

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, February 13, 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. CONSENT CONSIDERATIONS

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

A. Board Meeting Minutes: January 9, 2013	Brian King
B. Curriculum Proposals ~ ARC/CRC/FLC/SCC	Susan L. Lorimer
C. Board Policy Revisions: Ban on Alcohol on District Property (Exceptions) P-1414	JP Sherry
D. Board Policy: Complimentary Tickets P-8621	JP Sherry
E. 2012-13 Budget Revision № 1	Jon Sharpe
F. District Quarterly Financial Statements (311Q)	Jon Sharpe
G. Foundation Quarterly Investment Report	Jon Sharpe
H. Acceptance of Gift ~ Sacramento City College	Kathryn Jeffery
I. Easement/License Agreement and Quitclaim: Rancho Cordova	JP Sherry
J. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
K. Ratify: Bid Transactions	Jon Sharpe
L. Disposition of Surplus Equipment	Jon Sharpe
M. Purchase Orders, Warrants and Checks	Jon Sharpe
N. Regular Human Resources Transactions: Appointments, Assignments, and Separations	Jon Sharpe

4. FIRST READING

A. Board Policy Revisions: Academic Senate (P-3412)	JP Sherry
B. Board Policy Revisions: Conflict of Interest (P-8611)	JP Sherry
C. Board Policy Revisions: Investment of Funds (P-8252)	JP Sherry

5. ACTION

A. Resolution 2013-02: Retiree Health Benefits Plan and Trust	JP Sherry
B. Public Hearing: Categorical Program Flexibility	Jon Sharpe
C. Substantive Change Proposal ~ SCC	Kathryn Jeffery

6. INFORMATION

A. 2012-13 Program Development Funds	Jon Sharpe
B. SB 1440 Transfer Degree Progress Update	Susan L. Lorimer

7. BOARD MEMBER REPORTS

8. REPORTS and COMMENTS

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

9. FUTURE AGENDA ITEMS

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

11. 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
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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.

March 13, 2013	Regular Board Meeting • Location: American River College
April 10, 2013	Regular Board Meeting • Location: District Office

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 § 54954.2).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Board Meeting Minutes: January 9, 2013		Attachment: None	
		Enclosure: Minutes	
CATEGORY:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
Recommended:	Brian King <i>Brian King</i>	Information	
		Action	
Approved for Consideration:	Brian King <i>Brian King</i>	First Reading	
		Consent/Routine	X

STATUS

The minutes of the Board of Trustees regular meeting on January 9, 2013 are enclosed for Board review and consideration.

RECOMMENDATION

It is recommended that the Board of Trustees approve the minutes of the meeting held on January 9, 2013.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, January 9, 2013

CALL TO ORDER

The Board meeting was called to order by President Haynes at 5:32 p.m., in the Tiff Martinez Board Room, 1919 Spanos Court, Sacramento, California.

Present:

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

Mr. Bryan Ryan, Student Trustee

Jon Sharpe, Interim Chancellor

ORAL COMMUNICATIONS

There were no oral communications.

SPECIAL ORDER OF BUSINESS: ANNUAL ORGANIZATIONAL MEETING

A. Representation to Education Associations

President Haynes made the following appointments:

ORGANIZATION	BOARD REPRESENTATIVE
American Association of Community Colleges (AACC)	Mr. Jones; Mr. Johnson
Association of Community College Trustees (ACCT)	Mr. Cochran; Ms. Ortiz
California Community College Trustees (CCCT)	Mr. Jones
Los Rios Foundation	Ms. Haynes; Ms. Albiani
Yolo County School Boards Association (YCSBA)	Ms. Scribner

A motion was made by Ms. Ortiz, seconded by Ms. Albiani, that the Board of Trustees approve the association and committee appointments.

Motion carried, 7:0

CONSENT CONSIDERATIONS

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

Motion carried, 7:0

A. Board Meeting Minutes: December 12, 2012

That the Board of Trustees approve minutes of the meeting held on December 12, 2012.

B. Declaration of Election Results

That the Board of Trustees declare the results of the November 6, 2012 election as certified by the Sacramento County Registrar of Voters.

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).*

C. Resolution 2013-01: Board Absences

That the Board of Trustees adopt Resolution No 2013-01¹ which specifies that trustees be compensated for absences as indicated.

D. 2013-14 Nonresident Tuition and Student Capital Outlay Fees

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. Both fees remain unchanged from their current rates.

E. District Officers: Contract Benefits

That the Board of Trustees ratify and approve Attachment A² outlining the non-salary compensation benefits for District Officers.

¹ Resolution 2013-01

² District Officers Contract Benefits

F. Agreement: Purchase of Real Property (Rancho Cordova)

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.

G. Lease: McClellan Safety Center Parking Lot

That the Board of Trustees approve the lease with the County of Sacramento for future additional parking and authorize the Chancellor, or designee, to execute it.

H. Claim: Shanel Allyn Griffin

That the Board of Trustees reject the claim of Shanel Allyn Griffin and refer the matter to the District's insurance administrators.

I. 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 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
Child Development Training Consortium – Instructional Agreement (renewal) <ul style="list-style-type: none"> Funds to support instruction through the Child 	CRC	\$15,000	Yosemite CCD

Development Training Program. • 9/1/2012 through 6/30/2013 • Jamey Nye, Dean, Business and Family Science			
Child Development Training Consortium – Instructional Agreement (renewal) • 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
CA Early Childhood Mentor Program • 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
CA Early Childhood Mentor Program • 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
SB 70 CTE Collaboratives: Outreach and Matriculation • 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
Student Success – Stackable Prerequisite Alignment Program (Health Workforce Initiative; Phase 2 funding) • 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

J. Ratify: Bid Transactions

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

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

K. 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: 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.

L. Purchase Orders, Warrants and Checks

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

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 – 166350*	
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	

*warrant numbers corrected subsequent to meeting

M. Regular Human Resources Transactions

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

FIRST READING

A. Board Policy Revisions: Ban on Alcohol on District Property (Exceptions) P-1414

Proposed revisions to Policy 1414: Ban on Alcohol on District Property (Exceptions) were presented to the Board of Trustees as First Reading for review and discussion.

B. Board Policy: Complimentary Tickets P-8621

Proposed revisions to Policy 8621: Ban on Complimentary Tickets were presented to the Board of Trustees as First Reading for review and discussion.

BOARD MEMBER REPORTS

Ms. Scribner attended the Elk Grove Unified School District Board swearing in.

The Regional Transit federal funding signing ceremony at Cosumnes River College was attended by Ms. Albiani and Ms. Scribner.

Student Trustee Ryan reported that the students are preparing for Lobby Day on February 5, 2013. He also reported that two position letters will be submitted to the District: a "No Support" letter against Aramark and a "Letter of Support" for compensation for student leader shared governance time.

REPORTS AND COMMENTS

The following constituency representatives also presented reports to the Board:

Rochelle Franco, President, FLC Classified Senate
Brian Robinson, President, FLC Academic Senate

Chancellor's Report:

Interim Chancellor Sharpe announced the following retirements:

Retirement			Years of Service
Celina Ing	Computer Information Science Professor	SCC	36
Cris McCullough	Associate Vice President of Workforce Development	ARC	13+
Kristin Cullivan	Speech Professor	ARC	9

³ Human Resources Transactions

FUTURE AGENDA ITEMS

Ms. Albiani requested a presentation or written report providing an update on the District's emergency preparedness/readiness and student safety programs.

ADJOURNMENT

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

Motion carried, 7:0

President Scribner adjourned the meeting at 6:07 p.m.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: February 13, 2013

jd



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	7	NOES	0	ABSENT	0
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 Pamela Haynes, Board President

Attest:


 Jon Sharpe
 Interim Chancellor and Secretary to the Board

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.*

MANAGEMENT

APPOINTMENT 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

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Curriculum Proposals ~American River, Cosumnes River, Folsom Lake and Sacramento City College		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
Recommended:	<i>Susan L. Lorimer</i> Susan L. Lorimer	Information	
		Action	
Approved for Consideration:	Brian King <i>Brian King</i>	First Reading	
		Consent/Routine	X

STATUS

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs: general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The enclosed curriculum was approved at the February 1, 2013 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Thuan Bui, Kristen Corbin, Bill Simpson, Kathy Rodgers, Bila Kintaudi (student), Colleen Owings; Cosumnes River College – Michael Lawlor, Cori Burns, Amanda Wolcott, Lynn Fowler, Whitney Yamamura; Folsom Lake College – Jessica Hodge, Kevin Pipkin (Chair), Debra Worth, Kylie Leblanc (student), David Newnham; Sacramento City College – Lonnie Larson, Brett Thomas, Richard Yang, Armando Muse (student), Mary Turner; District Senate – Kale Braden; and District Office – Sue Lorimer.

RECOMMENDATION

It is recommended that the Board of Trustees approve the curriculum proposals for American River, Cosumnes River, Folsom Lake and Sacramento City College.

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

February 13, 2013

COURSE PROPOSALS

Course Deletions

American River College

1. **DANCE 311 Urban Hip Hop (1.00 unit)**

Justification: This course has been renumbered as DANCE 351 to better fit in the new family structure for Hip Hop, the result of Title V changes.

2. **ENGWR 294 Topics in English Writing (1.00 unit)**

Justification: This course has never been offered and is not part of the composition series.

3. **ESL 495 Independent Studies in English as a Second Language (1.00 - 3.00 units)**

Justification: This course has never been offered. We have never found a student need that we could not meet better by writing a specific course.

4. **JAPAN 405 Japanese Writing (1.00 unit)**

Justification: Due to budget cuts, the department does not have the FTE to offer this course.

5. **MGMT 294 Topics in Management (0.50 - 5.00 units)**

Justification: This course no longer meets the needs of our students

6. **TA 360 Styles of Acting (3.00 units)**

Justification: This course no longer meets the needs of our students. Students complete TA 362 and 366 instead.

Cosumnes River College

1. **FITNS 309 Step Aerobics (1.50 units)**

Justification: FITNS 309 is being replaced with the 1.0 unit FITNS 308 to be consistent with the other Los Rios colleges.

2. **FITNS 334 Off-Season Conditioning (1.50 units)**

Justification: Upon a full curriculum review, the PE/KINES department has determined that this course does not meet the needs of students and should be deleted. The department is developing new sport-specific off-season courses.

3. **FITNS 436 Lifeguard Training (2.00 units)**

Justification: Upon a full curriculum review, the PE/KINES department has determined that it is no longer feasible to offer this course.

4. **KINES 303 Principles of Athletic Coaching (1.00 unit)**

Justification: Upon review, the PE/KINES department has determined that this course no longer meets the needs of students nor the department's goals.

5. **PSYC 372 Child Development (3.00 units)**

Justification: We no longer offer this course and have developed new curriculum and courses that cover this material in a more pertinent and relevant way from a contemporary viewpoint.

6. **SONOG 251 Integrative Study in Sonography (2.00 units)**

Justification: The CRC DMS Program Director and Advisory Committee have determined that this course is no longer necessary. The content is covered in the other courses within the program.

Folsom Lake College

1. **FT 180 Rescue Practices (3.00 units)**

Justification: In response to faculty and Program Advisory Board recommendations, this course is to be deleted from the program. This course has never been offered through FLC and, due to equipment and facility needs, will never be presented.

2. **SILA 345 Fingerspelling (1.00 unit)**

Justification: The program review for the department has determined that this course will not be offered in the foreseeable future. Other courses exist that currently meet the needs of the students.

3. **SPAN 425 Advanced Reading and Conversation (3.00 units)**

Justification: This course has not been offered in years. We want the catalog to accurately represent what we offer.

4. **SPAN 434 Spanish for the Professions - Intermediate (3.00 units)**

Justification: We have not offered this course in years and don't plan to offer it soon. We want the catalog to accurately reflect what we offer.

Sacramento City College

1. **ART 121 Welding for the Artist (3.00 units)**

Justification: This course was run in collaboration with the Aeronautics program. The lab and its equipment have moved to McClellan. The sculpture department alone does not currently have the facilities to support a course of this kind.

2. **ART 321 Graphic Design in the Fine Arts (3.00 units)**

Justification: This course is no longer offered by the Art Department at Sacramento City College.

3. **ART 325 Introduction to Graphic Design (3.00 units)**

Justification: This course is no longer offered by the Art Department at SCC. The subject is covered more completely by the Graphic Communications program at the college.

4. **FARSI 499 Experimental Offering in Farsi (0.50 - 4.00 units)**

Justification: This course has not been taught recently.

5. **HCD 81 Diagnostic Assessment (0.50 units)**

Justification: Sacramento City College is no longer using this course for testing.

6. **JAPAN 495 Independent Studies in Japanese (1.00 - 3.00 units)**

Justification: Funding for this course is not available at this time.

7. **MAND 495 Independent Studies in Mandarin (1.00 - 3.00 units)**

Justification: This course has not been taught recently and the Department does not have the resources to support it.

8. **NURSE 371 Focused Learning in the Associate Degree Nursing Program (1.00 - 1.50 units)**

Justification: Course is no longer offered due to curriculum revision.

9. **NURSE 380 Preparing for a Nursing Career (1.00 unit)**

Justification: This course is no longer recommended or part of the required curriculum.

10. **NURSE 1000 NCLEX-RN Review (1.00 - 3.00 units)**

Justification: This course content is incorporated into Nurse 437(last semester of the program).

11. **PHIL 482 Law, Justice, and Punishment - Honors (3.00 units)**

Justification: Phil 482 is no longer being taught.

12. **RUSS 495 Independent Studies in Russian (1.00 - 3.00 units)**

Justification: This course has not been taught recently. The Department does not have the resources to support it.

13. **SPAN 495 Independent Studies in Spanish (1.00 - 3.00 units)**

Justification: This course has not been taught recently. The Department does not have the necessary resources to support it.

New to District Courses

American River College

1. DANCE 307 Hawaiian Dance II (1.00 unit)

Prerequisite: None.

Enrollment Limitation: DANCE 305 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course offers further study of Hawaiian dance within its traditional context. It continues the basic hula technique begun in DANCE 305 with a more rigorous training approach by adding faster tempos and more complex components. This course includes more intricate footwork, timing, and communication of the steps with the original meanings and historical content intact. The origin, history, and vocabulary of Hawaiian dances are explored with an emphasis on the current cultural importance of hula in a changing Hawaiian population. This course is for students with previous training in Hawaiian dance.

Justification: As a member of the cultural dance family, this course allows our students the opportunity to excel in cultural dance and provides a positive foundation for transfer into a university degree program for cultural dance studies. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

2. DANCE 312 Jazz Dance II (1.00 unit)

Prerequisite: None.

Enrollment Limitation: DANCE 310 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course continues to refine the basic skills begun in DANCE 310 and further instills proper alignment and technique for jazz dance. This course offers students an opportunity to explore new learning styles through the continued study of jazz dance with more complex rhythms, new vocabulary, varied methods of counting, and new spatial problems to be solved. This course is for students with some previous jazz dance training.

Justification: As a member of the jazz dance technique family, this course allows our students the opportunity to excel in jazz dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

3. DANCE 313 Jazz Dance III (1.00 unit)

Prerequisite: None.

Enrollment Limitation: DANCE 312 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course continues the foundation of basic steps and turns begun in DANCE 312 and further instills proper alignment and technique. It introduces more complex combinations in center, a greater

vocabulary of movement across the floor, and a better understanding of technique for multiple jazz turns. This course is for students with previous jazz dance training.

Justification: As a member of the jazz dance technique family, this course allows our students the opportunity to excel in jazz dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

4. **DANCE 314 Jazz Dance IV (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: DANCE 313 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course continues the study of jazz dance focusing on allegro movement studies with quicker, more complex combinations in center, a more difficult vocabulary of movement across the floor, and progressive technique for multiple jazz turns. It emphasizes changes of directions, dynamics, and levels. This course is for students with previous jazz dance training.

Justification: As a member of the jazz dance technique family, this course allows our students the opportunity to excel in jazz dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

5. **DANCE 315 Jazz Dance V (1.00 unit)**

Prerequisite: None.

Enrollment Limitation: DANCE 314 with a grade of "C" or better or by audition.

54.00 hours laboratory

This course continues the study of jazz dance with rigorous emphasis on allegro movement, jumps, leaps, and technique for multiple turns. Topics include the propensity of jazz dance to absorb the movements of many cultures and to utilize the current social climate in reflecting the era in dance. This course is for students with previous jazz dance training.

Justification: As a member of the jazz dance technique family, this course allows our students the opportunity to excel in jazz dance and provides them with the foundation in technique necessary for those pursuing transfer into a university dance department. This course fulfills the physical education requirement for graduation and is a part of the dance degree and the dance pedagogy certificate.

6. **ENGRD 50 Reading Center: Individualized Support Skills for ENGRD 15 (0.50 units)**

Prerequisite: None.

Corequisite: Concurrent enrollment in ENGRD 15.

9.00 hours lecture

This course offers supplemental practice in beginning reading skills for those concurrently enrolled in ENGRD 15. Pass/No Pass only.

Justification: This course is being added as a result of Reading Department program review. It supports ENGRD 15 students who need extra help to be successful.

7. **ENGRD 55 Reading Center: Individualized Readiness Skills II (1.50 units)**

Prerequisite: Placement through the assessment process.

Advisory: ESLR 50 with a "C" or better for non-native speakers.

27.00 hours lecture

This course offers individualized instruction focused on discrete reading comprehension skills and application of those skills to persuasive and expository essays, textbooks, and fiction. Subjects include SQ3R (Study, Question, Read, Recite, and Review), patterns of development, and inferential comprehension. This course is not a substitute for ENGRD 14, 15, or 116. Pass/No Pass only.

Justification: This new course is being offered as part of program review. This course helps students develop the reading skills required to succeed in various content area courses.

Cosumnes River College

1. **DANCE 411 Dance Composition and Production Level II (2.00 units)**

Prerequisite: None.

Advisory: Student should have completed DANCE 410, or beginning level training, or satisfy the professor with a level of proficiency."

18.00 hours lecture, 54.00 hours laboratory

This course provides an opportunity to explore the processes of composing and producing beginning to intermediate level choreography. Students will work in small groups to develop original compositions that demonstrate an understanding of choreographic forms and creative processes. This course culminates in a final showcase performance.

Justification: This proposal will bring this course into compliance with the Title 5 mandate concerning repetition. This course allows our students to continue their studies of composition and production on a more comprehensive level and extend their skills and knowledge of dance that are included in skill level II.

2. **DANCE 412 Dance Composition and Production Level III (2.00 units)**

Prerequisite: DANCE 411 with a grade of "C" or better; or have beginning to intermediate knowledge of composing dances, determined by the professor per an evaluation for the level of proficiency.

18.00 hours lecture, 54.00 hours laboratory

This course provides an opportunity to explore the processes of composing and producing intermediate level choreography. Students will identify and integrate the contributions of modern and contemporary choreographers for the purpose of expanding their choreography skills. An emphasis on smaller compositions, for example, solos, duos, and trios will be included along with the roles of lighting and costume design. This course culminates in a final showcase performance.

Justification: This proposal will bring this course into compliance with the Title 5 mandate concerning repetition. This course allows our students to continue their studies of composition and production on a

more comprehensive level and extend their skills and knowledge of dance that are included in skill level III.

3. **DANCE 413 Dance Composition and Production Level IV (2.00 units)**

Prerequisite: DANCE 412 with a grade of "C" or better; or have intermediate knowledge of composing dances, determined by the professor per an evaluation for the level of proficiency.

18.00 hours lecture, 54.00 hours laboratory

This course provides an opportunity to explore the processes of composing and producing advanced level choreography. Students will continue their study of modern and contemporary choreographers' contributions for the purpose of expanding their choreography skills. An emphasis on cross-disciplinary studies including multimedia, drama, art, and music will provide an integrated approach for exploring the significance of dance and other art forms in contemporary society. This course culminates in a final showcase performance.

Justification: This proposal will bring this course into compliance with the Title 5 mandate concerning repetition. This course allows our students to continue their studies of composition and production on a more comprehensive level and extend their skills and knowledge of dance that are included in skill level IV.

4. **JOUR 410 College Media Production I (3.00 units)**

Prerequisite: ENGWR 101 with a grade of "C" or better; or equivalent skills demonstrated through the assessment process.

Advisory: Completion of or concurrent enrollment in one of the following: JOUR 300, 335, 404 or PHOTO 302.

36.00 hours lecture, 54.00 hours laboratory

This course focuses on writing and producing student news media, using the school newspaper *The Connection* and its online companion www.thecrcconnection.com, as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in one of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethical and legal aspects of communication are also covered.

Justification: This course offers hands-on experience in reporting, writing, photography, layout, and online production skills. This course prepares students for transfer work in journalism or entry-level jobs in the field. This course will be required for the A.A. degree in journalism, and will be part of the proposed A.A.-T Journalism degree.

5. **JOUR 411 College Media Production II (3.00 units)**

Prerequisite: JOUR 410 with a grade of "C" or better

Advisory: Completion of or concurrent enrollment in one of the following: JOUR 300, 335, 404 or PHOTO 302.

36.00 hours lecture, 54.00 hours laboratory

This course builds on experience gained in Journalism 410. During this second-semester course, students focus on intermediate writing and production skills, using the school newspaper *The Connection* and its online companion www.thecrcconnection.com, as a practical laboratory. Students

will work in at least two of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethical and legal aspects of communication are also covered.

Justification: This course offers hands-on experience in reporting, writing, photography, layout, and online production skills. This course prepares students for transfer work in journalism or entry-level jobs in the field. This course will be required for the A.A. degree in journalism, and will be part of the proposed A.A.-T Journalism degree.

6. **TAP 300 Modern Rehearsal and Performance I (1.00 - 3.00 units)**

Prerequisite: None.

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the first level of four courses which provide for a workshop training experience for students performing in their first role in a modern theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

7. **TAP 301 Modern Rehearsal and Performance II (1.00 - 3.00 units)**

Prerequisite: TAP 300 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the second level of four courses which provide for a workshop training experience for students performing in their second role in a modern theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

8. **TAP 302 Modern Rehearsal and Performance III (1.00 - 3.00 units)**

Prerequisite: TAP 301 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the third level of four courses which provide for a workshop training experience for students performing in their third role in a modern theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

9. **TAP 303 Modern Rehearsal and Performance IV (1.00 - 3.00 units)**

Prerequisite: TAP 302 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses which provide for a workshop training experience for students performing in their fourth role in a modern theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

10. **TAP 310 Modern Technical Production I (1.00 - 3.00 units)**

Prerequisite: None.

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the first level of four courses which provide for a workshop training experience for students working in their first position on the production crew of a modern theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

11. **TAP 311 Modern Technical Production II (1.00 - 3.00 units)**

Prerequisite: TAP 310 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the second level of four courses which provide for a workshop training experience for students working in their second position on the production crew of a modern theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and

running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

12. TAP 312 Modern Technical Production III (1.00 - 3.00 units)

Prerequisite: TAP 311 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the third level of four courses which provide for a workshop training experience for students working in their third position on the production crew of a modern theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

13. TAP 313 Modern Technical Production IV (1.00 - 3.00 units)

Prerequisite: TAP 312 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses which provide for a workshop training experience for students working in their fourth position on the production crew of a modern theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

14. TAP 320 Classical Rehearsal and Performance I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the first level of four courses which provide for a workshop training experience for students performing in their first role in a classical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

15. TAP 321 Classical Rehearsal and Performance II (1.00 - 3.00 units)

Prerequisite: TAP 320 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the second level of four courses which provide for a workshop training experience for students performing in their second role in a classical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

16. TAP 322 Classical Rehearsal and Performance III (1.00 - 3.00 units)

Prerequisite: TAP 321 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the third level of four courses which provide for a workshop training experience for students performing in their third role in a classical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

17. TAP 323 Classical Rehearsal and Performance IV (1.00 - 3.00 units)

Prerequisite: TAP 322 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses which provide for a workshop training experience for students performing in their fourth role in a classical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

18. TAP 330 Classical Technical Production I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the first level of four courses which provide for a workshop training experience for students working in their first position on the production crew of a classical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

19. TAP 331 Classical Technical Production II (1.00 - 3.00 units)

Prerequisite: TAP 330 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the second level of four courses which provide for a workshop training experience for students working in their second position on the production crew of a classical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

20. TAP 332 Classical Technical Production III (1.00 - 3.00 units)

Prerequisite: TAP 331 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the third level of four courses which provide for a workshop training experience for students working in their third position on the production crew of a classical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction,

costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

21. TAP 333 Classical Technical Production IV (1.00 - 3.00 units)

Prerequisite: TAP 332 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the third fourth of four courses which provide for a workshop training experience for students working in their fourth position on the production crew of a classical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

22. TAP 340 Musical Rehearsal and Performance I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the first level of four courses which provide for a workshop training experience for students performing in their first role in a musical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

23. TAP 341 Musical Rehearsal and Performance II (1.00 - 3.00 units)

Prerequisite: TAP 340 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the second level of four courses which provide for a workshop training experience for students performing in their second role in a musical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

24. TAP 342 Musical Rehearsal and Performance III (1.00 - 3.00 units)

Prerequisite: TAP 341 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the third level of four courses which provide for a workshop training experience for students performing in their third role in a musical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

25. TAP 343 Musical Rehearsal and Performance IV (1.00 - 3.00 units)

Prerequisite: TAP 342 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses which provide for a workshop training experience for students performing in their fourth role in a musical theatre production. Students interested in acting audition with the director for acting, singing or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

26. TAP 350 Musical Technical Production I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the first of four courses which provide for a workshop training experience for students working in their first position on the production crew of a musical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management,

house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

27. TAP 351 Musical Technical Production II (1.00 - 3.00 units)

Prerequisite: TAP 350 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the second of four courses which provide for a workshop training experience for students working in their second position on the production crew of a musical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

28. TAP 352 Musical Technical Production III (1.00 - 3.00 units)

Prerequisite: TAP 351 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the third of four courses which provide for a workshop training experience for students working in their third position on the production crew of a musical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

29. TAP 353 Musical Technical Production IV (1.00 - 3.00 units)

Prerequisite: TAP 352 with a grade of "C" or better

Enrollment Limitation: Interview

54.00 - 162.00 hours laboratory

This course is the fourth of four courses which provide for a workshop training experience for students working in their fourth position on the production crew of a musical theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

30. **TMACT 301 Indoor Soccer II (1.00 unit)**

Prerequisite: None.

Advisory: TMACT 300; Student should have completed Indoor Soccer I, played 1 year of High School Varsity Soccer, completed 1 year of College Soccer, or satisfy the professor with a level of proficiency.

54.00 hours laboratory

The purpose of this course is to provide the student with an intermediate level player environment to challenge the player's knowledge and skills associated with indoor soccer. This course emphasizes an intermediate level of defending, attacking, and technical ability. It covers the skills, strategy, and rules that govern the play of indoor soccer. This class is not for beginners.

Justification: This course has been identified as a viable course to offer based on student needs.

31. **TMACT 303 Outdoor Soccer II (1.00 unit)**

Prerequisite: None.

Advisory: TMACT 302; Student should have completed Outdoor Soccer I, played 1 year of High School Varsity Soccer, completed 1 year of College Soccer, or satisfy the professor with a level of proficiency.

54.00 hours laboratory

The purpose of this course is to provide the student with an intermediate level player environment to challenge and improve the player's knowledge and skills associated with outdoor soccer. This course emphasizes an intermediate level of defending, attacking, and technical ability. It covers the skills, strategy, and rules that govern the play of outdoor soccer. This class is not for beginners.

Justification: This course is part of a district-wide agreement on a family of courses. This course has been identified as a viable course to offer based on student needs.

32. **TMACT 304 Outdoor Soccer III (1.00 unit)**

Prerequisite: None.

Advisory: TMACT 303; Student should have completed Outdoor Soccer II, played 2 years of High School Varsity Soccer, played at the competitive level of youth soccer, completed 1 year of College Soccer, or satisfy the professor with a level of proficiency.

54.00 hours laboratory

The purpose of this course is to provide the student with an advanced level player environment to challenge the player's knowledge and skills associated with outdoor soccer. This course emphasizes an advanced level of defending, attacking, and technical ability. It covers the skills, strategy, and rules that govern the play of outdoor soccer. This class is not for beginners or intermediate players.

Justification: This course is part of a district-wide agreement on a family of courses. This course has been identified as a viable course to offer based on student needs.

33. TMACT 321 Basketball II (1.00 unit)

Prerequisite: None.

Advisory: TMACT 320

54.00 hours laboratory

This is a physical education course that covers a complete review of the intermediate fundamentals, tactics, rules, and systems of play. The student will develop a better understanding of how to play competitive basketball in a team setting.

Justification: This course meets general education requirements for the AA/AS Area III (a); CSU Area E and is transferable to UC/CSU. This course is also being revised in response to new Title 5 repeatability regulations.

34. TMACT 331 Volleyball II (1.00 unit)

Prerequisite: None.

Advisory: TMACT 330; Intermediate volleyball students should have some playing experience and basic volleyball knowledge and skills.

54.00 hours laboratory

This is an intermediate volleyball class. Lecture, demonstration and participation will provide the student with sufficient knowledge for continued participation in volleyball. This class will focus on refining basic skills, introducing more complicated techniques and teaching more advanced strategies.

Justification: To create levels I, II and III for the volleyball classes for required Title 5 repeatability changes.

35. TMACT 333 Volleyball III (1.00 unit)

Prerequisite: None.

Advisory: TMACT 331; advanced volleyball students are recommended to have significant experience, preferably at the high school varsity level.

54.00 hours laboratory

This is an advanced volleyball class. Lecture, demonstration and participation will provide the student with sufficient knowledge for continued participation in volleyball at an advanced level. In advanced volleyball, students work on improving the more complicated skills and techniques of the sport and competitive play takes a higher priority.

Justification: To create levels I, II, and III for the volleyball classes for required Title 5 repeatability changes.

Yuba Lake College

1. ENGLT 313 Arthurian and Chivalric Literature (3.00 units)

Prerequisite: Eligibility for ENGWR 300.

Advisory: ENGLT 310

54.00 hours lecture

This course involves a survey of English Literature concerning tales of King Arthur and his court and other related chivalric romances. The course considers the history and development of chivalric literature, noting the contributions from French sources and its influences on American sources, but its primary scope focuses on contributions to chivalric literature from British sources such as Malory's "Le Morte D'Arthur," "The Mabinogi," "Sir Gawain and the Green Knight," Tennyson's "Idylls of the King."

Justification: Typical English literature survey courses do not allow time for a careful study of Arthurian/Chivalric literature. Arthurian/Chivalric literature, however, has greatly influenced English literature and the Western world. This course offers students the opportunity to concentrate their studies on this subject to become familiar with the relevant literature (particularly with the characters and events) and to recognize common themes, conventions, and literary developments associated with English (and American and French) chivalric literature.

2. ENGRD 208 Reading for Academic Achievement (3.00 units)

Prerequisite: ENGRD 110 or ESLR 320 with a grade of "C" or better; or placement through the assessment process.

Advisory: ENGLB 71 and ENGWR 48

Enrollment Limitation: This course is not open to students who have already completed ENGRD 310: Critical Reading as Critical Thinking.

54.00 hours lecture

This course covers the theory and practice of analytical and speed reading skills and strategies required for proficient and effective reading of college level reading materials. The class focuses on the following: scaffolding of proficient comprehension skills; analytical evaluation of college level essays; critical reading skills for college level textbooks; using critical reading and thinking skills when reading on the Internet and doing research; vocabulary development; and building of flexible reading rate and speed. These skills will be developed through application in varied reading materials.

Justification: Reading Competency has been applied for with the goal of offering students an alternative to ENGRD 310 and 312.

Sacramento City College

1. ACCT 138 Small Business Taxes (2.00 units)

Prerequisite: ACCT 101 and 290 with grades of "C" or better

36.00 hours lecture

This course covers the local, state, and federal tax responsibilities of owning a small business in California. Topics include income taxes, payroll taxes, property taxes, sales taxes, unemployment insurance tax, and workers' compensation.

Justification: As part of Program Review, the department identified a need for more small business accounting courses. This course is intended to support the full charge bookkeeping certificate. The course is an overview of the various tax requirements encountered by a small business owner. There is no text for the course. The material will be covered through government publications and web sites.

2. **CISA 303 Beginning Word Processing -- Corel WordPerfect (2.00 units)**

Prerequisite: CISC 300 or 310 with a grade of "C" or better

Advisory: BUSTEC 100.1 or 300.1

27.00 hours lecture, 27.00 hours laboratory

The course introduces the student, through hands-on operation, to the use of word processing using Corel WordPerfect. The course includes basic word processing operations such as terminology and screen formats, dialog boxes, text enhancements, editing, formatting using code screens, sorting, tables, merging functions, saving and retrieving, and printing text.

Justification: The addition of new software package is necessary to comply with new repeatability regulations.

3. **CISA 304 Intermediate Word Processing -- Corel WordPerfect (2.00 units)**

Prerequisite: CISA 305 with a grade of "C" or better

27.00 hours lecture, 27.00 hours laboratory

This course builds upon previous training in the use of the Corel WordPerfect program. The course includes a brief review of basic editing and text concepts and different codes and then covers intermediate software features such as document processing functions, macro programming functions, complex document styles and commands, and table and graphics applications. The course incorporates all word processing features into the production of one final presentation/job portfolio.

Justification: The addition of new software package is necessary to comply with new repeatability regulations.

4. **ENGWR 488 Honors College Composition and Research (4.00 units)**

Prerequisite: ENGWR 101 with a grade of "C" or better; or placement through the assessment process.

Enrollment Limitation: Students must also be eligible for admission to the Honors Program.

72.00 hours lecture

This course offers the honors student a challenging curriculum that will develop skills in composition, critical thinking, and research. Students write a minimum of 6,500 words divided among at least four to six essays, including a significant research paper and at least one in-class essay. In addition to research assignments, students will read at least one full-length, supplemental text. In order to fulfill the honors requirement, students will complete a significant project and/or classroom presentation. This course was formerly known as ENGWR 480.

Justification: This course prepares students for transfer and is required for degrees and certificates. This four-unit course fulfills students' needs to conduct research, learn, and apply correct MLA citation and documentation standards, synthesize multiple sources in their essays and research papers, and write essays demonstrating transfer level analysis with rhetorical and grammatical competence. Because this is an Honors course, students will be expected to lead discussions and present their work to classmates in preparation for future Honors courses and advanced study.

5. **ESL 94 Intermediate-High Skills Lab (0.50 - 1.50 units)**

Prerequisite: ESLL 50, ESLR 50, or ESLW 50 with a grade of "C" or better; or placement through the assessment process.

Advisory: Concurrent enrollment in at least one ESL course.

27.00 - 81.00 hours laboratory

This course develops, expands, and reinforces multiple English language skills at the intermediate-high level in an independent and/or in small group environment. Coursework includes integrated study topics relative to vocabulary and study skills, reading and grammar use, idiomatic language study and application, pronunciation and listening skills, composition and writing, and/or workplace skills. This is an open-entry open-exit course. Students may register until the end of the ninth week of the semester if space allows. Students may earn up to one-half unit per semester by completing 27 hours of work. This course may be taken for a maximum of 1.5 units, using different modules. This course is not a substitute for other ESL courses. The course is graded Pass/No Pass.

Justification: This course assists students in the development of essential English language skills necessary for college success and employment.

6. **ESL 95 Advanced Skills Lab (0.50 - 1.50 units)**

Prerequisite: ESLG 310, ESLR 310, or ESLW 310 with a grade of "C" or better; or placement through the assessment process.

Advisory: Concurrent enrollment in at least one ESL course

27.00 - 81.00 hours laboratory

This course develops, expands, and reinforces multiple English language skills at the advanced levels in an independent and/or in small group environment. Coursework includes integrated study topics relative to vocabulary and study skills, reading and grammar use, idiomatic language study and application, pronunciation and listening skills, composition and writing, and/or workplace skills. This is an open-entry open-exit course. Students may register until the end of the ninth week of the semester if space allows. Students may earn up to one-half unit per semester by completing 27 hours of work. This course may be taken for a maximum of 1.5 units, using different modules. This course is not a substitute for other ESL courses. This course is graded Pass/No Pass.

Justification: This course assists students in the development of essential English language skills necessary for college success and employment.

7. **FITNS 373 Life Fitness Center Functional Fitness Training (0.50 - 1.00 units)**

Prerequisite: FITNS 371(Life Fitness Center Training) and 372(Life Fitness Strength Training) with a Pass grade.

27.00 - 54.00 hours laboratory

This course is an open-entry/open-exit course designed to provide instruction in functional fitness exercises. Functional fitness exercises are designed to train your muscles to work together and prepare them for daily tasks by simulating movements that individuals might do at home, work, or in sports. FITNS 371 and FITNS 372 with a Pass grade are prerequisites for this class. This course is graded Pass/No Pass. Students may enroll in the class up to the fourth week of the semester.

Justification: The Kinesiology Division has modernized its strength and fitness facilities with the creation of the Life Fitness Center. An open-entry/open-exit course needs to be designed to maximize student productivity through flexible scheduling. This fitness course will meet the needs of students who wish to improve their health and fitness levels through functional fitness exercises designed to train muscles to work together and prepare them for daily tasks by simulating movements that individuals might do at home, work, or in sports.

8. **FITNS 442 Swimming III (1.00 unit)**

Prerequisite: Students must achieve a passing standard on the swim test of 50 yards of freestyle with proficient breathing to the side and 50 yards of backstroke.

54.00 hours laboratory

The purpose of this course is to teach intermediate swimmers, who have mastered basic water acclimation, water safety, and basic swimming skills, swim training protocols and design, further refinement of stroke technique, proper diving technique, and development of cardiovascular capacity. Students will learn and refine the stroke techniques of freestyle, backstroke, and breaststroke. Students will learn flip turns for freestyle and backstroke. Students will be introduced to swim training and workout design.

Justification: This course is part of our course offerings in Physical Education. This course is part of our division's unit plan.

9. **FITNS 443 Swimming IV (1.00 unit)**

Prerequisite: Students must achieve a passing standard on the swim test of 100 yards of freestyle, backstroke, and breaststroke demonstrating proficient stroke, breathing, and turn technique.

54.00 hours laboratory

The purpose of this course is to teach advanced intermediate swimmers (those who have mastered intermediate swimming skills) to identify and demonstrate proper technique specific to the four competitive strokes, proper training protocols, and training design. Students will learn and refine proper stroke technique of freestyle, backstroke, breaststroke, and butterfly. Student will refine underwater efficiency in diving, turns, and breakouts for all competitive strokes. Students will develop more advanced swim training protocols, drills, and workout designs.

Justification: This course is part of our course offerings in Physical Education. This course is part of our division's unit plan.

10. **GCOM 320 Print and Multimedia Publication Design II (3.00 units)**

Prerequisite: GCOM 319 with a grade of "C" or better

36.00 hours lecture, 54.00 hours laboratory

This course examines intermediate-level newspaper, magazine, web, and multimedia publication design. Students are responsible for the design and production of the award-winning Sacramento City College

school newspaper, the bi-annual student magazine, and their accompanying web sites and multimedia content. Using fundamental design concepts and theory involving grids, page layout, typography, and visual communication, students will work alongside journalism and photography students and beginning- and advanced-level design students to plan and produce a variety of content. This course offers an opportunity to build a portfolio and gain experience while working on real-world projects.

Justification: This course is the second semester, intermediate-level course for the Print and Multimedia Publication Design courses. Previously a separate group of topics in the GCOM 319 course, it is now being developed as an individual course.

11. GCOM 321 Print and Multimedia Publication Design III (3.00 units)

Prerequisite: GCOM 320 with a grade of "C" or better

36.00 hours lecture, 54.00 hours laboratory

This course examines advanced level newspaper, magazine, web, and multimedia publication design. Students are responsible for the planning, art direction, and production management of the award-winning Sacramento City College school newspaper, the bi-annual student magazine, and their accompanying web sites and multi-media content. Using fundamental design concepts and theory involving grids, page layout, typography, and visual communication, students will work alongside student editors and beginning- and intermediate-level design students to plan and produce a variety of publication content. This course offers an opportunity to build a portfolio and gain experience while working on real-world projects.

Justification: This course is the third semester, advanced-level course for the Print and Multimedia Publication Design courses. Previously a separate group of topics in the GCOM 319 course, it is now being developed as an individual course.

12. GCOM 491 Graphic Communication Studio II (3.00 units)

Prerequisite: GCOM 490 with a grade of "C" or better

36.00 hours lecture, 54.00 hours laboratory

Graphic Communication Studio III introduces intermediate-level skills to career-driven design students. Through lecture, demonstration, client meetings, and brainstorming sessions, students will have the opportunity to develop a portfolio of completed projects. Students will also experience deadlines, the client-designer relationship, how to set pricing for projects, and strategies for presenting concepts and design work.

Justification: This course is the second semester, intermediate-level course for the Graphic Communication Studio courses. Previously a separate group of topics in the GCOM 490 course, it is now being developed as an individual course.

13. GCOM 493 Graphic Communication Studio III (3.00 units)

Prerequisite: GCOM 491 with a grade of "C" or better

36.00 hours lecture, 54.00 hours laboratory

Graphic Communication Studio III introduces advanced-level skills to career-driven design students. Through lecture, demonstration, client meetings, and brainstorming sessions, students will have the opportunity to develop a portfolio of completed projects. Students will also experience deadlines, the

client-designer relationship, how to set pricing for projects, and strategies for presenting concepts and design work.

Justification: This course is the third semester, advanced-level course for the Graphic Communication Studio courses. Previously a separate group of topics in the GCOM 490 course, it is now being developed as an individual course.

14. HCD 88 Study Strategies (1.00 unit)

Prerequisite: None.

9.00 hours lecture, 27.00 hours laboratory

This course will provide non-traditional instructional support for students with disabilities who are enrolled in other college courses. HCD 88 will be graded on a credit/no credit basis.

Justification: This course will provide non-traditional instructional support for students with disabilities who are enrolled in other college courses. College students with disabilities will benefit from individualized strategies that address their disability-related challenges in participating in college courses. Lectures will focus on various disabilities and the resulting functional limitations, learning styles, specific strategies to support learning styles, and self-advocacy in the college setting and work setting for appropriate accommodations. Students will practice what they learn (learning styles, strategies to learn, self-advocacy) during the lab where they will work on college course homework and projects from other academic classes. Peer tutors, aides, and the instructor will provide the individualized support as students work on assignments.

15. JOUR 420 College Media Production Lab I (0.50 - 3.00 units)

Prerequisite: ENGWR 101 and JOUR 302 with grades of "C" or better; or placement through the assessment process.

Corequisite: JOUR 302, 410, and 430

27.00 - 162.00 hours laboratory

This lab course helps students improve their beginning writing, editing, photography, design, and computer skills as an addition to their enrollment in college media production (JOUR 410) and/or on-line multimedia production (JOUR 430).

Justification: This lab course helps students improve their beginning writing, editing, layout, photography, and/or web production skills with hands-on experience as an addition to their enrollment in the co-requisite lecture courses. This course prepares students for transfer work in journalism or entry-level jobs in the field. This course will be required for the A.A. degree in journalism.

16. JOUR 421 College Media Production Lab II (0.50 - 3.00 units)

Prerequisite: ENGWR 101, JOUR 302, JOUR 410, JOUR 420, and JOUR 430 with grades of "C" or better; or placement through the assessment process.

Corequisite: JOUR 302, 411, and 431

27.00 - 162.00 hours laboratory

This lab course helps students build on skills gained in JOUR 410 and JOUR 420. During this second-semester course, students will continue to improve their skills in at least two of the following areas:

writing, editing, photography, design, and web production skills as an addition to their enrollment in JOUR 411 and/or JOUR 431.

