or College/District-operated facility or grounds. As used in this subsection, "events" means fund raisers held to benefit a nonprofit corporation. ~~that has obtained~~ **Before an event may be held, the sponsor shall obtain** an appropriate liquor license for the event. "Events" does not include football games or other athletic contests or other athletic events sponsored by any college or school. "Nonprofit corporations" ~~includes, but is not limited to,~~ **means** the Los Rios and College Foundations.~~
- 1.5 **The following exception exists, pursuant to Business & Professions Code section 25608, subdivision (a)(15) or any successor statute: Alcoholic beverages may be possessed, consumed, or sold during special events at College/District regional performing venues. As used in this subsection, "special events" means events held with the permission of the Board of Trustees or designee that are shows, private parties, concerts, theatrical productions, and other events held on those premises for which the principal attendees are members of the general public or invited guests and not students of the District. Special events does not include events sponsored by Student Body Associations, their components, student organizations, or events sponsored by the officers of student life activities. Before an event may be held, the College shall obtain an appropriate liquor license for the event. As used in this subsection, "regional performing venues" means Folsom Lake College Harris Center**

for the Arts; American River College Performing Arts Center; Cosumnes River College Visual and Performing Arts Center; Sacramento City College Hughes Stadium and Performing Arts Center.

~~1.3 The following exception exists, pursuant to Business & Professions Code section 25608, subdivision (a)(2) or any successor statute. Alcoholic beverages may be acquired, possessed, or used in connection with a course of instruction (including culinary arts and/or public safety courses) provided on College/District grounds, facilities or buildings, and the person has been authorized to acquire, possess, or use it by the governing body or other administrative head of the District.~~

1.64 The Chancellor shall develop administrative regulations to implement this policy.~~The District shall establish such regulations for use of alcohol.~~

Policy Adopted: 6/21/06
Policy Revised:
Policy Reviewed:
Adm. Regulation: R-1414

DRAFT 10/9/12

1.0- General

~~This regulation establishes the parameters within which approval for use can occur and identifies administrative units responsible for permits and handling policy violations.~~

~~1.1. In the State of California, individuals twenty one years of age or older may legally purchase, possess and consume alcoholic beverages. All State laws are applicable to Los Rios Community College District, and to all individuals on the properties of the District.~~

~~1.1.1. The Business and Professions Code and related statutes control the **acquisition, possession, use, sale, and** consumption, and possession of alcoholic beverages. The California State Alcoholic Beverage Control (ABC) Board is responsible for interpretation and enforcement of these laws regarding the consumption, sale, or possession of alcoholic beverages. The College Police are responsible for exercising normal police powers in enforcing laws relating to alcohol on **Los Rios Community College District and College** property.~~

2.0- Limitations, Requirements and Restrictions

~~2.1. This Regulation is subject to all applicable State and Federal laws, and Board Policy P-1414. Regulation R-1414 shall govern all activities involving alcoholic beverages on District property~~

~~2.2. No person, group or organization may possess, consume, sell, give, distribute or otherwise deliver to any other person, group or organization any alcoholic beverage in or on any of the District/College grounds, buildings or facilities. Any violation may be punishable as a misdemeanor violation of Business & Professions Code section 25608 or any successor statutes. Violations by District employees or students may be punished to the maximum extent allowed by law, including termination or expulsion (Board Policy P-1414).~~

~~2.3. The following exception exists, pursuant to Business & Professions Code section 25608(a)(10) or any successor statute. Alcoholic beverages may be acquired, possessed, or used during events at a District owned or District operated facility or grounds. As used in this subsection, "events" means fund raisers held to benefit a nonprofit corporation that has obtained an appropriate liquor license for the event. "Events" does not include football games, athletic contests or other athletic related events sponsored by any college or school. "Nonprofit corporations" includes, but is not limited to, the Los Rios Foundation and its related College Foundation groups (Board Policy P-1414).~~

~~2.4. The following exception exists, pursuant to Business & Professions Code section 25608(a)(2) or any successor statute. Alcoholic beverages may be acquired, possessed, or used in connection with a course of instruction (including culinary arts and/or public safety courses) provided on College/District grounds, facilities~~

~~or buildings, and the person has been authorized to acquire, possess, or use it by the governing body or other administrative head of the District.~~