Justification: This second-semester lab course helps students improve their intermediate writing, editing, layout, photography, and/or web production skills with hands-on experience as an addition to their enrollment in the co-requisite courses, College Production II (JOUR 411) or Online Production II (JOUR 431). This course prepares students for transfer work in journalism or entry-level jobs in the field. This course will be required for the A.A. degree in journalism.

17. JOUR 430 Online Multimedia Production I (3.00 units)

Prerequisite: ENGWR 101 and JOUR 302 with grades of "C" or better; or placement through the assessment process.

Corequisite: JOUR 302 and 420

Advisory: JOUR 300, PHOTO 302, PHOTO 350, and PHOTO 380

54.00 hours lecture

This course focuses on instruction in beginning skills in on-line writing and visual media in producing the campus on-line newspaper, saccityexpress.com. Students are instructed in how to produce the journalistic product for distribution to a college-wide audience. Students learn skills in one of the following areas: beginning on-line writing and editing; beginning digital photography and digital video production; and beginning audio and pod-casting production. Ethical and legal aspects of communication and journalism are also covered. This course offers opportunity to build a digital portfolio and to gain experience while working on real-world projects. JOUR 420 is the lab component for this course.

Justification: This course offers instruction in beginning skills in on-line writing, editing, pod-casts, and visual media, including photography and video production. This course prepares students for transfer work in journalism or entry-level jobs in the field of multimedia storytelling and media convergence. This course is required for the A. A. degree in journalism.

18. JOUR 431 Online Multimedia Production II (3.00 units)

Prerequisite: ENGWR 101, JOUR 302, and JOUR 430 with grades of "C" or better; or placement through the assessment process.

Corequisite: JOUR 302 and 421

Advisory: JOUR 300, PHOTO 302, PHOTO 350, PHOTO 380, and PHOTO 381

54.00 hours lecture

This course builds on experience gained in JOUR 430. During this second-semester course, students will receive instruction in intermediate skills in on-line writing and visual media, as well as on-line management, in producing the campus on-line newspaper, saccityexpress.com. Students are instructed in how to produce the journalistic product for distribution to a college-wide audience. Students learn skills in one of the following areas: intermediate on-line writing, editing, and management; intermediate digital photography and digital video production; and intermediate audio and pod-casting production. Ethical and legal aspects of communication and journalism are also covered. This course offers opportunity to build a digital portfolio and to gain experience while working on real-world projects. JOUR 421 is the lab component for this course.

Justification: This course offers instruction in intermediate skills in on-line writing, editing, management, pod-casts, and visual media, including photography and video production. This course prepares students for transfer work in journalism or entry-level jobs in the field of multimedia storytelling and media convergence. This course is required for the A. A. degree in journalism.

19. LTAT 93 Prerequisite Skills - Arithmetic Review (0.50 - 1.00 units)

Prerequisite: None.

27.00 - 54.00 hours laboratory

This course offers individualized, computer assisted, self-paced practice designed to help students review and improve their skills in adding, subtracting, multiplying, and dividing whole numbers and fractions and selecting the correct operation for solving simple word problems using whole numbers and fractions. Students may enroll in this open-entry, open-exit course up to the eighth week of the semester. This course is intended as a supplement to other courses and is not a substitute for any basic skills course. Students may enroll in .5 to 1 unit. This course is graded Pass/No Pass. This course is not repeatable.

Justification: The curriculum offered in this course has previously been offered through LTAT 92. LTAT 92 will be deleted. This course will allow students to practice skills necessary to be successful in higher level subjects. Students will work at their own pace with tutorial help available.

20. LTAT 94 Prerequisite Skills - Grammar and Mechanics Review (0.50 - 1.00 units)

Prerequisite: None.

27.00 - 54.00 hours laboratory

This course offers individualized, computer assisted, self-paced practice designed to help students review and improve their understanding of basic English grammar, spelling, punctuation, and sentence structure. Students may enroll in this open-entry, open-exit course up to the eighth week of the semester. This course is intended as a supplement to other courses and is not a substitute for any basic skills course. Students may enroll in .5 to 1 unit. This course is graded Pass/No Pass. This course is not repeatable.

Justification: The curriculum offered in this course has previously been offered through LTAT 92. LTAT 92 will be deleted. This course will allow students to practice skills necessary to be successful in higher level subjects. Students will work at their own pace with tutorial help available.

21. LTAT 95 Prerequisite Skills - Reading Skills Review (0.50 - 1.00 units)

Prerequisite: None.

27.00 - 54.00 hours laboratory

This course offers individualized, computer-assisted, self-paced practice designed to help students improve their basic reading skills by reviewing vocabulary building, context clues, word structure, and distinguishing main ideas from supporting detail. Students may enroll in this open-entry, open-exit course up to the eighth week of the semester. This course is intended as a supplement to other courses and is not a substitute for any basic skills course. Students may enroll in .5 to 1 unit. This course is graded Pass/No Pass. This course is not repeatable.

Justification: The curriculum offered in this course has previously been offered through LTAT 92. LTAT 92 will be deleted. This course will allow students to practice skills necessary to be successful in higher level subjects. Students will work at their own pace with tutorial help available.

22. **LTAT 96 Prerequisite Skills - Pre-Algebra Skills Review (0.50 - 1.00 units)**

Prerequisite: None.

27.00 - 54.00 hours laboratory

This course offers individualized, computer-assisted, self-paced practice designed to help students review and improve their skills in using decimals, ratio and proportion, percentage and employing these concepts to solve word problems. Students may enroll in this open-entry, open-exit course up to the eighth week of the semester. This course is intended as a supplement to other courses and is not a substitute for any basic skills course. Students may enroll in .5 to 1 unit. This course is graded Pass/No Pass. This course is not repeatable.

Justification: The curriculum offered in this course has previously been offered through LTAT 92. We will delete LTAT 92. This course will allow students to practice skills necessary to be successful in higher level subjects. Students will work at their own pace with tutorial help available.

23. **MUP 403 Vocal Ensemble II (1.00 - 2.00 units)**

Prerequisite: MUP 402 with a grade of "C" or better

9.00 - 18.00 hours lecture, 27.00 - 54.00 hours laboratory

This is an elementary course for the rehearsal and performance of vocal ensemble music covering a wide variety of styles and techniques. Students will be performing in public and will be representing SCC's music program.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

24. **MUP 404 Vocal Ensemble III (1.00 - 2.00 units)**

Prerequisite: MUP 402 and 403 with grades of "C" or better

9.00 - 18.00 hours lecture, 27.00 - 54.00 hours laboratory

This is an intermediate course for the rehearsal and performance of vocal ensemble music covering a wide variety of styles and techniques. Students will be performing in public and will be representing SCC's music program.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

25. **MUP 405 Vocal Ensemble IV (1.00 - 2.00 units)**

Prerequisite: MUP 402, 403, and 404 with grades of "C" or better

9.00 - 18.00 hours lecture, 27.00 - 54.00 hours laboratory

This is an advanced course for the rehearsal and performance of vocal ensemble music covering a wide variety of styles and techniques. Students will be performing in public and will be representing SCC's music program.

Justification: This course was developed as part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

26. SPORT 91 Academic Study Skills for Student Athletes (0.50 - 1.00 units)

Prerequisite: SPORT 90

Enrollment Limitation: Must be a student-athlete registered in an intercollegiate sport at Sacramento City College.

9.00 hours lecture, 0.00 - 27.00 hours laboratory

This lecture/lab course is designed to assist the at-risk student athlete in acquiring basic study skills and work habits to gain success in the classroom. Memory and visualization techniques, "muscle" reading, and learning styles will be included. Grades are Pass/No Pass.

Justification: The course was developed to continue to assist high risk student athletes in achieving their educational goals. Student athletes are required by the California Community College Athletic Association (CCCAA) to maintain unit and grade point standards for eligibility.

27. SPORT 92 Academic Study Skills for Student Athletes (0.50 - 1.00 units)

Prerequisite: SPORT 90 and 91

Enrollment Limitation: Must be a student-athlete registered in an intercollegiate sport at Sacramento City College.

9.00 hours lecture, 0.00 - 27.00 hours laboratory

This lecture/lab course is designed to assist the at-risk student athlete in acquiring basic study skills and work habits to gain success in the classroom. In addition, the student-athlete will learn about the rules and regulations for the local governing conference, California Community College Athletic Association (CCCAA), National Collegiate Athletic Association (NCAA), and National Association of Intercollegiate Athletics (NAIA). Academic and athletic requirements at each organizational level will be presented. Social issues that affect athletics will also be discussed - performance enhancement drugs (PEDs), substance abuse, violence, athletes with disabilities, and diversity). Grades are Pass/No Pass.

Justification: The course was developed to continue to assist high risk student athletes in achieving their educational goals. Student athletes are required by the California Community College Athletic Association (CCCAA) to maintain unit and grade point standards for eligibility.

28. SPORT 93 Academic Study Skills for Student Athletes (0.50 - 1.00 units)

Prerequisite: SPORT 90, 91, and 92

Enrollment Limitation: Must be a student-athlete registered in an intercollegiate sport at Sacramento City College.

9.00 hours lecture, 0.00 - 27.00 hours laboratory

This lecture/lab course is designed to assist the at-risk student athlete in acquiring basic study skills and work habits to gain success in the classroom. Learning from your mistakes and using your critical thinking skills will be presented. Grades are Pass/No Pass.

Justification: The course was developed to assist high risk student athletes in achieving their educational goals. Student athletes are required by the California Community College Athletic Association (CCCAA) to maintain unit and grade point standards for eligibility.

29. TAP 360 Children's Theatre Performance I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the first level of four courses that provide a workshop training experience for students performing in their first role in a children's theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

30. TAP 361 Children's Theatre Production II (1.00 - 3.00 units)

Prerequisite: TAP 300, 320, 340, or 360 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the second level of four courses that provide a workshop training experience for students performing in their second role in a children's theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

31. TAP 362 Children's Theatre Production III (1.00 - 3.00 units)

Prerequisite: TAP 301, 321, 341, or 361 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the third level of four courses that provide a workshop training experience for students performing in their third role in a children's theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

32. TAP 363 Children's Theatre Production IV (1.00 - 3.00 units)

Prerequisite: TAP 302, 322, 342, or 362 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses that provide a workshop training experience for students performing in their fourth role in a children's theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

33. TAP 370 Children's Theatre Technical Production I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the first of four courses that provide for a workshop training experience for students working in their first position on the production crew of a children's theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

34. TAP 371 Children's Theatre Technical Production II (1.00 - 3.00 units)

Prerequisite: TAP 310, 330, 350, 370, or 390 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the second of four courses that provide for a workshop training experience for students working in their second position on the production crew of a children's theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

35. TAP 372 Children's Theatre Technical Production III (1.00 - 3.00 units)

Prerequisite: TAP 311, 331, 351, 371, or 391 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the third of four courses that provide for a workshop training experience for students working in their third position on the production crew of a Children's theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

36. TAP 373 Children's Theatre Technical Production IV (1.00 - 3.00 units)

Prerequisite: TAP 312, 332, 352, 372, or 392 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the fourth of four courses that provide for a workshop training experience for students working in their fourth position on the production crew of a children's theatre production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

37. TAP 382 Repertory/Touring Rehearsal and Performance III (1.00 - 3.00 units)

Prerequisite: TAP 301, 321, 341, 361, or 381 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the third level of four courses that provide a workshop training experience for students performing in their third role in a repertory or touring theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

38. TAP 383 Repertory/Touring Rehearsal and Performance IV (1.00 - 3.00 units)

Prerequisite: TAP 302, 322, 342, 362, or 382 with a grade of "C" or better

Enrollment Limitation: Audition

54.00 - 162.00 hours laboratory

This course is the fourth level of four courses that provide a workshop training experience for students performing in their fourth role in a repertory or touring theatre production. Students interested in acting audition with the director for acting, singing, or dancing roles. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

39. TAP 390 Repertory and Touring Technical Production I (1.00 - 3.00 units)

Prerequisite: None.

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the first of four courses that provide for a workshop training experience for students working in their first position on the production crew of a Repertory and Touring production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

40. TAP 391 Repertory and Touring Technical Production II (1.00 - 3.00 units)

Prerequisite: TAP 310, 330, 350, 370, and 390 with grades of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the second of four courses that provide for a workshop training experience for students working in their second position on the production crew of a repertory and touring production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management,

house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

41. TAP 392 Repertory and Touring Technical Production III (1.00 - 3.00 units)

Prerequisite: TAP 311, 331, 351, 371, or 391 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the third of four courses that provide for a workshop training experience for students working in their third position on the production crew of a Repertory and Touring production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

42. TAP 393 Repertory and Touring Technical Production IV (1.00 - 3.00 units)

Prerequisite: TAP 312, 332, 352, 372, or 392 with a grade of "C" or better

Enrollment Limitation: Enrollment is limited to students with the ability to perform specific technical crew positions as determined by an interview and the requirements of the play.

54.00 - 162.00 hours laboratory

This course is the fourth of four courses that provide for a workshop training experience for students working in their fourth position on the production crew of a Repertory and Touring production. Students interested in technical work interview for positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. All students performing in productions may enroll in this class for one to three units at the discretion of the instructor. Students may enroll in this class after the close of late registration at the discretion of the instructor.

Justification: This course is part of the Los Rios Theatre Repeatability Plan to address the Title V changes to repeatability.

43. TMACT 322 Basketball III (1.00 unit)

Prerequisite: None.

Advisory: TMACT 321 (Basketball III) or equivalent skills demonstrated through an assessment process with the instructor. Advanced level basketball students must demonstrate a post-intermediate level of basketball knowledge and skill in this process to be considered for enrollment in this advanced basketball course.

54.00 hours laboratory

This is an advanced basketball course. Instruction, demonstration, and participation will provide the student with sufficient knowledge for participation in basketball at an advanced level. This course will focus on improving the student's basketball skill set, while competitive play is emphasized.

Justification: Creation of TMACT 322 is necessary because of the creation of the family of basketball courses being offered district-wide: Basketball I (beginning), Basketball II (intermediate), and Basketball III (advanced).

PROGRAM PROPOSALS

Program Deletion(s)

American River College

1. **Engineering: Transfer**

Justification: This program is being deleted because the CSUS program it is designed to transfer to, Mechanical Engineering Technology, is no longer offered and the program no longer meets the needs of our students.

Sacramento City College

1. **Accounting**

Justification: This program is being recommended for deletion as a result of Program Review. The remaining Accounting programs have been streamlined and updated to reflect the current needs of the workplace.

New Programs

American River College

1. Emergency Medical Technician (EMT)

This program prepares students to function as certified Emergency Medical Technicians. Training topics include skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This program is conducted in compliance with Title 22, Division 9, Chapter 2 of the California Code of Regulations and Emergency Medical Technician (EMT). A "C" or better is required for certification as Emergency Medical Technician.

Justification: Program graduates will receive a departmental certificate validating program completion. Students will utilize this course completion certificate as part of the California EMT certification process.

2. Welding Technology Certificate

This certificate provides skills and knowledge in manual and semi-automatic welding processes used in the metal fabrication and construction industries. Instruction covers materials, equipment, welding procedures, testing techniques, inspection, welding metallurgy, blueprint reading, and welding safety. Competencies include techniques of joining ferrous and non-ferrous metals by the use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Oxyacetylene welding, oxyacetylene cutting and plasma arc cutting, are also covered.

Justification: This certificate will provide necessary training for welders to enter the work force.

Cosumnes River College

1. Anthropology

Anthropology is the study of humans. Anthropologists study our species throughout time; focusing on our diverse modern culture and cultural adaptations, our biological classification as a species and our inclusion in the Order Primates, and our species' past developments, including our first steps to our first civilizations. The goal of Anthropology is to study the similarities and differences in biological and cultural adaptations and features across the globe throughout our human history. Anthropology is a holistic discipline, which means that anthropologists study all aspects of humans and our behavior. The field of Anthropology has been broken up into four main sub-fields: Cultural Anthropology, Physical Anthropology, Archaeology and Linguistics. Cultural Anthropology is concerned with the study of human culture and its variations across time and space. Physical Anthropologists aim to study our species from a biological perspective- examining our DNA, relationship to our closest animal relatives, the primates and the fossil evidence of our earliest human ancestors. Archaeology is the study of our past, focused specifically on reconstructing past behavior by looking at objects used by past people. Linguistic Anthropologists study human language and communication. The CRC Anthropology program offers courses that satisfy lower division General Education requirements in both the physical and social sciences. In addition, the program offers an Associate Degree in Anthropology that provides students with a solid foundation in anthropology as well as the standard prerequisites for upper division coursework leading to the baccalaureate degree. Students planning to transfer to a four-year school with a major in Anthropology should consult the lower division requirements at the university they plan to attend.

Justification: This proposal is for a new AA-T in Anthropology.

2. Early Childhood Education for Transfer

The Associate in Science in Early Childhood Education (ECE) for Transfer Degree (AS-T) provides a clearly articulated curricular pathway for students who wish to pursue a degree option in the California State University (CSU) system. The degree is designed to serve the diverse needs of students interested in the breadth and depth of the field of early childhood education. Additionally, this degree exposes students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths. The Associate in Science in ECE for Transfer Degree provides students with a major that fulfills the general requirements of the California State University for transfer. Upon successful completion of the degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework. Students are encouraged to meet with a counselor to develop their educational plans as degree options and general education requirements vary for each university. The Associate in Science in Early Childhood Education (ECE) for Transfer Degree (AS-T) may be obtained by the completion of 60 transferable, semester units with a minimum of a 2.0 GPA, including (a) the major or area of emphasis described in the Required Program outlined below (earning a C or better in these courses), and (b) the Intersegmental General Education Transfer Curriculum (IGETC). The ECE courses required in this program are part of the CA Curriculum Alignment Project.

Justification: To create a degree in Early Childhood Education to facilitate the transfer of students to the California State Universities. This transfer degree meets the intent of SB 1440 and has been approved as the Transfer Model Degree for Early Childhood Education.

Sacramento City College

1. Art History

The Art History major is designed to prepare students for further study in the history of art leading to the Bachelor's, Master's, and/or the Ph.D. in Art History. The Art History transfer program provides students the opportunity to complete the lower-division coursework required for four-year programs in art history. This program is for students who plan to transfer to a California State University (CSU). Completion of the CSU General-Breadth or IGETC general education pattern is required. It is highly recommended that students meet with a counselor because major and general education requirements vary for each college/university. Declared majors will be invited to an orientation with the opportunity to meet with art history faculty for advising.

Justification: This degree path will function as the degree transfer program for Art History.

2. Business Administration

This Associate in Science in Business Administration for Transfer degree provides students with a major that fulfills the general requirements for transfer to the California State University. Students with this degree will receive priority admission with junior status to the California State University System. The Associate in Science in Business for Transfer (AS-T) may be obtained by the completion of 60 transferable, semester units with a minimum of a 2.0 GPA, including the major or area of emphasis described in the Required Program outlined below (earning a "C" or better in these courses), and the Intersegmental General Education Transfer Curriculum (IGETC). Students should work closely with their Sacramento City College counselors to ensure that they are taking the appropriate coursework to prepare for majoring in Business at the four year college to which they wish to transfer.

Justification: This program aligns the Sacramento City College Business Transfer degree with the Transfer Model Curriculum (TMC) required by SB 1440.

3. Early Childhood Education

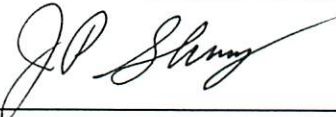

This program is designed to provide a clearly articulated curricular track for Sacramento City College students preparing to transfer in Child Development or Early Childhood Education while also serving the diverse needs of students interested in the breadth and depth of the field. Additionally, this program will expose students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths. In addition to transfer, this foundation would be appropriate for students working in early care and development programs.

Justification: This degree is proposed to meet the requirements of SB 1440. The current transfer pathway in place with California State University Sacramento is different from the TMC. This proposal matches the TMC.

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

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

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

It is recommended that the Board of Trustees approve the proposed revision to Policy P-1414 Ban on Alcohol on District Property (Exceptions).

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.
- 1.4~~2~~. 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,** ~~tThe 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 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~~ **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~~ **Violations** ~~Infractions by sStudents or sStudent gGroups. 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 ~~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


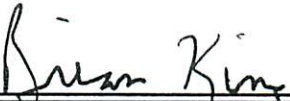
College President or General Counsel

cc: General Counsel
General Services

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

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

BACKGROUND

Complimentary tickets to events received by public employees usually qualify as gifts to the recipient 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

It is recommended that the Board of Trustees approve the proposed revision to Policy P-8621 Complimentary Tickets.

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:


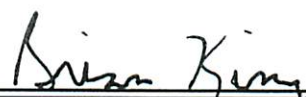
P-8621

DRAFT 4/16/12

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: 2012-13 Budget Revision № 1		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
Recommended:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	X

BACKGROUND

On August 12, 2012, the Governing Board adopted the 2012-13 maximum funding level (Z Budget) for the General Fund. The attached Schedule I details modifications to this funding level since adoption. General Fund revenues and appropriations are budgeted \$2.9M higher than the adopted level primarily due to recognition of additional restricted/special programs revenues.

The Adopted Budget contained three revenue scenarios. The X budget, or worst case, reflected potential reductions if Proposition 30 did not pass. With the passage of Proposition 30, the District has been operating under the Y budget scenario. In terms of revenues, the Y and Z budgets differ only in terms of potential growth funding of \$2M. The first principal apportionment (P1) will not be released until mid- to late February. At that time, the District will learn how much growth it may receive for the 2012-13 year as well as the amount of shortfall in enrollment fees and/or property taxes. There will be a shortfall in anticipated property tax revenues from the dissolution of redevelopment agencies which the Dept. of Finance has assured the System will be fully backfilled. However, any shortfall in fees or other property tax collections will not likely be backfilled. Therefore, operating at Y budget is prudent at this time. The recalculation for 2011-12 has also not been released. Although there was no growth funded for 2011-12, the fee shortfall was significant and so the final calculation is important in terms of finalizing the deficit from 2011-12.

STATUS

Revisions to the adopted budget for the General Fund are necessary for the following reasons:

1. Adjustments to general purpose and restricted/special programs as described above (Schedules I and II) including recognition of augmentations and new awards for restricted programs and re-alignment across major object codes as expenditure plans are formalized; and,

Revisions to other District funds due to:

2. Instructionally-Related Activities (Schedule III): Minor changes in expenditure plan; increase in interfund transfer to general fund.
3. Capital Outlay Projects (Schedule IV): Increase in local revenue for reimbursement of portion of Elk Grove Center off-site improvements; miscellaneous changes to spending plans.
4. Regional Performing Arts Center (Schedule V): Change in beginning fund balance due to closing entries recorded after adopted budget and interfund transfers.
5. Student Financial Aid (Schedule VI): Increase in State Categorical programs transferred from the General fund.
6. Student Associations Trust (Schedule VII): Increase in Student Representation Fees.
7. Los Rios Foundation (VIII): Changes to beginning fund balance resulting from finalization of 2011-12 financial statements following adopted budget. Increase in donations, in kind is primarily due to donation of Andy Warhol prints to American River College.

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

It is recommended that the Board of Trustees approve the 2012-13 Budget Revision № 1 for the General, Instructionally Related, Capital Outlay Projects, Regional Performing Arts Center, Student Financial Aid, Student Associations Trust, and the Los Rios Foundation Funds shown on the attached schedules, and that the related documents be filed with the County Superintendent of Schools.

**LOS RIOS COMMUNITY COLLEGE DISTRICT
GENERAL FUND
BUDGET REVISION # 1
2012-2013**

	ADOPTED* BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 10,049,352	\$ -	\$ 10,049,352
Committed	19,982,022	-	19,982,022
Restricted	3,318,331	-	3,318,331
TOTAL BEGINNING FUND BALANCE	33,349,705	-	33,349,705
REVENUE:			
GENERAL PURPOSE			
Apportionment, Property Taxes and Enrollment Fees	240,660,974	-	240,660,974
Lottery Funds	6,646,666	(60,448)	6,586,218
Apprentice/Other General Purpose/Interfund Transfers	17,226,213	151,268	17,377,481
TOTAL GENERAL PURPOSE	264,533,853	90,820	264,624,673
RESTRICTED/SPECIAL PROGRAMS REVENUES	41,005,555	2,868,361	43,873,916
TOTAL REVENUE AND TRANSFERS	305,539,408	2,959,181	308,498,589
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 338,889,113	\$ 2,959,181	\$ 341,848,294
APPROPRIATIONS:			
Academic Salaries	\$ 130,071,539	\$ 2,919,458	\$ 132,990,997
Classified Salaries	69,327,037	1,941,155	71,268,192
Employee Benefits	62,890,157	100,097	62,990,254
Books, Supplies & Materials	8,283,766	90,634	8,374,400
Other Operating Expenses	40,294,841	(2,564,286)	37,730,555
Capital Outlay	5,756,939	134,017	5,890,956
Other Outgo	7,231,017	338,106	7,569,123
TOTAL APPROPRIATIONS AND TRANSFERS	323,855,296	2,959,181	326,814,477
ENDING FUND BALANCE, JUNE 30			
Uncommitted	10,049,352	-	10,049,352
Committed	3,509,986	-	3,509,986
Restricted	1,474,479	-	1,474,479
TOTAL ENDING FUND BALANCE	15,033,817	-	15,033,817
TOTAL APPROPRIATIONS AND ENDING FUND BALANCE	\$ 338,889,113	\$ 2,959,181	\$ 341,848,294

* Maximum funded level (Z Budget)

**LOS RIOS COMMUNITY COLLEGE DISTRICT
RESTRICTED/SPECIAL PROGRAMS REVENUES
BUDGET REVISION # 1
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
Student Parking Fees & Fines, Universal Transit Pass	\$ 4,400,000	\$ -	\$ 4,400,000
Federal:			
Vocational & Technical Educational Act (VTEA)	\$ 3,294,602	\$ (4)	\$ 3,294,598
VTEA Technical Preparation Grants	197,556	-	197,556
Federal Work Study (FWS)	1,224,037	-	1,224,037
Temporary Assistance to Needy Families (TANF)	516,418	(43,446)	472,972
TANF Work Study Program	676,850	(100,000)	576,850
Workability III - Department of Rehabilitation (DOR) Cooperative	211,465	-	211,465
Small Business Administration-Small Business Development Center (SBDC)	48,266	-	48,266
Child Development Training Consortium (CDTC)	-	159,270	159,270
Foster Care Program	165,174	-	165,174
National Science Foundation Grants (NSF)	178,096	-	178,096
Workforce Investment Act (WIA) - Healthy Community Forum	190,000	-	190,000
WIA Sacramento Employment Training Authority (SETA)/Green Innovations	69,700	-	69,700
WIA SETA Solar Energy	100,000	-	100,000
WIA SETA Clean Energy Workforce Training Program (CEWTP) Alternative Vehicles/Fuel	65,193	-	65,193
American Recovery and Reinvestment Act (ARRA) - DOL Health Force	2,112,092	-	2,112,092
ARRA - Health Human Services	3,258,648	-	3,258,648
ARRA - California Connect	754,696	-	754,696
Department of Rehabilitation (DOR) Intellectual Disability Pilot Program-College to Careers	250,000	-	250,000
SETA - ARRA CEWTP-SESP Pre-Apprenticeship Training (PAT)	50,632	(8,258)	42,374
SETA - ARC Nurse Education Initiative (NEI) Students	22,680	-	22,680
Youth Empowerment Strategies For Success - Independent Living Program (ILP)	21,375	1,125	22,500
State Trade Export Promotion (STEP) Grant	300,691	-	300,691
US Department of Education - TRIO Student Support Services	65,660	-	65,660
Regional Consortia	-	12,534	12,534
California Early Childhood Mentor	-	15,163	15,163
Other Federal	3,711	3,543	7,254
Total Federal	\$13,777,542	\$ 39,927	\$ 13,817,469
State:			
Extended Opportunity Programs and Services (EOPS)	\$ 2,593,114	\$ 136,479	\$ 2,729,593
Cooperative Agencies Resources for Education Programs (CARE)	467,799	(31,386)	436,413
Disabled Student Programs and Services (DSPS)	2,589,499	486,354	3,075,853
Matriculation	2,105,930	99,693	2,205,623
Board of Governors Financial Asst Prgm Admin. Allowance (BFAP)	2,847,994	(97,451)	2,750,543
CalWORKS	1,462,004	23,575	1,485,579
Basic Skills Initiative	1,223,328	-	1,223,328
Math, Engineering, Science Achievement (MESA/CCCP)	170,938	7,575	178,513
EWD Center for International Trade Development (CITD)	290,699	-	290,699
EWD Workplace Learning Resource Center (WPLRC)	244,712	-	244,712
EWD Bio Technologies Centers	255,009	-	255,009
EWD Bio Technologies Lead Initiative Director	204,383	-	204,383
EWD Statewide Centers of Excellence (CTXL) Hub	70,777	-	70,777
Centers of Excellence (CTXL) Curriculum Planning (SB70)	99,500	-	99,500
EWD Statewide Applied Biotechnology Hub	135,284	-	135,284
EWD Science, Technology, Engineering, Mathematics (STEM) Careers Profiles	4,299	-	4,299
Career Technical Education (CTE) Grants	2,723,821	300,113	3,023,934
Foster Care Program	165,175	-	165,175

**LOS RIOS COMMUNITY COLLEGE DISTRICT
RESTRICTED/SPECIAL PROGRAMS REVENUES
BUDGET REVISION # 1
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
State: (continued)			
Staff Diversity	19,086	18,473	37,559
Enrollment Growth Assoc Degree in Nursing II -Yr 1 & 2	388,771	-	388,771
Common Course Numbering System	92,016	-	92,016
Lottery (Restricted, Proposition 20)	1,474,480	-	1,474,480
California Energy Commissions (CEC) - Center of Excellence (CTXL) Hub	161,736	-	161,736
California Energy Resources Conservation & Development Commission	-	220,000	220,000
Student Success-Stackable Prerequisite	8,658	101,842	110,500
Other State	14,096	9,000	23,096
Total State	\$19,813,108	\$ 1,274,267	\$ 21,087,375
Local:			
Central Valley New Car Dealers Association (CVNCDA)	\$ 48,730	\$ -	\$ 48,730
Ethics Symposium - CRC - Wagenlis	13,500	-	13,500
Sacramento Municipal Utility District (SMUD)	13,470	15,000	28,470
Pacific Gas & Electric Up-Skilling Utilities Work	13,015	15,000	28,015
Math, Engineering, Science Achieve (MESA)/Teichert LRCCD	5,000	-	5,000
California Wellness Foundation - SCC	150,000	-	150,000
Foundation Grants & Gifts	241,339	18,127	259,466
Program	-	10,000	10,000
Nursing Grants Emergency Funds	20,049	-	20,049
Sutter Nursing Program	632,499	763,389	1,395,888
Center for International Trade Development (CITD) Program Income	48,713	9,093	57,806
Center of Excellence (COE) Program Income	167,341	4,000	171,341
SBDC/California Community Colleges (CCC) Program Income	15,188	12,444	27,632
Training Source Contracts	1,587,739	300,419	1,888,158
Statewide Academic Senate	-	26,835	26,835
Career Ladders Project - CCC Linked Learning Initiative (CCLLI)	-	200,000	200,000
	-	50,000	50,000
El Dorado County Health and Human Services	-	84,370	84,370
SETA SBDC	-	20,400	20,400
Other Local	58,322	25,090	83,412
Total Local	\$ 3,014,905	\$ 1,554,167	\$ 4,569,072
TOTAL RESTRICTED REVENUE/SPECIAL PROGRAMS	\$41,005,555	\$ 2,868,361	\$ 43,873,916

LOS RIOS COMMUNITY COLLEGE DISTRICT
INSTRUCTIONALLY-RELATED ACTIVITIES (Sub-Fund of the General Fund)
BUDGET REVISION # 1
2012-2013

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 3,579,845	\$ -	\$ 3,579,845
TOTAL BEGINNING FUND BALANCE	<u>3,579,845</u>	<u>-</u>	<u>3,579,845</u>
REVENUE:			
Local - Other	1,400,000	-	1,400,000
TOTAL REVENUE	<u>1,400,000</u>	<u>-</u>	<u>1,400,000</u>
INTERFUND TRANSFERS:			
Bookstore Fund	640,388	-	640,388
General Fund	10,000	-	10,000
TOTAL TRANSFERS	<u>650,388</u>	<u>-</u>	<u>650,388</u>
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	<u>\$ 5,630,233</u>	<u>\$ -</u>	<u>\$ 5,630,233</u>
APPROPRIATIONS:			
Academic Salaries	\$ 1,000	\$ -	\$ 1,000
Classified Salaries	130,000	-	130,000
Employee Benefits	10,000	-	10,000
Books, Supplies & Materials	720,000	-	720,000
Other Operating Expenses	900,000	-	900,000
Capital Outlay	40,000	-	40,000
Payments to Students	25,000	-	25,000
TOTAL APPROPRIATIONS	<u>1,826,000</u>	<u>-</u>	<u>1,826,000</u>
INTERFUND TRANSFERS OUT:			
General Fund	2,316	63,280	65,596
Scholarship Fund	5,200	-	5,200
	<u>7,516</u>	<u>63,280</u>	<u>70,796</u>
ENDING FUND BALANCE, JUNE 30			
Uncommitted	3,796,717	(63,280)	3,733,437
TOTAL ENDING FUND BALANCE	<u>3,796,717</u>	<u>(63,280)</u>	<u>3,733,437</u>
TOTAL APPROPRIATIONS, TRANSFERS AND ENDING FUND BALANCE	<u>\$ 5,630,233</u>	<u>\$ -</u>	<u>\$ 5,630,233</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT
CAPITAL OUTLAY PROJECTS FUND
BUDGET REVISION # 1
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 2/13/2013</u>
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 2,999,145	\$ -	\$ 2,999,145
Board Designated - Budget Shortfall Reserve	19,633,946	-	19,633,946
Committed Funds/Projects in Progress	58,615,909	-	58,615,909
TOTAL BEGINNING FUND BALANCE	<u>81,249,000</u>	<u>-</u>	<u>81,249,000</u>
REVENUE:			
Federal	2,198,374	-	2,198,374
State	4,165,215	-	4,165,215
Local	23,439,251	758,286	24,197,537
Interfund Transfers In	4,513,033	(26,078)	4,486,955
TOTAL REVENUE AND TRANSFERS	<u>34,315,873</u>	<u>732,208</u>	<u>35,048,081</u>
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	<u>\$ 115,564,873</u>	<u>\$ 732,208</u>	<u>\$ 116,297,081</u>
APPROPRIATIONS:			
Supplies and Materials	\$ 25,178	\$ 3,000	\$ 28,178
Other Operating Expenses and Services	1,243,953	(56,211)	1,187,742
Capital Outlay	90,885,578	700,419	91,585,997
Interfund Transfers Out	6,983,630	85,000	7,068,630
TOTAL APPROPRIATIONS/TRANSFERS	<u>99,138,339</u>	<u>732,208</u>	<u>99,870,547</u>
ENDING FUND BALANCE, JUNE 30			
Uncommitted	3,003,588	-	3,003,588
Board Designated - Budget Shortfall Reserve	13,422,946	-	13,422,946
TOTAL ENDING FUND BALANCE	<u>16,426,534</u>	<u>-</u>	<u>16,426,534</u>
TOTAL APPROPRIATIONS AND ENDING FUND BALANCE	<u>\$ 115,564,873</u>	<u>\$ 732,208</u>	<u>\$ 116,297,081</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT
REGIONAL PERFORMING ARTS CENTER - ENTERPRISE FUND
BUDGET REVISION # 1
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 977,168	\$ (127,039)	\$ 850,129 *
TOTAL BEGINNING FUND BALANCE	<u>977,168</u>	<u>(127,039)</u>	<u>850,129</u>
REVENUE:			
Ticket Sales	2,500,000	-	2,500,000
Interest and Other	675,000	-	675,000
Interfund Transfers	-	163,307	163,307
TOTAL REVENUE	<u>3,175,000</u>	<u>163,307</u>	<u>3,338,307</u>
TOTAL REVENUE AND BEGINNING FUND BALANCE	<u>\$ 4,152,168</u>	<u>\$ 36,268</u>	<u>\$ 4,188,436</u>
APPROPRIATIONS:			
Classified Salaries	\$ 900,000	\$ -	\$ 900,000
Employee Benefits	252,000	-	252,000
Depreciation	24,000	-	24,000
Other Operating Expenses	1,999,000	-	1,999,000
TOTAL APPROPRIATIONS	<u>3,175,000</u>	<u>-</u>	<u>3,175,000</u>
ENDING FUND BALANCE, JUNE 30			
Uncommitted	977,168	36,268	1,013,436
TOTAL ENDING FUND BALANCE	<u>977,168</u>	<u>36,268</u>	<u>1,013,436</u>
TOTAL APPROPRIATIONS, TRANSFERS AND ENDING FUND BALANCE	<u>\$ 4,152,168</u>	<u>\$ 36,268</u>	<u>\$ 4,188,436</u>

* Revised to reflect actual fund balance at June 30, 2012.

**LOS RIOS COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID FUND
BUDGET REVISION # 1
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1	\$ -	\$ -	\$ -
REVENUE:			
Federal:			
PELL	77,400,000	-	77,400,000
SEOG	1,981,301	-	1,981,301
DIRECT LOAN	42,100,000	-	42,100,000
Other	418,000	-	418,000
Total Federal	121,899,301	-	121,899,301
State	4,325,000	-	4,325,000
Interfund Transfers	2,116,611	200,877	2,317,488
TOTAL REVENUE AND TRANSFERS	128,340,912	200,877	128,541,789
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 128,340,912	\$ 200,877	\$ 128,541,789
APPROPRIATIONS:			
Student Financial Aid	\$ 128,217,081	\$ 200,877	\$ 128,417,958
Operating Expenses	123,831	-	123,831
TOTAL APPROPRIATIONS	128,340,912	200,877	128,541,789
ENDING FUND BALANCE, JUNE 30	-	-	-
TOTAL APPROPRIATIONS AND ENDING FUND BALANCE	\$ 128,340,912	\$ 200,877	\$ 128,541,789

**LOS RIOS COMMUNITY COLLEGE DISTRICT
STUDENT ASSOCIATIONS FUND
BUDGET REVISION # 1
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 393,363	\$ -	\$ 393,363
Committed	87,898	-	87,898
TOTAL BEGINNING FUND BALANCE	481,261	-	481,261
LOCAL REVENUE:			
Student Card Sales	56,469	-	56,469
Student Representation Fees, net of waivers	50,000	25,000	75,000
Fundraising Events	3,000	-	3,000
Miscellaneous & Interest	10,000	-	10,000
TOTAL REVENUE AND TRANSFERS	119,469	25,000	144,469
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 600,730	\$ 25,000	\$ 625,730
APPROPRIATIONS:			
Classified Salaries	\$ 2,000	\$ -	\$ 2,000
Employee Benefits	200	-	200
Books, Supplies & Materials	22,000	-	22,000
Other Operating Expenses	100,000	-	100,000
Scholarships/Awards	5,000	-	5,000
TOTAL APPROPRIATIONS	129,200	-	129,200
ENDING FUND BALANCE, JUNE 30			
Uncommitted	406,732	-	406,732
Committed	64,798	25,000	89,798
TOTAL ENDING FUND BALANCE	471,530	25,000	496,530
TOTAL APPROPRIATIONS AND ENDING FUND BALANCE	\$ 600,730	\$ 25,000	\$ 625,730

LOS RIOS COMMUNITY COLLEGE DISTRICT
 LOS RIOS FOUNDATION
 BUDGET REVISION # 1
 2012-2013

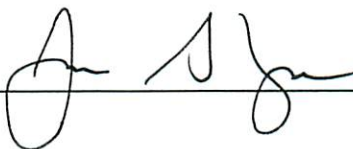
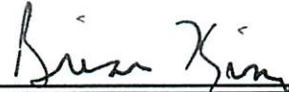
	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
BEGINNING FUND BALANCE, JULY 1			
Uncommitted	\$ 737,035	\$ 35,241	\$ 772,276 *
Committed	10,688,718	136,186	10,824,904 *
TOTAL BEGINNING FUND BALANCE	<u>11,425,753</u>	<u>171,427</u>	<u>11,597,180</u>
REVENUE:			
Donations	1,868,000	162,000	2,030,000
In-Kind Donations	100,000	1,600,000	1,700,000
Investment Income	360,000	-	360,000
TOTAL REVENUE	<u>2,328,000</u>	<u>1,762,000</u>	<u>4,090,000</u>
TOTAL REVENUE AND BEGINNING FUND BALANCE	<u>\$ 13,753,753</u>	<u>\$ 1,933,427</u>	<u>\$ 15,687,180</u>
APPROPRIATIONS:			
Auxiliary Activities	\$ 1,679,000	\$ 162,000	\$ 1,841,000
In-Kind Contributions	100,000	1,600,000	1,700,000
TOTAL APPROPRIATIONS	<u>1,779,000</u>	<u>1,762,000</u>	<u>3,541,000</u>
ENDING FUND BALANCE, JUNE 30			
Uncommitted	837,035	35,241	872,276
Committed	11,137,718	136,186	11,273,904
TOTAL ENDING FUND BALANCE	<u>11,974,753</u>	<u>171,427</u>	<u>12,146,180</u>
TOTAL APPROPRIATIONS AND ENDING FUND BALANCE	<u>\$ 13,753,753</u>	<u>\$ 1,933,427</u>	<u>\$ 15,687,180</u>

* Revised to reflect actual fund balance at June 30, 2012.

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: District Quarterly Financial Status Report (311Q)		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	X

BACKGROUND

Pursuant to the provisions of AB 2910, Chapter 1486, Statutes of 1986, each quarter, districts must report their financial condition on forms prescribed by the California Community Colleges Chancellor's Office. This prescribed report (form CCFS-311Q) must be submitted to the Chancellor's Office and to the County Superintendent of Schools within forty-five (45) days following the end of each quarter for the first three quarters. The fourth quarter report is due no later than August 31. The Chancellor's Office staff will then review the prescribed quarterly reports and notify districts if further action is necessary.

STATUS

In accordance with AB 2910, the Governing Board should review the enclosed prescribed report (CCFS-311Q) at a regularly scheduled meeting and enter the report as part of the minutes of the meeting. As required, the District's Chief Executive Officer (Chancellor) and Chief Business Officer (Deputy Chancellor) have certified that the information for the quarter ended December 31, 2012 contained in this report is correct.