- 2.52 The Chancellor has designated the General Counsel ~~or designee~~ to act in all matters related to alcoholic beverages on College/District grounds, buildings or facilities. **In conjunction with the General Counsel, the General Counsel/Chancellor has also designated the College President as the person responsible for these actions at each College.** ~~The President may consult with the Vice President of Student Services or designee when an event may involve students. The President may consult with the Vice President of Instruction when authorization for the acquisition, possession or use of alcohol on the College/District grounds, buildings or facilities is sought in conjunction with a course of instruction.~~
- 2.63 Persons who seek authorization for the acquisition, possession, **sale, use or consumption** ~~or use of alcohol in conjunction with a course of instruction (including culinary arts and public safety courses), sponsored dinners, or meal demonstrations given as part of the culinary arts program~~ on College grounds, buildings or facilities, shall submit a written request to the President of that College for authorization. Persons who seek that authorization for District grounds, buildings or facilities shall submit the written request to General Counsel. The request shall contain a brief description of the methods of **acquisition, possession, sale, use or consumption** ~~acquisition, possession or use of alcohol in that course, and the reasons for the need for the use of alcohol. in conjunction with that course.~~ The President or General Counsel shall only grant authorization ~~for the acquisition, possession or use of alcohol when the President or General Counsel determines the course of instruction requires it.~~ **the acquisition, possession or use of alcohol. At any time, the authorization so granted may be revoked by the Chancellor, the Board of Trustees, or the person who authorized the activity. The President or designee shall provide all such authorizations to the Director of General Services.**
- 2.7.4 ~~F~~Persons who seek authorization for the acquisition, possession, sale, use or consumption of alcohol in conjunction with ~~or fund raising events or special events held on College/District property on~~ College grounds, buildings or facilities, shall submit a written application (See Appendix A) to the President of that College and the General Counsel for authorization. Persons who seek that authorization for District grounds, buildings or facilities shall submit the written application to the General Counsel. ~~alcoholic beverages may be allowed only when t~~ **The President and General Counsel or designee shall only grant authorization when he or she determines an event and its location as being is appropriate for the consumption of alcohol.** ~~Applications to obtain a permit to serve alcoholic beverages must be obtained from President and should~~ shall be submitted at least 30 days prior to the event, and forwarded to the General Counsel's office at least 20 days prior to the event for College events. ~~A copy of the application form is attached (See Appendix A). An~~

~~appropriate-proper-~~ permit ~~must-shall~~ be obtained from the Department of Alcoholic Beverage Control and ~~shall be submitted with the at least ten (10) days prior to the event; or the event shall be cancelled-District permit.~~ See ~~www.abc.ca.gov.~~ Where appropriate controls cannot be satisfactorily established, authorization shall not be given for the serving of alcohol. **At any time, the authorization so granted may be revoked by the Chancellor, the Board of Trustees, or the person who authorized the activity.**

~~2.8. Individuals and/or Organizations events must provide verification of insurance coverage as set forth in the District permit application.~~

2.59. When events are held on College/District premises and alcoholic beverages are made available as part of the event, the following requirements must be met ~~by the individuals or groups sponsoring the event:~~

2.5.1 ~~Individuals or groups sponsoring the e~~Event sponsors shall implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons under age 21 or to persons who appear intoxicated. **The use of a wristband system is encouraged where persons under 21 are present.**

2.59.22 Direct access to events where alcohol is being served must be restricted to invited **or ticketed** participants only.

2.5.3 **Suitable non-alcoholic beverages and food shall be made available at all functions when alcoholic beverages are served. Non-alcoholic beverages should be of comparable quality and shall be featured as prominently as the alcoholic beverages.**

2.5.4 Servers and event assistants are prohibited from consuming any alcoholic beverages at the event.

2.5.5 Event sponsors may be required to **discontinue the consumption of alcohol at a set time before the scheduled ending of the event.**

2.59.3.6 ~~F~~For College events, the College Police, **in conjunction with the Vice Presidents of Administration,** shall establish appropriate levels of police presence for an event. **For District events, the College Police, in conjunction with the Director of General Services, shall establish appropriate levels of police presence for an event.** Event sponsors may be required to pay for policing at campus events where alcohol is served or sold.

3.0- Infractions, Accountability and Sanctions

- 3.1- ~~Violations~~ **Infractions** by ~~s~~Students or ~~s~~Student ~~g~~Groups. ~~Students (or student groups) acting in violation of this Policy P-1414 or Regulation R-1414 shall~~ **will** be referred to the relevant Disciplinary Authorities (P-2441) for disciplinary action. In addition, alcohol related violations of the Business and Professions Code or the Penal Code ~~will~~ **shall** be forwarded to the appropriate law enforcement agency ~~by~~ **addressed** by the College Police, **when appropriate**.
- 3.2- Employees of the District who violate this policy are subject to discipline pursuant to the District's established policies, California laws and the terms of any applicable collective bargaining agreement. In addition, alcohol related violations of the Business and Professions Code or the Penal Code ~~shall~~ **will** be forwarded to the appropriate law enforcement agency ~~by~~ **addressed** by the College Police, **when appropriate**.
- 3.3- ~~Infractions by non-District Employees and Guests. The~~ College Police are responsible for handling suspected violations of this policy, **the Business and Professions Code or the Penal Code**, by invitees, contracted workers, visitors or guests on District property and at District functions.

Regulation Adopted: 4/17/06
Regulation Revised:
Regulation Reviewed:
Board Policy: P-1414

DRAFT 10/9/12

APPENDIX A

APPLICATION FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES
FOR NONPROFIT FUNDRAISING EVENT

(Must be submitted more than 30 days prior to event
and forwarded to the General Counsel 20 days prior to the Event)

Date of Application: _____ Date of Event: _____

Location of Event: _____ Time of Event: _____

Date Application Received by President/General Counsel: _____

Date Application Received by General Counsel: _____

Alcohol Beverage Control Permit Obtained: _____ Yes (Attach Copy); Submit 10 days prior
to date of event or event shall be cancelled.

Applicant (Circle One):	Los Rios Foundation	ARC
	ARC Foundation	CRC
	CRC Foundation	FLC
	FLC Foundation	SCC
	SCC Foundation	

Description of Fundraising Event: _____

Alcoholic Beverages to be served: _____

-----Do Not Write Below This Line-----

_____ Permission Denied

_____ Permission Granted

_____ Permission Granted With Conditions: _____

Dated



College President or General Counsel

cc: General Counsel
General Services

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 9, 2013

SUBJECT: P-8621 Complimentary Tickets		Attachment: Yes	
		Enclosure: Yes	
CATEGORY:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Jon Sharpe 	First Reading	X
		Consent/Routine	

BACKGROUND

Complimentary tickets to events received by public employees usually qualify as gifts to the recipient and often must be disclosed on the recipient's Form 700. Where employees receive such tickets in order to do their jobs, typically those tickets are not considered gifts. The FPPC recently amended its rules for complimentary tickets. Those rules allow donors to give complimentary tickets to the District and allow the District to document the receipt and use of the gifts. In order to use this provision, the District must have a policy concerning this issue.

STATUS

The enclosed policy and regulation are required by the FPPC to allow the District to receive undesignated tickets. The Policy appoints the Deputy Chancellor as the person responsible for receiving tickets generally; and the Chancellor for receiving tickets that may be distributed to members of the Board and/or the Deputy Chancellor. It specifies the types of public governmental purposes those tickets can be used for, the limits on the transfer of tickets distributed under the policy; the requirement that these tickets be placed on a public disclosure document filed with the FPPC and the numerous exceptions to these rules. The enclosed regulation details the Deputy Chancellor's managerial and reporting obligations under the Policy.

RECOMMENDATION

This new policy is presented for First Reading.

1.0 Definitions

- 1.1 “Ceremonial Role” shall mean an act performed at an event by the official as a representative of the District/College at the request of the holder of the event or function where, for a period of time, the focus of the event is on the act performed by the official.
- 1.2 “FPPC” shall mean the California Fair Political Practices Commission.
- 1.3 “Official” shall mean every officer, agent, employee and consultant who is required to file an Annual Statement of Economic Interests (Form 700) pursuant to State law and the District’s Conflict of Interest Code (P-8611).
- 1.4 “Ticket” shall mean: tickets or passes that provide admission to a facility or event for entertainment, amusement, recreation or similar purposes, and are obtained by the Los Rios Community College District or its Colleges through one of the following means:
- 1.4.1 As owner or sponsor of a facility or event.
- 1.4.2 Received by the District/Colleges from a third party who does not earmark the use of the ticket for a specific official; and the use of the ticket is in the sole discretion of the District/College.
- 1.4.3 Purchased by the District/Colleges, or received pursuant to a sponsorship or similar contract.

2.0 Public and Governmental Purpose

- 2.1 The Los Rios Community College District Board of Trustees delegates the authority to distribute any tickets and/or passes acquired by the District/Colleges for use by the District’s Trustees or the Deputy Chancellor to the Chancellor. The District delegates the authority to distribute any other tickets and/or passes in accordance with this Policy to the District’s Deputy Chancellor or his or her designee.
- 2.2 The District/Colleges may distribute complimentary tickets to appropriate recipients, including District/College officials, for the purpose of:
- 2.2.1 Ceremonial occasions.
- 2.2.2 Official welcoming of visiting dignitaries.
- 2.2.3 Exchange programs with foreign officials and dignitaries.

2.2.4 Community or economic outreach and development.

2.2.5 Recognition for direct involvement in District/College related projects/programs.

2.2.6 Advertising and promoting the Los Rios Community College District and its four accredited Colleges (American River College, Cosumnes River College, Folsom Lake College, Sacramento City College).

2.2.7 Monitoring and evaluating value of District/College sponsored events to the District/College and their compliance with District/College policies, agreements and other requirements.