RECOMMENDATION

It is recommended that the Board of Trustees receive the December 31, 2012 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements and authorize staff to submit the prescribed report to the Chancellor's Office and to the Sacramento County Office of Education.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (230) LOS RIOS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	273,746,456	275,293,051	250,715,233	259,327,365
A.2	Other Financing Sources (Object 8900)	816,508	832,871	7,567,602	7,256,876
A.3	Total Unrestricted Revenue (A.1 + A.2)	274,562,964	276,125,922	258,282,835	266,584,241
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	260,203,673	257,728,876	255,131,420	277,102,430
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	10,205,064	11,165,967	8,069,826	5,736,975
B.3	Total Unrestricted Expenditures (B.1 + B.2)	270,408,737	268,894,843	263,201,246	282,839,405
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,154,227	7,231,079	-4,918,411	-16,255,164
D.	Fund Balance, Beginning	27,144,324	31,298,551	38,529,630	33,611,219
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,144,324	31,298,551	38,529,630	33,611,219
E.	Fund Balance, Ending (C. + D.2)	31,298,551	38,529,630	33,611,219	17,356,055
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.6%	14.3%	12.8%	6.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	59,954	56,547	52,626	51,078
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	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds		13,800,162	15,161,404	-10,946,074
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	23,407,305	13,800,162	15,161,404	-10,946,074

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	259,327,365	259,327,365	80,593,873	31.1%
I.2	Other Financing Sources (Object 8900)	7,256,876	7,256,876	548,487	7.6%
I.3	Total Unrestricted Revenue (I.1 + I.2)	266,584,241	266,584,241	81,142,360	30.4%

J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	277,102,430	277,102,430	123,341,718	44.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,736,975	5,736,975	4,547,029	79.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	282,839,405	282,839,405	127,888,747	45.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-16,255,164	-16,255,164	-46,746,387	
L	Adjusted Fund Balance, Beginning	33,611,219	33,611,219	33,611,219	
L.1	Fund Balance, Ending (C. + L.2)	17,356,055	17,356,055	-13,135,168	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.1%	6.1%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

	Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
		Total Cost Increase	% *	Total Cost Increase	% *		Total Cost Increase
a. SALARIES:							
	Year 1:						
	Year 2:						
	Year 3:						
b. BENEFITS:							
	Year 1:						
	Year 2:						
	Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

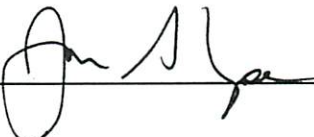
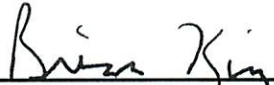
LOS RIOS COMMUNITY COLLEGE DISTRICT
GENERAL FUND
STATEMENT OF APPROPRIATIONS, REVENUE & EXPENDITURES
FOR THE QUARTER ENDED DECEMBER 31, 2012
UNAUDITED

	Adopted Budget	YTD Activity
BEGINNING FUND BALANCE, JULY 1		
Uncommitted	\$ 13,629,197	\$ 13,629,197
Committed	19,982,022	19,982,022
Restricted	3,318,331	3,318,331
TOTAL BEGINNING FUND BALANCE	36,929,550	36,929,550
REVENUE:		
GENERAL PURPOSE		
Total Computational Revenue	240,660,974	72,228,654
Lottery Funds	6,646,666	309,193
Apprentice/Other General Purpose/Interfund Transfers	19,276,601	8,604,513
TOTAL GENERAL PURPOSE	266,584,241	81,142,360
SPECIAL PROGRAMS	41,005,555	18,959,264
TOTAL REVENUE AND TRANSFERS IN	307,589,796	100,101,624
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 344,519,346	\$ 137,031,174
APPROPRIATIONS/EXPENDITURES:		
Academic Salaries	\$ 130,072,539	59,950,891
Classified Salaries	69,457,037	32,525,445
Employee Benefits	62,900,157	28,998,176
Supplies and Materials	9,003,766	2,667,569
Other Operating Expenses and Services	41,194,841	13,769,996
Capital Outlay	5,796,939	1,549,154
Payments to Students	25,000	7,631
Other Outgo	7,238,533	5,181,466
TOTAL APPROPRIATIONS/EXPENDITURES AND TRANSFERS OUT	325,688,812	144,650,328
ENDING FUND BALANCE		
Uncommitted	13,846,069	
Committed	3,509,986	
Restricted	1,474,479	
TOTAL ENDING FUND BALANCE	18,830,534	
TOTAL APPROPRIATIONS/EXPENDITURES AND ENDING FUND BALANCE	\$ 344,519,346	

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Foundation Quarterly Investment Report		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
Approved for Consideration:	Brian King 	Action	
		First Reading	
		Consent/Routine	X

BACKGROUND

In fall 1998, the District and Foundation adopted a Master Agreement whereby the Foundation became an auxiliary organization of the District. All college foundation investment activities were then combined under the Los Rios Foundation. UBS Financial Services Inc. is the investment consultant for the Foundation.

As an auxiliary organization, the Foundation is not required to operate under GC 53600 investment restrictions. However, the Foundation Board has adopted a Statement of Rules, Objectives and Guidelines to govern the investment of funds. The funds should be invested with care, skill, prudence and diligence with the goal of producing returns equal to or exceeding prevailing standards among foundations of similar asset size, as well as for the protection of funds held in perpetual duration. The Statement defines the investment guidelines for specified asset classes, for endowed funds, as follow: equities, defined as common stock, convertible preferred stock, convertible bonds, and convertible stock, shall represent 15-70% of the total fund assets; fixed-income securities, defined as investments with maturities greater than one year that pay a fixed rate of return, shall represent 20-50% of the total fund assets; alternative investments, defined as fund-of-fund investments, shall represent up to 20% of the total fund assets and cash, defined as maturities shorter than one year, shall represent 2-10% of the total fund assets. In addition, the Statement provides guidelines for investing non-endowed funds based upon the purpose of the donation, horizon of time for the use of funds and the donor's investment risk tolerance. The three non-endowed portfolio funds available are cash management, fixed income and balanced funds.

STATUS

This report represents the investment activity for the quarter ended December 31, 2012. The investments are directed by the Los Rios Foundation Finance Committee and realized and unrealized earnings are shown in the accompanying schedules. The yield for the quarter ended December 31, 2012 for the Foundation's managed endowed portfolio of \$6.1 million is 1.76%. This compares to the composite benchmark of 1.39% for the same period. In accordance with generally accepted accounting principles, investments are restated to market value as of each fiscal year-end.

RECOMMENDATION

It is recommended that the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended December 31, 2012.

Los Rios Foundation
Investment Portfolio
For the Period July 1, 2012 - December 31, 2012

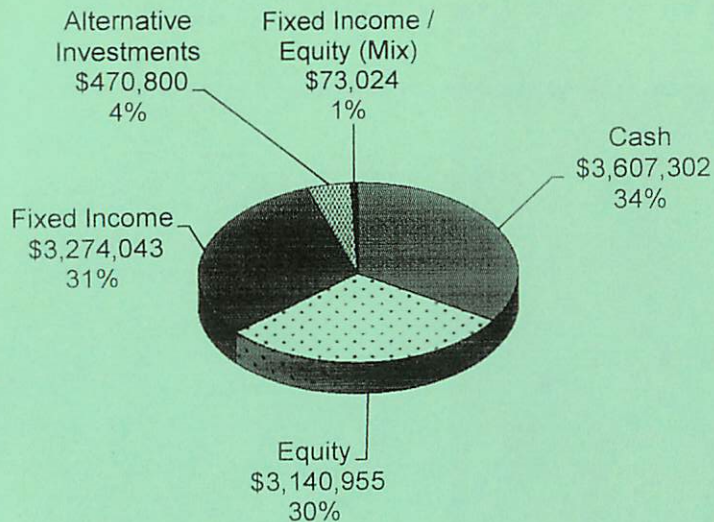
TOTAL PORTFOLIO	Guidelines	Opening Balance July 2012	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
Managed (Endowed):										
Cash (Gift Receipt & Scholarship)	2-10%	1,528,158	18,464	(4,954)	4,927	78	51		1,546,673	25%
Fixed Income										
Pimco*		821,597	(80,000)	(161,261)	165,142	18,560	22,441	(3,403)	760,635	12%
Spectrum		219,843	(20,000)	3,377	905	7,155	11,437	(892)	210,388	4%
Total Fixed Income	20-50%	1,041,440	(100,000)	(157,884)	166,047	25,715	33,878	(4,295)	971,023	16%
Equities										
Parametric Portfolio		1,446,312	(100,000)	43,957	22,428	18,903	85,288	(6,947)	1,424,653	23%
Snow (Brandes Investment Advisor)		292,731		15,106	18,349	3,133	36,588	(1,773)	327,546	5%
JP Morgan International (Alliance)		378,409		47,324	(2,898)	10,083	54,509	(2,550)	430,368	7%
Hansberger International		365,721		41,486	7,702	3,735	52,923	(2,411)	416,233	7%
UBS Structured Note			200,000	1,200		289	1,489		201,489	3%
Brandes International Small Cap		87,086		13,454	24	1,897	15,375	(301)	102,160	2%
Brandes EM		214,106		21,704	2,440	1,865	26,009	(1,609)	238,506	4%
Total Equities	15-70%	2,784,365	100,000	184,231	48,045	39,905	272,181	(15,591)	3,140,955	51%
Alternative Investments										
UBP	up to 20%	464,922		5,878			5,878		470,800	8%
Total Managed (Endowed)		5,818,885	18,464	27,271	219,019	65,698	311,988	(19,886)	6,129,451	100%
Managed (Non-endowed):										
Madison Short Duration Fixed Income*		1,990,291	300,000	(5,310)	(11,118)	38,264	21,836	(9,107)	2,303,020	
Total Managed (Endowed & Non-endowed)		7,809,176	318,464	21,961	207,901	103,962	333,824	(28,993)	8,432,471	
Non-Endowed:										
Cash Management - Money Market		2,114,765	(55,338)			1,202	1,202		2,060,629	
Fixed Income - Equities (Mix)										
Cimaroli Charitable Remainder Trust		71,021	(2,366)	2,826	(174)	1,989	4,641	(272)	73,024	
Total Non-Endowed		2,185,786	(57,704)	2,826	(174)	3,191	5,843	(272)	2,133,653	
TOTAL PORTFOLIO		9,994,962	260,760	24,787	207,727	107,153	339,667	(29,265)	10,566,124	

(a) Market Value from UBS Financial Services, Inc. statement dated 12-31-12.

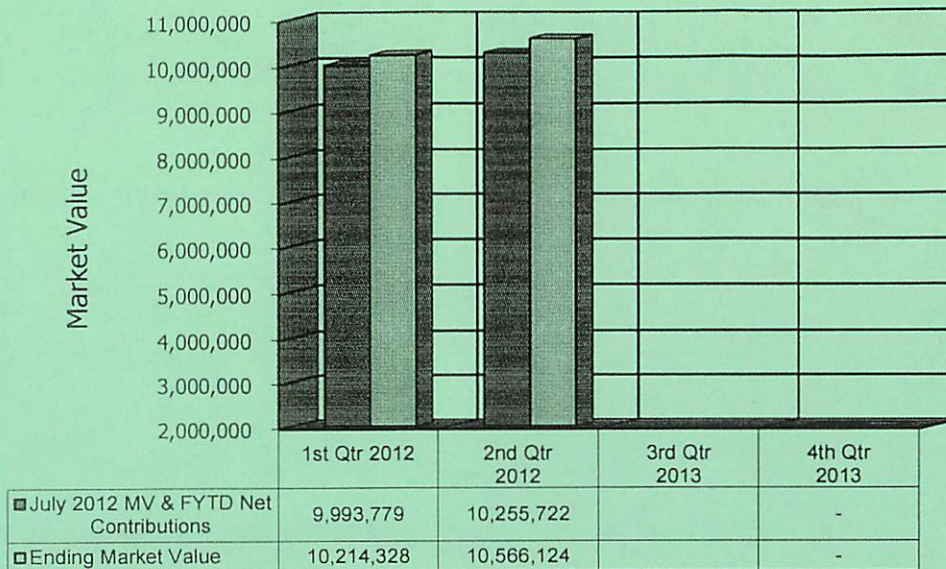
*Includes accrued interest

Los Rios Foundation
 Account Summary
 as of December 31, 2012

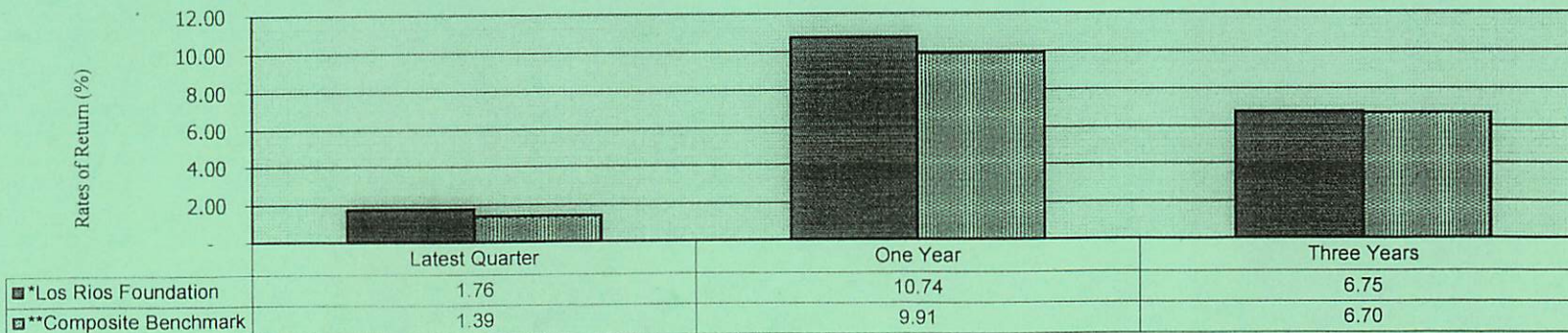
Asset Allocation as of
 December 31, 2012



Portfolio Change July 2012 through December 2012



Performance Analysis as of December 31, 2012



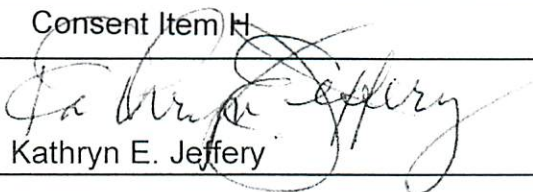

*The definition of Los Rios Foundation Return is Managed Portfolio Net Time Weighted Returned which is net of fees.

**Provided by UBS Financial Services, Inc. Composite benchmark is composed of various market indices selected by UBS to approximate the Foundation's asset allocation.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Acceptance of Gift~ Sacramento City College		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Kathryn E. Jeffery	Information	
		Action	
Approved for Consideration:	 Brian King	First Reading	
		Consent/Routine	X

BACKGROUND

The FedEx Corporation has a program that allows for the transfer of retired aircraft to various organizations for instructional/educational purposes. Sacramento City College's (SCC's) Aeronautics program made inquiries about this program several years ago with the intent to acquire a jet to serve as a simulator/mock up for a variety of aircraft systems including hydraulics, pneumatics, electronics, etc. Recently the college was notified of the availability of an aircraft for donation. One of the stipulations of the FedEx donation program is that the aircraft must remain grounded and be used for non-flying purposes only. If acquired, this aircraft would provide updated systems to train students in the Airframe & Propulsion (A&P) and Flight Technology Programs, which are currently located at McClellan Field. Per Board Policy 8254, the Board of Trustees may accept, on behalf of the college/district, such gifts.

STATUS

College and district staffs have collaborated on completing a 'deed of gift' document that is required by FedEx as a precursor to transferring the aircraft (B-727, Serial No. 21292). The donation value is estimated at \$2.5M by FedEx Corporation. With approvals in place, the aircraft is planned to be delivered on February 14 or 15, 2013. The aircraft will be parked at McClellan Field pending a final parking location at the Aviation Museum of California's air park also located at McClellan Field adjacent to the SCC instructional spaces. This site will provide better security and access for the jet. A Memorandum of Understanding is currently being developed with the Aviation Museum to share use of the aircraft for a variety of programs including education, training, and community interest.


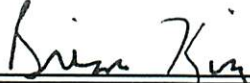
RECOMMENDATION

It is recommended that the Board of Trustees accept the donation of a B-727 (Serial No. 21292) jet plane from FedEx Corporation for use in the SCC Aeronautics Program.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Easement/License Agreement and Quitclaim: Rancho Cordova		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item I	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	X

BACKGROUND

Under Education Code section 81301, the Board is empowered to execute quitclaim deeds, either with or without consideration, to the owners of property adjacent to District property for the purpose of removing defects in or otherwise clearing up the title to the adjacent real property.

STATUS

In conjunction with its due diligence for the purchase of the SST Hospitality Property at 10221 Folsom Boulevard, Rancho Cordova, staff discovered that neighboring property owners, Balbir Sing Ojla and Mohan Gill, the owners of Rosies Country Kitchen, asserted that a reciprocal implied easement existed across the joint boundary line of the two properties for ingress and egress. This easement has the potential for interfering with the District's planned use of the SST property. As a result, the District negotiated an agreement to terminate this claimed easement, to provide a limited license, and to provide an access easement across the common driveway between the properties. Further, as consideration for eliminating the effect of the easement on District property, the District has agreed to restripe the neighboring parking lot, to ensure ADA access from the new ADA parking spaces and to rewire existing lighting as appropriate.


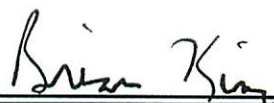
RECOMMENDATION

It is recommended that the Board of Trustees approve this Easement Agreement, License Agreement, and Quitclaim of the existing easement.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

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

BACKGROUND

During the period of January 1, 2013 and January 31, 2013, the District received executed agreements for following grant and contract awards:

Title, Description, Term, Project Coordinator	College/Unit	Amount	Source
Child Development Training Consortium – Instructional Agreement (renewal) <ul style="list-style-type: none"> • Funds to support instruction through the Child Development Training Program. • 8/1/2012 through 6/30/2013 • Administrator: Frank Malaret, Dean, Behavioral and Social Sciences 	SCC	\$16,250	Yosemite CCD
SB 70 CTE Collaboratives: Sacramento-Yolo Career Technical Education Partnership (renewal) <ul style="list-style-type: none"> • Funds to support CTE pathways in green building and clean technologies. • 2/1/2012 through 2/28/2013 • Administrator: Mary Turner, Vice President, Instruction 	SCC/CRC	\$348,000	CCCCO
Global Corporate College Contract – TSA Homeland Security Training <ul style="list-style-type: none"> • Funds to provide TSA employees with introductory courses in homeland security. • 1/23/2013 through 5/22/2013 • Administrator: Steve Segura, Interim Dean, Public Safety 	ARC	\$7,000	Transportation Security Administration
Workplace Learning Resource Center Contract – Sacramento County Office of Education <ul style="list-style-type: none"> • Funds to provide SCOE students with 2-credit Early Childhood Education courses at ARC. • 1/11/2013 through 5/16/2013 • Administrator: Walter DiMantova, Director, Workforce and Economic Development 	WED	\$25,090	Sacramento County Office of Education

<p>Small Business Development Center Grant – Financial Management Series</p> <ul style="list-style-type: none"> • Funds to provide a financial management workshop series for small businesses within the SBDC's service area. • 1/1/2013 through 12/31/2013 • Administrator: Walter DiMantova, Director, Workforce and Economic Development 	WED	\$50,000	Wells Fargo Bank
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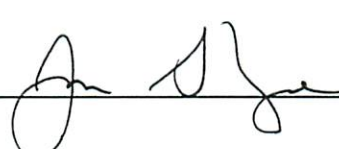
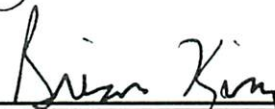
RECOMMENDATION

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: February 13, 2013

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

STATUS

Pursuant to Board Policy 8315 the bid transactions herein listed occurred during the period of January 1 - 31, 2013.

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
10012	SCC Hughes Stadium Renovation	\$19,773.14	12	Moorfield Construction	\$10,556,456.91
11017	CRC N. E. Building Modernization	\$20,535.00	2	F & H Construction	\$6,592,089.00
11029	ARC Life Science Modernization	\$15,152.00	8	ZCON Builders	\$5,549,521.00

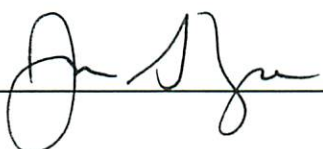
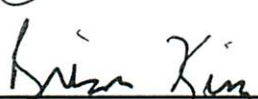
RECOMMENDATION

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Disposition of Surplus Equipment		Attachment: None	
		Enclosure: None	
CATEGORY:	Consent Item L	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Brian King 	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 broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 1 desk, 1 exercise machine, 1 keyboard tray, 1 printer, 1 television, and 1 typewriter. These items have a value of less than \$5,000.


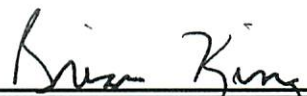
RECOMMENDATION

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Purchase Orders, Warrants and Checks		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Consent Item M	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	X

S T A T U S

Listing of purchase orders, warrants and checks issued during the period of December 16, 2012 through January 15, 2013 is on file in the District Business Services Office for review.

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

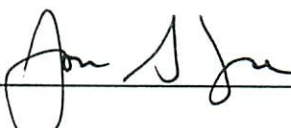
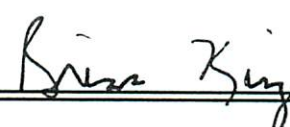
It is recommended that the Board of Trustees approve the numbered purchase orders, warrants and checks that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001069791 – 0001070049 B113656 – B113659	\$ 1,122,371.84
Capital Outlay Fund	0003014631 – 0003014677	
Child Development Fund	0006000718	
Self-Insurance Fund	-	
WARRANTS		
General Fund	659896 – 661073	\$ 9,233,133.77
General Fund-ARC Instructional Related	002244 – 002310	
General Fund-CRC Instructional Related	020752 – 020786	
General Fund-FLC Instructional Related	030235 - 030240	
General Fund-SCC Instructional Related	041709 – 041758	
Capital Outlay Fund	826643 – 826747	
Child Development Fund	-	
Self-Insurance Fund	976093 – 976093	\$ 17,898,712.18
Payroll Warrants	166351 – 168309	
Payroll-Direct Deposit	607594 – 611726	
January Leave Process	168310 – 169681	
Payroll Vendor Warrants	53566 – 53749	
CHECKS		
Financial Aid Disbursements	1859551 - 1860309	\$ 1,089,015
Bookstore Fund – ARC	26109 – 26270	\$ 1,018,518.52
Bookstore Fund – CRC	024401 – 024437	
Bookstore Fund – FLC	7666 – 7693	
Bookstore Fund – SCC	045106 – 045245	
Student Clubs Agency Fund – ARC	3744 – 3770	\$ 68,674.45
Student Clubs Agency Fund – CRC	2839 – 2877	
Student Clubs Agency Fund – FLC	1497 – 1511	
Student Clubs Agency Fund – SCC	2421 – 2436	
Foundation – ARC	3323 – 3382	\$ 130,329.10
Foundation – CRC	1458 – 1469	
Foundation – FLC	0576 -0591	
Foundation – SCC	2285 - 2293	
Foundation – DO	0412 - 0417	
Associated Students Trust Fund – ARC	0582 - 0583	\$ 1,318.04
Associated Students Trust Fund – CRC	0517 - 0519	
Associated Students Trust Fund – FLC	0398 – 0400	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	0974 – 1030	\$ 507,659.69
Arts Center Fund (manual checks)	9058 - 9058	

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

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

RECOMMENDATION

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

MANAGEMENT

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Brown, Heather M.	Interim Dean of Biotechnology (Categorical) From Director of North Valley Biotechnology Center (Categorical) (Ph.D., University of California, Santa Cruz)	01/01/13 – 03/13/13
<u>Sacramento City College</u>		
Short, Shirley J.	Interim Dean of West Sacramento Center (M.A., California State University, Sacramento)	08/01/12 – 05/31/13 (extended)

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
O'Neal, Jeffery	Dean of Biotechnology	Medical	12/12/12 – 03/13/13

TEMPORARY REASSIGNMENT/TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>District Office</u>		
Sears, Cheryl A.	Interim Chief of Police From Police Captain	03/01/12 – 02/28/13 (revised)

FACULTY

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Munger, Kelly A. (M.A., Iowa State University)	Journalism Assistant Professor (L.T.T.)	01/17/13 – 05/22/13
<u>Folsom Lake College</u>		
Siegfried, Daniel J. (M.A., California State University, Sacramento)	English 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>			
Brenchley-Jackson, Joan L.	Biology Professor	Personal	01/17/13 – 05/22/13
Montgomery, Thoeung M.	English as a Second Language Professor	Maternity	09/04/12 – 12/20/12 (revised)
Parker, Laura L.	Art Professor	C	08/22/13 – 12/19/13
<u>Cosumnes River College</u>			
Calamar, Jeanne M.	Physical Education / Athletics Professor	Medical	11/05/12 – 04/13/13 (revised)
Erickson, Cindy L.	Mathematics Professor	Childcare (33%)	01/17/13 – 05/22/13
Parker, Travis L.	Kinesiology Professor	Personal (41.7%)	01/17/13 – 05/22/13
<u>Folsom Lake College</u>			
Caramagno, Thomas C.	English Professor	Medical (revised)	01/17/13 – 05/22/13
Watson, Bethany R.	Mathematics Professor	Personal (67%)	01/17/13 – 05/22/13
<u>Sacramento City College</u>			
Strella, Cheryl L.	Nursing Professor	Medical	01/18/13 – 02/25/13

PRE-RETIREMENT WORKLOAD REDUCTION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Ennenga, Linda D.	EOP&S Counselor	1.00 to .80	07/01/13 – 06/30/18

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Deus, Richard A. (After 23 years of service)	CIS Professor	05/23/13
McDonald, Stephanie R. (After 13 years of service)	Librarian	05/23/13

TEMPORARY REASSIGNMENT/TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Baker, Gregory S.	Business Professor (60%) / Student Success Plan Development Coordinator (40%) From Student Success Plan Development Coordinator	01/01/13 – 06/30/13

2012-2013 SABBATICAL AND PROFESSIONAL DEVELOPMENT LEAVES - REVISIONS

The following is a revision from the 2012-13 Sabbatical and Professional Development Leaves approved by the Board of Trustees on November 14, 2012:

Folsom Lake College

Type B Leave Time

The amount of Annual FTE requested has been revised for the following faculty member:

<u>Employee</u>	<u>Discipline</u>	<u>20%</u>	<u>Semester</u>	<u>Annual FTE</u>
Tracy Rauschkolb	English Professor	20%	Spring 2013	.100 FTE

TEMPORARY, PART-TIME EMPLOYEES Summer 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Keys,Margaret Dolan	Librarian	10 %
Medcalf,John C.	Mathematics, General	33 %

TEMPORARY, PART-TIME EMPLOYEES Summer 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kagan,Alexander	Counselor	6 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Buchanan-Cello,Shelly A.	Librarian	3 %
Cooke,John W	Culinary Arts	24 %
Cooke,John W	Restaurant and Food Services Management	3 %
Curtis,Diane E	Nutrition, Foods, and Culinary Arts	20 %
Lewis,Robert M.	General Work Experience	20 %
Sena,Matthew J.	Administration of Justice	0 %
Valcu,Sanda I.	ESL Reading	4 %
White,Gerald J.	Geography	20 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abney,Cort D.	Environmental Technology	15 %
Cai,Yueqiang	Mathematics, General	33 %
Roberge,Andrea M.	Counselor	17 %
Wong,Calvin J	Counselor	14 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2012
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Knudson,Kandace M	Coordinator	20 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
O'Brien,Roxanne	Restaurant and Food Services Management	12 %
Parks,Judith	Culinary Arts	30 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Rogan,Patrick D.	Accounting	57 %

FTE may appear as zero when FTE is 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
Cosumnes River College

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Tikhonova, Inna V.	Counselor	10 %

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abbott, David W.	Paralegal	20 %
Abbott-Enz, Pamela S.	Gerontology	20 %
Acevedo, George	Automotive Technology	35 %
Adams, Grant C.	Spanish	27 %
Adams, Jane P.	Interpersonal Skills	27 %
Adams, Jane P.	Counselor	23 %
Albertson, James H.	Art	28 %
Alexander, Carie D.	Counselor	3 %
Alexander, Carie D.	Counselor	56 %
Alfaro, Andrew P.	Journalism	28 %
Allen, Jana M.	Gerontology	3 %
Allen, John E.	History	40 %
Amundsen, Pamela A.	Sign Language	53 %
Anaya, Dan A.	Computer Programming	35 %
Anderegg, Kristen M.	Counselor	9 %
Anglesey, Leslie R.	English	20 %
Arack, James N.	Psychology, General	20 %
Aranda, Amanda	Counselor	54 %
Araujo, Frank P.	Anthropology	40 %
Ash, Douglas W.	Business Administration	20 %
Auchincloss, Lisa C.	Natural Resources	51 %
Avila, Adrienne M.	Mathematics, General	40 %
Bagley, Patricia M.	Registered Nursing	50 %
Bains, Neelam	English	40 %
Ball, Kimberly A.	Job Seeking/Changing Skills	13 %
Barela, Eva E.	Spanish	27 %
Barton, John L.	Spanish	27 %
Bastian, Gregory A.	Business Administration	40 %
Beaushaw, Frank W.	Diesel Technology	50 %
Bell, Kevin L.	Office Technology/Office Computer Applicati	19 %
Belton, Linda V.	Physical Education	13 %
Benson, Gregory C.	Sign Language	53 %
Bertinuson, Joy A.	Painting & Drawing	28 %
Boal, Keith F.	Counselor	17 %
Boling, Patrick V.	Diesel Technology	45 %
Borc, Robyn M.	Reading	40 %
Boroughs, Terry J.	Earth Science	55 %
Boyko, Gregory R.	Mortuary Science	13 %
Bradshaw, Merlin E.	Spanish	53 %
Brahce, Laura J.	Biology, General	55 %
Brandenburg, Brandt E.	English	27 %
Brandson, Margaret N.	Journalism	20 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Brennan, Tracy E.	Sign Language Interpreting	7 %
Bridges, Delester M	Psychology, General	20 %
Brooks, Jacqueline D.	Sociology	20 %
Bruce, Thomas V.	Restaurant and Food Services Management	47 %
Brunkala, Joel T.	English	60 %
Brynelson, Julia D.	Paralegal	20 %
Buchanan-Cello, Shelly A.	Librarian	2 %
Buljan, Laurette C.	English	47 %
Butler, Patrick A.	Business and Commerce, General	20 %
Butler, Patrick A.	Real Estate	40 %
Bystrom, Helen C.	English	40 %
Callaway-Higgins, Camela A.	Speech Communication	20 %
Cameron, Don S.	Administration of Justice	55 %
Cameron, William K.	English	20 %
Camp, Michael H.	Administration of Justice	0 %
Carleton, Christopher J.	Automotive Technology	35 %
Carlisle, Eli A.	Biology, General	35 %
Carlisle, Ralph R	Automotive Technology	35 %
Carlson, Christopher R.	Administration of Justice	0 %
Carlson, Don L	Business Management	7 %
Carlson, Don L	Small Business and Entrepreneurship	7 %
Carlson, Don L	Sales and Salesmanship	20 %
Carney, Diane	Biology, General	43 %
Carr, John N.	Fire Technology	20 %
Carr, Lisa A.	Child Development/Early Care and Educatio	20 %
Carrier, Nicole	Spanish	53 %
Carter, Kathy A.	Child Development/Early Care and Educatio	20 %
Caspersen Schultz, Julie A.	ESL Writing	23 %
Caspersen Schultz, Julie A.	ESL Speaking/Listening	11 %
Castillo, N. Scott	Administration of Justice	0 %
Catlett, Emily S.	Counselor	38 %
Ceballos, Shannon J.	Biotechnology & Biomedical Technology	20 %
Chambers, Tara L.	English	20 %
Chapek, Carl W.	Software Applications	18 %
Chapek, Carl W.	Computer Networking	7 %
Chappell, Mike L.	Counselor	12 %
Chesbro, Cindy L.	Child Development/Early Care and Educatio	40 %
Chevraux, Renee M	Gerontology	37 %
Chicoine, Kari J.	Drafting Technology	53 %
Chin, Alana R.	Natural Resources	20 %
Chung, Jackson	Mathematics, General	47 %
Clark, Bonnie M.	Health Occupations, General	20 %
Clark, Bonnie M.	Nursing	30 %
Clark, Monty M.	Painting & Drawing	1 %
Clark, Monty M.	Ceramics	2 %
Clark, Monty M.	Jewelry	28 %
Cody, Mary L	Psychology, General	60 %
Coleman, Phillip V.	Administration of Justice	0 %
Connors, Valerie S.	English	40 %
Conrad, Peter K.	Administration of Justice	40 %
Cook, Frank D.	Commercial Music	20 %
Cooke, Howard E.	Fire Technology	20 %
Cooper, Paul G.	History	20 %
Copsey, Paul D	Administration of Justice	0 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Corbisiero-Dees,Kellie M.	Job Seeking/Changing Skills	7 %
Corwin,Charles H.	Chemistry, General	27 %
Cotton,Gary D.	Software Applications	18 %
Dalbeck,Lisa S.	Biology, General	40 %
Daley,Frank L.	Administration of Justice	0 %
Daniels,Joyce Anne	Child Development/Early Care and Educatio	40 %
Davidson,Alexis M.	Speech Communication	60 %
Davies,Peter RA	Political Science	40 %
Davis,Aron R.	Mortuary Science	20 %
Davis,Cynthia N.	ESL Writing	27 %
Davis,Danielle R.	History	20 %
Davis,Donald A.	Administration of Justice	0 %
Day,Linda M.	ESL Reading	27 %
Day,Linda M.	ESL Speaking/Listening	27 %
DeAlba,David F.	Political Science	40 %
Dean,Cynthia M.	ESL Writing	27 %
Dean,Cynthia M.	ESL Speaking/Listening	27 %
DeCecco,Chalmer A.	Administration of Justice	0 %
Decker,Noah P.	Biology, General	35 %
Decker,Noah P.	Health Education	20 %
Dela Pena,Michael S.	Electronics & Electric Technology	50 %
DeLeon,Daniel W.	Administration of Justice	0 %
Denman,David S.	Philosophy	60 %
Diaz,Pete	Administration of Justice	0 %
Diclementine,Jacqueline C	Philosophy	40 %
Dilgard,Paul H	ESL Integrated	27 %
Dilgard,Sylvia B.	Academic Guidance	20 %
Dilgard,Sylvia B.	Counselor	35 %
Dillon,Roger G.	Administration of Justice	0 %
Dillon,Vivian O.	Coordinator	40 %
Dolce,Thomas F.	Computer Programming	20 %
Domek,Anna L.	General Work Experience	20 %
Domokos,Cristina I.	Mathematics, General	60 %
Dorris,Tamara L.	Real Estate	60 %
Driscoll,John A.	Computer Graphics and Digital Imagery	57 %
Dubois,Dara L.	Automotive Technology	13 %
Duerr,Lisa C.	Child Development/Early Care and Educatio	20 %
Duff,Jeanne A.	Software Applications	12 %
Duran,James J.	Mathematics, General	60 %
Duval,Beverly K.	Librarian	23 %
Dykstra,Dennis Dean	Psychology, General	40 %
Earl,Kathleen M.	Librarian	30 %
Earle,Robert E	Geographic Information Systems	20 %
Eberhardt,Claire E.	History	40 %
Eckerman,James J.	Mathematics, General	27 %
Econome,Jennie G.	Job Seeking/Changing Skills	7 %
Econome,Jennie G.	Academic Guidance	40 %
Econome,Jennie G.	Counselor	11 %
Eiteneer,Daria N.	Physics, General	55 %
Eklund,Justin R.	Administration of Justice	0 %
Engstrom,Karina H.	Biology, General	40 %
Ensign,Gary B.	Computer Graphics and Digital Imagery	28 %
Esque,Melanie E.	Administration of Justice	0 %
Everitt,David L.	Physics, General	62 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ezenwa, Emmanuel C	Welding Technology	20 %
Fagiolo, Catherine E.	Music	5 %
Falloon, Matthew T.	English	40 %
Farias, Imelda	Counselor	24 %
Farnham, Cynthia B.	Sign Language Interpreting	27 %
Feely, Abigail B.	History	40 %
Felker, Jeffery J.	Reading	30 %
Fernandez, Joyce M.	Interpersonal Skills	13 %
Fernandez, Joyce M.	Job Seeking/Changing Skills	7 %
Fernandez, Joyce M.	Counselor	12 %
Finnegan, Terrence E.	Journalism	20 %
Finnerty, Kevin C	Administration of Justice	0 %
Fleshman, Dane R.	Mathematics, General	20 %
Florence, Sally E.	Administration of Justice	0 %
Flynn, Lorraine M.	English	40 %
Foerster, Tatiana M	Other Health Occupations	10 %
Fontana, David J.	Mathematics, General	33 %
Forehand, James R.	Mathematics, General	27 %
Foster, Barbara J.	Floriculture /Floristry	22 %
Fountain, Mark BV	Biomedical Instrumentation	35 %
French, Scott D.	Administration of Justice	0 %
Freund, Laura	English	40 %
Frew, Robert M.	English	47 %
Friedman, Richard L.	Law, General	20 %
Fukumoto, Randall H.	Mathematics, General	47 %
Gable, Monica L.	Paralegal	20 %
Gale, Deborah N.	Mathematics, General	53 %
Galvan, Joseph	Administration of Justice	0 %
Galvin, Mary L.	History	40 %
Garasanin, Olivera	History	40 %
Garbini, Susan	Natural Resources	28 %
Garbutt, Jared J.	Nutrition, Foods, and Culinary Arts	20 %
Garcia, Monica R.	Spanish	53 %
Garfield, Elizabeth T.	Physiology (Includes Anatomy)	50 %
Garrido-Guerrero, Denise M.	Sign Language Interpreting	10 %
Geiger, Steve	Electronics & Electric Technology	48 %
Geren, Lisa C.	English	40 %
Gervasi, James S.	Administration of Justice	0 %
Gessler, Martin J.	Fine Arts, General	20 %
Gigante, Michele K.	Administration of Justice	0 %
Gillespie, Steve T.	Construction Crafts Technology	64 %
Glickman, James A.	Real Estate	23 %
Goldbar, Christine A.	English	60 %
Gompert, Gena E.	History	20 %
Gong, James W.	Administration of Justice	0 %
Goodwin, Susan F.	Counselor	56 %
Gorsuch, Susan C.	Administration of Justice	0 %
Gottke, Darren J.	Chemistry, General	57 %
Grasso, Matthew A.	Music	3 %
Green-Clark, Michelle R.	Dance	30 %
Greenhill, Paul G.	Administration of Justice	0 %
Greenstone, Myron G.	Sign Language	27 %
Gregson, Gary A.	Administration of Justice	0 %
Grider, Ronald O.	Chemistry, General	57 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Griffith,David A.	Physics, General	20 %
Grofe,Michael J.	Anthropology	15 %
Gross,Diane R.	Reading	20 %
Grueneberger,Arthur R.	World Wide Web Administration	28 %
Guadalupe,Krishna L.	Sociology	40 %
Guerin,Jeanne G	English	40 %
Guinn,Jean Marie	Accounting	20 %
Gullum,Kathleen E.	Business and Commerce, General	40 %
Gunn,Martin E	Automotive Technology	18 %
Gustafson,Karla	General Work Experience	13 %
Guthrie,Shannon J.	Dietetic Services and Management	45 %
Gutierrez,Jesus E.	Administration of Justice	0 %
Gutowsky,Edward A.	English	40 %
Hake,Patricia L.	Job Seeking/Changing Skills	7 %
Harrison,Richard G.	Speech Communication	40 %
Harvey,Floyd A.	Administration of Justice	0 %
Hathaway,Linnea A.	Child Development Administration and Mana	20 %
Hawe,Larry E.	Automotive Technology	53 %
Hawkes,Phillip N.	Anthropology	35 %
Hawley,M. Douglas	Business Management	20 %
Hayes,David V.	Administration of Justice	0 %
Haywood,Laura C.	Physical Education	15 %
Henderson,Craig	Emergency Medical Services	47 %
Henderson,James H.	Sign Language Interpreting	32 %
Hendrickson,Kenneth W.	Computer Graphics and Digital Imagery	57 %
Hernandez,Henry V.	Business Administration	40 %
Herzog,Rebecca A.	Political Science	40 %
Hill,Michael S.	Business Management	40 %
Hillenbrand,Collin D.	Sign Language Interpreting	3 %
Hindman,Clay A.	ESL Writing	27 %
Hindman,Clay A.	ESL Speaking/Listening	27 %
Hinks,Lyle A.	Sign Language	53 %
Hoag,Steven E.	Counselor	13 %
Hoban-Higgins,Tana M.	Physiology (Includes Anatomy)	50 %
Hoerner,Bourgi A.	ESL Writing	27 %
Hoerner,Bourgi A.	ESL Reading	27 %
Hoffman,Ana B.	Spanish	37 %
Hohlwein,Laura A.	Computer Graphics and Digital Imagery	28 %
Hollis-Sachau,Shaeheha F	Counselor	30 %
Hopper,Lori C.	Mortuary Science	20 %
Hubbard,Kris H.	Fire Technology	40 %
Hudson,Michael R.	Administration of Justice	0 %
Huerta,Teresa A.	Administration of Justice	0 %
Huggins,Ross R.	Administration of Justice	0 %
Hughes,Emily W.	English	60 %
Hughes,Heather V.	Job Seeking/Changing Skills	13 %
Hughes,Heather V.	Academic Guidance	20 %
Hughes,Heather V.	Counselor	25 %
Hughes,Tori	Administration of Justice	0 %
Hunter,Timothy P.	Administration of Justice	0 %
Hurner,Sheryl Marie	Business and Commerce, General	20 %
Hyde,James R.	Administration of Justice	0 %
Hylton,Dianna R	Nursing	50 %
Idleman,Patsy R.	Counselor	50 %

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

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013 American River College
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<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Irvin,Robert A	Dramatic Arts	40 %
Jackson,Sara L.	Physical Education	8 %
Jackson,Sara L.	Intercollegiate Athletics	50 %
James,Mary E.	Administration of Justice	0 %
Jardine,Christian M.	History	40 %
Jay,Susan M.	General Work Experience	60 %
Jennings,Nathan P.	Geographic Information Systems	57 %
Jensen,Elisa M.	Administration of Justice	40 %
Jeske,Dawn L.	Child Development/Early Care and Educatio	20 %
Jimenez,Jorge I.	Chemistry, General	65 %
Johanson,Steve H.	Paralegal	20 %
Johnson,Melvin H.	Welding Technology	57 %
Johnson,Robert S.	Commercial Music	40 %
Johnson,Wilber	Journalism	20 %
Johnston,Dionyse Eileen	Child Development/Early Care and Educatio	20 %
Johnston,Dionyse Eileen	Children with Special Needs	20 %
Jones,Eric M.	Geography	35 %
Jones,Robert B.	Mathematics, General	53 %
Jones,Samira Soyini	Dietetic Services and Management	13 %
Jones,Scott	Administration of Justice	0 %
Jorgensen,Bobbie A.	English	40 %
Jungkeit,James J.	Administration of Justice	0 %
Kaifi,Ahmad B.	Business Management	20 %
Kalman,Mikalai	Diesel Technology	55 %
Kaneyuki,Brent Y.	Administration of Justice	0 %
Karelius,Michael R.	Mathematics, General	40 %
Kaufmann,Amy E.	Biology, General	20 %
Keene,Hortencia	Office Technology/Office Computer Applicati	19 %
Keene,Kristina T.	Music	18 %
Kelley,Sean M.	Administration of Justice	0 %
Kelly,Craig A.	ESL Writing	27 %
Kelly,Craig A.	ESL Reading	27 %
Kennedy,Daniel J.	Music	3 %
Kert,Dave E.	Administration of Justice	0 %
Kesler,John G.	Mathematics, General	20 %
Kientz,Michelle L.	Coordinator-Instructional	60 %
Kingsnorth,Alice M	Other Humanities	20 %
Kingsnorth,Alice M	Anthropology	20 %
Kirchhoff,Susan L	Librarian	30 %
Kirchner,Scott D.	Speech Communication	40 %
Kiteck,Peter J.	Mathematics, General	33 %
Klar,Janice E.	Counselor	40 %
Kloss,John T.	Sociology	60 %
Knight,Ramona Carol	Child Development/Early Care and Educatio	20 %
Koontz,Michael D.	English	20 %
Koscheski,Frances M.	Nurse	49 %
Kovar,Timothy J	Small Business and Entrepreneurship	20 %
Kovar,Timothy J	Real Estate	20 %
Krause,Arlene D.	Gerontology	7 %
Kress,Marianne S.	Child Development/Early Care and Educatio	20 %
Kriletich,Michael	Administration of Justice	0 %
Kruger,Joan E	English	20 %
Laflam,Jennifer M	Reading	30 %
Lagergren,Paul C.	Speech Communication	40 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