2.2.8 Intergovernmental relations purposes.

2.2.9 Supporting local nonprofit and educational activities in the community that support and complement the mission of the District/Colleges.

2.2.10 Sponsorship agreements involving private events where the District specifically seeks to enhance the District's/College's reputation.

2.2.11 All written contracts where the District, as a form of consideration, has required that a certain number of tickets/suites be made available for District/College use.

2.2.12 Employment retention programs.

2.2.13 Special outreach programs for students, veterans, faculty, teachers, staff and other civil service occupations.

2.2.14 Any purpose similar to those above.

2.3 Receipt of consideration of equal or greater value by the District from the official shall be presumed if the tickets and/or passes are distributed pursuant to this Policy.

3.0 Ticket Transfer Limitations

3.1 Tickets received by officials under this Policy are for the purpose of having that official participate in the event.

3.2 An official may transfer his or her ticket to a guest, as well as the official's immediate family, solely for their attendance at the event. All

other transfers are prohibited, and no such transferred tickets may be resold.

- 3.3 Each ticket recipient may be offered one additional ticket for her or his immediate family member.
- 3.4 Any official, any member of the official's immediate family, or guest of the official may return any ticket unused to the District for redistribution pursuant to this Policy.

4.0 Public Disclosures

- 4.1 A record of each ticket distributed under this policy shall be completed and forwarded to the Fair Political Practices Commission on its form.
- 4.2 The form shall be a public record and is subject to inspection and copying.
- 4.3 Any District/College official who receives a ticket for an immediate family member must disclose that ticket as a gift on their annual Form 700.

5.0 Exceptions

- 5.1 Tickets provided to officials for an event at which the official plays a ceremonial role shall not constitute a gift and need not be reported on the official's Form 700, but must be reported under the Public Disclosure provision above.
- 5.2 The attendance of an official for the purposes of carrying out the employee's job duties or for the purpose of providing services on behalf of the District/College for the event shall not be considered the distribution of a complimentary ticket and need not be reported under this Policy or on the official's Form 700.
- 5.3 This policy does not apply to tickets provided to an official by sources other than the District/College.
- 5.4 This policy does not apply to tickets provided to the District earmarked for a particular official. Those tickets are considered gifts to that appropriate official. If these tickets are not returned unused to the donor within 30 days of receipt, the official must comply with the applicable FPPC gift limit and reporting regulations.
- 5.5 This policy does not apply to tickets for which the official pays the provider of the ticket the fair market value of the ticket and those tickets need not be reported under this Policy or on the Official's Form 700.

- 5.6 This policy does not apply to tickets to amateur events performed by the students of the District/College and those tickets need not be reported under this Policy or on the Official's Form 700.
- 5.7 Any ticket or pass that is acquired by the District by purchase, contract, or because the agency controls the event and is distributed to a public official, except for an elected official or member of the Board of Trustees, for: (1) the official's personal use, (2) to support general employee morale, (3) retention, or (4) to reward public service shall be deemed to be for personal use and is not reportable on the official's Form 700.

6.0 Administrative Regulations

- 6.1 The Chancellor shall develop administrative regulations to implement this policy.

Policy Adopted:
Policy Revised:
Adm. Regulation:

DRAFT 3/26/12

1.0 Administrator

1.1 The Deputy Chancellor or designee shall be the ticket administrator responsible for implementing the complimentary ticket policy.

1.2 The ticket administrator shall be responsible for reporting the distribution of tickets required below.

1.3 The ticket administrator will establish procedures for the distribution of tickets in accordance with the complimentary ticket policy. At a minimum, the ticket administrator will:

1.3.1 Manage the receipt, distribution and accounting for all tickets or passes subject to the complimentary ticket policy.

1.3.2 Ensure tickets or passes distributed by the District/College under this policy serve at least one of the public purposes as defined in the complimentary ticket policy.

1.3.3 Ensure tickets distributed pursuant to this complimentary ticket policy are disclosed on the FPPC Form.

1.3.4 Each disclosure form shall include:

1.3.4.1 The name of the person receiving the ticket or pass;

1.3.4.2 A description of the event;

1.3.4.3 The date of the event;

1.3.4.4 The face value of the ticket or pass;

1.3.4.5 The number of tickets or passes provided to each person;

1.3.4.6 If the ticket or pass was behested, the name of the official who behested the ticket; and

1.3.4.7 A description of the public purpose under which the distribution was made, or alternatively, that the ticket or pass was distributed as income to the official.

1.3.5 Sign each disclosure form verifying that the distribution of tickets is in accordance with the provisions of FPPC Regulation section 18944.1.

1.3.6 Ensure the disclosure form is provided to the FPPC in a timely fashion.

Adm. Regulation Adopted:

Adm. Regulation Revised:

Reviewed:

Board Policy:

P-8621

DRAFT 4/16/12