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Lambating,Julita Gabunada	Mathematics, General	53 %
Landriani,Robert M.	Construction Crafts Technology	15 %
Larabee,Linda G.	Reading	47 %
LaRue,Pamela R.	Administration of Justice	0 %
Laughton,Barbara A.	English	67 %
Leatherman,Judy A.	ESL Writing	27 %
Leatherman,Judy A.	ESL Reading	27 %
Lee,Michael D	Accounting	27 %
Lee,Sara E.	History	40 %
Lege,Laura D.	Astronomy	60 %
Leighton,Uvieja Good	Speech Communication	60 %
Lesh,Leslie E.	Nutrition, Foods, and Culinary Arts	20 %
Lesh,Leslie E.	Dietetic Services and Management	20 %
Leveille,Rebecca A	Office Technology/Office Computer Applicati	25 %
Lewis,Deana L.	ESL Writing	53 %
Lewis,Deana L.	ESL Reading	6 %
Lewis,Robert M.	Human Services	20 %
Lewis,Robert M.	General Work Experience	20 %
Lindgren,Erica	Physiology (Includes Anatomy)	65 %
Lingsweiler,Ryan W.	Speech Communication	60 %
Lishman,Stephen J.	Music	5 %
Liu,Ka Man	Biomedical Instrumentation	7 %
Logan,Jason K	Sociology	20 %
Lommori,Michael L.	Administration of Justice	0 %
Long,Jason S.	English	20 %
Long,Jonathan W.	Natural Resources	9 %
Longhitano,Amber L.	Counselor	38 %
Lopez Jr.,Gilberto	Law, General	20 %
Lopez,Daniel R.	Speech Communication	20 %
Lovering,Janay N.	English	20 %
Lovering,Janay N.	Coordinator-Instructional	20 %
Lui,Diane C.	Fine Arts, General	40 %
Lui,Kristin D	Mathematics, General	33 %
Lupo,Thomas	Geographic Information Systems	22 %
Lysinger,Diana	German	53 %
MacCoun,James R.	Administration of Justice	0 %
Machado,Geraldine M.	Psychology, General	20 %
Machado,Geraldine M.	Human Services	20 %
Magee,Stephen R.	Software Applications	12 %
Mahallati,Reza	Engineering, General	35 %
Mahdavi Aghabeigi,Maryam S	Physics, General	20 %
Mahmood,Khalid	Mathematics, General	53 %
Maiello,Nancy T.	Mathematics, General	33 %
Majhail,Radhika	Business Management	20 %
Mandalla,Theodore J.	Administration of Justice	0 %
Manley,Thomas N.	Geology	40 %
Manukyan,Knarik	Mathematics, General	53 %
Manukyan,Knarik	Mathematics Skills	7 %
Marion,Derrick T.	Administration of Justice	0 %
Marks,Virginia B.	Psychology, General	20 %
Marmer,Richard	Gerontology	20 %
Marmer,Richard	Psychology, General	40 %
Marsh,John D.	Administration of Justice	0 %
Marshall,James L.	English	40 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Martell, Theodore S.	Administration of Justice	0 %
Martin, Susannah J.	German	53 %
Martinez, Roberto	Mathematics, General	33 %
Matiasek, Sandrine J.	Natural Resources	6 %
Matranga, Robert M.	Administration of Justice	0 %
Maurino, Molly A	Physical Education	30 %
Mayo, Harry T	English	20 %
McCann, Sean P.	Administration of Justice	33 %
McCord, Karen	Psychology, General	20 %
McCord, Karen	Human Services	20 %
McCurry, Leslie K	Mathematics, General	33 %
McFadden, Dennis	English	47 %
McGinness, John P	Administration of Justice	20 %
McGinnis, Marion E.	Accounting	27 %
McKenna, Michael Francis	Fire Technology	20 %
Mead, William A.	Website Design and Development	28 %
Medcalf, John C.	Mathematics, General	47 %
Meek, Sondralee M.	Interior Design and Merchandising	19 %
Mehallo, Stephen M.	Graphic Art and Design	20 %
Meisner, Andrea C.	Mortuary Science	35 %
Melkonyan, Gegham	Mathematics, General	33 %
Menard, Sigrid A	Job Seeking/Changing Skills	27 %
Menard, Sigrid A	Counselor	31 %
Mendez, Shannon M.	Technical Communication	20 %
Mendez, Shannon M.	English	40 %
Merchant, Slynovie	Business and Commerce, General	40 %
Meux, Brian L.	Administration of Justice	0 %
Meyers, Patrick S.	Business and Commerce, General	20 %
Michaels, Craig	Administration of Justice	0 %
Mickela, Anthony E.	Counselor	31 %
Miles, Robert L.	English	40 %
Miller, Alan L.	Journalism	40 %
Miller, Nancy G	Psychology, General	20 %
Miller, Robert B	Economics	20 %
Mirmobiny, Shadieh	Fine Arts, General	20 %
Mirzaagha, Mohammad E.	Mathematics, General	53 %
Mitchell, Christopher B.	Fire Technology	20 %
Mizerski, Rosa M.	English	20 %
Moeller, Lewis J	Natural Resources	6 %
Moen, Kevin S.	Political Science	40 %
Moir, Sylvia M.	Administration of Justice	0 %
Montgomery, Kelly J.	Business and Commerce, General	20 %
Monti, David P.	Administration of Justice	0 %
Moon, Elizabeth A.	ESL Writing	35 %
Moore, Cheryl M	Gerontology	3 %
Moran, Gerard	ESL Writing	27 %
Moran, Gerard	ESL Speaking/Listening	27 %
Morgan, Kathryn L.	Accounting	53 %
Morrison, Brian J.	Sign Language	53 %
Moser, Richard M.	English	60 %
Mulhern, Jeannette L.	Child Development/Early Care and Educatio	40 %
Mulvihill, Shauna Marie	History	40 %
Munguia, Eva M.	Counselor	28 %
Munguia, Eva M.	Counselor	14 %

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

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*=New Employee **=Returning Employee

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

A2 = Education

A5:B5 = Experience

**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Munguia,Eva M.	Counselor	1 %
Murch,Mary M	Accounting	20 %
Murdo,Larry P.	Administration of Justice	0 %
Narvand,Payam	Business and Commerce, General	20 %
Narvand,Payam	Law, General	20 %
Nazareno,Randy P.	Counselor	18 %
Nebeker,Heidi	Speech-Language Pathology and Audiology	20 %
Nedorezov,Svetlana	Mathematics, General	53 %
Nelson,Curtis O.	Anthropology	35 %
Ngo,Tu C	Mathematics, General	60 %
Nguyen,Trang T	ESL Writing	11 %
Nguyen,Trang T	ESL Integrated	11 %
Nichelson,David L.	Reading	27 %
Norton,Justin M.	Speech Communication	40 %
O'Brien,Leslie S.	Floriculture /Floristry	22 %
O'Brien,Teresa	Counselor	13 %
O'Donnell,Daniel G.	Business Administration	20 %
O'Donnell,Daniel G.	Real Estate	20 %
Oliver Graybill,Ann E.	Physiology (Includes Anatomy)	35 %
Olson,Janet D	Nurse	3 %
Olson,Kimberly J.	Geography	55 %
Olson,Robert L.	Electronics & Electric Technology	35 %
Olson,Robert L.	Telecommunications Technology	20 %
Opiela,Cassandra	English	40 %
Ortiz,Richard A.	Administration of Justice	0 %
Overgard,Jayne A.	Mathematics, General	60 %
Overton,Steven T.	Counselor	24 %
Owens,Rocio A.	Mathematics, General	67 %
Papouchis,Christopher M.	Natural Resources	53 %
Parisius,Mark J.	Administration of Justice	0 %
Parker,John S	Administration of Justice	20 %
Parmelee,Michael A.	Business and Commerce, General	20 %
Parmelee,Michael A.	Business Administration	20 %
Parsons,Charlene M	English	40 %
Pavlovich,Lorraine M.	Paralegal	40 %
Payne,Michael D	Chemistry, General	57 %
Pazdernik,Janet L.	Interior Design and Merchandising	20 %
Penwell,Robyn S.	Physical Education	30 %
Perrault,Priscilla A.	Counselor	6 %
Perry,Stewart M	Psychology, General	60 %
Peters,Irene	Mathematics, General	33 %
Pfister,Nancianne	Speech Communication	40 %
Plezia-Missler,Dorothy E	Counselor	38 %
Powers,Matthew T	Administration of Justice	53 %
Preciado,Monica Isabel	Counselor	9 %
Pressnell,Jeffery L.	English	27 %
Pristupa,Natalia P	Mathematics, General	33 %
Quirarte,Vicki D.	Technical Communication	20 %
Quirarte,Vicki D.	English	20 %
Raycraft Jr.,Homer J.	Biology, General	20 %
Reed,Brian W.	Drafting Technology	33 %
Riese,Kelly L	Speech Communication	20 %
Rink,Shelley F.	Music	3 %
Rodriguez-Rutten,Paula	Mathematics, General	60 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Rogers,Andrew B	Philosophy	40 %
Rogers,Hilliard R	Psychology, General	60 %
Rogers,Kristina S.	English	60 %
Rollsch,Irene A.	Fitness Trainer	13 %
Rollsch,Irene A.	Nutrition, Foods, and Culinary Arts	40 %
Romary,Peggy D.	Business Management	20 %
Rose,David A.	Administration of Justice	0 %
Rossman,Leslie A.	Welding Technology	15 %
Roughton,Karen L	Painting & Drawing	28 %
Rowe,Harold E.	Administration of Justice	0 %
Ruan,Karen M.	ESL Reading	27 %
Ruan,Karen M.	ESL Speaking/Listening	27 %
Rubio,Steven P.	English	20 %
Ruess,Julia O.	Website Design and Development	28 %
Rugg,Kerilyne Helene	Sign Language Interpreting	7 %
Ruiz-Tagle,Rafael M.	Counselor	34 %
Rummelhart,Kelly	Psychology, General	60 %
Russell,Marilyn Y.	Administration of Justice	0 %
Rust,Joseph D.	Academic Guidance	40 %
Rust,Joseph D.	Counselor	20 %
Safvi,Syed A.	Automotive Technology	20 %
Safvi,Syed A.	Mathematics, General	40 %
Sager,Rex C	Administration of Justice	0 %
Sakakihara,Paul	General Work Experience	20 %
Sala,Alina	Academic Guidance	20 %
Salisbury,Roy D.	Software Applications	12 %
Sall,Toni Lee	Administration of Justice	0 %
Samborski,Dan W.	Fine Arts, General	40 %
Saur,Denise M.	ESL Writing	53 %
Schab,Deron W.	Mathematics, General	33 %
Schaumburg,Timothy A	Automotive Technology	35 %
Scherr,Rachel E.	Nutrition, Foods, and Culinary Arts	20 %
Schroeder-Evans,Kimbra S.	Spanish	53 %
Schuft,Caitlyn J.	Welding Technology	28 %
Schultz,Michelle A.	Child Development/Early Care and Educatio	20 %
Scott,Bradley E	English	60 %
Scott,Steven	Microbiology	40 %
Scott,Tatiana	Music	33 %
Sedano,Teresa M.	Sign Language Interpreting	5 %
Selseleh,Mary	ESL Writing	27 %
Selseleh,Mary	ESL Reading	27 %
Shapiro,Lynn	English	60 %
Shearer,Kirt B	Commercial Music	57 %
Shearer,Kirt B	Dramatic Arts	1 %
Shearer,Tracy F.	Dramatic Arts	13 %
Sherman,Larry L.	Reading	40 %
Shih,Ernest	Computer Infrastructure and Support	24 %
Shih,Ernest	Computer Networking	18 %
Shrum,Harvey E	Mathematics, General	33 %
Simmons,Anna R.	Nursing	62 %
Simmons,Floyd Raymond	Administration of Justice	0 %
Singer,Scott	Restaurant and Food Services Management	20 %
Slovak,Jeffrey T.	Accounting	27 %
Smith,Edward	Mortuary Science	33 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Smith,Lisa V.	Administration of Justice	0 %
Smith,Russell L.	Administration of Justice	0 %
Smith,Steven C.	Geography	20 %
Smith,Tana E	English	40 %
Snoke,James M.	Software Applications	12 %
Snook,Robert W.	Administration of Justice	0 %
Sowards,Timothy L.	Administration of Justice	0 %
Spencer,Katherine E.	Classics-Humanities	20 %
Stagner,Elaine R.	Sign Language	25 %
Stapleton,Michael E.	Administration of Justice	0 %
Starkey,Annette M	Interior Design and Merchandising	42 %
Starkey,Danielle F	English	60 %
Steber,Molly J.	Administration of Justice	0 %
Steed,Donald R.	Administration of Justice	0 %
Stein,Rodger L.	Psychology, General	40 %
Steinwert,Mark A.	Accounting	40 %
Stemmann,Karsten	Mathematics, General	53 %
Sterling,Stephen C.	Geology	35 %
Stevens,Briagha E.	English	40 %
Stevens,Janis L.	Dramatic Arts	20 %
Stincelli,Carl A.	Administration of Justice	0 %
Strawn,Gregory D.	English	40 %
Sturgill,Seann B	Mathematics, General	53 %
Stylos,Danelle	Administration of Justice	0 %
Sukkary,Tamir	Political Science	40 %
Swanson,Maureen A.	Administration of Justice	0 %
Sweeney,Thomas D.	Administration of Justice	0 %
Swift,Charles A.	Administration of Justice	0 %
Taylor,Damon L.	Administration of Justice	0 %
Taylor,Eileen C.	Counselor	42 %
Taylor,Lauren M.	Anthropology	35 %
Telleen,Adam C.	Microbiology	40 %
Terrell,Alfred T.	Classics-Humanities	20 %
Theiss,William Francis	Software Applications	22 %
Thomas,Michael A.	Intercollegiate Athletics	50 %
Thompson,Christopher C.	Fashion Merchandising	14 %
Times,Tonya N	Interpersonal Skills	13 %
Times,Tonya N	Job Seeking/Changing Skills	13 %
Times,Tonya N	Counselor	12 %
Tompkins,Christopher M.	Fitness Trainer	22 %
Torrano,Frank J.	Biology, General	20 %
Torrano,Frank J.	Physiology (Includes Anatomy)	35 %
Torres,Santos	Sociology	20 %
Tran,Kieuchinh T.	Accounting	20 %
Travis,Margaret A.	ESL Writing	27 %
Travis,Margaret A.	ESL Reading	6 %
Truby,Timothy L.	Administration of Justice	0 %
Tsushima,Cheryl L.	Automotive Technology	57 %
Turner,William P.	Automotive Technology	20 %
Turner,William P.	Mathematics, General	40 %
Tzou,Ann S.	ESL Reading	27 %
Tzou,Ann S.	ESL Speaking/Listening	27 %
Ubl-Orack,Robin K.	Spanish	27 %
Umhauer,Teri J.	Fashion Design	28 %

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A1.A3.A4:B1.B2.B3:B4=Experience / Education

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A5,B5 = Experience

**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Uptegrove,Jim L.	Administration of Justice	0 %
Ursini,Thomas J.	Floriculture /Floristry	22 %
Valdez,Judith	Counselor	22 %
Valdez,Judith	Counselor	29 %
Valenzona,Deborah A.	Reading	40 %
Vanattenhoven,Gil	Administration of Justice	0 %
Vanella,John P.	Administration of Justice	0 %
VanElls,Deborah B.	History	40 %
VanRegenmorter,Heidi L.	Music	18 %
Vasquez,Karen M.	Speech Communication	20 %
Vecchio,Dana	English	27 %
Veisze,Paul M.	Geographic Information Systems	20 %
Veligan,Igor V	Music	3 %
Verhage,Beth L	ESL Writing	53 %
Vervilos,Vasseliki	Accounting	44 %
Vitaich,Jason M.	Political Science	40 %
Vittitow,Linda M.	Anthropology	20 %
Vittitow,Linda M.	Archaeology	20 %
Vlami,Christopher M.	Administration of Justice	0 %
Wacker,Charlotte Adele	Mortuary Science	13 %
Ward,Danell L.	Child Development/Early Care and Educatio	40 %
Warman,James L.	Health Occupations, General	20 %
Warren,Marshall T.	Administration of Justice	0 %
Watkins,Lori J.	Child Development/Early Care and Educatio	20 %
Webb,Marni B.	English	20 %
Webb,Marni B.	Reading	40 %
Welch,David P	Drafting Technology	33 %
Welch,Nicole M.	Business Management	20 %
Welkey,Debra L	Sociology	20 %
Wend-Bell,Kathleen B.	Business Administration	20 %
Westre,Barbara J	Counselor	50 %
Wheeler Abeyta,Sandra P.	Speech Communication	20 %
Wheeler,Susan	Business Management	7 %
White,Annie	Child Development/Early Care and Educatio	20 %
White,Gay A	ESL Writing	27 %
White,Gay A	ESL Reading	27 %
Wiggins,Christine J.	Administration of Justice	0 %
Williams,Margaret N.	The School Age Child	20 %
Williams,Margaret N.	Child Development Administration and Mana	13 %
Williams,Michelle D.	Economics	40 %
Willis,Tiffany D.	Economics	40 %
Wilson,Steven	Telecommunications Technology	35 %
Winford,Geoffrey M.	Administration of Justice	0 %
Wingard,Benjamin J.	Librarian	10 %
Winter,Michael H.	Geography	35 %
Wong,Kim W.	Administration of Justice	0 %
Wong,Maria G.	Mathematics, General	20 %
Wood Rudolph,Heather	Journalism	20 %
Wooden,Tami D.	Physical Education	43 %
Wooden,Tami D.	Fitness Trainer	22 %
Wootten,Steven A.	Psychology, General	20 %
Wootton,Eleanore S.	Classics-Humanities	20 %
Wootton,Eleanore S.	Other Humanities	20 %
Wright,Evan J	Administration of Justice	0 %

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*=New Employee

**=Returning Employee

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

A2 = Education

A5:B5 = Experience

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Yakovleva,Elena E.	Other Health Occupations	13 %
Yatsenko,Tatyana	Counselor	18 %
Yatsenko,Tatyana	Counselor	41 %
Zasloff,Ruth L.	Psychology, General	60 %
Zimny,Paul L.	Dance	15 %

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ardrey,Janice L.	Veterinary Technician (Licensed)	40 %
Arnott,Michele Lynn	Nurse	50 %
Asaro,Marcus X.	Physics, General	35 %
Bahm,Naomi I.	Psychology, General	15 %
Baker,Jamie L.	Accounting	20 %
Blunk,Scott S	Construction Crafts Technology	20 %
Booker,Rebecca A.	Emergency Medical Services	9 %
Bybee,Kristine A.	Art	28 %
Cadogan,Sharon	Human Services	20 %
Cann,John Allen	English	47 %
Carr,Harriette A.	Health Occupations, General	40 %
Charters,Cynthia	Fine Arts, General	20 %
Chase,Lawrence J	Speech Communication	20 %
Cinelli,Albert E	Philosophy	40 %
Clanton,John A.	Reading	40 %
Conway,Sandra L.	Accounting	53 %
Cox,Dan H.	Construction Inspection	20 %
Dartez,Gail A	Dramatic Arts	15 %
Davenport,Carly S.	Mass Communications	20 %
Davenport,Lon	Business Administration	20 %
Davenport,Lon	Law, General	20 %
Davis,Richard A	Geography	35 %
Decker,Stephen F.	Technical Theater	28 %
DeLappe,Lori A.	Technical Theater	28 %
DeRosa,Anjela V.	Accounting	27 %
Dimond,Alison G	Nutrition, Foods, and Culinary Arts	20 %
Dimond,Alison G	Dietetic Technology	20 %
Dimond,Iris J.	Child Development/Early Care and Educatio	60 %
Donovan,Geri M.	Fine Arts, General	40 %
Dulay,Hardial S.	Economics	20 %
Dunn,Robert J	History	40 %
Dunne,Vanessa P.	Microbiology	40 %
Eldridge,James D.	Accounting	27 %
Elias,Julian C.	ESL Writing	35 %
Evans,Debra L.	Computer Support	7 %
Evans,Debra L.	Other Health Occupations	60 %
Everhart,Stephanie C.	Chemistry, General	42 %
Falloon,Matthew T.	English	20 %
Farnam,Farhad	Economics	60 %
Favorite,Robert W.	Veterinary Technician (Licensed)	28 %
Fellos,Alice M.	Fine Arts, General	20 %
Finnegan,Terrence E.	Broadcast Journalism	28 %
Flagg,Darron J.	Music	22 %
Flynn,Katherine A.	Veterinary Technician (Licensed)	20 %

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A5,B5 = Experience

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fong,Michael G.	Biology, General	35 %
Ford,Stacie L.	Business Administration	20 %
Ford,Stacie L.	Law, General	20 %
Freeman,Joshua A.	Fire Technology	20 %
Frenn,Tyson J.	Physical Education	30 %
Frenn,Tyson J.	Adapted Physical Education	4 %
Gale,Mark R.	Accounting	27 %
Garcia,Delayna F.	Counselor	6 %
Garcia,Joseph A.	History	20 %
Garner,Lyndale T.	Family Studies	20 %
Ghuman,Maninder K.	Librarian	10 %
Gilbert,Scott W.	Dramatic Arts	45 %
Gilgun,John	Speech Communication	40 %
Gradin,Scott E.	Intercollegiate Athletics	50 %
Green-Clark,Michelle R.	Dance	15 %
Guan,Bao J.	Mathematics, General	20 %
Gunhan,Emine	Physiology (Includes Anatomy)	50 %
Harrington,Beverly J.	English	20 %
Hayes,Roderick J.	Human Services	18 %
Hee,Benjamin B.	Mathematics, General	33 %
Henning,Rebecca L.	Dance	22 %
Herndon,Maria P	Mathematics, General	67 %
Hewell Starnes,Tracy	Nurse	25 %
Hoang,Frank A.	Chemistry, General	50 %
Homan,Steve P.	Music	58 %
Horrell,Eldean J	Business and Commerce, General	20 %
Horrell,Eldean J	Office Technology/Office Computer Applicati	27 %
Howe,Dawn M.	Equine Science	40 %
Humphrey,Lindsey B.	Business and Commerce, General	20 %
Huynh,Sandra	Pharmacy Technology	33 %
Inoue,Faye S.	Health Occupations, General	13 %
Ishiura,Judy L.	Infants and Toddlers	20 %
Jagoda,Michael T.	Mathematics, General	33 %
James,William J.	Spanish	40 %
Johnson,Jack C.	Business and Commerce, General	20 %
Johnson,Jack C.	Business Management	20 %
Johnson,John O.	Business Administration	20 %
Johnson,John O.	E-Commerce (business emphasis)	20 %
Johnson,Robert K.	Business and Commerce, General	20 %
Johnson,Robert K.	Business Administration	20 %
Joseph,Erica H.	Human Services	20 %
Joseph,Erica H.	Counselor	2 %
Karsiere,Sarma	Art	28 %
Karsiere,Sarma	Painting & Drawing	28 %
Kaufmann,Amy E.	Physiology (Includes Anatomy)	35 %
Kolleda,Lance J.	Business and Commerce, General	20 %
Lal,Rajinder	Mathematics, General	47 %
Larsen,Lawrence C	Mathematics, General	27 %
Lechowick,Matthew R.	Architecture and Architectural Technology	22 %
Ledbetter,Starla C.	Health Information Coding	35 %
Lee,Adoracion S.	English	44 %
Lee-Keller,Derek L.	Music	62 %
Leung,Amy M.	Economics	40 %
Lewis,Barbara	Counselor	13 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Lewis,Barbara	Counselor	2 %
Lewis,Barbara	Counselor	2 %
List,Mark R	Earth Science	35 %
Loforte,Priscilla M.	Anthropology	20 %
Long,James	Psychology, General	30 %
Luu,Sang Q.	Mathematics, General	33 %
Mabry,Morice L.	Marketing & Distribution	20 %
MacDonald,Eric S.	English	20 %
Maduchukwu,Ifeanyi E	Accounting	20 %
Mahon,Bill L.	Applied Photography	28 %
Mahoney,Gregory C.	Civil & Construction Mgmt Technology	20 %
Mahoney,Gregory C.	Construction Inspection	20 %
Marchak,Taras R.	English	20 %
Marks, Virginia B.	Psychology, General	40 %
Martinez-Niles,Sheila M	Academic Guidance	7 %
Mazzaferro,James J	Music	22 %
McCoy,Kelly I.	Culinary Arts	27 %
McCrea,Lynnette R.	ESL Reading	20 %
McCrea,Lynnette R.	ESL Speaking/Listening	35 %
McNeil, Gregory R	Accounting	20 %
Meyers,Dennis	Economics	60 %
Mizerski,Rosa M.	English	20 %
Mnichowicz,Bernard J.	Real Estate	60 %
Moinet,Aurelie J	English	47 %
Morales,Sylvia E.	English	47 %
Mrizek,Jeffrey A	Real Estate	40 %
Mullen,Carrie D.	Technical Theater	28 %
Murakami-Smith,Lynne M.	Physical Education	48 %
Navarro,Murray F.	Mathematics, General	33 %
Nelsenador,Matt B.	Mathematics, General	60 %
Ngai,Tsz Yan P.	Mathematics, General	33 %
Ngo,Tran N	Mathematics, General	33 %
Nguyen,Dameon Van	Sociology	60 %
Nguyen,Hoang D.	Economics	60 %
Nielson,Jonathan M.	History	20 %
Norwood,Mariah L	Family Studies	20 %
Otiono,Erica N	Child Development/Early Care and Educatio	40 %
Palmer,Lynn E	Civil & Construction Mgmt Technology	20 %
Parker,Dawn S.	Counselor	64 %
Reeves,Erica N.	English	4 %
Rilea,Stacy L.	Psychology, General	60 %
Rodrigues,Matthew J.	Mathematics, General	60 %
Rosas,Megan	Coordinator	29 %
Ross,Donnye D.	Adapted Physical Education	44 %
Royer,Robin N.	Political Science	20 %
Rusmore,John	Geography	35 %
Saibeni,August A.	Accounting	27 %
Sanchez,Yesenia	Diagnostic Medical Sonography	13 %
Sanchez,Yesenia	Coordinator	29 %
Sands-Pertel,Judith A.	Music	57 %
Schulte,Wilfred H	Mathematics, General	53 %
Seamons,John E.	Reading	40 %
Sertich,Sangchin P.	Mathematics, General	40 %
Shaver,Shelley L	English	53 %

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TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Sheldon,David G.	Learning Skills, Learning Disabled	15 %
Shewmaker,George S.	Automotive Technology	39 %
Short,Christina B.	Child Development/Early Care and Educatio	40 %
Silva,Evelyn D.	Family Studies	20 %
Skowron,Joseph M.	Accounting	27 %
Smith,Jeffrey D.	Automotive Technology	27 %
Sneed,Linda C.	English	40 %
Soria Martin,Domingo DG	Mathematics, General	40 %
Spake,Reuben M	Mathematics, General	67 %
Stassi,Trinidad	Information Technology, General	33 %
Stock,Timothy J	Real Estate	20 %
Stock,Timothy J	Law, General	40 %
Strode,James E.	ESL Writing	27 %
Strode,James E.	ESL Reading	35 %
Strong,Michael W.	Physics, General	20 %
Strong,Michael W.	Astronomy	35 %
Tang,Max C.	Mathematics, General	53 %
Tavares,Tyrone Michael	Counselor	12 %
Tavares,Tyrone Michael	Counselor	2 %
Tavares,Tyrone Michael	Counselor	11 %
Tercho,Karen L.	Librarian	5 %
Terry,John D.	Architecture and Architectural Technology	33 %
Tetlow,Lynn M.	Music	20 %
Tierney,Joan W.	Dance	30 %
Torres,Santos	Sociology	20 %
Treiber,Jeanette	English	20 %
Truong,Thanh V.	Mathematics, General	60 %
Vautin,Gary D.	Television (including combined TV/film/v	28 %
Vest,Jefferson D.	Business and Commerce, General	20 %
Vest,Jefferson D.	Business Management	20 %
Villanueva,Elizabeth	Spanish	27 %
Visger,Robert J.	Civil & Construction Mgmt Technology	65 %
Volek,John F.	Coordinator	7 %
Wagner,Lauren M.	Television (including combined TV/film/v	28 %
Wagner,Lauren M.	Film Studies	20 %
Ward,Danell L.	Child Development/Early Care and Educatio	20 %
Warman,James L.	Other Health Occupations	40 %
Washington,Christina A.	English	58 %
Watkins,Diana Fay	Librarian	58 %
Welkley,Debra L	Sociology	40 %
Wellington,Erica M.	Counselor	9 %
Wen,Michael X	Mathematics, General	27 %
Wheeler Abeyta,Sandra P.	Speech Communication	20 %
Wiggins,Marcelle F	Art	28 %
Wiggins,Marcelle F	Painting & Drawing	28 %
Wildie,Kevin J.	History	20 %
Williamson,Phyllis N.	Psychology, General	20 %
Wilson,Julia M.	Software Applications	18 %
Wingard,Benjamin J.	Librarian	6 %
Wise,Kristine M.	Nutrition, Foods, and Culinary Arts	20 %
Wright-MacColl,Shellie L.	Child Development Administration and Mana	20 %
Wunibald,Denise M.	English	47 %
Zbierski,Meganne Elaine	Health Occupations, General	40 %
Zeng,Zhi F.	Mathematics, General	53 %

FTE may appear as zero when FTE is 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 Spring 2013
Cosumnes River College

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abeyta, Steve V.	English	20 %
Barbee, Donald W.	Physical Education	15 %
Bauer, Christian A.	Philosophy	20 %
Beese, Michelle A.	Counselor	10 %
Carson, Amy J.	History	20 %
Caulfield, Victoria L.	Environmental Technology	20 %
Chambers, Tara L.	English	40 %
Chesbro, Cindy L.	Child Development/Early Care and Educatio	20 %
Chung, Dorcas K.	Philosophy	20 %
Church, Kristi P.	Dramatic Arts	20 %
Church, Kristi P.	General Work Experience	20 %
Ciampa, Catherine S.	Human Services	20 %
Clarke, Alan L.	Political Science	40 %
Cooke, Pamela T.	Biology, General	35 %
Crenshaw Mabunga, Bridget A.	English	27 %
Cruz, Ronald J.	English	67 %
Daniels, Joyce Anne	Child Development/Early Care and Educatio	20 %
Darr-Glynn, Kristina D.	Academic Guidance	40 %
Davis, Michael R.	Information Technology, General	23 %
Davis, Michael R.	Database Design and Administration	23 %
De Valon, Michael D.	ESL Integrated	8 %
Denega, Michael	Biology, General	9 %
Diaz, Melissa	English	27 %
Diehl, Kellie	Physical Fitness and Body Movement	15 %
Divittorio, Amy M.	Spanish	35 %
Donovan, Heather C.	English	27 %
Downey, Robert J.	Geography	20 %
Dyer, Thomas L.	Mathematics, General	33 %
Earl, Kathleen M.	Librarian	10 %
Eitel, Juliet D.	Mathematics, General	33 %
Faulds, Scott A.	Business and Commerce, General	20 %
Fernandez, Joshua	English	20 %
File, Jason	Classics-Humanities	20 %
File, Jason	Philosophy	20 %
Fisher, Kent B.	Business Management	20 %
Fitch, Susan M.	Accounting	20 %
Fowler, Caleb L.	Information Technology, General	12 %
Fowler, Caleb L.	Software Applications	12 %
Fowler, Caleb L.	Computer Programming	27 %
Fox, Robert L.	Philosophy	60 %
Garbett, Rick T.	Business Management	20 %
Gaviola, Frank E.	Physical Fitness and Body Movement	45 %
Germany, Talver J.	Fine Arts, General	40 %
Ghamami, Omid	Business Management	20 %
Ghamami, Omid	Purchasing	20 %
Ginney, M. Kolsoum	Academic Guidance	20 %
Gutai, Laszlo S.	Physics, General	30 %
Hart, Aleris E.	Sculpture	28 %
Hart, Aleris E.	Jewelry	28 %
Harvey, Dennis J.	Administration of Justice	20 %

FTE may appear as zero when FTE is 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 Spring 2013
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Hatala,Mark S.	Physical Education	15 %
Hawley,Jenny L.	English	67 %
Hayes,J Brian	Fine Arts, General	28 %
Hayes,J Brian	Sculpture	28 %
Haywood,Laura C.	Physical Education	45 %
Heiler,Felicia P	Software Applications	47 %
Henning,Rebecca L.	Physical Education	15 %
Herberholz,Susan E.M.	Software Applications	23 %
Herrmann,David M.	Environmental Technology	20 %
Hess,Philip A	Administration of Justice	21 %
Hicks,Charity C.	Office Technology/Office Computer Applicati	27 %
Hicks,Charity C.	Information Technology, General	12 %
Hicks,Charity C.	Software Applications	12 %
Hoffman,Dale H	Anthropology	15 %
Hooks,Jason M.	Fire Technology	20 %
Hopkins,Don R	Administration of Justice	20 %
Hopkins,Monica L.	Human Services	20 %
Howerter,Jennifer E.	English	60 %
Isherwood,Michael	Accounting	20 %
Ishiura,Judy L.	Child Development/Early Care and Educatio	7 %
Ishiura,Judy L.	Child Development Administration and Mana	13 %
Jacques,Molly M.	Physical Education	28 %
Jacques,Molly M.	Fitness Trainer	24 %
Jahangiri,Sayna	Microbiology	60 %
Jazbi,Parisa	Microbiology	40 %
Johnson,Lewis E.	Music	18 %
Johnston,Erin L.	Physical Education	30 %
Johnston,Erin L.	Health Education	20 %
Jordan,Jessica H.	English	53 %
Juarez,Larissa R.	English	53 %
Kesler,John G.	Mathematics, General	33 %
Keys,Margaret Dolan	Librarian	31 %
Kirkpatrick,Kristen G.	Business and Commerce, General	20 %
Knudson,Anita L.	English	47 %
Knudson,Anita L.	History	20 %
Koontz,Michael D.	English	40 %
Krabacher,Thomas S	Geography	35 %
Krieg,Paul	Physiology (Includes Anatomy)	50 %
Krohn,Ben G.	Administration of Justice	40 %
Kurnett,Susan L.	Chemistry, General	50 %
Laurent,Robert H.	Physics, General	15 %
Laurent,Robert H.	Astronomy	35 %
Le,Khanh-Tuoc	Physiology (Includes Anatomy)	50 %
LeFebvre,Edith E	Speech Communication	20 %
Lewis,Barbara	Job Seeking/Changing Skills	7 %
Lewis,Barbara	Academic Guidance	20 %
Machado,Geraldine M.	Psychology, General	20 %
Maddock,Robert A.	History	60 %
Maffei,William A.	History	40 %
Mansfield,Amanda M.	General Work Experience	20 %
Mason,Shawn S	Spanish	35 %
McClatchy,Jedd J	Business and Commerce, General	20 %
Meyer,Kristin M.	English	40 %
Miceli,Karen M.	ESL Speaking/Listening	27 %

FTE may appear as zero when FTE is 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 Spring 2013 Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Miceli, Karen M.	ESL Integrated	23 %
Miller, Michele M.	Child Development/Early Care and Educatio	20 %
Miller, Michele M.	The School Age Child	20 %
Mirmobiny, Shadieh	Other Humanities	20 %
Miser, Jay H.	Emergency Medical Services	28 %
Monday, Scott A.	Physics, General	35 %
Morgan, Rebecca	Psychology, General	50 %
Morning, Kevin L.	Physical Education	30 %
Morrison, Jill	Physical Education	45 %
Morrison, Jill	Counselor	14 %
Mowrer, Richard P.	History	20 %
Mueller, Marta B.	ESL Writing	53 %
Oliver, Noelle E.	English	67 %
Page, Monica C.	ESL Writing	27 %
Page, Monica C.	ESL Speaking/Listening	13 %
Patterson, Jason A.	Physiology (Includes Anatomy)	50 %
Pender, Sarah	General Work Experience	20 %
Perez, Craig S.	Physical Education	15 %
Perpall, Lorna F	Music	18 %
Peterson, Erik R.	Emergency Medical Services	6 %
Plaxton, Melody J	English	27 %
Porter, Rhiannon	Chemistry, General	60 %
Pourvatan, Pouri R.	Coordinator	56 %
Ring, David M.	Astronomy	35 %
Rodriguez, Julie L.	Psychology, General	70 %
Rosenberg, Aaron M.	Mathematics, General	67 %
Rush, John A.	Anthropology	30 %
Sanford, Martin P.	Fire Technology	20 %
Santa Anna, Sonia	Microbiology	40 %
Saraquese, Sanford R	Music	18 %
Saur, Theodore J.	ESL Writing	27 %
Schwemer, Gregory T.	Mathematics, General	33 %
Siegfried, Daniel J.	English	50 %
Siler, George T.	Sociology	20 %
Skelly, Paul	Accounting	47 %
Smith, Synthia A.	Business and Commerce, General	20 %
Smith-Rowsey, Daniel G.	Film Studies	20 %
Snow, Camille D	Counselor	13 %
Stark, James C.	Chemistry, General	57 %
Steele, Nathan James	Administration of Justice	20 %
Strahan, Dana A.	Environmental Technology	20 %
Stratton, Susan	Archaeology	20 %
Swanson, James K.	Emergency Medical Services	20 %
Tandon, Suman	Mathematics, General	67 %
Thrapp, Sandra L.	Sign Language	27 %
Tompkins, Christopher M.	Fitness Trainer	13 %
Tsuboi, Kendra D.	English	53 %
Tucker, Linda K.	Speech Communication	20 %
Tully, David D.	Website Design and Development	40 %
Van Noord, Katherine	Human Services	20 %
Vidic, Natasha	Oceanography	20 %
Vriend, Diana L.	ESL Integrated	38 %
Wai, Newton Y.	Mathematics, General	67 %
Warshaw, Kimmie L.	Mathematics, General	33 %

FTE may appear as zero when FTE is 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 Spring 2013
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Welty,Margaret M.	Art	28 %
Welty,Margaret M.	Painting & Drawing	28 %
Wenzel,Michael T	Environmental Science	20 %
Wenzel,Michael T	Biology, General	35 %
Wheeldon,George A.	Geology	22 %
Whitt,David	Fire Technology	20 %
Wilkinson,Cheng Chi Lee	Information Technology, General	20 %
Williams,Nancy J.	French	35 %
Williamson,Lawrence J.	Mathematics, General	33 %
Wong,Calvin J	Counselor	14 %
Wright,Cheryl A.	Business Management	40 %
Yeager,Curtis L.	Health Occupations, General	20 %
Zarecky,Barry V.	Intercollegiate Athletics	50 %

TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ahlenstorf,Tracy	Counselor	15 %
Allen,Randy K.	Applied Photography	42 %
Altmann,John M.	Music	14 %
Amir,Yael	Coordinator-Instruct LAB	9 %
Anapolsky,Carol S.	Digital Media	21 %
Anapolsky,Carol S.	Computer Graphics and Digital Imagery	13 %
Anderson,Jared A.	Speech Communication	40 %
Anderson,Karin L.	Family Studies	20 %
Appel,Rolfe P	Administration of Justice	20 %
Arack,James N.	Psychology, General	28 %
Aranda,Amanda	Counselor	6 %
Argent,Gala A.	Anthropology	20 %
Armstrong,Dana	English	60 %
Avelar,Thomas	Counselor	16 %
Avila,Adrienne M.	Mathematics Skills	15 %
Avramenko,Liliana P.	Russian	27 %
Barrett,James M.	Economics	40 %
Batarseh,Yousef M.	Arabic	33 %
Batarseh,Yousef M.	History	20 %
Beadles,Lynette R.	Health Occupations, General	20 %
Beadles,Lynette R.	Occupational Therapy Technology	6 %
Bechtold,Mary K.	Physical Therapy Assistant	32 %
Bella,Cheryl B.	Sign Language	27 %
Belltawn,Cornelis J.	Engineering, General	35 %
Betz,Deborah Y.	Counselor	19 %
Beuttel,Michelle	English	27 %
Boyd,Rebecca M.	Librarian	22 %
Brass,Terrence L.	Administration of Justice	20 %
Brooks,Paul M.	Railroad and Light Rail Operations	23 %
Bryant,Paul R.	Information Technology, General	12 %
Buchanan-Cello,Shelly A.	Librarian	11 %
Buonauro,John C.	Environmental Control Technology (HVAC)	65 %
Burke,Larenda R.	Administration of Justice	40 %
Bursten,Elisa M.	English	67 %
Cahoon,Autumn K.	Anthropology	35 %
Calkins,Robert A	Applied Photography	48 %

FTE may appear as zero when FTE is 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 Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Callaghan,James F.	Aeronautical & Aviation Technology	22 %
Cantrell,Kimberly N	Speech Communication	20 %
Carboni,Joshua P.	Philosophy	60 %
Carmichael,David	Adapted Physical Education	30 %
Carney,Diane	Environmental Science	20 %
Carson,Connie S.	Physical Education	38 %
Carter,Kathy A.	Child Development/Early Care and Educatio	20 %
Caselli,Nancy A	Speech Communication	40 %
Castagna,Christine N.	Geography	55 %
Caviness,Richard L.	Mathematics Skills	50 %
Chainey,Susan L.	Reading	40 %
Challender,Michael	Mathematics, General	27 %
Chapek,Carl W.	Computer Programming	30 %
Cheshire,Tamara C.	Social Sciences, General	20 %
Cheshire,Tamara C.	Anthropology	40 %
Cheung,Lawrence	Sign Language	53 %
Cho,Eun L.	Painting & Drawing	28 %
Cho,Eun L.	Ceramics	28 %
Chu,Irene W.	Accounting	20 %
Clark,Michelle D.	Mathematics, General	7 %
Clark,Michelle D.	Mathematics Skills	52 %
Clark,Terri A.	Librarian	40 %
Conrad,Kathleen M.	Chemistry, General	33 %
Constantine,John H	Economics	40 %
Cook,Danita G.	Applied Photography	57 %
Cook,Kathy A.	ESL Reading	10 %
Cook,Kathy A.	ESL Integrated	37 %
Cook,Stephen P.	English	20 %
Corgiat,Dorothy L.	Dental Assistant	44 %
Covarrubias,Xavier	Computer Electronics	50 %
Cox,Chad L.	Nutrition, Foods, and Culinary Arts	40 %
Crain,Michael R.	Music	20 %
Crawford,Robert L.	Mathematics, General	40 %
Crawford,Robert L.	Mathematics Skills	27 %
Cruz,Autumn	Applied Photography	15 %
Dalton,Sarah C.	English	27 %
Daneshvar,Afsaneh	Arabic	27 %
Dao,Binh C.	Chemistry, General	58 %
Darnell,William M.	Psychology, General	20 %
Daunt,Jonathan G.	English	20 %
Davis,Kenneth A.	Drafting Technology	28 %
Dayton,David E.	ESL Reading	27 %
Delaini,David G.	Administration of Justice	20 %
DeLappe,Lori A.	Dramatic Arts	30 %
Desmangles,Roy O.	Job Seeking/Changing Skills	7 %
Desmangles,Roy O.	Academic Guidance	20 %
Desmangles,Roy O.	Counselor	25 %
Diamond,Anne	Accounting	69 %
Diaz-Gastelum,Gloria	Spanish	53 %
Diehl,Nicholas J.	Philosophy	40 %
Dieu,Anne Lenere	Fashion	28 %
Dieu,Anne Lenere	Fashion Design	28 %
Dilley,Paul J	History	60 %
Dobson,Monajo D	English	40 %

FTE may appear as zero when FTE is 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 Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Donovan,William M.	Electronics & Electric Technology	22 %
Dowdall,Richard J	Psychology, General	40 %
Dupertuis,Jeffrey L.	Music	20 %
Durosko,Susan L	English	20 %
Eakins,Robert G.	English	27 %
Earl,Kathleen M.	Librarian	10 %
Earle,Robert E	Geographic Information Systems	24 %
Eberhardt,Claire E.	Other Humanities	20 %
Eckley,Terri L	Psychology, General	40 %
Edelson,Rachel G.	English	20 %
Eigenheer,Richard A	Geography	35 %
Engebretsen,Devin J.	Physical Education	23 %
Engebretsen,Devin J.	Intercollegiate Athletics	25 %
English,Thomas A.	Philosophy	40 %
Eskandari,Vahid	Chemistry, General	30 %
Estrada,Martin P.	Environmental Control Technology (HVAC)	57 %
Evans,Heidi M.	Drafting Technology	28 %
Fairchild,Sheryl D.	Social Sciences, General	13 %
Farias,Imelda	Counselor	19 %
Farias,Imelda	Counselor	7 %
Farrelly,Joseph T.	Sociology	40 %
Fassler,Amie Y.	Mathematics, General	20 %
Fernandez,Joshua	English	40 %
Ferrara-Jones,Julie D.	Physical Education	15 %
Ferrara-Jones,Julie D.	Physical Fitness and Body Movement	40 %
Ferrara-Jones,Julie D.	Intercollegiate Athletics	8 %
Fleshman,Dane R.	Mathematics Skills	40 %
Fore,Dana Y.	English	60 %
Fraser,Linda	English	40 %
French,Catherine A.	English	40 %
Fry,Cecelia E.	Physical Therapy Assistant	10 %
Fry,Cecelia E.	Health Professions, Transfer Core Curriculum	7 %
Gale,Mark R.	Accounting	32 %
Gallardo Martinez,Leticia	Counselor	2 %
Galvan,Joaquin D.	Guidance	7 %
Gander,Therese A.	Mathematics, General	20 %
Gandolfo,Marcene M.	English	27 %
Garbett,Rick T.	Business Management	20 %
Garcia,Maria	Spanish	53 %
Garner,Lyndale T.	Child Development/Early Care and Educatio	20 %
Garner,Lyndale T.	Family Studies	20 %
Gee,Jenny A	Mathematics, General	33 %
Geffrey,William E	Philosophy	60 %
Gentry,Richard P.	Environmental Control Technology (HVAC)	38 %
Gere,C. Jean	ESL Writing	27 %
Gere,C. Jean	ESL Reading	10 %
Gilbert,David J.	Philosophy	20 %
Giles,Gay A.	Accounting	32 %
Gillespie,Brian D	Environmental Science	20 %
Gillespie,Brian D	Physiology (Includes Anatomy)	20 %
Gin,Diana	Librarian	3 %
Gmelin,Robert P.	English	40 %
Goldsmith,Maryll R	Music	43 %
Gordon,Henry P.	Library Technician (Aide)	7 %

FTE may appear as zero when FTE is 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 Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Grady, Kevin R.	Learning Skills, Learning Disabled	22 %
Graham, Heather M.	English	60 %
Graham, Reginald A.	Music	36 %
Grasso, Matthew A.	Music	18 %
Graves, Sherri D	Biology, General	20 %
Graves, Sherri D	Natural History	15 %
Graves, Sherri D	Physiology (Includes Anatomy)	20 %
Green, Dominik J.	Chemistry, General	57 %
Greenshields, Lisa J.	Dental Hygienist	60 %
Gregory MacMillan, Marcella	Japanese	53 %
Gregory, M. Anne	Art	28 %
Gregory, M. Anne	Painting & Drawing	28 %
Grofe, Michael J.	Anthropology	20 %
Grofe, Michael J.	Archaeology	20 %
Grueneberger, Arthur R.	Information Technology, General	18 %
Guan, Bao J.	Mathematics, General	27 %
Gutowsky, Edward A.	English	20 %
Guzman, Julie A.	ESL Writing	27 %
Guzman, Sandra G.	Counselor	12 %
Handy, Kimberly A.	Business and Commerce, General	57 %
Haroyan, Satenik	Mathematics, General	33 %
Haroyan, Satenik	Mathematics Skills	27 %
Harrington, Beverly J.	English	20 %
Harris, Richard A	Administration of Justice	20 %
Harroun, Richard J	ESL Writing	27 %
Harroun, Richard J	ESL Speaking/Listening	27 %
Hart, Beora	Counselor	16 %
Hawes, Victoria A.	ESL Writing	27 %
Hawes, Victoria A.	ESL Reading	27 %
Hayashi, David I.	Adapted Physical Education	30 %
Hernandez, Tina L	Counselor	11 %
Hernandez-Neil, Priscilla R.	General Work Experience	20 %
Hiner, Colleen C.	Geography	20 %
Hinerman, James R.	General Work Experience	20 %
Hoban, Robyn E.	Anthropology	55 %
Hogan, Heather N.	Website Design and Development	21 %
Hoskins, David L.	Physical Education	15 %
Hoskins, David L.	Physical Fitness and Body Movement	15 %
Howe, Judith D.	General Studies	3 %
Howe, Judith D.	Librarian	49 %
Huang, Chen-Wen	Dental Hygienist	28 %
Hunter, James W.	Business and Commerce, General	20 %
Imagine, Eve M.	English	47 %
Imai, Stephen T.	Chemistry, General	50 %
Ishchuk, Alexandr A	Chemistry, General	57 %
Ishisaka-Nolfi, Marc	Applied Photography	57 %
Iwata, Susan J.	Spanish	53 %
Jackson, Angela M.	Coordinator-Instruct LAB	6 %
Jacobsen, Ann	English	20 %
Jagoda, Michael T.	Mathematics Skills	15 %
James, William J.	Spanish	27 %
Jeppeson, Marsha S	Speech Communication	40 %
Johansen, Trine B	Anthropology	55 %
Johnson, Chadwick J.	Business Administration	20 %

FTE may appear as zero when FTE is 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 Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Johnson,Ilana	Anthropology	35 %
Johnson,Samuel D.	Speech Communication	40 %
Jones,Yuriko	Physics, General	45 %
Jones,Yuriko	Astronomy	20 %
Kahl,Timothy	English	40 %
Kalar,Barry D.	Administration of Justice	60 %
Kang,Rachel E.	Music	35 %
Karver,John C.	Corrections	20 %
Karver,John C.	Probation & Parole	20 %
Keene,Hortencia	Office Technology/Office Computer Applicati	12 %
Kehew,Julia K.	History	60 %
Kehl,Anthony J.	Physical Education	30 %
Kelkar,Poonam S.	General Work Experience	20 %
Kelkar,Poonam S.	Coordinator	40 %
Kennedy,Carol E.	ESL Writing	27 %
Kennedy,Carol E.	ESL Reading	27 %
Kiehn,Kenneth	English	40 %
Kincaid,John D.	Sociology	20 %
Knowles,Deborah J.F.	Job Seeking/Changing Skills	7 %
Knowles,Deborah J.F.	Counselor	3 %
Knudson,Kandace M	English	40 %
Knudson,Kandace M	Coordinator	20 %
Koch,Kristen V	Fine Arts, General	40 %
Koloski,Carolyn A	English	20 %
Krofchok,Bryan	Coordinator-Instruct LAB	54 %
Kroupa,Richi A.	Japanese	27 %
Krumm,Helen T.	English	40 %
Kumagai,Mizue	Japanese	27 %
Kunimura,Karen A.	Health Education	20 %
Kunimura,Karen A.	Study Skills	8 %
Le,Phuong M	Mathematics, General	33 %
Le,Phuong M	Mathematics Skills	25 %
Lecompte,Michaele E	Painting & Drawing	57 %
Leek,Laura C.	ESL Writing	27 %
Leek,Laura C.	ESL Speaking/Listening	27 %
Leibrock,Rachel M.	Journalism	20 %
Lemoine,Florence A.	History	40 %
Lepe,Leonela G.	Job Seeking/Changing Skills	7 %
Lepe,Leonela G.	Counselor	30 %
Lesage,Yves	Mathematics, General	27 %
Leung-Crawford,Stacey	English	53 %
Li,Xiaoli	Library Technician (Aide)	20 %
Linberger,John	Physical Therapy Assistant	8 %
Lingo,Richard W	Drafting Technology	28 %
Liu,Steve S.	Chinese	27 %
Lobenberg,David K.	Art	28 %
Lobenberg,David K.	Painting & Drawing	28 %
Logan,Jason K	Sociology	20 %
Logan,Shane P.	Sociology	40 %
Lopez,Angela	Counselor	8 %
Lower,Nancy S	Music	32 %
Luersen,Alvin F	ESL Writing	27 %
Lugo,Felipa I	Fine Arts, General	20 %
Lum,Robert G	Physics, General	50 %

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

A2 = Education

A5;B5 = Experience

**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Lynch,Blair N.	Psychology, General	40 %
Maastricht,Susan Elizabeth	ESL Writing	27 %
Maastricht,Susan Elizabeth	ESL Speaking/Listening	27 %
Maffly,Nancy E.	ESL Reading	53 %
Magneson,Moira K	English	40 %
Mahmood,Iqbal	English	40 %
Malick,Alexander H.	Dental Hygienist	11 %
Maningo,Rita A.	Counselor	31 %
Maningo,Rita A.	Counselor	15 %
Mannon,Susan E.	Women's Studies	20 %
Mannon,Susan E.	Sociology	20 %
Marks,Carrie S.	English	53 %
Maron,Janna M.	English	20 %
Marquez,Lorena V.	Social Sciences, General	20 %
Marshall,Jacquelline A.	English	40 %
Martinez,Jesus R.	History	60 %
Masuno,Makoto N.	Chemistry, General	40 %
McCoin,Thomas J.	Physical Therapy Assistant	15 %
McCrary,Kelly J	History	20 %
McDaniel,Arrickia R.	Counselor	21 %
McGuire,Patrick R.	Computer Networking	24 %
McKee,Richard W.	Administration of Justice	40 %
Mckinney,Christopher P	Nursing	23 %
McOmber,Carolyn	English	27 %
McOmber,Carolyn	Reading	20 %
Mechem,Kimberly A.	Sociology	20 %
Mehadi,Ahmed	Chemistry, General	40 %
Meixner,Gregory A.	Computer Networking	30 %
Meyer,Frank C.	Administration of Justice	20 %
Michell,Douglas B	ESL Writing	53 %
Milos,Nathan E.	English	60 %
Mo,Melody H.	Chinese	27 %
Mobery,Jerry C.	History	40 %
Moftakhar,Hossein	Psychology, General	48 %
Mohrmann,Peter R.	Dramatic Arts	40 %
Mom,Brian W.	Business and Commerce, General	40 %
Moore,Colin A.	Political Science	60 %
Moore,Thomas G	Information Technology, General	29 %
Morales,Cecelia	Counselor	11 %
Morgan,Elizabeth H.	Children with Special Needs	20 %
Moylan-Aube,Joanne	Psychology, General	53 %
Mukherjee,Sharmila	Chemistry, General	57 %
Murphy,Charlynn M.	Child Development/Early Care and Educatio	40 %
Murphy,Kathryn J	Digital Media	28 %
Myers,Linda B.	English	60 %
Naify,James F.	Philosophy	40 %
Narvand,Payam	Business and Commerce, General	20 %
Nasiri,Melekeh	Chemistry, General	50 %
Neil,Richard R.	Geography	35 %
Ngai,Tsz Yan P.	Mathematics Skills	27 %
Nguyen,Thanh H.	Accounting	32 %
Nguyen,Thanh V	Vietnamese	27 %
Nicholson,J. Christine	Dramatic Arts	50 %
Niyati,Fatemeh	Chemistry, General	45 %

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A1 A3 A4 B1 B2 B3 B4=Experience / Education

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Noffsinger, Christopher B.	Economics	60 %
Noonan, Kathleen K	Painting & Drawing	57 %
Norman, B. Eric	Mathematics, General	33 %
O'Brien, Sandra C	English	60 %
O'Keefe, Georganna L	Counselor	2 %
Opiela, Cassandra	English	20 %
Orr, Timothy A.	History	40 %
Otto, Anna M	Child Development/Early Care and Educatio	20 %
Passal, Steven R.	English	47 %
Perez, Adriana	Graphic Art and Design	21 %
Perez, Pedro R	Applied Photography	57 %
Perreault, Diane M	Software Applications	12 %
Peterson, Mark B.	Dental Hygienist	27 %
Pettler, Janelle S.	Academic Guidance	7 %
Pickrel, Carolyn E.	English	47 %
Pierce-Washington, Charlotte	Counselor	19 %
Pierce-Washington, Charlotte	Counselor	21 %
Port, Andrew A.	Mathematics Skills	27 %
Poxon, Judith L.	Classics-Humanities	40 %
Pytel, Darren L.	Administration of Justice	20 %
Quintana, Julie	Child Development Administration and Mana	20 %
Reach, Lorna	Job Seeking/Changing Skills	7 %
Reach, Lorna	Counselor	41 %
Reese, Rick M.	General Work Experience	10 %
Resler, Jan L.	Dental Hygienist	60 %
Robertson, P.J.	Library Science, General	20 %
Robertson, P.J.	Librarian	45 %
Roggli, Kurt W	Philosophy	40 %
Rokke, Carolyn M.	Library Technician (Aide)	13 %
Rosen-Aydlett, Lisa	Child Development/Early Care and Educatio	20 %
Rosen-Aydlett, Lisa	Family Studies	20 %
Rosoff-Horne, Philip D.	Mathematics, General	20 %
Rowell, Lindsey M.	Environmental Control Technology (HVAC)	10 %
Rowland, Martha E.	Library Technician (Aide)	20 %
Royer, Robin N.	Political Science	40 %
Rozek, Paul A	History	40 %
Ruedas, Lorena G.	Counselor	2 %
Ruiz, Aracely	Job Seeking/Changing Skills	7 %
Ruiz, Aracely	Counselor	53 %
Salazar, Rosalinda R.	English	40 %
Samarron, Sandra L.	Nutrition, Foods, and Culinary Arts	40 %
Sanchez, Lilia G.	Spanish	27 %
Sanchez, Rafael	English	27 %
Sang, Kristy Seub	Nursing	30 %
Sang, Kristy Seub	Registered Nursing	30 %
Santos, Henry G.	Animation	21 %
Satterlee, Don C	English	40 %
Schemel, Nathan C.	Dramatic Arts	53 %
Schmit, Blanca A.	Spanish	27 %
Schultz, Michelle A.	Child Development/Early Care and Educatio	20 %
Schultz, Michelle A.	The School Age Child	20 %
Screechfield, Rosalie M.	Learning Skills, Learning Disabled	37 %
Secker, Martin D.	History	40 %
Sellers, Gene R.	Mathematics, General	27 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Sellers,Gene R.	Mathematics Skills	15 %
Sher,Adrienne R.	Dramatic Arts	20 %
Silveira,Leslie C	Counselor	19 %
Silveira,Leslie C	Counselor	6 %
Silveira,Leslie C	Counselor	9 %
Simmons,Joseph H.	Philosophy	20 %
Slobodnik,Wendy J.	General Work Experience	30 %
Smith,Andrea L.	Sociology	40 %
Smith,Jennifer L.	Mathematics Skills	52 %
Smith,Wade R.	Business and Commerce, General	20 %
Smith,Wade R.	Business Administration	1 %
Smith-Rowsey,Daniel G.	Dramatic Arts	20 %
Sorkin,Adam Z.	Mathematics, General	33 %
Spencer,Sylvia	Psychology, General	40 %
Spore,Jennifer R.	Economics	40 %
Spruce-Veatch,L Renee	English	40 %
Squire,Martha Anne	Librarian	2 %
Stanley,Marilyn V.	Fashion	28 %
Stanley,Robert D.	English	20 %
Stassi,Trinidad	Physical Education	15 %
Stefani,Nancy	ESL Reading	27 %
Stefani,Nancy	ESL Speaking/Listening	27 %
Stein,Rodger L.	Psychology, General	20 %
Stem,Melissa A.	French	27 %
Stevens,Michael K.	Painting & Drawing	14 %
Stevens,Suzanne	Painting & Drawing	14 %
Stevenson,Elizabeth	Coordinator-Instruct LAB	52 %
Stimers,Dennis G.	English	47 %
Stone,Leila M.	Job Seeking/Changing Skills	7 %
Stone,Leila M.	Counselor	2 %
Stone,Leila M.	Counselor	1 %
Stroh,Craig M	Economics	40 %
Stupka,Edwin H.	Counselor	25 %
Sukkary,Tamir	Political Science	20 %
Sullivan,Derek J.	Physical Fitness and Body Movement	13 %
Sullivan,Derek J.	Intercollegiate Athletics	50 %
Suy,Shaun	Academic Guidance	20 %
Suy,Shaun	Counselor	40 %
Swafford,Derek L.	Academic Guidance	40 %
Swafford,Derek L.	Counselor	20 %
Szabo,Paula N.	Psychology, General	33 %
Tabrizi,Farough	Counselor	15 %
Tabrizi,Farough	Counselor	7 %
Taheri,Mansour	Engineering, General	33 %
Takada,Tomomi	Environmental Science	20 %
Talle,Tricia	Coordinator-Instruct LAB	10 %
Tavares,Tyrone Michael	Job Seeking/Changing Skills	7 %
Tavares,Tyrone Michael	Counselor	15 %
Taylor,Candace Hull	English	20 %
Taylor,Lauren M.	Anthropology	20 %
Taylor,Mark	Physical Education	15 %
Thomas,Alysia D.	Microbiology	20 %
Thomas,Alysia D.	Physiology (Includes Anatomy)	40 %
Thorpe,Wade S.	Administration of Justice	40 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Tillement,Nancy L.	ESL Reading	27 %
Tillement,Nancy L.	ESL Speaking/Listening	27 %
Tinti,Sharee	ESL Writing	53 %
Tittle,Matt G	English	40 %
Titus,Ann-Catrin	Fine Arts, General	40 %
Toy-Moy,Victoria T	ESL Writing	13 %
Toy-Moy,Victoria T	ESL Speaking/Listening	13 %
Treon,Caron L.	English	40 %
Trexel,Linda L.	Mathematics, General	53 %
Turner,Melvin D.	Management Development & Supervision	20 %
Ulrich,Walter D	Physical Education	30 %
Ulrich,Walter D	Physical Fitness and Body Movement	10 %
Uram,Peter	Mathematics, General	53 %
Uram,Tatyana A.	Mathematics, General	53 %
Van Dusen,Jody	English	27 %
Van Warmerdam,Wim L. G.	Mathematics, General	53 %
Vargo,David S	Painting & Drawing	28 %
Vidic,Natasha	Geology	30 %
Villeg,John Lee	Music	52 %
Waggoner,Carolyn A	English	40 %
Wagner,Erica L.	Biology, General	30 %
Wallace,Genevieve P.	Philosophy	40 %
Wallace,Jason	English	20 %
Wallace,Shanda L.	Dental Hygienist	60 %
Waltonen,Karma	English	40 %
Waltz,Thomas W.	Administration of Justice	20 %
Ward-Richardson,Joycelyn M.	Child Development/Early Care and Educatio	20 %
Waters,Michelle D.	Coordinator-Instruct LAB	9 %
Watson-Perez,Heather L.	English	53 %
Watters,Patricia	Occupational Therapy Technology	30 %
Weatherspoon,Lorraine	Child Development/Early Care and Educatio	20 %
Wheeldon,Sandra M.	Dental Assistant	61 %
Wheeler Abeyta,Sandra P.	Speech Communication	20 %
Whetstone,Sandy F.	ESL Writing	27 %
Whetstone,Sandy F.	ESL Reading	10 %
Whetstone,Sandy F.	ESL Speaking/Listening	10 %
White,Parnc K.	Speech Communication	40 %
Whittaker,Jacob Tyler	History	60 %
Williams,Angelo A	Sociology	20 %
Winchell,Jean M.	Fashion Production	28 %
Winters,Aaron C.	Website Design and Development	21 %
Wiseman,Maury I.	History	60 %
Wong,Cissy	ESL Writing	27 %
Wong,Cissy	ESL Speaking/Listening	27 %
Wong,Malcolm E	Mathematics, General	33 %
Wooten,John M.	Physical Education	15 %
Wrenn,Robert Alan	Music	40 %
Wright,Tatyana N.	Counselor	15 %
Wright,Tatyana N.	Counselor	17 %
Wynn,Brita J.	Anthropology	55 %
Yapundich,Diane M.	Political Science	40 %
Yaroshevich,Natalya	Counselor	14 %
Yi,Terence	Mathematics, General	27 %
Yost,Craig D	Drafting Technology	28 %

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Yuponce,Wendell John	Music	32 %
Zakaria,Bashar A.	Business and Commerce, General	20 %
Zanartu,Luis A	Sociology	40 %
Zaragoza,Diana A	Child Development/Early Care and Educatio	20 %
Zeimet,Lois M	Psychology, General	20 %
Zimlich,Susan A.	Fashion	28 %
Zimmerman,Lance C.	Physiology (Includes Anatomy)	50 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Agbunag,Roderic T.	Academic Guidance	20 %
Aguilar,Gary L.	Drafting Technology	40 %
Ahmadi,Al	Electronics & Electric Technology	20 %
Ahmadi,Al	Telecommunications Technology	20 %
Andre,Susan	Job Seeking/Changing Skills	13 %
Arrieta,Corinne L.	Spanish	27 %
Aubert,John E.	Geography	20 %
Ayala,Connie C.	Coordinator	18 %
Badilla,Araceli	Job Seeking/Changing Skills	7 %
Badilla,Araceli	Coordinator	19 %
Bates,Brian F.	Classics-Humanities	20 %
Bell,H. Gregory	Engineering, General	13 %
Bell,John T.	English	3 %
Bethel,Paul B.	History	20 %
Bovard,Victoria A.	Psychology, General	40 %
Brecher,Janet	Software Applications	18 %
Brecher,Janet	World Wide Web Administration	13 %
Brown,James M.	Electronics & Electric Technology	7 %
Brozovich,Thomas J.	Film Production	7 %
Burleson,B. Kathryn	Technical Theater	35 %
Case,Lynda R.	English	20 %
Casper-Denman,Kristina E.	Anthropology	15 %
Chao,Pamela H.	Sociology	20 %
Chen,Chiuping	Economics	20 %
Chou,Susan S.	Nutrition, Foods, and Culinary Arts	20 %
Coldiron,John L.	Respiratory Care/Therapy	27 %
Collihan,Kathleen	Social Sciences, General	10 %
Collihan,Kathleen	Political Science	40 %
Condos,Marc A.	Business and Commerce, General	20 %
Condos,Marc A.	Software Applications	10 %
Condos,Rachna K.	Marketing & Distribution	20 %
Corbin,Kirsten Bunce	Reading	7 %
Cronin,Kathleen A.	Academic Guidance	7 %
Deleon,Leonel	Mathematics, General	33 %
Delgado,Diane C.	Counselor	9 %
Duax,Paul L.	Speech Communication	40 %
Dumais,Laurence W.	Computer Networking	44 %
Eifertsen,Dyne C.	Music	45 %
Emery,Gary R.	Mathematics, General	33 %
Engler,Denise M.	English	13 %
Ennenga,Linda D.	Counselor	4 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Enshai,Azin	Mathematics, General	27 %
Evangelisti,Fred C.	Telecommunications Technology	23 %
Finnecy,Timothy J.	Physical Education	28 %
Fish,Melissa M.	Business and Commerce, General	40 %
Fish,Melissa M.	Office Technology/Office Computer Applicati	9 %
Flower,Deborah J.	Horticulture	7 %
Flower,Deborah J.	Landscape Design & Maintenance	15 %
Fortman,Anita J.	Counselor	13 %
Fox,David E.	Software Applications	13 %
Fratello,Natasha M.	Psychology, General	40 %
French,Benjamin R.	Automotive Technology	35 %
Fulgham,Roietta J.	Office Technology/Office Computer Applicati	28 %
Fuller,Heidi J.	Business and Commerce, General	13 %
Fuller,Heidi J.	Office Technology/Office Computer Applicati	7 %
Garcia,Ines M.	Spanish	10 %
Garvey,Andrea P.P.	Psychology, General	20 %
Gelfman,Linda R.	Ceramics	11 %
George,Gary Thomas	Electronics & Electric Technology	35 %
Gilman,Joseph A.	Music	20 %
Gomez,Martin	Counselor	7 %
Gonsalves,Jana L.	Nutrition, Foods, and Culinary Arts	20 %
Gonzalez,Robert J.	Business and Commerce, General	20 %
Gonzalez,Robert J.	Business Administration	20 %
Gorre,Charissa E.	Administration of Justice	40 %
Gould,Kelly L.	Administration of Justice	40 %
Grant-Toscano,Diane M.	Fashion Design	13 %
Green,Rene	Automotive Technology	20 %
Green,Rene	Non Instructional Assignment	20 %
Green,Wesley P.	Computer Networking	13 %
Green,Wesley P.	Computer Support	10 %
Gunsauls,Darline C.	Sign Language	20 %
Hardwick,Chanin A.	Academic Guidance	20 %
Harper,Eric I.	Automotive Technology	40 %
Harris-Neblett,Charlotte A.	Nurse	38 %
Heeren,Christopher P.	Mathematics, General	33 %
Hess,John F.	English	20 %
Hess,Krista E.	ESL Writing	27 %
Hokerson,Lori K.	Psychology, General	40 %
Holden,Dennis J.	Philosophy	40 %
Hooker,Jodie E.	Applied Photography	13 %
Howe,Susan R.	English	40 %
Huetter,Robyn M.	Nurse	8 %
Hughes,Ralph E.	Music	32 %
Iannone,Albert J.	Fire Technology	20 %
Irvine,Robert G.	Computer Programming	20 %
Jeydel,Alana S.	Political Science	20 %
Joe,Don I.	Automotive Collision Repair	35 %
Jones,Vincent W	Mathematics, General	40 %
Joye,Allyson C.	ESL Integrated	11 %
Kiefer,Christian J.	English	7 %
Kiefer,Christian J.	Creative Writing	20 %
Kiefer,Dieter M.	Accounting	20 %
Kleemann,Joann C.	Nursing	8 %
Knirk,Brian D.	Restaurant and Food Services Management	40 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
American River College

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Lapierre,Arthur	Music	20 %
Lehmann,Sarah R.	Library Science, General	13 %
L'Estrange,Michael A.	Software Applications	18 %
L'Estrange,Michael A.	Computer Infrastructure and Support	17 %
L'Estrange,Michael A.	Computer Networking	20 %
Limmaneeprasert,Oranit	ESL Reading	27 %
Lopez,David	Philosophy	40 %
Ludovina,Ceydy B.	Spanish	37 %
Lyman,Robert	English	20 %
MacGowan,Paul D.	Landscape Design & Maintenance	20 %
Manduca,Jerry A.	Administration of Justice	60 %
Martinez,Craig C.	Digital Media	13 %
Martinez,Marlene M.	Biology, General	8 %
Mattson,Sarah S.	Painting & Drawing	28 %
McCarroll,Sharleen M.	Mathematics, General	40 %
McCormac,Gregory	Biology, General	15 %
McCormack,John J.	Automotive Technology	15 %
McCormick,Marcia Lynn	Psychology, General	20 %
McCusker,David N.	Library Science, General	7 %
McCusker,David N.	Librarian	3 %
McDermott,Mary Margaret	Child Development/Early Care and Educatio	20 %
Meador,Dianne L.	Chemistry, General	30 %
Meadows,Dale C.	Chemistry, General	27 %
Messer,Carter-Ryan	Mathematics, General	40 %
Mitchell,Emilie B.	Psychology, General	42 %
Mitchell,Matt J.	Mathematics, General	33 %
Mokhtarzada,Shahla	Social Sciences, General	10 %
Mokhtarzada,Shahla	Sociology	20 %
Moore,Justin A.	Biology, General	8 %
Moore,Reyna C.	Academic Guidance	20 %
Morgan,Roxanne	Reading	20 %
Morris,Ronald Ray	Marketing & Distribution	20 %
Morris,Ronald Ray	Real Estate	20 %
Murakami,Dean M.	Psychology, General	15 %
Nelson,Jessica B.	Job Seeking/Changing Skills	7 %
New,Donald E.	Interior Design and Merchandising	20 %
Nobles,Gloria J.	Software Applications	32 %
Nordell,Randall L.	Office Technology/Office Computer Applicati	19 %
Nowicki,Lazette V.	Nursing	6 %
O'Brien,Roxanne	Culinary Arts	7 %
Pearson,Rudy N.	History	20 %
Peterson,Susan E.	Non Instructional Assignment	20 %
Pico,Glenn A.	Mathematics, General	47 %
Pries,Shannon S.	Reading	10 %
Quintero,Robert A.	Academic Guidance	20 %
Riley,Lonetta L.	Administration of Justice	40 %
Roller,Judith Lee	Reading	20 %
Rooney,Sue A.	Reading	3 %
Rosario,Brian P.	Economics	40 %
Russell,Gail	Technical Theater	13 %
Rutaganira,Thomas	Mathematics, General	27 %
Sachau,Michael T.	Counselor	9 %
Schneider,Harold L.	English	20 %
Schuster,Randall O.	Drafting Technology	33 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
American River College

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Scott,Margaret L.	Psychology, General	40 %
Senna,Deborah J.	Human Services	40 %
Sheldon,Michael B.	Art	13 %
Shimizu,Yujiro	Psychology, General	40 %
Shoemake,Linda E.	Library Science, General	20 %
Shubb,Alisa M.	Speech Communication	40 %
Silva,Nancy E.	Dramatic Arts	40 %
Sjolund,Joe P.	Counselor	9 %
Smith,Craig N.	Fine Arts, General	30 %
Smith,Craig N.	Art	13 %
Smith,Sunny	Dance	15 %
Spurgeon,Michael L.	Creative Writing	5 %
Stewart,Daniel N.	Chemistry, General	30 %
Stewart,Mark A.	Psychology, General	40 %
Stockdale,Geoffrey P.	Speech Communication	40 %
Stoehr,Matthew L.	Animation	40 %
Stoker,Richard A.	Construction Crafts Technology	40 %
Stokes,Clarence C.	Software Applications	35 %
Sukkary-Stolba,Soheir E.	Anthropology	40 %
Thompson,Steven Dean	Music	27 %
Torrano,Mary	Natural History	15 %
Torrano,Mary	Physiology (Includes Anatomy)	15 %
Truong,Binh X.	Mathematics, General	33 %
Urkofsky,Teresa E.	Restaurant and Food Services Management	15 %
Valle,Jesus D.	English	20 %
VanRegenmorter,Merlyn J.	Commercial Music	40 %
Ward,Sue E.	Gerontology	40 %
Weissbart,Brian	Chemistry, General	30 %
Williams,Samuel W.	Dramatic Arts	20 %
Worsfold,Brandy L.	Applied Photography	13 %
Wrightson,William C.	History	20 %
Young, Jiayi	Computer Graphics and Digital Imagery	13 %
Young,Shih-Wen M.	Astronomy	20 %
Youngs,Cynthia	Reading	40 %
Zajic,Kristina L.	Speech-Language Pathology and Audiology	27 %
Zarzana,Linda	Biology, General	8 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aldredge,Teresa W.	Human Services	18 %
Calamar,Jeanne M.	Physical Education	8 %
Calamar,Jeanne M.	Adapted Physical Education	30 %
Carlson,William D.	Automotive Technology	30 %
Casareno,Alexander B.	English	15 %
Chapman,Gregory Dennis	Computer Programming	20 %
Connally,Ryan	Construction Crafts Technology	30 %
Degn,Frances K.	Academic Guidance	20 %
Degn,Frances K.	Coordinator	5 %
Do,Minhhong T.	ESL Writing	27 %
DuBray,Daniel T.	Speech Communication	20 %
Duffy,Marjorie B.	Information Technology, General	7 %
Duffy,Marjorie B.	Software Applications	40 %

FTE may appear as zero when FTE is less than 1%

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Edman, Jeanne L.	Psychology, General	60 %
Ellis, John D.	Architecture and Architectural Technology	32 %
Emetaron, Chitoh M.	Chemistry, General	30 %
Erickson, Kurt P.	Music	5 %
Fagin, Edwin D.	Economics	40 %
Felkner, Patty A.	Photography	10 %
Felkner, Patty A.	Applied Photography	13 %
Fishman, Wendell	Website Design and Development	20 %
Fishman, Wendell	Computer Programming	27 %
Fong, Hoyt S.	Human Services	40 %
Fortin, Cheri L.	Dramatic Arts	20 %
Fowler, Lynn M.	Academic Guidance	20 %
Frazee, James C.	Psychology, General	20 %
Geissler, Markus	Business and Commerce, General	40 %
Geissler, Markus	Other Health Occupations	13 %
George, Nyenbeku C.	Sociology	40 %
Gorman, Gabriel D.	History	20 %
Granquist, Eric A.	Business Administration	20 %
Granquist, Eric A.	Real Estate	20 %
Harrell, Kim E.	Sign Language	10 %
Hom, Norman	English	20 %
Huang, Chao-Jen	Computer Support	43 %
Huang, Chao-Jen	Other Health Occupations	18 %
Impinna, Christopher R.	Veterinary Technician (Licensed)	30 %
Kagan, Alexander	Academic Guidance	20 %
Kagan, Alexander	Counselor	3 %
Kimble, Jeffrey G.	Computer Graphics and Digital Imagery	13 %
Kirkham, William T.	Other Architecture & Environ Design	42 %
LaDue, Cheri L.	Physical Education	15 %
LaDue, Cheri L.	Physical Fitness and Body Movement	15 %
LaNier, Winnie M.	Student Government	20 %
Lawlor, Michael J.	Physics, General	40 %
Lee, S. Mark	Chemistry, General	30 %
Lewis Jr., Howard	Agriculture Business, Sales and Service	20 %
Lopez, Efrain C.	Astronomy	20 %
Ly, Lap T.	Mathematics, General	20 %
Mapeso, Ray	Human Services	40 %
Mapeso, Ray	Guidance	7 %
Marshall-Mills, Denise L.	Academic Guidance	20 %
Martin, Mary S	Mathematics, General	27 %
Martin, Mary S	Mathematics Skills	13 %
Mathis, Jaqueline S.	Academic Guidance	40 %
Mayo, Kathryn J.	Applied Photography	8 %
McClurg-Mackinnon, Marlo K.	ESL Speaking/Listening	20 %
Miller, Billie	Business and Commerce, General	40 %
Mills, Shannon L.	Anthropology	20 %
Moreno, Camille	Mathematics Skills	33 %
Newman, Jason C.	History	20 %
Noel, Brian E	Automotive Technology	7 %
Osman, Mohammed	Information Technology, General	33 %
Osman, Mohammed	Computer Support	13 %
Palm, Susan L.	Information Technology, General	13 %
Palm, Susan L.	Computer Programming	20 %
Parker, Grant	Music	22 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Parks,Lance M.	Computer Support	18 %
Parks,Lance M.	Other Health Occupations	21 %
Paskey,Amanda M.	Anthropology	40 %
Quirarte,Susan M.	Mathematics, General	53 %
Roberts,Jason M.	Welding Technology	8 %
Rogers,Kevin M.	Automotive Technology	30 %
Simpson,Roy W.	Mathematics, General	53 %
Smith,Kathryn L.	Music	22 %
Snowden,Robert L.	Radio	45 %
Stewart,Lora	Mathematics, General	47 %
Taylor,Yoshio	Sculpture	13 %
Taylor,Yoshio	Ceramics	28 %
Thomas,Cory E.	Civil & Construction Mgmt Technology	40 %
Torres,Cynthia I.	Culinary Arts	7 %
Torres,Gabriel S.	Spanish	40 %
VanPatten,Charles R.	Philosophy	40 %
Violett,Linnell G.	Preschool Age Children	43 %
Violett,Linnell G.	Child Development Administration and Mana	13 %
Wassmer,Dana	Culinary Arts	40 %
Williams-Brito,Kimberly	Mathematics, General	27 %
Wilson,James B.	ESL Reading	20 %
Woodcock,Margaret A.	Painting & Drawing	13 %
Yarbrough,Michael	Mathematics, General	20 %
Zisk,Paul	Sociology	40 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Anayah,Bernadette M.	ESL Integrated	8 %
Angove,Philip J.	Music	7 %
Boylan,Catherine A.	Speech Communication	40 %
Clark,Christopher S.	Guidance	13 %
Clark,Christopher S.	Academic Guidance	7 %
Clark,Christopher S.	Counselor	3 %
Cooper,David	Information Technology, General	17 %
Cooper,David	Database Design and Administration	20 %
Curran,Timothy M.	Mathematics, General	40 %
Daly,Lisa C.	Preschool Age Children	27 %
Danner,Lisa A.	English	27 %
Eitel,Joseph E.	Mathematics, General	27 %
Ellerman,Curtis H.	Real Estate	20 %
Ellerman,Curtis H.	Law, General	20 %
Fletcher,Francis	English	8 %
Flores,Juan J.	Academic Guidance	27 %
Garrett,Mark D.	Counselor	1 %
Gibson,Aurelius B.	Business Management	20 %
Greene,Calvin D.	Mathematics, General	33 %
Haug,Paula R.	Speech Communication	40 %
Hill,David H.	Academic Guidance	20 %
Hodge,Jessica J.	Other Interdisciplinary Studies	7 %
Hwang,Eunyoung	Fine Arts, General	20 %
Jensen,Wayne C.	Mathematics, General	60 %
Kraemer,Jennifer L.	Child Development/Early Care and Educatio	20 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kroencke,Mikael D.	Physical Sciences, General	15 %
Lam,Gordon R.	History	20 %
Larry-Kearney,Debora Ann L.	Reading	20 %
Leland,Kathryn A.	Reading	20 %
Lennert,Michelle G.	Sign Language	27 %
Macias-Perez,Elvia	Spanish	35 %
McFaul,Stephen D.	Mathematics, General	33 %
Pipkin,Kevin L.	Mathematics, General	33 %
Royer,Tina L.	English	7 %
Sapra,Lisa M.	English	23 %
Sayago,Maria S.	Painting & Drawing	13 %
Schmid,Heike G.	Painting & Drawing	13 %
Snell,Kenneth L.	Psychology, General	29 %
Telles,James W.	Library Science, General	7 %
Torrez,Matthew	Physical Education	20 %
Trieu,Le Le	Mathematics, General	33 %
Tryhane,Gerald H.	Business and Commerce, General	20 %
Tryhane,Gerald H.	Accounting	27 %
Tyler,Erica A.	Anthropology	15 %
Wada,Eric B.	Biology, General	15 %
Wada,Eric B.	Botany, General	30 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Arnold,Darlene M.	Cosmetology and Barbering	33 %
Boguski,Mark E.	Ceramics	13 %
Bonawitz,Marcia C.	Cosmetology and Barbering	33 %
Carmazzi,Paul L.	Management Development & Supervision	20 %
Carmazzi,Paul L.	Physical Education	15 %
Carmazzi,Paul L.	Physical Fitness and Body Movement	15 %
Castaneda,Denise S.	Reading	15 %
Chape,Elizabeth A.	Health Occupations, General	20 %
Chape,Elizabeth A.	Physical Therapy Assistant	22 %
Chen,Shu Sue	Library Science, General	7 %
Chubbic,Dena J.	Chemistry, General	7 %
Clark,Kevin E.	Sign Language	27 %
Copely,Douglas M.	Physics, General	28 %
Crandley,Patrick A.	Multimedia	13 %
Crandley,Patrick A.	Electronic Game Design	28 %
Crumpton,Debra J.	Office Technology/Office Computer Applicati	47 %
Daubert,Christopher D.	Art	15 %
Davis,Craig	Geography	20 %
Davis,Tony P.	Academic Guidance	20 %
deGennaro,Paul J.	Biology, General	15 %
Dewar,Robert E.	Physical Education	8 %
Dixon,Michael A.	Information Technology, General	20 %
Dixon,Michael A.	Computer Programming	20 %
Doonan,William F.	Anthropology	20 %
Douglass,Bruce M.	Software Applications	23 %
Duvall,Melvin E.	Electronics & Electric Technology	40 %
Estabrook,Paul H.	Applied Photography	28 %
Fabian,Mitra J.	Sculpture	27 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fitzpatrick,Kenneth E.	Environmental Control Technology (HVAC)	20 %
Flaherty,Pamela L.	Sociology	40 %
Fleming,George R.	Applied Photography	13 %
Fonda,Gioia A.	Painting & Drawing	27 %
Frank,Paul E.	Political Science	40 %
Freas,Adam C.	Academic Guidance	20 %
Gambrell,Deborah M.	Academic Guidance	20 %
Gessford,Virginia G.	Job Seeking/Changing Skills	20 %
Gessford,Virginia G.	Study Skills	7 %
Giovannetti,Lynne R.	Fashion Production	43 %
Gonzales,Stephen T.	Mathematics Skills	27 %
Gonzalez,Mauricio	Academic Guidance	20 %
Gore,Robert W.	Film Production	13 %
Gore,Robert W.	Dramatic Arts	28 %
Gould,Kelly L.	Administration of Justice	20 %
Gralian,Michael E.	Environmental Control Technology (HVAC)	28 %
Graybill,Stuart D.	History	20 %
Griffin,David A.	Physical Education	30 %
Handy,Mae F.	Cosmetology and Barbering	33 %
Harris-Jenkinson,Patricia M.	Speech Communication	20 %
Heningburg,Keith R.	History	20 %
Hogarty,Patrick	Real Estate	20 %
Hogarty,Patrick	Computer Networking	23 %
Huang,Ling	Chemistry, General	30 %
Hunter,Michael J.	Geography	35 %
Hussey,Susan M.	Health Occupations, General	3 %
Iley,William H.	Physics, General	20 %
Jackson,Brenda L.	Licensed Vocational Nursing	20 %
Johnson,Mai-Gemu D.	Mathematics, General	33 %
Jones,Andrew B.	Physical Education	28 %
Keys,Alan S.	Psychology, General	15 %
Kidrick,Valerie	Fine Arts, General	40 %
Kiernan,Tim C.	Physical Education	15 %
Kiernan,Tim C.	Physical Fitness and Body Movement	10 %
Kloumova,Irina	Mathematics, General	33 %
Knable,Robert D.	Music	42 %
Kumar,Shishir	Electronics & Electric Technology	37 %
Lachica,Juan L.	Academic Guidance	33 %
Lambert,Angelena	Mathematics, General	27 %
Lane,Tammie R.	Dental Assistant	13 %
Larson,Carillon J.	Mathematics, General	33 %
Lawson,Douglas	Dramatic Arts	15 %
Lewis,Ann	English	27 %
Little,Myra M	Website Design and Development	7 %
Little,Myra M	Information Technology, General	13 %
Loomis,Debora A.	ESL Writing	27 %
Loomis,Debora A.	ESL Reading	10 %
Lopez,Gloria M.	Child Development/Early Care and Educatio	20 %
Lorenz,Norman H.	Education, General	28 %
Lucien,Darreis V.	Nursing	13 %
Manriquez,Paul M.	Mathematics, General	47 %
Martinez,Jesus E.	Mathematics, General	20 %
Martinez,Jesus E.	Mathematics Skills	27 %
Masterson,Patricia J.	Sign Language	27 %

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**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
May,Alexander Ross	Mathematics, General	20 %
May, Virginia Sue	Mathematics, General	20 %
McDaid,Liam I.	Astronomy	20 %
McKee,Georgeann M.	Administration of Justice	20 %
Mendez-Nunez,Luis R.	Mathematics Skills	52 %
Meyer, Virginia C.	Biology, General	8 %
Miller,Nicholas B.	Sociology	20 %
Nash,Laurie J.	Physical Education	37 %
Ng,Wang C.	Electronics & Electric Technology	28 %
Oh,Jang-Ha	Physical Education	15 %
Olivarez,Norma	Cosmetology and Barbering	33 %
Pacheco,David B.	Physical Fitness and Body Movement	20 %
Rodriguez,Irma S.	Academic Guidance	10 %
Roper,Susan W.	Chemistry, General	13 %
Rose,Gregory S.	Economics	20 %
Rosenberger,Randy	Mathematics, General	47 %
Sapp,Sylvia J.	Licensed Vocational Nursing	27 %
Schutte,Matthew L.	Mathematics, General	33 %
Scott,Geraldine	Job Seeking/Changing Skills	7 %
Scott,Geraldine	Academic Guidance	20 %
Selva,Marcia L.	Coordinator-Instruct LEC	40 %
Serafini,Lisa L.	Botany, General	22 %
Severson,Michael L.	Speech Communication	40 %
Sheppard,Laurie C.	Nursing	26 %
Sheppard,Laurie C.	Licensed Vocational Nursing	27 %
Shiflet,Kurt J.	Music	45 %
Spangler,Rachel I.	Reading	20 %
Stein,Shanna R.	Accounting	27 %
Strella,Cheryl L.	Licensed Vocational Nursing	20 %
Tambert,Roxanne R.	Cosmetology and Barbering	33 %
Taylor,Timothy K.	Information Technology, General	23 %
Taylor,Timothy K.	Computer Networking	26 %
Tedla,Dagne	Political Science	40 %
Times,Kenneth J.	Job Seeking/Changing Skills	7 %
Times,Kenneth J.	Academic Guidance	20 %
Tracy,Gwyneth J.	Coordinator	8 %
Triphon,Joann E.	Nursing	13 %
Tromborg,Chris T.	Psychology, General	20 %
Trujillo,David C.	Administration of Justice	40 %
VanSickle,Debra L.	Mathematics, General	27 %
Villanueva,Maria C.	Academic Guidance	10 %
Walker,Dannie E.	Physical Education	68 %
Wang,Hsiao J.	Mathematics, General	33 %
Warrell,Patricia L.	Licensed Vocational Nursing	20 %
Weinsheink,Shawn E.	Dramatic Arts	45 %
Williams,Gayle Kristine	Accounting	32 %
Williams,Nichelle	Interpersonal Skills	20 %
Williams,Nichelle	Counselor	3 %
Wong,Peter W.	Cosmetology and Barbering	33 %
Woodmansee,Rick D.	Mathematics, General	33 %
Woolley,Nicole B.	Study Skills	7 %
Wydick,Derrick C.	Academic Guidance	20 %
Wydick,Derrick C.	Counselor	8 %
Xiao,Alex H.	Political Science	20 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Zamora, Frank	Art	28 %
Zamora, Frank	Painting & Drawing	27 %
Zeh, Jonathan P.	Environmental Control Technology (HVAC)	40 %
Zuercher, Connie A.	Fitness Trainer	28 %
Zuercher, Connie A.	Health Education	20 %

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CLASSIFIED

APPOINTMENT(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Rudoy, Sergiy	Custodian	ARC	01/22/13

PROMOTION(S)

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Proshak, Dimitry S.	Financial Aid Officer (Assistant Financial Aid Officer)	ARC SCC)	02/04/13
Valdez, Sandra A.	Clerk III, 10 months, 100% (Child Development Center- Associate Teacher, 10 months, 100%	ARC ARC)	02/01/13

**REASSIGNMENT(S)/
TRANSFER(S)**

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Tonoukouin, April M.	Clerk III, 12 months, 100% (Child Development Center Teacher, 10 months, 80%	ARC ARC)	02/01/13

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Burnett, Charles A.	College Police Officer	Personal, 100%	Police Services	10/10/12-12/17/12
Douglas, Christopher A.	Laboratory Technician- Science	Long-term Health, 100%	ARC	02/20/13-04/12/13 (Revised)

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

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Coelho, Roseanna V.	Financial Aid Clerk II	CRC	01/04/13

CLASSIFIED

RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Cepeda, Mariel D.	Graphic Designer	CRC	12/14/12
Larsen, Rachel C.	Clerk II, 10 months, 60%	CRC	12/21/12
Quiros Hickey, Vivian M.	Financial Aid Officer	SCC	02/02/13

RETIREMENT(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Kwong, Alice H.	Financial Aid Supervisor (After 35+ years of service)	CRC	02/02/13
Pannier, Larry V.	Confidential Senior Financial Analyst (After 29+ years of service)	DO	05/02/13
Shaw, Janet A.	Instructional Services Assistant II (After 17+ years of service)	CRC	05/31/13

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>			
Abdulhafid, Ashraf	Campus Patrol	01/22/2013	06/30/2013
Amouzgar, Meelad	Special Projects	01/01/2013	06/30/2013
Bradley, Devin M	Campus Patrol	01/22/2013	06/30/2013
Buckner, Adam	Campus Patrol	01/22/2013	06/30/2013
Cabrera, Maria E.	Account Clerk II	01/14/2013	06/30/2013
Cates, Deborah M.	Advanced Interpreter	01/14/2013	06/30/2013
Chamberlain, Julie A.	Campus Patrol	01/22/2013	06/30/2013
Conant, Jessica L.	Special Projects	01/14/2013	06/30/2013
Dew, Dennis C.	Campus Patrol	01/22/2013	06/30/2013
Forghany, Mohsen	Special Projects	01/01/2013	06/30/2013
Futrell, Aaron S.	Campus Patrol	01/22/2013	06/30/2013
Heryford, Robert D	Clerk III	01/02/2013	06/30/2013
Jackson, Stevie K.	Custodian	01/18/2013	06/30/2013
Kianmajd, Fariba	Special Projects	01/01/2013	06/30/2013
Kirkwood, Clay A.	Special Projects	12/14/2012	06/30/2013
Lannon, C. Christine	Special Projects	01/02/2013	06/30/2013
Lee, Kang	Campus Patrol	01/22/2013	06/30/2013
Lew, Jeffrey M.	Bookstore Aide	01/02/2013	06/30/2013
Macshafi, Raliyat N.	Beginning Interpreter	01/14/2013	06/30/2013
Martin, Carla M	Special Projects	12/12/2012	06/30/2013
Martinez Gutierrez, Yahaira	Special Projects	01/17/2013	06/30/2013
Page, Brendan J.	Asst. Coach - Track&Field (M)	01/01/2013	06/30/2013
Rawls, Matika M.	Clerk I	01/02/2013	06/30/2013
Sayler, Liza Jo	Special Projects	11/19/2012	06/30/2013
Scheetz, Melissa L.	Instructional Assistant	01/17/2013	06/30/2013
Scott, Anne L.	Asst. Coach-Swimming (W)	01/01/2013	06/30/2013
Sokolov, Sergey B.	Special Projects	12/18/2012	06/30/2013
Wahab, Alaha	Special Projects	01/08/2013	06/30/2013
Watkins, Samantha H.	Laboratory Technician	03/25/2013	06/30/2013
Woodard, Kevin J.	Administrative Asst. I	12/19/2012	06/30/2013
Woycheshin, Leigh A.	Counseling Clerk I	01/02/2013	06/30/2013
Zebarjad, Bahareh	Clerk I	01/22/2013	06/30/2013
<u>Cosumnes River College</u>			
Austin, Julius D.	Student Personnel Assistant	12/17/2012	06/30/2013
Espinosa, Edrei R	Bookstore Aide	12/25/2012	06/30/2013
Keefer, Kevin A.	Asst. Coach-Baseball	01/01/2013	06/30/2013
Marmuyenko, Gennadiy V	Campus Patrol	11/09/2012	06/30/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
Miller, Rachel C.	Asst. Coach-Softball	01/01/2013	06/30/2013
Paine, Eric C.	Special Projects	01/23/2013	06/30/2013
Shelton-Frank, Courtney A.	Clerk I	12/10/2012	06/30/2013

District Office / Business and Economic Development Center / Facilities Management

Pringle Fox, Stephanie J.	Account Clerk II	01/02/2013	06/30/2013
Hader, Melissa R.	Campus Patrol	01/11/2013	06/30/2013
Miller, Lynne	Bookstore Clerk II	01/14/2013	06/30/2013
Vazquez, Larissa V.	Clerk II	01/02/2013	06/30/2013
Warner, Nathaniel R.	Special Projects	01/22/2013	06/30/2013

Folsom Lake College

Alvarado, Jorge A.	Special Projects	01/22/2013	06/30/2013
Baum, Rich A.	Special Projects	01/09/2013	06/30/2013
Bledea, Daniela	Campus Patrol	12/17/2012	06/30/2013
Brooks, Richard L.	Bookstore Clerk II	01/14/2013	06/30/2013
Burrage, Michael E.	Special Projects	12/25/2012	06/30/2013
Caris, Randall C.	Custodian	01/02/2013	06/30/2013
Carroll, Misty A.	Bookstore Clerk II	01/14/2013	06/30/2013
Cho, Kyongjin	Special Projects	01/16/2013	06/30/2013
Cortez, Joanna L.	Special Projects	01/02/2013	06/30/2013
Dugan, Richard J.	Special Projects	12/25/2012	06/30/2013
Hardesty, Michael B.	Campus Patrol	12/12/2012	06/30/2013
Harrison, Robert A.	Campus Patrol	01/11/2013	06/30/2013
Hedadji, Amanda M.	Special Projects	01/23/2013	06/30/2013
James, Alyssa N.	Special Projects	01/23/2013	06/30/2013
Jenkins, Eric L.	Special Projects	01/07/2013	06/30/2013
Johnson, Jolie A.	Special Projects	01/14/2013	06/30/2013
Kelsey, Sandra A.	Library/Media Tech Assistant	01/23/2013	06/30/2013
Kyker, Kory L.	Special Projects	01/08/2013	06/30/2013
Lomastro, Charmaign S.	Student Personnel Assistant	01/14/2013	06/30/2013
Navarrette, Maria E.	TANF/CalWORKs Specialist	01/23/2013	06/30/2013
Oakes, David R.	Campus Patrol	12/18/2012	06/30/2013
Perebikovskiy, Tatyana L.	Clerk I	01/02/2013	06/30/2013
Snodgrass, Hayden C.	Bookstore Clerk I	01/16/2013	06/30/2013
Stroud, Carrie L.	Special Projects	01/22/2013	06/30/2013
Van Valen, Josh R.	Custodian	01/02/2013	06/30/2013
Vann, Tammi R.	Clerk I	01/16/2013	06/30/2013
Wyckoff, Bryan William T.	Special Projects	01/07/2013	06/30/2013

Sacramento City College

Alvarez, Aldel J.	Financial Aid Clerk I	01/14/2013	06/30/2013
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<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
Badovinac, John D.	Asst. Coach - Track&Field (M)	02/01/2013	06/30/2013
Carr, Samuel M.	Campus Patrol	12/04/2012	06/30/2013
Florance, John E.	Asst. Coach-Basketball (M)	01/01/2013	06/30/2013
Gudino, Joaquin S.	Clerk I	01/14/2013	06/30/2013
Henry, Anissa K.	Clerk I	01/18/2013	06/30/2013
Iliili, Lakea C	Campus Patrol	01/02/2013	06/30/2013
Kohler, Jenneffer A.	Asst. Coach-Softball	02/01/2013	06/30/2013
Mack, Max R	Art Model	01/22/2013	06/30/2013
Maier, Monica L. V.	Laboratory Technician	01/03/2013	06/30/2013
Milgrim, Melissa D.	Athletic Trainer	12/03/2012	06/30/2013
Obi, Anthony M.	Senior IT Technician	12/01/2012	06/30/2013
Peat, Donald B.	Instructional Assistant	01/22/2013	06/30/2013
Rogers, Nolan D.	Asst. Coach-Swimming (M&W)	02/01/2013	06/30/2013
Singh, Navindar K.	Police Comm Dispatcher	01/07/2013	06/30/2013
Smyth, Michael I.	Account Clerk II	12/25/2012	06/30/2013
Thao, Cher	Bookstore Clerk I	01/02/2013	06/30/2013
Thomas, Brittnie T.	Clerk I	01/04/2013	06/30/2013
Zaccone, Amanda L.	Art Model	01/23/2013	06/30/2013

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: P-3412 Academic Senate		Attachment: Yes	
		Enclosure: No	
CATEGORY:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry	Information	
		Action	
Approved for Consideration:	Brian King	First Reading	X
		Consent/Routine	

BACKGROUND

The Academic Senate Policy specifies the Academic Senate's role in the District's participatory governance structure in academic and professional matters. As part of the District's recent review of all of the 3000 Policy items, a lengthy and collegial dialog occurred among all of the Academic Senate Presidents, the Vice Chancellor of Education and Technology, the College Presidents, the former Chancellor and the Deputy Chancellor to update this policy.

STATUS

The current policy was modeled on the District's committee structure and dictated how and when the Academic Senate's advice and counsel is applied to a participatory governance decision based on the committee that was the source of the idea. The proposed revision of the policy instead analyzes this question based on the issue that is presented. The revised policy starts by defining the District and College Academic Senates, the term Academic and Professional Matters and what it means for the Board and the Academic Senates to "consult collegially" on those academic and professional matters. The second section of the policy recognizes the roles of the District and College Academic Senates. The policy goes on to specify the policy areas the Board of Trustees will primarily rely on the advice of the Academic Senate (Curriculum, Degree and Certificate Requirements; Grading Policies; Student Preparation and Success Policies, Faculty Roles in Accreditation; Faculty Professional Development Activity Policies; and Processes for Program Review). The policy further identifies those areas that the Board of Trustees will reach mutual agreement with the Academic Senate (Educational Program Development; District/College Governance Structures, Institutional Planning and Budget Development; and Other Academic and Professional Matters as Mutually Agreed). The policy recognizes the District's committee structure including those committees that are led by the Academic Senate and those that are not. These policy revisions bring the District directly into alignment with the requirements of Title V, and, as a matter of practice, more accurately reflect how the participatory governance structure works in the District.

RECOMMENDATION

These proposed revisions are presented for First Reading.

1.0 Definitions (Ed. Code, § 70902; Title 5, § 53200):

- 1.1 “Faculty” means those employees of the Los Rios Community College District who are employed in academic positions that are not designated as supervisory or management and for which minimum qualifications for hire are specified by the California Community Colleges Board of Governors.**
- 1.2 “District Academic Senate” means the organization whose primary responsibility, as the representative of the faculty, is to make recommendations to the Los Rios Community College District Board of Trustees with respect to academic and professional matters. “College Academic Senate” means the organization whose primary responsibility, as the representative of the faculty, is to make recommendations to the administration of their individual College with respect to academic and professional matters.**
- 1.3 “Academic and professional matters” means the following policy development and implementation matters:**
 - 1.3.1 Curriculum, including establishing prerequisites and placing courses within disciplines;**
 - 1.3.2 Degree and certificate requirements;**
 - 1.3.3 Grading policies;**
 - 1.3.4 Educational program development;**
 - 1.3.5 Standards or policies regarding student preparation and success;**
 - 1.3.6 District/College(s) governance structures, as related to faculty roles;**
 - 1.3.7 Faculty roles and involvement in accreditation processes, including self-study and annual reports;**
 - 1.3.8 Policies for faculty professional development activities;**
 - 1.3.9 Processes for program review;**
 - 1.3.10 Processes for institutional planning and budget development; and**
 - 1.3.11 Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the District Academic Senate.**
- 1.4 “Consult collegially” means the Board of Trustees shall adopt policies on academic and professional matters through either or both of the following**

methods, according to its own discretion:

1.4.1 Relying primarily upon the advice and judgment of the District Academic Senate; or

1.4.2 Agreeing that the Board of Trustees, or designee, and the representatives of the District Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the Board of Trustees effectuating such recommendations.

2.0 Recognition (Education Code Section § 70902, Government Code Section § 3540; Title 5, § 53203)

2.1 The Board of Trustees notes and confirms the legislative intent to recognize the role of academic senates in District and College participatory governance.

2.2 The faculty of each College in the District may organize a College Academic Senate for the purpose of College faculty government and to establish formal and effective procedures for participation in making recommendations on policies on academic and professional matters. The Board of Trustees recognizes the College Academic Senate(s) as a consulting body at each College. A primary responsibility of the College Academic Senate(s) is to make recommendations to the administration of the College.

2.3 The Board of Trustees recognizes the District Academic Senate, composed of various representatives of the College Academic Senate(s), as the representative body of the College Academic Senate(s) for the purpose of making recommendations on developing district-wide educational policies and procedures in accordance with this Policy. The primary responsibility of the District Academic Senate is to make recommendations to the Board of Trustees, or designee, with respect to academic and professional matters.

2.4 The Board of Trustees, or designee, shall consult collegially with the District Academic Senate when adopting policies and procedures on academic and professional matters. Formal recommendations from the District Academic Senate shall be presented by the President of the District Academic Senate in writing to the Chancellor's Cabinet or in regular meeting reports to the Board of Trustees.

2.5 In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the District Academic Senate, the recommendations of the District Academic Senate shall normally be accepted, and only in exceptional circumstances and for compelling reasons shall the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees, or designee, upon written request of the District Academic Senate, shall promptly communicate its reasons in writing to the District

Academic Senate.

- 2.6 In instances where the Board of Trustees elects to provide for mutual agreement with the District Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District or its Colleges to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal, or organizational reasons.**
- 2.7 On the following District-level academic and professional matters, the Board of Trustees agrees to “rely primarily” on the District Academic Senate:**
- 2.7.1 Curriculum, including establishing prerequisites and placing courses within disciplines;**
 - 2.7.2 Degree and certificate requirements;**
 - 2.7.3 Grading policies;**
 - 2.7.4 Standards or policies regarding student preparation and success;**
 - 2.7.5 Faculty roles and involvement in the accreditation process, including Self Study Reports and annual reports;**
 - 2.7.6 Policies for faculty professional development activities; and**
 - 2.7.7 Processes for program review; and.**
- 2.8 On the following District-level academic and professional matters, the Board of Trustees agrees to “reach mutual agreement:”**
- 2.8.1 Educational program development;**
 - 2.8.2 District/College(s) governance structures, as related to faculty roles;**
 - 2.8.3 Processes for institutional planning and budget development; and**
 - 2.8.4 Other academic and professional matters as mutually agreed on by the Board of Trustees and the District Academic Senate.**
- ~~2.9~~ **2.9 The President of the District Academic Senate and the president of each College Academic Senate shall have a recognized chair at all formal meetings of the Board of Trustees.**

2.10 In order to facilitate the consultation process, there shall be regularly scheduled meetings between representatives of the District Academic Senate and the designee of the Board of Trustees.

~~2.0 The Role of the District Academic Senate~~

~~2.1 The Board or its representatives will receive recommendations from faculty in respect to academic and professional matters in three modes:~~

~~2.1.1 From the District Academic Senate directly;~~

~~2.1.2 From District committees under the leadership of the Academic Senate; and~~

~~2.1.3 From District committees which are not under the leadership of the Academic Senate, which may take up academic and professional matters listed among the ten (10) Senate areas in Title 5, Section 53200.~~

~~2.2 For recommendations directly from the District Academic Senate or from District Committees under the leadership of the Academic Senate, the Board or its representatives agree that the Board is relying primarily on the advice and judgment of the Senate.~~

~~2.3 Recommendations from committees under Section 2.1.3 will come to the Board through a process construed as providing for mutual agreement between the representatives of the Board and the Academic Senate.~~

~~3.0 Issues for Senate Consideration~~

~~3.1 Issues in the broad area of academic and professional matters which are not part of the normal operating scope of District committees, which constitute major changes for the District related to the ten areas of Senate concern listed in Title 5, Section 53200(c)(1)-(10), which would have important effects on the way resources are directed in the provision of services to students or which would constitute major changes in the way the District delivers instruction or professional services may come before the District Senate for recommendation.~~

~~3.1.1 These issues may come before the District Senate from its own examination of the issues; from the local college senates; from the committees under senate leadership; or directly from the Board or its representatives. However, the Board shall not consider issues that are exclusively within the purview of a collective bargaining relationship.~~

~~3.1.2 Issues may come from committees under senate leadership for the following reasons:~~

~~3.1.2.1 The committee agreed that the issue, while originating in the work of the committee, is beyond the committee's normal scope; or~~

~~3.1.2.2 The District Senate, through its representative on the committee, learned of the issue under consideration, determined that it was of~~

~~sufficient substance to warrant Senate review, and came to a consensus that the issue should be placed before the Senate for consideration.~~

~~3.2 The District Senate and the Board and its representatives agree that two (2) principles shall guide the relationship between the Senate and the District committees under Senate leadership:~~

~~3.2.1 In normal circumstances, the recommendations of the committees shall be regarded by the Board or its representatives as reflecting the view of the District Senate; on those rare and extraordinary occasions when the recommendations of the committees do not reflect the views of the District Senate, then the District Senate shall have the right to attach to the recommendations of the Senate-Led District committees minority reports that express the views of the District Senate.~~

~~3.2.2 The District Senate and the Board and its representatives also agree that in respect to the academic and professional matters outlined in Title 5, Section 53200, the District Senate is the faculty body that should make broad policy recommendations, in contrast to the committees, which should restrict their recommendations to normal and routine issues.~~

43.0 Committees (Ed. Code, § 70902; Title 5, § 53203) Structure: Three Modes

43.1 The Board of Trustees supports a robust and representative committee system as an important participatory governance tool across the District.

~~Senate-Led District Committees: These committees are under District Senate jurisdiction with respect to membership and charge. The Board or its representatives will rely primarily on the judgment of these District committees with respect to their recommendations.~~

43.1.1 Normally, the appointment of faculty members to serve on District committees shall be made by the District Academic Senate President in consultation with the local college Academic Senate Presidents in consultation with the Chancellor or designee.

~~The following committees are Senate-Led: The District Curriculum Committee and the District Matriculation Committee.~~

43.1.2 The appointment of faculty members to serve on College committees, task forces, or other groups shall be made by the College Academic Senate President in consultation with the College President.

~~The product of these committees will be regarded by the Board or its representatives as constituting the advice of the District Senate, and the Board will normally accept the recommendations of these committees. If the recommendations of these committees are not accepted by the Board or its representatives, then the Board or its representatives shall promptly~~

~~communicate, preferably in writing, its reasons for not accepting the committee's recommendations to the affected committee. This communication shall be channeled through the District Senate.~~

3.2 Recognizing the faculty's primary responsibility for making recommendations in the areas of curriculum and academic standards, the following committees are senate-led: The District Curriculum Coordinating Committee and the District Matriculation Committee.

3.2.1 The District Academic Senate has the right to make recommendations to the Board of Trustees about policy, regulation, or strategic direction in academic and professional matters. The District Academic Senate may allow senate-led committees to forward certain types of recommendations (e.g., curriculum proposals) directly to the Board of Trustees, or designee, provided that the District Academic Senate has authorized that practice in writing. Those authorized recommendations constitute the recommendation of the District Academic Senate.

~~4.2~~

~~3.3 Non-Senate-Led District Committees: These are District co-partnership committees consisting of members representing different constituencies who make recommendations regarding District policy or practice outside of the arena of academic and professional matters jurisdiction of the District Senate, but which have areas of responsibility that touch regarding one or more of the academic and professional matters. ten academic and professional areas described in Title 5, Section 53200.~~

The **District Academic Senate** recognizes that recommendations from these committees **regarding academic and professional matters** shall constitute mutual agreement between the District **Academic Senate** and the Board of **Trustees** or its representatives if the following two conditions are met:

~~4.23.1~~ The District **Academic Senate** has appointed a representative to the committees in order to carry the District **Academic Senate's** views and suggestions for agenda items; and

~~4.23.3.2~~ The faculty membership of any standing committee or of any subcommittee of a standing committee working on tasks related to the ~~ten areas of Title 5, Section 53200~~ **academic and professional matters** as agreed to by the District **Academic Senate** and the Board of **Trustees** or its ~~representatives~~ **designee** has been increased to produce a weighted faculty voice.

~~4.23.2.1~~ "Weighted faculty voice" shall be defined to mean that the following faculty membership on these committees will exceed by **at least one (1)** the number of representatives of any other constituent group having membership on the committee. ~~This principle~~

expresses the District's accommodation of the provisions contained in Title 5, Section 53203(d)(2).

43.23.3 **Even though recommendations of these committees represent mutual agreement, the District Academic Senate reserves the its right to attach a minority report its own recommendation** to those committee recommendations where the **District Academic** Senate believes that the committee processes in specific cases did not allow adequate opportunity for faculty expression **and deliberation**.

4.33.4 **Other Academic and Professional Matters:** These matters will be restricted to the following area: If the District **Academic** Senate or the Board of **Trustees** or its representatives believe that the formation of a new District standing committee is required to address any of the ~~ten (10) areas listed in Title 5, Section 53200~~ **academic and professional matters**, then the **District Academic** Senate and the representative of the Board of **Trustees** will consult in order to determine whether the committee shall be formed and what its charge shall be. If agreement between the District **Academic** Senate and the Board of **Trustees'** representative cannot be reached, then the two (2) respective positions will be forwarded to the Board of **Trustees** for final determination.

4.43.5 At its discretion, the Board of **Trustees** or its representative may assign additional areas of responsibilities to the District **Academic** Senate which have been determined by mutual agreement to lie within the ~~ten (10) areas of Senate responsibility under Title 5, Section 53200.~~ **academic and professional matters**.

54.0 Timeliness and Limits

54.1 Recognizing that the work of the District must continue against a background of timelines and deadlines produced by legislation, state and federal agencies and the general welfare of its primary clients, the District **Academic** Senate affirms that the Board of **Trustees** clearly retains the right to act without the benefit of recommendation if the responsible recommending body fails to perform or fails to perform in a reasonably timely way. The District **Academic** Senate also recognizes that effective shared ~~governance~~ **involvement in the District/College(s) decision making processes** depends to an important extent on the willingness and ability of all affected parties to share vital information in a timely and useable way.

45.2 Pursuant to 5 CCR § 53204, nothing in this Policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. It is the intent of the Board of Trustees to respect agreements between the District Academic Senate and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to the District Academic Senate pursuant to 5 CCR § 53204.

3400 GOVERNANCE
3410 **Participatory Shared Governance**


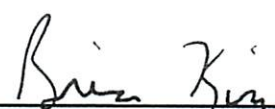
Academic Senate P-3412
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Policy Adopted: 1/21/69 (Formerly P-7612) LRCCD
Policy Revised: 12/6/70; 1/7/76; 4/21/82; 5/6/92; 6/4/97
Adm. Regulation: R-3412 **DRAFT 1/30/13**

LOS RIOS COMMUNITY COLLEGE DISTRICT

SENT TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: P-8611 Conflict of Interest Code		Attachment: Yes	
		Enclosure: No	
CATEGORY:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	X
		Consent/Routine	

BACKGROUND

In compliance with our required biennial review, non-substantive changes have been made to this Conflict of Interest policy to change the name of the positions of the Associate Vice Chancellor of Finance and the Vice Chancellor of Resource and Economic Development. The FPPC has approved this policy.

RECOMMENDATION

This proposed revision is presented for First Reading.

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1.0 General Provisions

- 1.1 The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations (CCR) Section 18730, that contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 CCR Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code for the Los Rios Community College District.
- 1.2 Individuals holding designated positions shall file Statements of Economic Interests (Form 700) with the District's Office of General Counsel which shall make the statements available for public inspection and reproduction. (Government Code § 81008)

Policy Adopted:	8/12/92	LRCCD
Policy Revised:	10/5/94; 3/3/99; 10/6/04; 5/17/06; 12/13/06; 10/15/08; 11/16/11	
Adm. Regulation:	DRAFT	11/1/12

APPENDIX A
 DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Vice Chancellor/Education & Technology	1, 2
General Counsel	1, 2
Director/General Services	1, 2
Director/Facilities Planning & Management	1, 2
Director/Facilities Management	1, 2
Associate Vice Chancellor/Human Resources	2
Associate Vice Chancellor/Communications & Research	2
Associate Vice Chancellor/Facilities Management	2
Associate Vice Chancellor/Information Technology	2
Associate Vice Chancellor/Economic Development	2
Associate Vice Chancellor/Student Services	2
Vice Presidents of Student Services	2
Vice Presidents of Instruction	2
Directors (not listed above)	2
Chief of Police	2
Manager VII, Business Consultant	2
Supervisor, General Services	2
Purchasing Supervisor	2
Buyers (all levels)	3
Bookstore Managers	3
Food Service Managers	3
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Chancellor or designee may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's or designee's determination is a public record and shall be retained for public

inspection in the same manner and location as this conflict-of-interest code. (Gov. Code § 81008)

Officials Who Manage Public Investments

The following positions are not covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Members of the Board of Trustees
- Chancellor
- Deputy Chancellor
- College Presidents
- Vice Presidents/Administration
- Vice Chancellor**/Associate Vice Chancellor/Finance
- Vice Chancellor, Resource **and Economic** Development

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section § 87200.

Appendix B
Disclosure Categories

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries of the District, (and a two mile radius) of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources which engage in the acquisition or disposal of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources which are contractors engaged in the performance or work or services or sources which manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment of the type to be utilized by the District.

Category 3


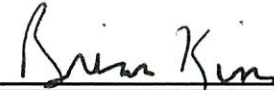
Designated positions assigned to this category must report:

- a. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources which are contractors engaged in the performance of work or services or sources which manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment of the type to be utilized by the department. (includes all colleges).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: P-8252 Investment of Funds		Attachment: Yes	
		Enclosure: Yes	
CATEGORY:	First Reading Item C	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	
Approved for Consideration:	Brian King 	First Reading	X
		Consent/Routine	

BACKGROUND

In October, the Board of Trustees returned the administration of the Other Post-Employment Benefits (OPEB) Plan and Trust from the Retiree Health Benefits Trust Oversight Committee to the Board of Trustees as was originally envisioned.

STATUS

With the change in the Committee's scope of authority and the need to amend the District's Retiree Health Benefits Trust and the District's Retiree Health Benefits Plan to authorize an additional investment vehicle, staff concluded an additional change in the policy was appropriate to move the committee from a Policy level committee to Regulation level committee. The proposed revised Policy 8252 removes the Retiree Health Benefits Trust Oversight Committee from the policy and places its authority in the Chancellor or designee(s) and, as a result, also eliminates the requirement for this operational committee to be subject to the Brown Act. Further, the proposed regulation reconstitutes the Retiree Health Benefits Trust Oversight Committee and identifies its members. Additional minor changes were made to the policy to reflect that the references to Bookstore funds should be to "Enterprise" funds and clean up the language of the Policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions to Policy P-8252 Investment of Funds.

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1.0 Purpose

The purpose of the Los Rios Community College District investment of funds policy is to delineate the responsibility for investment of District funds between the County Treasury and the District. The purpose also is to establish cash management and investments guidelines for District officials responsible for the stewardship of District funds maintained outside the County Treasury.

2.0 Funds held at County Treasury

2.1 Pursuant to provisions of the California Community Colleges Budget and Accounting Manual (BAM), the District shall use the County Treasury for deposits and disbursements of moneys except for those funds noted below:

- A) Agency funds
- B) Enterprise funds
- C) Moneys held for payment or security of bonds or other indebtedness
- D) Funds designated for the ~~payment of~~ retiree health benefits

2.2 To facilitate depositing and transfer of funds to the County Treasury, the District may establish clearing bank accounts. All moneys in such accounts shall be moved to the County Treasury within a reasonable time period. Certain refundable deposits may be held in clearing accounts until they are refunded or forfeited.

3.0 County Treasury Investment

3.1 Investment of funds maintained in the County Treasury shall be delegated to the County Treasury and invested by the County Treasurer following appropriate Government Code and investment policies adopted by the County Board of Supervisors.

3.1.1 In accordance with County procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with Government Code, section 53635.

3.1.2 The County Treasurer may separately invest in accordance with Government Code, section 53601, District funds deposited in the County Treasury not required for the immediate needs of the District, such as General Obligation Bond proceeds and Tax Revenue Anticipation Notes.

4.0 District Directed Investments

4.1 District officials responsible for the stewardship of District funds have fiduciary responsibility and are subject to prudent investor standards for

all investment decisions. District investments shall be made with care, skill, prudence and diligence.

4.2 Agency and ~~Bookstore~~ **Enterprise** funds not required for immediate needs

4.2.1 Agency and ~~Bookstore~~ **Enterprise** funds not required for immediate needs may be invested in the Local Agency Investment Fund (LAIF) per Government Code, section 16429.1.

4.2.2 The College President or Vice President of Administration are authorized to invest Agency and ~~Bookstore~~ **Enterprise** funds at their College.

4.2.3 The Chancellor, Deputy Chancellor, and Associate Vice Chancellor of Finance are authorized to invest all Agency and ~~Bookstore~~ **Enterprise** funds.

4.2.4 Funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code, section 16430 and 16480.4.

4.2.5 Funds invested with LAIF shall not exceed ~~forty~~ **fifty** million dollars at any one time or the maximum amount as specified by the State Treasury guidelines, whichever is greater.

4.3 Moneys held for payment or security of bonds or other indebtedness

4.3.1 The Chancellor, Deputy Chancellor, and Associate Vice Chancellor of Finance are authorized to invest moneys held for payment or security of bonds or other indebtedness.

4.3.2 Moneys held for payment or security of bonds or other indebtedness, including certificates of participation, may be deposited with the County Treasury or invested separately under the provisions of Government Code, section 53601.5, subdivision (l).

4.4 Funds designated for the ~~payment of~~ retiree health benefits

4.4.1 Funds designated for the ~~payment of~~ retiree health benefits shall be invested pursuant to Government Code, sections 53620-53622 and District Policy.

4.4.2 Authority to Direct Investments of Trust Assets

4.4.2.1 The Los Rios Community College District Board of Trustees (~~Board~~) serves as the administrator of the Plan and has designated that the **Chancellor or designee(s)** ~~Los Rios Community College~~

District Retiree Health Benefits Trust Oversight Committee
(Committee) shall oversee the investment of the Trust assets.

4.4.2.2 The members of the Committee are appointed by the Board of Trustees.

4.4.2.23 The **Chancellor or designee(s)** Committee is responsible for the selection of an investment manager. The investment manager shall be approved by the Board of Trustees.

4.4.2.43 The **Chancellor or designee(s)** Committee shall provide a copy of the District Policy governing the investment of the funds to the investment manager. In addition, the **Chancellor or designee(s)** Committee may further define investment objectives and limitations within District Policy.

4.4.2.54 The **Chancellor or designee(s)** Committee shall review investment activity no less than monthly.

4.4.2.65 The **Chancellor or designee(s)** Committee shall meet no less than semi-annually with the investment manager regarding investment activity and returns.

4.4.2.76 The **Chancellor or designee(s)** Committee shall establish, with the investment manager, benchmarks for measuring the relative performance of the manager in managing the assets. The benchmarks should measure both return and risk.

~~4.4.2.8 The Committee shall ensure that correspondence, including notices and the statement of account, provided by the Trustee or Investment Manager to the Committee is provided to the Chancellor or designee upon the Committee's receipt.~~

4.4.3 Investment Objectives for Retiree Health Benefit Trust Assets

4.4.3.1 The specific objectives for the investment of Trust assets are as follows:

4.4.3.1.1 Safety of Principal - The preservation and safeguarding of principal is the primary investment objective.

4.4.3.1.2 Liquidity - The investment portfolio should remain sufficiently flexible to meet cash requirements that may be reasonably anticipated.

4.4.3.1.3 Public Trust - District officials shall avoid any transactions that might impair public confidence in the District. Investments shall be made with precision and

care, considering the probable safety of the capital as well as the probable income to be derived.

4.4.3.1.4 Rate of Return - The investment portfolio shall be designed to attain a rate of return at the market average or better through budgetary and economic cycles, consistent with the risk limitations, asset allocation, prudent investment principles, and cash flow characteristics identified herein.

4.4.4 Asset Allocation

4.4.4.1 The table below provides the maximum asset allocation for each type of investment instrument. The asset mix may vary within the maximum limits based upon market conditions and the recommendation of the investment manager. At times, the asset allocations may exceed the maximum due to changes in market values. In those cases, the investment manager will re-balance the portfolio within the allocation limits expressed below within fifteen calendar days.

Asset Category	Maximum %
All Stocks (Domestic and International)	35% (International Stocks may comprise up to 10% of total assets)
Fixed Income	85%
Cash Investments	100%

4.4.4.2 Within each category, the investments shall be adequately diversified consistent with the prudent investor standard. Diversification should include geographic and sector diversity and also include limiting concentration in groups of securities subject to a single significant economic, social or political event.

4.4.5 Investment Restrictions and Prohibited Investments

4.4.5.1 The **Chancellor or designee(s)Committee**, subject to Board of **Trustees** approval, may restrict specific investments from the portfolio on grounds other than economic risk and reward. Should the **Chancellor or designee(s)Committee** restrict security investments, a list of the prohibited investments shall be given to the investment manager. This list may be periodically updated.

4.4.5.2 The investment manager shall not make any investment jeopardizing the tax-excluded purposes of the Trust within the meaning of the Internal Revenue Code, or engage in any prohibited transaction based on federal, state or other governing regulation.

4.4.5.3 Investment in the following types of assets is prohibited:

- Speculative, non-hedging transactions involving stock options, futures, or similar investments
- Commodities
- Letter stock, private placements, or direct placements
- Intra-state stock offerings
- Real estate
- Closed-end investment trusts
- Purchase of securities on margin, or lending or borrowing money
- Short Sales, or substantially similar transactions
- Exotic derivatives that would materially change the duration, leverage or risk characteristics of the portfolio
- Investments with limited market liquidity

5.0 Annual Investment Activity Report

- 5.1 No later than October 1 following the fiscal year end, the Chancellor or designee(s) shall prepare and present to the Board of Trustees an annual report of investments.
- 5.2 The annual report shall include all District directed investments including earnings from funds maintained and invested by the County Treasury and the Local Agency Investment Fund.

6.0 Internal Audit

- 6.1 The Internal Auditor may be directed to review the investment portfolio for compliance with the Board of Trustees investment policy on a periodic basis.

Policy Adopted: 9/1/65
Policy Revised: 2/4/81; 6/16/82; 5/3/89; 10/3/90; 6/21/95; 12/11/96; 11/7/07; 11/14/12
Policy Reviewed:
Adm. Regulation: **DRAFT 2/1/13**

1.0 Funds designated for retiree health benefits

- 1.1 The Chancellor shall appoint a committee known as the Los Rios Community College District Retiree Health Benefits Oversight Committee to perform any or all of the tasks associated with the investment of the funds designated for the payment of retiree health benefits.**
- 1.2 The Los Rios Community College District Retiree Health Benefits Oversight Committee shall consist of the following representatives: the Deputy Chancellor; the Associate Vice Chancellor of Finance; either the Confidential Senior Financial Analyst or the Confidential Financial Analyst; and two members of the Los Rios Community College District Insurance Review Committee selected by that Committee.**

Adm. Regulation Adopted: 6/16/82

LRCCD

Adm. Regulation Revised: 5/3/89; 11/4/96; 9/17/07 (deleted)


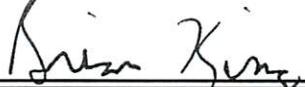
Board Policy: P-8252

DRAFT 1/16/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Resolution: Retiree Health Benefits Plan and Trust		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Action Item A	TYPE OF BOARD CONSIDERATION:	
Recommended By:	JP Sherry 	Information	
		Action	X
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	

BACKGROUND

In 2007, the Board of Trustees created an irrevocable trust for the District's Other Post-Employment Benefits (OPEB) obligations ("The Retiree Health Benefits Trust"). Under the District's Retiree Health Benefits Plan ("Plan"), the District provides a monthly contribution towards medical premium costs for eligible retirees. As of the most recent actuarial study, the trust assets fully fund the District's OPEB obligation for current retirees and active employees.

STATUS

Wells Fargo Bank, our investment advisor for the Trust, recently informed the District about an investment vehicle known as a collective investment trust. In a collective investment trust, the funds of several investors are pooled to offer the advantage of lower expenses to all of the investors in the pool. The IRS recently approved these investments for trusts like the District's Retiree Health Benefits Trust. In order to take advantage of this opportunity, the Retiree Health Benefits Trust document must be amended to specify the collective investment trust as an allowable investment. In addition, the Plan and Trust Documents are being amended to reflect the proposed revisions to Policy 8252 delegating the investment responsibilities to the Chancellor. The attached resolution authorizes technical amendments to the Plan and Trust documents to accomplish these purposes.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving amendments to the Plan Document and the Trust Document as noted above and authorize the Chancellor or Designee to execute the amended Retiree Health Benefits Trust and Retiree Health Benefits Plan effective upon the Board of Trustee's second reading of Board Policy 8252.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

No 2013-02

Amending the Plan and Trust to Delegate Investment Authority to the Chancellor and Authorize the Investment of Plan Assets in Collective Investment Trusts

WHEREAS, the Los Rios Community College District ("District") adopted the Los Rios Community College District Retiree Health Benefits Plan ("Plan") for the benefit of eligible retirees, effective November 7, 2007, and revised the Plan effective May 29, 2012 and October 24, 2012, in order to clarify the benefits provided to eligible retirees thereunder and to clarify that the Los Rios Community College District Board of Trustees ("Board of Trustees") is responsible for the administration of the Plan; and

WHEREAS, the District adopted the Los Rios Community College District Retiree Health Benefits Trust Agreement ("Trust") for the purpose of prefunding the health benefits of eligible retirees, effective November 7, 2007, and revised the Trust effective October 24, 2012, in order to clarify that the Board of Trustees is responsible for the administration of the Plan; and

WHEREAS, it was recently brought to the District's attention that pursuant to Revenue Ruling 2011-1, the Plan's assets, maintained pursuant to the terms of the Trust, can be invested in collective investment trusts which, in addition to providing access to a greater array of investments, also results in reduced investment fees for the District; and

WHEREAS, the District wishes to delegate the oversight and management of the investment of the Plan's assets to the Chancellor of the Los Rios Community College District ("Chancellor"); and

WHEREAS, the District wishes to amend the Plan and Trust to delegate the oversight and management of the Plan's assets to the Chancellor and to authorize the investment of Plan assets in collective investment trusts; and

WHEREAS, pursuant to Section 5.01 of the Plan and Section 7.1 of the Trust, the Plan and Trust may be amended by the District at any time and from time to time.

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Trustees of the Los Rios Community College District as follows:

SECTION 1. That the oversight and management of the Plan's assets is hereby delegated to the Chancellor of the Los Rios Community College District ("Chancellor").

SECTION 2. That the District hereby directs the Chancellor to cause the amendment of the Plan and Trust to delegate the oversight and management of the investment of the Plan's assets to the Chancellor pursuant to the Board of Trustees's

delegation hereunder and to authorize the investment of Plan assets in collective investment trusts.

SECTION 3. That the District hereby authorizes the Chancellor to duly execute the amendments to the Plan and Trust as authorized pursuant to this Resolution and to duly execute any necessary documents to effectuate the investment of the Plan's assets in a collective investment trust.

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2013-02 this 13th Day of February, 2013, by the following called vote:

AYES	NOES	ABSENT
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Pamela Haynes, Board President


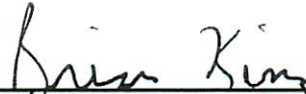
Attest:

Brian King
Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: Public Hearing: Categorical Program Flexibility		Attachment: None	
		Enclosure: None	
CATEGORY:	Action Item B	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	
		Action	X
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	

BACKGROUND

AB X4 2, the education trailer bill enacted in 2009 provided community colleges with the flexibility to move funds from specified categorical programs to any other categorical program(s). The specified programs, referred to as unprotected, are: Matriculation, Part-Time Faculty Programs, Apprenticeship, Transfer & Articulation, Child Care Tax Bailout, and Faculty & Staff Diversity. The protected programs are: EOPS, DSPS, CARE, Basic Skills Initiative, CalWORKS, MESA, Student Financial Aid Administration, and Nursing Education. SB 70, the 2011-12 trailer bill, extended the flexibility provision through 2014-15.

The provision not only allows local districts to prioritize the unprotected funding, but also eliminates many reporting requirements as well as maintenance of effort spending requirements for those programs. The Chancellor's office guidance is for districts to adopt the flexibility provisions each fiscal year. Districts that elect the provision "shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory, and provisional language, associated with the programs enumerated in subdivision (a)" (listed above).

STATUS

To adopt the flexibility provisions defined in AB X4 2, the Board must hold a public hearing at a regularly scheduled public meeting. The Board must designate at least \$1 from any of the unprotected programs to be transferred to any other program. The flexibility provisions then apply to all the unprotected programs not just the named program(s). As was done for the past three years, the District has identified two unprotected programs, Part-Time Faculty Office Hours and Part-Time Faculty Health Insurance and intends to move funds from Office Hours to Health Insurance so each program receives equal State support. The amount to be shifted from the Office Hours program to the Health Insurance program is \$23,687. Faculty union leadership supports the intent to move the funds. Both programs were reduced by 49% in 2009-10. Prior to that reduction, the programs were underfunded relative to the initial intent, which was to fund one-half the cost for participating districts. The transfer of funds results in both programs receiving equal State support reflecting that both are equally important to meeting both student and part-time faculty needs.

By adopting the flexibility provisions, the District will realize several compliance benefits. While our programs will continue to strive to fulfill program objectives, staff time will be focused on services other than reporting. Relief from maintenance of effort requirements also allows for funds to be directed where most needed without delaying allocation decisions for review to ensure compliance with State regulation.

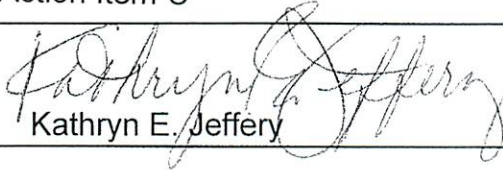
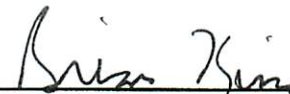
R E C O M M E N D A T I O N

It is recommended that the Board of Trustees conduct a public hearing. Upon conclusion of the public hearing, staff recommends the Board of Trustees adopt the categorical flexibility provisions of AB X4 2.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: ACCJC Substantive Change Proposal: SCC Distance Education Substantive Change Report 2013		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Action Item C	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Kathryn E. Jeffery	Information	
		Action	X
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	

BACKGROUND

Accrediting Commission for Community and Junior Colleges (ACCJC) requires colleges to submit a Substantive Change proposal if an institution offers courses that constitute 50% or more of a program, degree, or certificate, including general education requirements, through a distance mode, electronic delivery, or correspondence education. A review of SCC curriculum conducted by the PRIE Office showed that recent approvals of courses for DE modalities had resulted in the need for a Substantive Change proposal related to Distance Education.

STATUS

Following the procedures stated in the ACCJC Substantive Change Manuel, Sacramento City College has prepared a DE Substantive Change Proposal to be submitted to ACCJC. The college constituency leaders, DE Coordinator, and President's Cabinet were kept apprised of the development of the DE Substantive Change Proposal. The SCC 2013 Distance Education Substantive Change Proposal and its attachments are being submitted to the LRCCD Board of Trustees for consideration for approval. If approved by the LRCCD Board of Trustees, the proposal will be submitted to ACCJC for consideration at the March 2013 meeting of the ACCJC Committee on Substantive Change.

RECOMMENDATION

SCC recommends approval of submission of the 2013 SCC DE Substantive Change proposal to ACCJC.

Substantive Change Proposal

**SCC programs with 50% or more of the units in
courses approved for a Distance Education modality**

**Sacramento City College
3835 Freeport Blvd.
Sacramento, CA 95822**

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

**Submitted by
M. Buechner
Dean of Planning, Research and Institutional Effectiveness
Accreditation Liaison Officer
January 2013**

Substantive Change Proposal

Table of Contents

Section	Title	Page #
A	Description of proposed change and rationale for the change	3
B	Programs with more than 50% of units approved for offering in a DE modality	6
C	Description of the planning process	10
D	Provision of adequate resources	13
E	Internal and External Approvals	20
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Appendix A: Programs noted as at or near 50% DE in the SCC 2008 Distance Education Substantive Change Report.

Appendix B: 2012-13 academic year analysis of the DE status of all SCC degree and certificate programs

Attachments:

1. SCC Effective Practices for Online Learning
2. SCC Regular Effective Contact Guidelines
3. SCC Academic Senate Departmental Guidelines for Distance Education Offerings
4. Excerpts from the SCC Curriculum Handbook.
5. SCC Distance Education Program Plan
6. Course Outline of Record examples
7. LRCCD Strategic Goals and Strategies
8. LRCCD 2004 Strategic Options Report
9. SCC Organizational chart

Report development was coordinated by the College ALO in consultation with the following: Office of the President, Office of Instruction, Student Services Office, Learning Resources Division, College Executive Council, Center for Online and Virtual Education (COVE), College Distance Education Coordinator, and Tutoring Coordinator.

A. Description of proposed change and rationale for the change

Sacramento City College is a large urban college located in the heart of the Sacramento metropolitan area. The College serves over 23,000 day and evening students and has one of the most diverse student bodies in the region. It is part of the Los Rios Community College District.

Description of the change

Sacramento City College has been offering Distance Education (DE) courses for many years, including televised courses, interactive TV courses, courses that combine on-campus and online time (“hybrid” courses), and fully online courses. In recent years, in response to enrollment growth, limited space and student interest, SCC has increased the number of its online course offerings. This growth is in keeping with nationwide growth in online course offerings. ACCJC Standard II.B.1 states: “The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.”

At SCC, the approval of courses for offering in a DE modality is conducted under clear guidelines for effective practices and through a fully delineated curriculum approval process (Attachment 1- Effective Practices for Online Learning, Attachment 2: Regular Effective Contact Guidelines, Attachment 3 - Sacramento City College Academic Senate Departmental Guidelines for Distance Education Offerings, Attachment 4- Excerpt from the SCC Curriculum Handbook).

In 2008 SCC reported programs which 50% of the courses in the core requirements of the program had been approved for a DE modality to ACCJC via a Substantive Change Report. Those programs that were expected to reach the 50% threshold in the near future were also included in that report. The programs included in the 2008 report are listed in Appendix A.

Recently, in order to provide clear and accurate information to the College and to ACCJC, the Planning, Research and Institutional Effectiveness (PRIE) Office worked with the College DE Coordinator and Curriculum Chair to review definitions of the terms “DE course” and “DE program”.

Definitions of a “DE course”:

- The California Community College Chancellors Office defines a DE course as follows: “Distance education (DE) means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Whether a course is to be considered as DE, the basic criterion established in the GUIDELINES (March 2004) under Section 55205 needs to be applied (i.e., a distance education course/section or session utilizes technology 51 percent or more of the time to deliver instruction during the course term.)” (from the CCCCO data mart website)

- The SCC Curriculum Committee requires separate approval for all courses in which any instructional time occurs in a DE modality, in accordance with Title V (SCC Curriculum Handbook).

Definition of a “DE program”:

- The ACCJC Substantive Change Manual (June 2011) provides a definition of a DE program as one in which DE “courses that make up 50% or more of the credits required for a program...”

This review led us to use the following definitions for this substantive change report.

Distance Education courses = those courses for which more than 50% (50.1+) of the instructional time is approved for delivery in any DE modality. This aligns with the CCCCC reporting definitions. It focuses on the ACCJC Standard II.B.1; courses for which all or most of instructional time is provided in a DE mode will result in a greater need for student services to be available via a distance modality (e.g. online).

Distance Education programs = those degree or certificate programs for which more than 50% of the units are in courses that meet the DE course definition above. This aligns with the definition in the ACCJC Substantive Change Manual. The General Education units required for an AA or AS degree counted in the units for the program. This aligns with ACCJC Standard II.B.1 because students need access to services related to the General Education portion of a degree as well as to the non-GE core of the program. This is a critical definition that greatly affects those programs defined as “DE”. Because of the inclusion of 30 General Education units in an Associate’s degree program, any degree for which the non-GE core requirements add up to fewer than 30 units are considered DE programs under the this definition.

SCC has reviewed all degree and certificate programs to establish their DE status based on the definitions shown above. This Substantive Change Report includes the results of that review and an up-to-date listing of programs for which more than 50% of the total program units (combined core and General Education units) are in courses approved to have more than 50% of the instructional time delivered in a distance education modality. It is important to note that not all SCC courses which have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Based on the above definitions, the College is submitting this substantive change report; the listed degrees and certificates could potentially be offered more than 50% in a distance education modality in the future.

Relationship of Change to Stated Mission

SCC Mission Statement: *Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.*

Underlying the college's mission is a focus on access for students and community members. Development of Distance Education courses extends that access to a large population of potential students who, for one reason or another, are unable to travel to campus. It supports our diverse student population and the range of learning styles they embrace. It increases the range of educational opportunities that the college can offer.

Rationale for Change

Although early offerings of DE courses were limited—going back to 2000 and before, SCC's involvement in the California Virtual Campus Region 4 allowed the college to pilot the use of Blackboard, a learning management system (LMS). Following this, SCC continued to offer more distance education courses each semester. More recently, SCC has moved to D2L (Desire-2-Learn) as the platform for DE courses as well as the platform for supplemental web enhancement of face-to-face courses. At SCC DE courses use D2L as the "front door" of the courses. D2L students authenticate access using their unique district issued username (student ID) and password. Faculty who wish to use other websites as part of a DE course are instructed to use D2L as an entry point to those courses so that students must still log in using their authentication credentials before being directed to other sites.

The college has included Distance Education fully in its planning processes. The Distance Education Program Plan for 2012-13 (Attachment 5) developed by the Learning Resources Division outlines the overall plans and resource needs for DE at the College. That plan notes: "Sacramento City College uses distance education and digital learning technologies to expand student access to educational opportunities. The college applies innovative teaching and learning strategies and high standards for quality and educational rigor in our distance education courses. The college values regular evaluation of the effectiveness of distance education offerings and engages in structured planning that results in high quality, consistent student learning experiences. Students taking distance education courses have direct access to distance-based support services and innovative digital learning technologies. Distance education plays an important role within the five strategic directions the college has set: Student Success, Teaching & Learning Effectiveness, Access & Growth, Community, Economic, & Workforce Development, and Organizational Effectiveness.

B. SCC degree and certificate programs with more than 50% of units in courses approved for offering in a DE modality

Sacramento City College is requesting a substantive change to permit the offering of the DE degrees and certificates listed below (Tables 1 and 2). These programs include those which meet the DE definitions stated above and which were not included in the 2008 SCC Distance Education Substantive Change report. The complete description of these programs is available in the college catalog, which can be found at the following link:

(http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/Catalog.htm)

It is important to note that not all SCC courses which have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

SCC has a robust curriculum approval process and courses to be approved for a DE modality must be reviewed and approved by the Curriculum Committee. This includes a separate review and approval by the Distance Education Subcommittee of the Curriculum Committee. The Course Outlines of Record (COR) include details of how a course approved for a given DE modality will maintain effective student contact – the allocation of instructional time and methods for effective instructor contact are specified on the COR (Attachment 6: COR examples).

The tables below (Table 1a and 1b) show the certificate and degree programs which meet the definitions shown below and which were not included in the 2008 SCC DE Substantive Change Report. A full listing of all programs meeting the DE definitions (both those reported here and those reported previously in 2008) is included as Appendix 2.

The following definitions were used in developing this list:

- Distance Education courses definition = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education programs = those degree or certificate programs for which more than 50% of the units (including both core required units and general education units) are in courses that meet the DE course definition above.

TABLE 1a – SCC certificate programs which could be offered 50% or more DE that were not included in the 2008 SCC Distance Education Substantive Change report. (Arranged by the proportion of units that have been approved for DE modalities)

- Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education certificate programs = those certificate programs for which more than 50% of the required units are in courses that meet the DE course definition above.

Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Certificate Title	Number of units in core required program that are in courses <u>approved</u> for DE	Total units in required program (minimum)	Proportion of units in that are in courses <u>approved</u> for DE
Photography, Visual Journalism	15	27	0.56
Wastewater Treatment Plant Operation	30.5	51.2	0.60
Water Treatment Plant Operation	30.5	51.2	0.60
Multimedia News Specialist	18	28	0.64
Bookkeeping and Office Management	22	33	0.67
Stock Photography	16	23	0.70
Portrait and Wedding Photography	24	33	0.73
Commercial Building Energy Auditing and Commissioning Specialist	9	12	0.75
Interactive Design	15	18	0.83
Management	15	18	0.83
Athletic Coaching	17	19	0.89
Photography	13-Jan	14	0.93
Office Administration, Computer Keyboarding & Office Applications	14	15	0.93
Retail Management	28	30	0.93
Game Design	21	21	1.00
Graphic Communication	30	30	1.00
Information Processing Technician	19	19	1.00
Management Information Science	34	34	1.00
Surveying/Geomatics	26	26	1.00

TABLE 1b – SCC degree programs which could be offered 50% or that were not included in the 2008 SCC Distance Education Substantive Change report. (Arranged by the proportion of units that have been approved for DE modalities)

- Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education programs = those degree programs for which more than 50% of the units (both core required units and general education units) are in courses that meet the DE course definition above.

Note: The General Education units required for an AA, AS AA-T or AS-T degree are counted in the units for the program. Thus, because of the inclusion of 30 General Education units in an Associate's degree program, any degree for which the core requirements add up to fewer than 30 units are considered DE programs under the above definitions.

Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as "DE programs" do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Degree Title	Degree Type	Total units (required program + GE + electives)	Number of total units that are in courses approved for DE	Proportion of total units that are in courses approved for DE
Dental Assisting	A.S.	61.5	30.5	0.50
Kinesiology-Athletic Training	A.A.	66	33	0.50
Flight Technology	A.S.	60	30	0.50
Motorcycle Maintenance Technician	A.S.	60	32.5	0.54
Music, General	A.A.	66	36	0.55
Custom Apparel Construction and Alterations	A.A.	60	33	0.55
Theatre Arts, Acting-Directing Emphasis	A.A.	60	33	0.55
Theatre Arts, Technical Production Emphasis	A.A.	60	33	0.55
Theatre Arts: Film	A.A.	60	33	0.55
Correctional Services	A.S.	63	36	0.57
Police Services	A.S.	63	36	0.57
Biology	A.S.	60	37	0.62
Chemistry Technology	A.S.	60	37	0.62
Early Childhood Education Administration	A.A.	68	42	0.62
Mathematics	AS-T	60	38	0.63
Commercial Music, Audio Production Emphasis	A.A.	64	41.5	0.65
Art History	A.A.	60	39	0.65
Mathematics	A.S.	60	39	0.65

Commercial Music, Songwriting/Arranging Emphasis	A.A.	67	44	0.66
Commercial Music, Performance Emphasis	A.A.	65	44	0.68
Child Development	A.A.	62	42	0.68
Railroad Operations	A.S.	60	41	0.68
Ethnic Studies, African-American Emphasis	A.A.	60	42	0.70
Ethnic Studies, Native-American Emphasis	A.A.	60	42	0.70
Administration of Justice	A.A.	60	42	0.70
Nondestructive Testing	A.S.	60	42	0.70
Chemistry	A.S.	60	42	0.70
Wastewater Treatment Plant Operation	A.S.	81.5	60.5	0.74
Water Treatment Plant Operation	A.S.	81.2	60.5	0.75
Art	A.A.	60	45	0.75
Ethnic Studies, Asian-American Emphasis	A.A.	60	45	0.75
Ethnic Studies, Mexican-American Emphasis	A.A.	60	45	0.75
Nutrition – UC path	A.S.	60	45	0.75
Kinesiology	AA-T	60	47	0.78
Business Administration	A.A.	61	48	0.79
Applied Apparel Studies Production	A.A.	60	48	0.80
Communication	A.A.	60	48	0.80
Humanities	A.A.	60	48	0.80
Communication Studies AA-T	AA-T	60	48	0.80
Intercultural Studies	A.A.	60	49	0.82
Bookkeeping and Office Management	A.S.	63	52	0.83
Journalism	A.A.	58	48	0.83
Photography	A.A.	56	47	0.84
Liberal Arts - Communication and English Writing Emphasis	A.A.	60	51	0.85
Women's Studies	A.A.	60	51	0.85
Nutrition – CSU path	A.S.	60	51	0.85
Electronics Technology, Microcomputer Technician	A.S.	61.5	53	0.86
Liberal Studies	A.A.	60	54	0.90
Psychology	AA-T	60	54	0.90
Fine Arts	A.A.	60	57	0.95
History	A.A.	60	60	1.00
Liberal Arts - Arts and Humanities Emphasis	A.A.	60	60	1.00
Liberal Arts - Math and Science Emphasis	A.A.	60	60	1.00
Liberal Arts - Social and Behavioral Sciences Emphasis	A.A.	60	60	1.00
Liberal Arts - Understanding and Self Development Emphasis	A.A.	60	60	1.00
Social Sciences	A.A.	60	60	1.00
Surveying/Geomatics	A.S.	60	60	1.00
Graphic Communication	A.S.	60	60	1.00
Management Information Science	A.S.	64	64	1.00
Sociology	AA-T	60	60	1.00

C. Description of the planning process

District Strategic Planning

The 2006 Los Rios Community College District Strategic Plan encouraged high-quality distance education as one option for increasing access and promoting student success. Specifically, the plan calls for integrating distance modes into the colleges' education planning processes by supporting the development of funding mechanisms for distance education classes, training and support. The district plan suggests the exploration of options for coordinating program and course offerings in distance education to maximize student choice and access. Sacramento City Colleges determines its goals and objectives, through the shared governance process, in accordance with the District's Strategic Plan.

In 2008, the Academic Senate chartered a task force to develop the college-wide vision for distance education. This task force, the Distance Education Strategic Planning Task Force, was made up of faculty, staff, and administrators from across campus, including deans of Information Technology and Learning Resources, as well as the Distance Education Coordinator and representatives of departments and units from a variety of other areas.

Distance Education is included as a key strategy supporting teaching and learning effectiveness in the 2011 LRCCD Strategic Plan (Attachment 7: LRCCD Strategic Goals and Strategies):

Strategy B1. Distance Education: Support high-quality distance education as an option for increasing access and promoting student success.

As the use of distance education has increased over the past five years, so has the need to support the development of distance education and to leverage innovations and best practices across the District. Distance education classes must continue to share the same high standards as traditional classes, and the colleges must help students develop the skills needed to keep pace with changing technology. Staff and faculty must also receive support to ensure their proficiency in the use of these technologies.

The LRCCD Educational Technology Committee is actively involved in coordinating DE planning across the district. For example, the LRCCD 2004 Strategic Options Report (Attachment 8) was developed by a subcommittee of the Educational Technology Committee; that report provided a catalyst for discussion of the future of distance education for the Los Rios Community College District. The ET Committee is currently discussing additional ways to strengthen student authentication in DE courses beyond the authentication by unique student username and password already required.

College Planning

Distance Education is integrated into the planning processes of the College. Sacramento City College provides a coordinated and academically rigorous approach to distance education courses.

The SCC College Goal and Strategies include a focus on equivalent student outcomes for all modalities:

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goal.

Strategy: A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.

The SCC Distance Education Program Plan is the main planning document for the implementation of quality distance education at the college (Attachment 5). That plan includes 3 key strategic directions:

- Course and program development
- Instructional quality and student success
- Governance and compliance

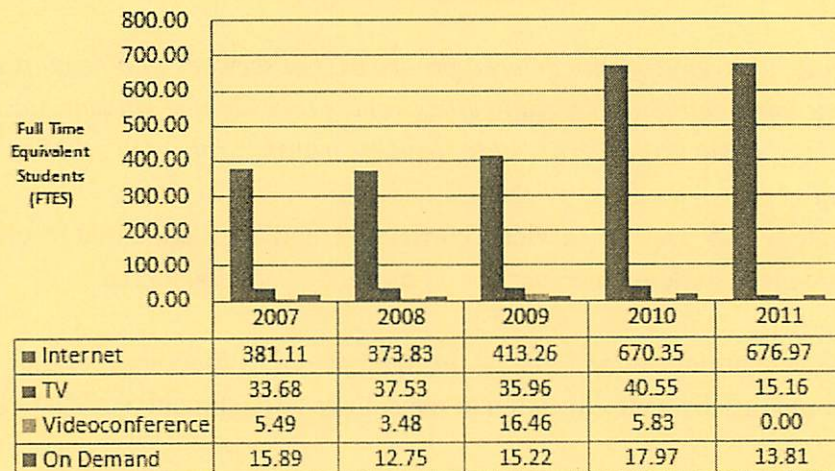
That plan also includes clear outcomes for DE at SCC and measures by which the effectiveness of the DE will be evaluated. For example, the DE Coordinator, conducts a student satisfaction survey each semester, and uses this data to assist in program planning and implementation.

Sacramento City College courses are approved for presentation through each DE mode by the Sacramento City College Curriculum Committee to ensure equivalent learning experience and academic rigor. The Distance Education Subcommittee of the Curriculum Committee performs a separate review of all courses containing a distance education modality. In particular, the subcommittee ensures that academic standards and learning outcomes are equivalent to those of the traditional in-person modality, and that regular, effective instructional contacts are included. (Attachment 4; Excerpts from the SCC Curriculum Handbook)

SCC DE courses utilize a unique username (student ID) and password for each student; this provides authentication of the DE students. In addition, many DE courses require students to come to onsite orientation sessions or assessment activities (e.g. final exams). SCC is participating in discussions at the LRCCD Educational Technology Committee related to ways to further strengthen our approach toward student authentication in DE courses.

College planning data includes information on enrollment in DE courses. Enrollment in internet online courses has increased over the past few years. Enrollment in other DE modalities has declined.

SCC Distance Education Enrollment (FTES) Fall 2007 to Fall 2011



B-11

Source: CCCC Data Mart FTES by Distance Education Status

Sacramento City College
Office of Planning, Research & Institutional Effectiveness

D. Provision of Adequate Resources

Human and Administrative Resources:

All faculty and adjunct faculty are hired in accordance with the district hiring policies and procedures and comply with relevant local, state and federal laws and regulations, as well as with the current collective bargaining agreements. When hiring new faculty, the college places a strong emphasis on the ability of the new hires to teach distance learning through the position announcement and interview process.

Distance education course and program development takes place with oversight from the Vice President of Instruction. Quality measures are in place, including regular evaluation of indicators such as student satisfaction, success, retention, and student learning outcomes. The Vice President of Student Services and the Dean of Learning Resources ensure that the college provides access to a range of comprehensive support services for distance education students that parallels, as closely as possible, those available to on-campus students.

The Distance Education Coordinator provides continuity for maintaining an effective distance education program, and is proactive in monitoring local, national and global trends in distance education, and advocates for compliance with external guidelines and regulations (such as the ACCJC and CCCCCO).

The SCC Academic Senate provides clear guidelines related to the provision of DE courses as can be seen from the Academic Senate guidelines for DE offerings shown below (see also Attachment 3).

Sacramento City College Academic Senate

Departmental Guidelines for Distance Education Offerings

1. Dialogue should occur within department on which courses are appropriate for distance education modality. (**Note:** Definition of Distance Education modes at Sacramento City College: A class that has any in-person instructional time replaced by distance education method of instruction - online, TV, ITV, and hybrid).
2. Dialogue should occur within department on which modalities are appropriate (hybrid, online, TV, ITV) for each course.
3. Department chair, in consultation with faculty members, will make recommendations to division dean as to which courses should be scheduled for distance education.

4. Department chair, in consultation with faculty members, will make recommendations to division dean as to which courses should be withdrawn from distance education modality through the curriculum process.

5. Department faculty will periodically compare enrollment trends between distance education modalities and in-person modality in order to determine the viability of continuing to schedule distance education sections of a course. The data will include student retention and student success.

6. Instructors of sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments. (Title 5, article 2 of chapter 4 of division 4 of 53410) (**Notes:** Refer to the LRCFT Contract: Article 4, Workload, 4.3 Special Teaching Conditions and 4.4 Course Assignment. *The process is comparable for course assignment and course maximum for in-person and distance education modality.* Refer to the LRCFT Contract: Article 8, Peer Review and Appendix C, Forms. *The process for peer review is comparable for in-person and distance education modality.*)

7. Appropriate training of individual faculty for distance education modality will be required before an individual faculty member teaches in that modality. If no previous distance education teaching experience, the faculty member **must meet a minimum of 2 of the following criteria (a, b, c, d):**

- a. Have previously taught the particular course.
- b. Have taken at least one distance education course.
- c. Have DE teaching experience or have taken either:
 - SCC's Online Institute
 - CVC's Distance Education training course/s or
 - Other Distance Education training courses
- d. Have taken training in or have experience with current course management system (such as Blackboard or D2L).

(**Note:** Refer to LRCFT Contract: Article 26, Distance Education, 26.5.2 "training...will be made available to employees who have been assigned to provide instruction through the use of instructional technology, including distance learning.")

8. It is recommended that the Distance Education Coordinator assign the faculty member an appropriate mentor to assist them during the first semester of teaching a course in a distance education modality.

Through the Distance Education and Media Services departments, faculty are offered training in all aspects of the design and implementation of online courses. The Distance Education Coordinator is available for individual consulting, flex workshops, or department-specific workshops regarding distance education and educational technology. The Center for Online and Virtual Education (<http://saccity-online.org/de/faculty-resources/>) provides information to

resources for faculty including the Learning Management System Support site that provides information about upcoming workshops, online training tutorials, current support issues, and more. Through the COVE and other resources the College offers drop-in assistance and workshops and Online Educator meetings to help faculty acquire the necessary technical and pedagogical skills to convert courses to a Distance Ed mode. For example, the Spring 2013 Flex day workshops include the following: D2L Advanced: Twitter, Rubrics & Web Based Video Production, Google Apps, Maintaining Student Engagement Online, and Practical Tips for Student Success in D2L.

Services to Students:

Comprehensive information about the College's support services is available online. The College provides a variety of student support services to facilitate access and success, with essential services available online.

The College Catalog and schedule of classes are available online. Students are able to apply to SCC and register for classes by using "eServices" which is reached from the main SCC Website or from the Online Services webpage. Through eServices students are able to add and drop classes, pay for classes and purchase parking permits online. The College application form is available online. Transcripts can be requested online.

SCC website: (www.scc.losrios.edu)

Online Services website: (http://www.scc.losrios.edu/Online_Services.htm).

Application online:

(https://www.nationalappcenter.com/applications/Los_Rios_CCD/apply.html).

Transcript request online:

http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/Admissions_and_Records/Transcripts.htm

Fees can be paid online. Information about Financial Aid is available online and Financial Aid services are available online through the "My City Aid" website. The BOG Fee Waiver application can be completed online.

General Financial Aid website:

http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/Financial_Aid.htm

Fee payment: http://www.losrios.edu/lrc/lrc_feepay.php.

My City Aid website:

(<https://fa.scc.losrios.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%2fpgHome.aspx>)

BOG Fee Waiver website: (http://www.losrios.edu/lrc/bog_steps.php)

College Orientation is available online. SCC also has a website, “SCC 411 for Success”, for new student that provides updates on important information, strategies for success in college, etc.

Online Orientation:

http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/MatriculationStudent_Support_Services_and_Student_Development/Orientation/Online_Orientation.htm

411 for Success website: <http://www.saccity-online.org/sccfirstyear/>

The College Counseling department has a Facebook page that alerts students to important deadlines and information. <https://www.facebook.com/SCCCounseling>. Counseling staff are available by email. Academic Skills, a one unit independent study course designed to help students improve their study skills, is available online.

The SCC Learning Skills and Tutoring Program includes some Beacon tutoring groups that support online and hybrid classes. In these situations, the Beacon tutors utilize the discussion boards and chat features of D2L to interact with the students.

([http://web.scc.losrios.edu/tutoring/stories/storyReader\\$\\$](http://web.scc.losrios.edu/tutoring/stories/storyReader$$))

Textbooks can be purchased online from the College Store.

<http://bookstore.scc.losrios.edu/SelectTermDept.aspx>

A process is in place so that students who live at a distance from the college can take the English and Math assessment tests in their local communities if they make arrangements to have the test proctored at a local college or university testing center.

http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/MatriculationStudent_Support_Services_and_Student_Development/Assessment_Center/Out-of-State_Testing_Request.htm

The SCC Learning Resources Division, which includes the SCC Library, offers many services for distance learners. The library website has a link for distance learning and online services from which students can access the Library Catalog (LOIS), Research Databases, and ways to directly contact a librarian online. Through the online Library Catalog currently registered students, staff, and faculty may request books from other Los Rios libraries, place holds on

books currently checked out (except for Reserve books), renew the books they have checked out (one time only online) and access the electronic databases. All subscription databases may be accessed from off-campus. A variety of library materials and course reading may be accessed electronically through electronic reserves. The online catalog provides information about what is available online. Recordings of televised courses are available in the Learning Resource Center. They can be viewed on the premises, or rented out when available

Library website: <http://wserver.scc.losrios.edu/~library/>

Library link for DE and online services:

http://wserver.scc.losrios.edu/~library/libraryinfo/service_distance_education.htm.

Students have access to an ‘Is Distance Ed Right for You?’ quiz to assess both the technical and learning skills necessary to take an online class on the “What to expect from an online, hybrid or televised/streaming course” website <http://saccity-online.org/de/about-de/>. Students are encouraged to complete this readiness quiz in the class schedule. Services developed for support of online students are viewed as an opportunity to better serve not only online students, but rather all students more efficiently and effectively.

The SCC DE website (<http://saccity-online.org/de/>) provides a great deal of information for student including the following information:

What to Expect from Your Distance Education Course

- Expect to learn the same material that you would in a full-time face-to-face class.
 - Expect to receive a full syllabus at the start of the class that includes any orientation, quiz, exam, and assignment due dates
 - Expect to have clear instructions for each phase of the course: what to read, what to do, what to turn in and how to submit it.
 - Expect to spend on average 6 hours per week per course unit. Just because classroom time is greatly reduced, it does not mean that learning time is similarly reduced. It will generally increase depending on your reading and writing skills.
 - Expect to have assistance from your instructor. Distance Learning does not mean that you are on your own. Your instructor is available to assist and guide you in your learning and answer your questions throughout the course.
 - Expect to receive information and feedback from your instructor weekly
 - If you feel you are not getting enough assistance, contact your instructor – good communication is the key to a successful distance education experience.
 - If you still feel that you need more help, contact the Tutoring Center, Distance Education office or one of the campus computer labs.
- 1) Distance education courses are exactly the same as face-to-face courses in quality, objectives, credits and learning outcomes. They use a different methodology by using the Internet, instead of or in addition to a classroom.

- 2) Distance education courses are Student Centered rather than Teacher Centered, so you will not sit and listen to lectures and generally will not be required to log into your course at any specific time. Your teacher is a facilitator and will assist you in learning the material required; explain details clearly in writing; provide you with information links, CD Roms and web materials and references; answer all email questions usually within 24 hours; correct all required work, papers, projects and quizzes in a reasonable time; and post your grade in your grade book on a regular basis.
- 3) You must be an active learner not passively waiting for your teacher to remind you to do your homework, checking on your progress every day and telling you what you are missing each week. A successful online student will take the responsibility for his or her own learning: completing work on time; emailing the instructor for assistance; keeping the instructor informed of any personal issues and learning assistance you need; communicating with other students in the class; keeping up with readings, case studies and web links; logging into the course daily for updates, emails and information concerning the course; and completing the course on time.
- 4) Expect to be graded on the value, content and timeliness of your work – not on other issues such as number of emails and questions, class dominance, or past course performance. You can expect your teacher to give you as much of an opportunity to improve throughout your course, but all work must be completed by the timeline on the syllabus.
- 5) You will find that you learn more than you expected in these courses. By being an active learner, you will remember more of the course and feel more of an accomplishment upon completion. Expect a distance education course to take you more time and energy than a traditional face-to-face course, but the results are often that you learn more, too!
- 6) Students are often surprised to find that they feel they get to know their teachers and classmates better online than in a classroom, due to the number of emails and contacts, more active class discussions and interactions online than in a traditional classroom setting. (Shy students often comment that they participate more online than in any previous college classroom courses)
- 7) You will learn more than the content of the course: expect to learn how to do research online, how to utilize and experience new web sites, how to use more computer applications (such as NetMeetings, Adobe Acrobat, file attachments, voice-streaming, PowerPoint(R) presentations, etc), utilize new search engines and, most importantly, how to express yourself better in writing.

Financial Resources:

Financial support for online courses follows the same planning process as the support for on-campus courses. Financial resources for online courses are equal to those for other courses and are adequate to meet the needs of college programs. The college's financial stability is grounded in sound financial practices initiated at the district level. Historically, the district has maintained financial stability due to conservative business practices and solid accounting principles. The district budget is developed to ensure that spending is authorized only at the level of realized revenues. The district maintains fiscal reserves that meet or exceed minimum requirements, including a general fund reserve of three to five percent. The programs and services funded through the district are a reflection of the district's strategic plan, statutory obligations, and the requirements of the accrediting commission.

The district Information Technology Department (IT), under the direction of the Associate Vice Chancellor of Information Technology is responsible for all services related to district-wide infrastructure (network and cabling) and information systems (student services, business services, library system, telephone system, voicemail, internet, Web services, etc.) and district systems which support distance education, including the help desk resources.

IT Resources

The SCC Center for Online and Virtual Education (the COVE) provides academic technology support services and college-wide coordination for distance / online education. Through the Distance Education and Media Services departments, faculty are offered training in all aspects of the design and implementation processes of their DE courses in order to create a positive learning environment that fosters student success. The Campus Distance Education Coordinator, along with the Instructional Development Coordinator, support and train faculty use of the LMS, as well as other technology, to enhance their distance education endeavors.

The majority of SCC's distance education classes utilize the district-wide LMS. It is housed on a large server array at the district office and is used by all the colleges in the district. Students can login to one location for online, hybrid or Web-enhanced classes offered by the colleges in the district. Students are automatically linked to the course sites, and the sites are archived at the end of each semester and preserved for at least three years. Server maintenance and support is managed by the district IT staff, where both full-time staff and contractors are used to maintain the system and monitor for problems. The LMS runs on a virtualized server system with 13 Web servers, 1 large database server, a chat server, and a content server. The entire system uses load balancing to channel requests and maintain quick response times. Backups are preformed hourly in case of catastrophic failure and daily backups are stored in case a need exists.

Sacramento City College provides help and support resources for faculty and students using Desire2Learn for online and hybrid courses. There is an online help desk available for DE students from 7:00 a.m. until 6:00 p.m. Monday through Friday. Assistance is also available in the SCC Academic Computing Labs. The SCC DE website directs students to assistance:

Los Rios D2L Help Desk

Hours: 7:00 a.m. until 6:00 p.m., Monday through Friday

Telephone: Local (916) 658-3012 *or* toll-free at (855) 321-3232

E-mail: lrohlp@losrios.edu (E-mails received after hours will be answered the following business day)

Assistance with Desire2Learn (D2L) is also available in the SCC Academic Computing Labs. These labs are staffed by Instructional Assistants and student tutors who can assist with using computers, D2L, and other common computer programs (such as Microsoft Word, PowerPoint, Internet Explorer, or Mozilla Firefox).

E. Internal and External Approvals

All courses, degrees and certificates offered by the Los Rios Community College District are approved by the College, the District's Curriculum Coordinating Committee, the Los Rios Community College District Board of Trustees and by the California Community College Chancellor's Office. The degrees and certificates described in this Substantive Change Proposal have received all necessary internal and external approvals. The College and the Board of Trustees have approved all courses in the proposed degrees and certificates. Externally, the programs with all of their courses have been approved by the California Community College Chancellor's Office.

At SCC, all courses are reviewed and approved through the curriculum process established and governed by the SCC Curriculum Committee and the Los Rios Community College District. This process applies to additions, deletions, and both substantive and technical revisions. DE courses require a separate vote of approval at the College Curriculum Committee. All courses taught at SCC, without regard to delivery modality, maintain the same goals, objectives, learning outcomes, and academic rigor.

When a faculty member submits a course that includes a request to teach the course through one or more distance education mode(s), the faculty member must include additional information as justification for and in support of the distance education approval. Title 5 requires that the approval of courses offered in distance education modalities must be approved separately from the normal curriculum approval process. To accommodate this, the SCC Curriculum Committee has a Distance Education sub-committee that reviews the distance education sections of a course outline and submits courses for separate distance education approval during the regular curriculum committee meetings (see also Attachment 6: Course Outline of Record examples).

All courses submitted to the Curriculum Committee must have the following information defined:

- Instructions methods and in-class activities – the methods that are appropriate for presenting the class material based on outcomes and objectives and the in-class activities that are appropriate to support the outcomes and objectives.
- Typical homework assignments – the types of homework assignments that are appropriate to strengthen the outcomes and objectives.
- Evaluation methods – the methods that are appropriate for evaluating and assessing the student's understanding of the outcomes and objectives.

In addition to the above information, Distance Education approval requires the following information:

- Modality instruction methods and in class activities, which describes how the instruction methods will be altered to accommodate the modality.
- Modality typical homework assignments, which describes how the typical homework assignments will be altered to accommodate the modality.
- Modality evaluation methods, which describes how the evaluation and assessment methods will be altered to accommodate the modality.
- Allocation of instructional time, which describes how the hours of instruction for the course will be allocated for the particular modality.
- Regular instructional contact, which describes how many contacts with the instructor the student can expect for each modality. This includes face-to-face meetings, discussions, e-mails, chats, phone calls, etc.

The SCC Curriculum Committee adheres to board policies and participates in the District Curriculum Coordinating Committee to make recommendations to both for new and deleted courses and programs as appropriate. The LRCCD Board of Trustees approves all courses and programs, including DE courses. Student authentication for DE courses is required and is based on individual unique student ID and password necessary to participate in the course. In addition, many DE courses require students to attend an onsite orientation and/or to take onsite assessments (e.g. exams).

SCC and LRCCD attend to changes in regulations for distance education through a variety of means including CIO listserv and the work of the college Distance Education Coordinator. The Distance Education Coordinator provides continuity for maintaining an effective distance education program, and is proactive in monitoring local, national and global trends in distance education, and advocates for compliance with external guidelines and regulations (such as the ACCJC, CCCCCO, and US DOE). The College and District have exercised due diligence in complying with regulatory requirements and legal mandates.

The college will submit this substantive change proposal to the Los Rios Board of Trustees for approval at its February meeting.

F. Evidence that the Eligibility Requirement are met

Authority: Sacramento City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges. The college most recently received notification of its continued accreditation in 2009.

Mission: Sacramento City College's educational mission as a community college is clearly defined and published in its catalog and the college Web site. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The SCC mission statement and the Los Rios Community College District's mission statement clearly define the college and the district's commitment to student learning. Both mission statements are periodically reviewed and reaffirmed by district and college staff. Distance Education courses offered by the College align with the College mission.

Governing Board: Sacramento City College is one of four colleges within the Los Rios Community College District. The chancellor is appointed by and reports to the Board of Trustees. The LRCCD Board of Trustees approves all courses and programs offered in the district, including Distance Education.

Chief Executive Officer: The Sacramento City College president is appointed by the Los Rios Community College District Board of Trustees and reports to the district chancellor.

Administrative Capacity: Sacramento City College has academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college's mission and purpose. Administrative capacity is adequate to support the DE courses and programs of the college.

Operational Status: Sacramento City College is operational with more than 23,000 students enrolled in spring 2012. Most students are actively pursuing courses leading to vocational certificates, associate degrees and/or transfer to four-year institutions.

Degrees: Sacramento City College offers the Associate of Arts, Associate of Arts for Transfer, Associate of Science and Associate of Science for Transfer degrees. It has nearly 100 degree programs. A majority of students are enrolled in courses that are part of a certificate program, degree program and/or are required for transfer to four-year institutions. Certificates and degrees offered through distance education have the same requirements as on-campus programs.

Educational Programs: Sacramento City College's degree and certificate programs are congruent with its mission and are based on recognized fields of study. The curriculum committee ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degree/certificate offered. All programs meet California Code of Regulations and Title 5 curriculum requirements; degree core program requirements when combined with the general education component, represent two years of full-time academic study. DE courses have the same requirement, have the same student learning outcomes, and meet the same standards as those courses offered on campus.

Academic Credit: Sacramento City College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the college catalog and schedules. DE courses award credit the same as courses offered on campus.

Student Learning and Achievement: Each Sacramento City College degree or certificate program has its requirements published in the college catalog. Student learning outcomes and objectives are described in the course outlines, which are on file in the instruction office and online in the college's curriculum database (Socrates). Program, General Education and College level outcomes are available online and appear in the catalog. Courses offered by Distance Education must meet the same standards as those offered on campus.

General Education: Students must complete General Education (GE) courses and demonstrate competency in writing, reading and mathematical skills to receive an associate degree. The general education units include an introduction to major areas of knowledge. GE student learning outcomes are available online and in the catalogue next year. Courses approved for DE can be used to meet General Education requirements.

Academic Freedom: The district and the college agree that academic freedom is the belief that the freedom of inquiry by students and faculty members is essential to the mission of the college. Distance education does not interfere with the academic freedom of faculty or students.

Faculty: All faculty meet the minimum requirements for their disciplines based on regulations for the minimum qualifications for California community college faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, which is available to faculty via the Los Rios Web site at <http://www.losrios.edu>. The College's faculty statement of professional ethics is also available in the college's catalogue, which is available online at <http://www.scc.losrios.edu>. DE courses are taught by faculty who meet the minimum requirements for their disciplines and are hired and evaluated through authorized district procedures for online class evaluations. The Academic Senate has published guidelines for Distance Education offerings; that document

states that appropriate training of individual faculty for distance education modality will be required before an individual faculty member teaches in that modality (see Attachment 3).

Student Services: Sacramento City College provides a comprehensive array of student services for all its students, as well as basic skills courses for those students requiring better preparation for college level work. Students may apply to SCC and enroll for classes by going online to eServices through the SCC Web site (www.scc.losrios.edu). The college catalog and schedule of classes are also available online. Students can apply to the college, register for classes, drop classes, buy textbooks, and pay fees online. The essential services of the college's financial aid office, admissions and records, and other student service programs are available online. Services developed for support of online students are viewed as an opportunity to better serve all students more efficiently and effectively.

Admissions: Sacramento City College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5. Online courses adhere to the same admission policies as the on-campus courses.

Information and Learning Resources: Sacramento City College provides specific long-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students and programs. The library Web site <http://wserver.scc.losrios.edu/~library/> has a special link for online students and includes the online catalog (LOIS), online databases, and online research assistance. In addition, a virtual reference librarian is available online during regular library hours.

Financial Resources: The district and college are financially stable and operate on the philosophy of committing resources only when the resources have been realized. The district and the college have made a commitment to the funding of online course delivery.

Financial Accountability: Los Rios Community College District regularly undergoes and makes available an external financial audit for the district and its colleges by a certified public accountant. The LRCCD annual audit encompasses all operating units of the district and colleges. The audit is conducted by an independent certified public accountant and complies with federal auditing standards and the standards of the California community colleges.

Institutional Planning and Evaluation: Sacramento City College has an established institutional planning process and works with the district to provide planning for the development of the college, including integrating plans for academic personnel, learning resources, facilities, and financial development, as well as procedures for program review and institutional improvement. The college and district systematically evaluate how well and in

what ways the college is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness. DE courses are included in the department's regular program review and educational planning processes. The major planning document for DE is the Distance Education Program Plan (Attachment 5).

Public Information: Sacramento City College publishes in its catalog, college web site and other appropriate places, accurate and current information that describes its purposes and objectives, admission requirements and procedures, rules and regulations directly affecting students, programs and courses, degrees offered and the degree requirements, costs and refund policies, grievance procedures, academic credentials of faculty and administrators, and other items relative to attending the college and withdrawing from it. Information about online courses is included in the SCC catalog and on the college Web site (www.scc.losrios.edu).

Relations with the Accrediting Commission: The Los Rios Community College District Board of Trustees provides assurance that Sacramento City College adheres to the eligibility requirements and accreditation standards and policies of the commission, describes the college in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities.

G. Evidence that the Accreditation Standards are met

Standard 1: Institutional Mission and Effectiveness

Mission: The Sacramento City College mission statement says “*Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.*” The mission statement also focuses on the college’s “commitment to continuous improvement through outcome-guided assessment, planning, and evaluation, which effectively promotes student learning.” Distance Education courses provide learning opportunities for students who might not be able to attend college. It increases the range of educational opportunities available to students and allows the College to more fully meet the learning needs of our diverse student body.

Improving Institutional Effectiveness: Sacramento City College engages in the ongoing evaluation of its programs and services through its engagement in systematic program review, unit planning and strategic planning processes. In addition, the SCC Research Office produces and disseminates annual reports that outline student achievement on various student success indicators and publishes other research reports in response to other institutional needs as they arise.

Standard 2: Student Learning Programs and Services

Instructional Programs: On a six-year cycle, program review is in place to systematically assess the currency of curriculum and teaching methodologies and to revise programs when necessary. Distance Education courses and programs are subject to program review in the same manner as on-campus courses and programs.

As the curriculum is revised to designate a distance education (DE) delivery mode, the request is reviewed by the DE subcommittee of the Curriculum Committee to ensure that the same course quality is maintained for all delivery modes. The DE subcommittee reviews instructional methods, typical homework assignments, allocation of instructional time, and regular instructional contact to ensure that quality is maintained in the DE version of the course, with recommendations for revision and/or approval prior to course approval by the full Curriculum Committee. Student Learning Outcomes must be adhered to in each course, regardless of delivery modality. The overall goal of distance education is to provide students with an

additional access to educational opportunities while ensuring that the educational experience they receive is comparable to that of students who come to the campus for their course(s).

Student Support Services: The college provides a variety of student support services to facilitate access and success and the essential services are all available online. The college catalog and schedule of classes are available online and students may apply to SCC and register for classes by going online to eServices through the SCC Web site (www.scc.losrios.edu). In addition, students are able to add and drop classes, pay for classes and purchase parking permits online. Comprehensive information about all of the college's support services is available online. In addition, students have access to the "What to expect from an online, hybrid or televised/streaming course" website <http://saccity-online.org/de/about-de/>. This site includes a link to a 'Is distance ed right for you?' quiz to assess both the technical and learning skills necessary to take an online class. Students are encouraged in the class schedule to complete this readiness quiz. Services developed for support of DE students are viewed as an opportunity to better serve all SCC students more efficiently and effectively.

Library and Learning Support Services: The SCC Learning Resources Division, which includes the SCC Library, offers many services for distance learners. The library Web site, <http://wserver.scc.losrios.edu/~library/> has a special link for distance learning and online services http://wserver.scc.losrios.edu/~library/libraryinfo/service_distance_education.htm. It includes the Library Catalog (LOIS), access to Research Databases, and ways to seek direct contact with a librarian online.

The SCC Distance Education Web site (<http://www.saccity-online.org/de/>) provides students with information about Interactive TV and Online courses, as well as resources for success in these courses. The SCC Learning Resources Division is a well-equipped professionally-staffed facility located in the Library Building that offers students a personal approach to academic success through small classes, independent study, individualized tutoring, group tutoring, and alternative modes of learning.

Students at SCC have access to academic support through the Math Lab, the Reading Lab, the ESL Lab, the Writing Center, and the general Tutoring Center. These professionally-staffed facilities offer students a personal approach to academic success through independent study, individualized tutoring, group tutoring, and alternative modes of learning. The Academic Computing Labs provide additional tutorial support for students who need assistance navigating their online courses.

Standard 3: Resources

Human Resources: All full-time and adjunct faculty meet state and district minimum qualifications to be eligible to teach DE courses. All personnel are treated equitably, evaluated

regularly and systematically, and are provided opportunities for professional development. The Staff Resource Center, the Center for Online and Virtual Education (COVE), and Media Services support all instructors at the college, providing seminars and workshops to enhance teaching and learning for all of our students. The COVE program particularly supports instructors who wish to teach via a DE modality or provide their students with instructional materials via the Web with Web resources, hands-on workshops, self-paced training, summer institutes and online workshops (<http://www.saccity-online.org/de/>). Faculty can also create virtual orientations for their DE courses, with students attending in-person and live online through the COVE. In addition, information to support online students, including frequently asked questions and a student self - assessment are available. Finally, the college has courses designed to develop students' skills for success in both the face-to-face and DE environments.

Physical Resources: The college and district have in place the required physical and technology infrastructure to support all College programs and services. Facility and equipment planning and evaluation are conducted on a regular basis at the District through a Five-Year Capital Outlay Plan and at the College through the SCC Strategic Planning System, the Master Plan for Student Success: Facilities Component, and the Operational Planning Process. The College has linked departmental physical resource needs to the individual unit-planning process through the Facilities Resource Allocation Plan. The Distance Education Program Plan details the resources that support DE at the College (Attachment 5).

The Staff Resource Center and the COVE provide ongoing workshops and training programs for all SCC staff, including those focused on DE. The COVE is located on the first floor of the Learning Resource Center.

Technology Resources: Technology planning is integrated with facilities and educational master plan planning activities. The Information Technology Program Plan and Distance Education Program Plan both address the essential need for the college to enhance learning and deliver services effectively and efficiently to all students by continuing to plan and upgrade the college's technology infrastructure in a systematic manner.

IT needs for SCC course and programs are integrated into the IT Program Plan and the IT Resource Allocation Plan. IT resources for DE are adequately supported and continue to be updated. IT needs are addressed as part of participatory decision making through the work of the Educational and Information Technology Committee

Financial Resources: The college and district's financial planning and budget processes provide sufficient and stable support for the college. District Fiscal Services has in place a conservative budget and spending practices that ensure the College and District are well prepared for challenging financial times. The colleges and district were commended during their

comprehensive accreditation visits in fall 2009 for the district's 3-year plan to address the current state budget crisis, while keeping programs, services, and full-time employee positions intact.

The Distance Education Program Plan details the resources that support DE at the College (Attachment 5). Program Plans are developed by programs that support college-wide activities and initiatives. These plans link directly to resource allocation through college level funding. They are resourced as individual plans by the institution and reviewed annually. The DE Program Plan is under the supervision of the Learning Resources Division Dean and is written by the DE Coordinator. The Distance Education Advisory Subcommittee of the Academic Senate and the Distance Education Subcommittee of the Curriculum Committee are coordinating groups.

Standard 4: Leadership & Governance

Decision-Making Roles and Processes: Decisions at SCC and Los Rios are made by a variety of individuals and groups depending on the nature of the decision. Decision-making responsibilities vary by the type of employee as described in AB 1725 and documented in LRCCD Board Policy and Regulation 7612. Final decision-making authority rests with the LRCCD Board of Trustees.

Faculty, administrators, classified staff, and students actively participate in the appropriate College and District Governance and operational committees and processes to support their programs and services. All constituency groups on campus have significant roles and a voice in institutional governance and in matters of institutional policies, planning, and budget and work together for the good of the College. The tri-chair approach to leadership of standing and other committees—which is unique among the Los Rios Colleges—helps to ensure representation of all constituencies. The SCC Educational and Information Technology Committee plays a significant role in making recommendations to enhance distance education and distance education support services at SCC. Additional guidance is provided by the Los Rios Educational Technology Committee, which provides a forum for district-wide discussion and collaboration regarding educational technology and distance education issues.

Board and Administrative Organization: Sacramento City College operates within the required governing board policies and regulations, which apply to all programs and services regardless of the delivery modality. The SCC College President provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness. LRCCD provides clearly defined roles of authority between the colleges. All District governing board policies and regulations apply to courses and programs offered by DE in the same manner that they apply to face-to-face programs and courses.

Appendix A: Degree and certificate programs listed in the 2008 SCC Substantive Change Report as being at or near 50% DE

Degree and certificate programs listed in the 2008 SCC Substantive Change Report as being at or near 50% DE

(Note: The 2008 SCC DE Substantive Change report counted courses approved for any DE hours as DE courses, and counted number of courses, not number of units, in a program).

Accounting	A.S. Degree
Accounting	Certificate
Accounting Clerk / Bookkeeper - Advanced Level	Certificate
Accounting Clerk / Bookkeeper - Entry Level	Certificate
Anthropology	A.A. Degree
Business, General	A.S. Degree
Business, Insurance	Certificate
Business, Insurance	A.S. Degree
Business, Marketing	A.S. Degree
Business, Marketing	Certificate
Business, Marketing, Advertising	A.S. Degree
Business, Retail Management	Certificate
Business, Transfer	A.A. Degree
Management	A.S. Degree
Management	Certificate
Office Administration, Business Operations and Management Technology, Level C	Certificate
Office Administration, Clerical General Office, Level A	Certificate
Office Administration, Introduction to Computerized Office Technologies, Level B	Certificate
Office Administration, Virtual Office and Management Technologies, Level D	Certificate
Office Administration, Virtual Office and Management Technologies, Level D	A.S. Degree
Real Estate	A.S. Degree
Real Estate	Certificate
Small Business Management	A.S. Degree
Small Business Management	Certificate
Active Server Pages Developer	Certificate
Advanced CISCO Networking	Certificate
Computer Science	Certificate
Computer Science	A.S. Degree
Database Management	Certificate
Information Processing	A.S. Degree
Information Processing Specialist	Certificate
Information Systems Security	Certificate
Information Systems Security	A.S. Degree
International Computer Driving License	Certificate
Network Administration	Certificate
Network Administration	A.S. Degree

Network Design	A.S. Degree
Network Design	Certificate
PC Support	Certificate
Programming	Certificate
Web Developer	A.S. Degree
Web Developer	Certificate
Webmaster, Level 1	Certificate
Webmaster, Level 2	Certificate
Word Processing Technician	Certificate
Associate Teacher	Certificate
Early Childhood Education	A.A. Degree
Early Childhood Education	Certificate
Family Child Care	Certificate
Infant Care and Education	A.A. Degree
Infant Care and Education Teacher	Certificate
Master Teacher	Certificate
School-Age Assistant Teacher	Certificate
School-Age Associate Teacher	Certificate
School-Age Care and Education	A.A. Degree
School-Age Care and Education Teacher	Certificate
School-Age Master Teacher	Certificate
School-Age Site Supervisor	A.A. Degree
Teacher	Certificate
Computer Information Science, Microcomputer Technician	A.S. Degree
Computer Information Science: Microcomputer Technician	Certificate
Electronics Mechanic	Certificate
Electronics Technology, Microcomputer Technician	A.S. Degree
Electronics Technology, Microcomputer Technician	Certificate
Architectural/Structural Drafting	Certificate
Architectural/Structural Drafting	A.S. Degree
Electric (Power-Lighting Systems)	A.S. Degree
Electric (Power-Lighting Systems)	Certificate
Engineering Design Technology	A.S. Degree
Engineering Design Technology	Certificate
HVAC System Design	A.S. Degree
HVAC Systems Design	Certificate
Mechanical (HVAC/Plumbing Systems)	A.S. Degree
Mechanical (HVAC/Plumbing Systems)	Certificate
English	A.A. Degree
Family and Consumer Science	A.A. Degree
Instructional Assisting, Bilingual/Bicultural Emphasis	A.A. Degree
Instructional Assisting, Bilingual/Bicultural Emphasis	Certificate
Instructional Assisting, General	Certificate
Instructional Assisting, General	A.A. Degree
Instructional Assisting, Special Education	Certificate
Instructional Assisting, Special Education	A.A. Degree
Gerontology	A.S. Degree

Gerontology	Certificate
Digital Illustration	Certificate
Web Design	Certificate
Web Design Basics	Certificate
Liberal Studies for Elementary Teachers	A.A. Degree
Library and Information Technology	A.S. Degree
Library and Information Technology	Certificate
Mechanical Systems Technician	Certificate
Mechanical-Electrical Technology	Certificate
Mechanical-Electrical Technology	A.S. Degree
Water and Wastewater Treatment Plant Operation	Certificate
Water and Wastewater Treatment Plant Operation	A.S. Degree
Commercial Music, Music Business Management Emphasis	Certificate
Commercial Music, Music Business Management Emphasis	A.A. Degree
Nursing, Registered	A.S. Degree
Nursing, Vocational	Certificate
Nursing, Vocational	A.S. Degree
Occupational Therapy Assistant	A.S. Degree
Commercial Photography	Certificate
Digital Photography	Certificate
Fine Art Photography	Certificate
Kinesiology--Exercise Science	A.A. Degree
Physical Therapist Assistant	A.S. Degree
Political Science	A.A. Degree
Psychology	A.A. Degree
International Studies	A.A. Degree
Community Studies Program (emphasis on Direct Services)	A.A. Degree
Community Studies Program (emphasis on Direct Services)	Certificate
Sociology	A.A. Degree

Appendix B: 2012-13 academic year analysis of the DE status of all SCC degree and certificate programs

Definitions used:

- A course was counted as DE if more than 50% of the instructional time is approved for a DE modality.
- A program was counted as DE if more than 50% the units the program are in courses approved for DE. General Education units and elective units required to complete the degree are included in the units analyzed.

The current report assumes that math and reading competencies are met with courses, not exams, and that the multicultural requirement is met with a course that also counts in another GE area – this gives a total of 30 GE units required.

Analysis of the DE status of SCC Degrees

* = programs included in the SCC 2008 DE Substantive Change Report

Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as "DE programs" do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Degree Title	Program Type	Units in core required program that are in courses approved for DE	Units in core required program (minimum)	Total units = core required program + GE + electives	Number of total units that are in courses approved for DE	Proportion of total units that are in courses approved for DE
Accounting *	A.S. Degree	27	44	74	57	0.77
Administration of Justice	A.A. Degree	6	24	60	42	0.70
Administration of Justice	AS-T Degree	12	18	60	54	0.90
Air Traffic Control	A.S. Degree	0	44	74	30	0.41
Aircraft Dispatcher	A.S. Degree	0	33	63	30	0.48
Airframe	A.S. Degree	0	50	80	30	0.38
Anthropology *	A.A. Degree	18	25	60	53	0.88
Applied Apparel Studies Production	A.A. Degree	0	12	60	48	0.80
Architectural/Structural Drafting *	A.S. Degree	21	21	60	60	1.00
Art	A.A. Degree	3	18	60	45	0.75
Art History	A.A. Degree	6	27	60	39	0.65
Automated Systems Technician	A.S. Degree	0	45	75	30	0.40
Biology	A.S. Degree	0	23	60	37	0.62
Bookkeeping and Office Management	A.S. Degree	22	33	63	52	0.83
Business Administration	A.A. Degree	18	31	61	48	0.79
Business, General *	A.S. Degree	35	35	65	65	1.00
Business, Marketing *	A.S. Degree	32	38	68	62	0.91

Business, Marketing, Advertising *	A.S. Degree	23	38	68	53	0.78
Chemistry	A.S. Degree	0	18	60	42	0.70
Chemistry Technology	A.S. Degree	3	26	60	37	0.62
Child Development	A.A. Degree	12	32	62	42	0.68
Civil Engineering	A.S. Degree	0	62	92	30	0.33
Combined Airframe and Powerplant	A.S. Degree	0	66	96	30	0.31
Commercial Music, Audio Production Emphasis	A.A. Degree	11.5	34	64	41.5	0.65
Commercial Music, Music Business Management Emphasis *	A.A. Degree	24	30	60	54	0.90
Commercial Music, Performance Emphasis	A.A. Degree	14	35	65	44	0.68
Commercial Music, Songwriting/Arranging Emphasis	A.A. Degree	14	37	67	44	0.66
Communication	A.A. Degree	6	18	60	48	0.80
Communication Studies	AA-T Degree	6	18	60	48	0.80
Community Studies Program (emphasis on Direct Services) *	A.A. Degree		21	60	39	0.65
Computer Science *	A.S. Degree	22	35	65	52	0.80
Correctional Services	A.S. Degree	6	33	63	36	0.57
Cosmetology	A.S. Degree	0	47	77	30	0.39
Custom Apparel Construction and Alterations	A.A. Degree	0	27	60	33	0.55
Dental Assisting	A.S. Degree	0.5	31.5	61.5	30.5	0.50
Dental Hygiene	A.S. Degree	12	83	113	42	0.37
Early Childhood Education Administration	A.A. Degree	12	38	68	42	0.62
Early Childhood Education Teacher *	A.A. Degree	9	39	69	39	0.57
Electric (Power-Lighting Systems) *	A.S. Degree	25	25	60	60	1.00
Electrical/Computer Engineering	A.S. Degree	0	59	89	30	0.34
Electronics Facilities Maintenance Technician	A.S. Degree	0	49	79	30	0.38
Electronics Technology, Microcomputer Technician	A.S. Degree	23	31.5	61.5	53	0.86
Engineering Design Technology *	A.S. Degree	37	37	67	67	1.00
Engineering, General	A.S. Degree	0	58	88	30	0.34
English *	A.A. Degree	15	24	60	51	0.85
Ethnic Studies, African-American Emphasis	A.A. Degree	0	18	60	42	0.70
Ethnic Studies, Asian-American Emphasis	A.A. Degree	3	18	60	45	0.75
Ethnic Studies, Mexican-American Emphasis	A.A. Degree	3	18	60	45	0.75
Ethnic Studies, Native-American Emphasis	A.A. Degree	0	18	60	42	0.70
Family and Consumer Science *	A.A. Degree	22	34	64	52	0.81
Fine Arts	A.A. Degree	21	24	60	57	0.95
Flight Technology *	A.S. Degree	0	30	60	30	0.50
Gerontology *	A.S. Degree	21	26	60	55	0.92
Graphic Communication	A.S. Degree	30	30	60	60	1.00
History	A.A. Degree	18	18	60	60	1.00

Humanities	A.A. Degree	6	18	60	48	0.80
HVAC System Design *	A.S. Degree	24	24	60	60	1.00
Information Processing *	A.S. Degree	24	24	60	60	1.00
Information Systems Security *	A.S. Degree	29	29	60	60	1.00
Instructional Assisting, Bilingual/Bicultural Emphasis *	A.A. Degree	10	27	60	43	0.72
Instructional Assisting, General *	A.A. Degree	15	28	60	47	0.78
Instructional Assisting, Special Education *	A.A. Degree	9	29	60	40	0.67
Intercultural Studies	A.A. Degree	18	29	60	49	0.82
International Studies *	A.A. Degree	20	29.5	59.5	50	0.84
Journalism	A.A. Degree	18	28	58	48	0.83
Kinesiology	AA-T Degree	12	25	60	47	0.78
Kinesiology-Athletic Training	A.A. Degree	3	36	66	33	0.50
Kinesiology--Exercise Science *	A.A. Degree	13	40	70	43	0.61
Liberal Arts - Arts and Humanities Emphasis	A.A. Degree	18	18	60	60	1.00
Liberal Arts - Communication and English Writing Emphasis	A.A. Degree	9	18	60	51	0.85
Liberal Arts - Math and Science Emphasis	A.A. Degree	18	18	60	60	1.00
Liberal Arts - Social and Behavioral Sciences Emphasis	A.A. Degree	18	18	60	60	1.00
Liberal Arts - Understanding and Self Development Emphasis	A.A. Degree	18	18	60	60	1.00
Liberal Studies	A.A. Degree	12	18	60	54	0.90
Liberal Studies for Elementary Teachers *	A.A. Degree	28	53	83	58	0.70
Library and Information Technology *	A.S. Degree	18	21	60	57	0.95
Management *	A.S. Degree	22	38	68	52	0.76
Management Information Science	A.S. Degree	34	34	64	64	1.00
Mathematics	AS-T Degree	0	22	60	38	0.63
Mathematics	A.S. Degree	3	24	60	39	0.65
Mechanical (HVAC/Plumbing Systems) *	A.S. Degree	27	27	60	60	1.00
Mechanical/Aeronautical Engineering	A.S. Degree	0	58	88	30	0.34
Mechanical-Electrical Technology	A.S. Degree	35	47	77	65	0.84
Motorcycle Maintenance Technician	A.S. Degree	0	27.5	60	32.5	0.54
Music, General	A.A. Degree	6	36	66	36	0.55
Network Administration *	A.S. Degree	27	27	60	60	1.00
Network Design *	A.S. Degree	31.5	31.5	61.5	61.5	1.00
Nondestructive Testing	A.S. Degree	0	18	60	42	0.70
Nursing, Registered *	A.S. Degree	60	74	104	90	0.87
Nursing, Vocational *	A.S. Degree	15	53	83	45	0.54
Nutrition – UC path	A.S. Degree	7	22	60	45	0.75
Nutrition – CSU path	A.S. Degree	10	19	60	51	0.85
Occupational Therapy Assistant	A.S. Degree	19	66	96	49	0.51
Office Administration, Virtual Office and Management Technologies Level D *	A.S. Degree	24	27	60	57	0.95
Photography	A.A. Degree	17	26	56	47	0.84

Physical Therapist Assistant *	A.S. Degree	38.5	63	93	68.5	0.74
Police Services	A.S. Degree	6	33	63	36	0.57
Political Science *	A.A. Degree	15	18	60	57	0.95
Powerplant	A.S. Degree	0	42	72	30	0.42
Psychology *	A.A. Degree	10	19	60	51	0.85
Psychology	AA-T Degree	13	19	60	54	0.90
Railroad Operations	A.S. Degree	0	19	60	41	0.68
Real Estate *	A.S. Degree	32	38	68	62	0.91
Small Business Management *	A.S. Degree	29	38	68	59	0.87
Social Sciences	A.A. Degree	18	18	60	60	1.00
Sociology *	A.A. Degree	21	21	60	60	1.00
Sociology	AA-T Degree	19	19	60	60	1.00
Surveying/Geomatics	A.S. Degree	26	26	60	60	1.00
Telecommunications Technician	A.S. Degree	0	45	75	30	0.40
Theatre Arts, Acting-Directing Emphasis	A.A. Degree	3	30	60	33	0.55
Theatre Arts, Technical Production Emphasis	A.A. Degree	3	30	60	33	0.55
Theatre Arts: Film	A.A. Degree	3	30	60	33	0.55
Wastewater Treatment Plant Operation	A.S. Degree	30.5	51.5	81.5	60.5	0.74
Water Treatment Plant Operation	A.S. Degree	30.5	51.2	81.2	60.5	0.75
Web Developer *	A.S. Degree	33	33	63	63	1.00
Women's Studies	A.A. Degree	9	18	60	51	0.85

Analysis of the DE status of SCC Certificates

* = programs included in the SCC 2008 DE Substantive Change Report

Note: not all SCC courses which have been approved for DE are offered in a DE modality in any given academic year.

Thus, the programs that are listed in this report as "DE programs" do not typically have the courses offered in a pattern that allows students to complete the program more than 50% by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Certificate Title	Units in required program that are in courses <u>approved</u> for DE	Total units in required program (minimum)	Proportion of units in required program that are in courses <u>approved</u> for DE
3D Animation and Modeling	12	12	1.00
Accounting *	14	27	0.52
Accounting Clerk / Bookkeeper - Advanced Level *	21	31	0.68
Accounting Clerk / Bookkeeper - Entry Level *	13	19	0.68
Active Server Pages Developer *	17	17	1.00
Advanced CISCO Networking 8	18	18	1.00
Aircraft Dispatcher	0	33	0.00
Airframe	0	50	0.00
Applied Apparel Studies Construction	0	12	0.00
Architectural/Structural Drafting *	21	21	1.00
Art and Science of Nail Technology	0	18.5	0.00
Athletic Coaching	17	19	0.89
Automated Systems Technician	0	45	0.00
Bookkeeping and Office Management	22	33	0.67
Business, Marketing *	15	18	0.83
Business, Retail Management *	28	30	0.93
Chemistry Technology	3	26	0.12
Combined Airframe and Powerplant	0	66	0.00
Commercial and Magazine Photography *	21	33	0.64
Commercial Building Energy Auditing and Commissioning Specialist	9	12	0.75
Commercial Music, Audio Production Emphasis	11.5	34	0.34
Commercial Music, Music Business Management Emphasis *	24	30	0.80
Commercial Music, Performance Emphasis	14	35	0.40
Commercial Music, Songwriting/Arranging Emphasis	14	37	0.38
Community Studies Program (emphasis on Direct Services) *	0	21	0.00
Computer Science *	22	35	0.63
Correctional Services	6	33	0.18
Cosmetology	0	47	0.00
Custom Apparel Construction and Alterations	0	24	0.00
Customer Service	0	4	0.00
Dental Assisting	0.5	31.5	0.02
Electric (Power-Lighting Systems) *	25	25	1.00
Electronics Facilities Maintenance Technician	0	49	0.00
Electronics Mechanic *	11	31	0.35


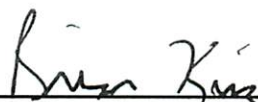
Electronics Technology, Microcomputer Technician *	23	31.5	0.73
Engineering Design Technology *	37	37	1.00
Family Child Care *	10	12	0.83
Fashion Design and Production	0	29	0.00
Field Ecology	0	23	0.00
Flight Technology	0	30	0.00
Game Design	21	21	1.00
Gerontology *	21	26	0.81
Graphic Communication	30	30	1.00
HVAC Systems Design *	24	24	1.00
Infant Care and Education Teacher *	9	25	0.36
Information Processing Specialist *	24	24	1.00
Information Processing Technician	19	19	1.00
Information Systems Security *	22	22	1.00
Instructional Assisting, Bilingual/Bicultural Emphasis *	10	27	0.37
Instructional Assisting, General *	15	28	0.54
Instructional Assisting, Special Education *	9	29	0.31
Interactive Design	15	18	0.83
International Computer Driving License *	11	11	1.00
Library and Information Technology *	18	21	0.86
Management	15	18	0.83
Management Information Science	34	34	1.00
Mechanical (HVAC/Plumbing Systems) *	27	27	1.00
Mechanical Systems Technician *	17	23	0.74
Mechanical-Electrical Technology *	35	47	0.74
Motorcycle Maintenance Technician	0	27.5	0.00
Multimedia News Specialist	18	28	0.64
Network Administration *	27	27	1.00
Network Design *	31.5	31.5	1.00
Nondestructive Testing	0	18	0.00
Nursing, Vocational *	15	53	0.28
Office Administration, Business Operations and Management Technology, Level C *	24	28	0.86
Office Administration, Clerical General Office, Level A *	17	17	1.00
Office Administration, Computer Keyboarding & Office Applications	14	15	0.93
Office Administration, Introduction to Computerized Office Technologies, Level B	25	28	0.89
Office Administration, Virtual Office and Management Technologies, Level D *	24	27	0.89
PC Support *	23.5	23.5	1.00
Photography	13	14	0.93
Photography, Visual Journalism	15	27	0.56
Police Services	6	33	0.18
Portrait and Wedding Photography	24	33	0.73
Powerplant	0	42	0.00
Programming *	22	22	1.00
Railroad Operations	0	19	0.00

Real Estate *	32	38	0.84
Retail Management	28	30	0.93
School-Age Care and Education Teacher *	19	22	0.86
Small Business Management *	6	18	0.33
Stock Photography	16	23	0.70
Surveying/Geomatics	26	26	1.00
Telecommunications Technician	0	45	0.00
Theatre Arts: Film Production	0	18	0.00
Theatre Arts: Film Studies	0	18	0.00
Visual Journalism	9	27	0.33
Wastewater Treatment Plant Operation	30.5	51.2	0.60
Water Treatment Plant Operation	30.5	51.2	0.60
Web Design *	28	28	1.00
Web Developer *	33	33	1.00
Webmaster, Level 1 *	25	25	1.00
Webmaster, Level 2 *	25	25.5	0.98
Word Processing Technician *	12	12-Jan	1.00

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February 13, 2013

SUBJECT: 2012-13 Program Development Funds		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Information Item A	TYPE OF BOARD CONSIDERATION:	
Recommended By:	Jon Sharpe 	Information	X
Approved for Consideration:	Brian King 	Action	
		First Reading	
		Consent/Routine	

BACKGROUND

Program Development Funds are also referred to as PDF or 20% funds. These are the District's discretionary funds, comprised of both prior and current year resources per established formulas, for allocation to new continuing and one-time only purposes. Schedule I summarizes the funds available for the 2012-13 allocation. The overall guidelines for PDF allocations are: 1) to be responsive to the District/Colleges' planning process and related goals and objectives; 2) to address any current or future emphases directed by the Governing Board; 3) to fund mandates or new costs imposed upon the District; 4) to balance the distribution across District-wide needs; and 5) to maintain the District's conservative fiscal practices. A key element in the development of the PDF allocation is the type of resource (continuing or one-time-only) required. The type of revenue establishes, or limits, the type of expenditure that can be funded. In addition to the District's PDF for 2012-13, District reserves are being utilized to support continuing and one-time operational costs funded in past years with general apportionment funds. Continuing allocations have been reduced in response to the reduction in general apportionment and those reductions have greatly narrowed the gap between on-going commitments and continuing resources. Selected categorical program and special resources revenues are also included in the PDF allocation as listed on Schedule I.

STATUS

Net continuing resources for 2012-13 are \$577,810. This amount is offset by the continuing shortfall from the 2011-12 PDF yielding a net of \$(2,325,956). Growth for 2012-13 is not included following the longstanding practice of allocating Growth funds in the year following the year they are earned.

Schedule II summarizes the allocations by strategic goal. Even though there are no continuing resources to allocate, there are some continuing obligations that must be appropriated as shown on the allocation schedule (Schedule III).

One-time-only general purpose and categorical resources total \$5.4M excluding reserves. Due to other factors, such as low interest rates, one-time only funds are much lower than past years.

However, even with the lower level of resources, the District has funded one-time needs including backfilling a portion of the categorical program reductions. Some of the one-time allocations are mandated, such as the use of restricted lottery funds for instructional and library materials. Others, such as the allocation for information technology, are necessary to support essential on-going costs. Even in relatively good years for continuing resources, the District did not have sufficient funds to increase information technology's operational budget. Some one-time allocations are discretionary in nature. One example is the allocation for non-instructional equipment which supports the replacement and upgrade of obsolete equipment in administrative and student support areas. In past years a portion of interest income was dedicated to non-instructional equipment. For the second consecutive year, there is no allocation for non-instructional equipment. The colleges will utilize their reserves to fund equipment needs that arise in this area. The District is also designating the resources from the special capital outlay fee to support instructional equipment needs. The special capital outlay fee must be used to support capital expenditures and this allocation, although much lower than the amount the District was receiving from the State for instructional equipment through 2008-09, is helpful toward meeting the equipment needs of our instructional programs. In addition, the District is fortunate that it can use bond funds to equip new and modernized, instructional facilities helping to alleviate some of the demand in this area.

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

For Board of Trustees review and comment.

LOS RIOS COMMUNITY COLLEGE DISTRICT
2012-13 Program Development Funds
Summary of Resources

	Available Funds	Continuing Funds	Non-Cont. or OTO Funds
General Purpose:			
Residual Growth/Deficit/Base Reduction (20% \$)	\$ 440,794	\$ 784,401	\$ (343,607)
Lottery (20% \$)	2,499,744		2,499,744
Out of State Tuition	(161,776)	(161,776)	
Interest Income	74,830	(44,815)	119,645
Other (Recycled PDF)	1,321,009		1,321,009
Total General Purpose Revenue	4,174,601	577,810	3,596,791
District Reserves	266,252		266,252
Prior Year Continuing Shortfall	(2,903,766)	(2,903,766)	
Total 2012-13 Program Development Funds	1,537,087	(2,325,956)	3,863,043
Selected Categorical/Special Revenue Resources:			
Special Capital Outlay Fee	257,970		257,970
Equal Employment Opportunity	18,473		18,473
Lottery, Proposition 20	1,548,738		1,548,738
Total Selected Categorical/Special Rev. Resources	1,825,181		1,825,181
Total Resources	\$ 3,362,268	\$ (2,325,956)	\$ 5,688,224
Percentage Distribution	100.0%	-69.2%	169.2%

Summary of 2012-13 Program Development Funds
Generated by Fiscal Year

2010-11 Funding Sources	\$ 7,296	\$ -	\$ 7,296
2011-12 Funding Sources	524,897	(543,589)	1,068,486
2012-13 Funding Sources	2,321,399	1,121,399	1,200,000
District Reserves & Recycled PDF	(1,316,505)	(2,903,766)	1,587,261
Total 2012-13 Program Development Funds	\$ 1,537,087	\$ (2,325,956)	\$ 3,863,043

**LOS RIOS COMMUNITY COLLEGE DISTRICT
2012-13 Program Development Funds
Summary of Proposed Allocation by Strategic Goal**

<u>Strategic Plan Goal:</u>	Continuing Costs (Recoveries)	One-Time Only	Total	% of Total
A. Student Success	\$ -	\$ 1,341,545	\$ 1,341,545	39.9%
B. Teaching and Learning Effectiveness	(102,790)	1,843,816	1,741,026	51.8%
C. Access and Growth	(2,158,090)	374,995	(1,783,095)	-53.0%
D. Community, Economic and Workforce Development	-	10,000	10,000	0.3%
E. Organizational Effectiveness	75,000	1,977,792	2,052,792	61.1%
Total Allocations	(2,185,880)	5,548,148	3,362,268	
Continuing Resources Shortfall	(140,076)	140,076	-	0.0%
Grand Total	\$ (2,325,956)	\$ 5,688,224	\$ 3,362,268	100.0%

Los Rios Community College District
Proposed Allocation of Program Development Funds & Selected Categorical Programs
2012-13 District Strategies

	District-Wide	ARC	CRC	FLC	SCC	DO/FM	Total Continuing Costs	One-Time Only	Total
A. STUDENT SUCCESS									
1) <u>Counseling Expansion</u>							-	-	
a) Additional Adjunct Staffing (900:1) - None due to Headcount decline									
2) <u>Out-of-State Tuition Allocation</u>									
a) Special Capital Outlay Fee (allocated to Instructional Equipment)									
b) Revenue Allocation (none; revenue short of base)									
3) <u>Support Categorical Programs</u>									
a) District Backfill		548,857	242,804	138,025	411,859			1,341,545	1,341,545
Total Strategy A - Student Success	-	548,857	242,804	138,025	411,859	-	-	1,341,545	1,341,545
B. TEACHING AND LEARNING EFFECTIVENESS									
1) <u>Program Expansion/Maintenance</u>									
a) Improve Full-Time:Part-Time Ratio (Phase III of IV - defer)									
b) Academic Senate Secretary Stipend	3,210	-	-	-	-		3,210		3,210
Total Program Expansion	3,210	-	-	-	-	-	3,210	-	3,210
2) <u>Instructional Equipment & Library Materials</u>									
a) College Allocation for 2012-13 (Special Capital Outlay Fee)		103,895	48,340	26,868	78,867			257,970	257,970
3) <u>State Lottery Funds (Restricted Prop. 20)</u>									
a) College Allocations based upon FTES		570,840	265,603	147,626	433,330		1,417,399		1,417,399
b) Support Library Electronic Database	131,339						131,339		131,339
Total Restricted Lottery	131,339	570,840	265,603	147,626	433,330	-	-	1,548,738	1,548,738
4) UC Davis English Program Coordination (.20 FTE)					11,743			11,743	11,743
5) Reassigned Time - Catalog Changes-Course Repetition (.20 FTE)	25,365							25,365	25,365
6) Recovery of Presidents'/Chancellor's Release Time (.25 FTE for 2012-13)		(26,500)	(26,500)	(26,500)	(26,500)	-	(106,000)		(106,000)
Total Strategy B - Teaching & Learning Effectiveness	159,914	648,235	287,443	147,994	497,440	-	(102,790)	1,843,816	1,741,026
C. ACCESS AND GROWTH									
1) Summer Instructional Program - Reduction (33.13 FTEF funded from PDF)	(1,658,090)						(1,658,090)		(1,658,090)
2) <u>Maintain Programs</u>									
a) College Operation/Discretionary Funds									
Formula Increase - 2012-13 Final									
2007-08 Final									
Total Operational \$ Increase Formula (17.5% reduction)								(18,732)	(18,732)
b) Discretionary Reduction (from 12.5% to 17.5%)		(90,421)	64,190	54,140	(46,641)			(18,732)	(18,732)
c) JPA - Public Safety Agencies		(162,763)	(69,015)	(38,740)	(127,990)	(101,492)	(500,000)		(500,000)
Total College Operational/Discretionary Funds		225,727					225,727		225,727
Total College Operational/Discretionary Funds	-	(27,457)	(4,825)	15,400	(174,631)	(101,492)	(500,000)	206,995	(293,005)
3) <u>Cosumnes River College</u>									
a) Commissioning Costs Science Modernization			27,000					27,000	27,000

\$ 6,556,642
6,575,374
\$ (18,732)


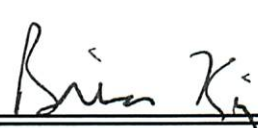
Los Rios Community College District
 Proposed Allocation of Program Development Funds & Selected Categorical Programs
 2012-13 District Strategies

	District-Wide	ARC	CRC	FLC	SCC	DO/FM	Total Continuing Costs	Total One-Time Only	Total
4) Plant Maintenance & Enhancement									
a) Scheduled Maintenance/Special Repairs (SMSR) Program (no allocation)									
b) Grounds Equipment						136,000		136,000	136,000
c) Facilities Master Plans	5,000							5,000	5,000
Total Plant Maintenance & Enhancement	5,000	-	-	-	-	136,000	-	141,000	141,000
Total Strategy C - Access and Growth	(1,653,090)	(27,457)	22,175	15,400	(174,631)	34,508	(2,158,090)	374,995	(1,783,095)
D. COMMUNITY, ECONOMIC and WORKFORCE DEVELOPMENT									
1) College Advancement				10,000				10,000	10,000
Total Strategy D - Community, Economic and Workforce Development	-	-	-	10,000	-	-	-	10,000	10,000
E. ORGANIZATIONAL EFFECTIVENESS									
1) Employee Training/Development & Recruiting Costs									
a) Staff Development - District Funds		65,745	30,416	17,766	51,962	9,111		175,000	175,000
b) Less: \$75,000 Continuing from PDF (2004-05)		(29,488)	(12,410)	(5,947)	(23,725)	(3,430)		(75,000)	(75,000)
c) Staff Development - Net 2012-13 PDF		36,257	18,006	11,819	28,237	5,681		100,000	100,000
d) Equal Employment Opportunity Funds (State Funds)	18,473							18,473	18,473
Total Employee Training/Dev. Costs	18,473	36,257	18,006	11,819	28,237	5,681	-	118,473	118,473
2) Classified Staff Allocations									
a) Reclassification Review Board, estimate	75,000						75,000		75,000
b) Child Care Centers - Reclassification and PERS Support		81,665	56,222		61,880			199,767	199,767
Total Classified Staff Allocations	75,000	81,665	56,222	-	61,880	-	75,000	199,767	274,767
3) Management									
a) Management							-		-
4) Non-Instructional Equipment (suspended for 2012-13)									
5) Information Technology (District-wide)									
a) Operational Costs	1,146,842							1,146,842	1,146,842
b) Replace Servers and Other Equipment	303,000							303,000	303,000
Total Information Technology (District-wide)	1,449,842	-	-	-	-	-	-	1,449,842	1,449,842
6) Organizational Costs									
a) Legal, Audit & Actuarial Services	50,000							50,000	50,000
b) Consulting Services	8,850							8,850	8,850
c) Election Expenses	150,860							150,860	150,860
Total Organizational Costs	209,710	-	-	-	-	-	-	209,710	209,710
Total Strategy E - Organizational Effectiveness	1,753,025	117,922	74,228	11,819	90,117	5,681	75,000	1,977,792	2,052,792
Projected Amount for General Fund	-								
Continuing Resources Shortfall - 2012-13							(140,076)	140,076	
GRAND TOTAL	259,849	1,287,557	626,650	323,238	824,785	40,189	(2,325,956)	5,688,224	3,362,268

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: February, 13, 2013

SUBJECT: SB 1440 Transfer Degree Progress Update		Attachment: Yes	
		Enclosure: None	
CATEGORY:	Information Item B	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Susan L. Lorimer	Information	X
		Action	
Approved for Consideration:	Brian King 	First Reading	
		Consent/Routine	

BACKGROUND

Senate Bill 1440 was approved in 2010 to significantly improve the transfer pipeline from community colleges to the California State University (CSU) system. This legislation requires colleges to develop new transfer (AA-T and AS-T) degrees that students can complete in an area of emphasis (major) within 60 units that also prepares them to transfer to a CSU with Junior standing. The CSU must ensure that students with transfer degrees receive priority admission over students without transfer degrees. In order to speed progress in transfer degree development, the California Community Colleges Board of Governors has set a goal for all colleges to have developed transfer degrees in 100% of the majors they currently offer for which there is state-approved Transfer Model Curriculum (TMC) by Fall 2014. Currently 22 TMC degree models are available.

STATUS

An update on the Los Rios colleges' progress to meet the Fall 2014 transfer degree goal will be provided, as well as data on the number of transfer degrees awarded to date.

RECOMMENDATION

This report is presented for the Board of Trustees' information and discussion.

Los Rios Status on AA-T and AS-T Degrees

The California Community Colleges Board of Governors has set a goal that all colleges have AA-T and AS-T degrees approved by Fall 2014 in 100% percent of the majors they offer for which there is transfer model curriculum (TMC) available. To date, 22 TMC degrees are available. Below is the status of Los Rios transfer degrees approved (A) by the CCCC and those that are planned (P) to be offered by 2014. Planned degrees include degrees approved by the LRCCD Board of Trustees and in progress for approval by the CCCC, as well as degrees planned and/or in progress of approval at the college level. If a college does not currently offer a degree in one of the TMC majors and does not plan to add the degree by Fall 2014, the phrase 'Not offered' appears in the column.

No.	TMC/Degree Name	ARC	CRC	FLC	SCC
1	Administration of Justice	A	Not offered	P	A
2	Anthropology	P	P	Not offered	P
3	Art History	P	P	P	P
4	Business Administration	P	A	P	P
5	Communication Studies	A	A	A	A
6	Computer Science	P	P*	Not offered	P
7	Early Childhood Education	A	P	P	P
8	Elementary Teacher Education	P	P	p	P
9	English	A	P	P	P
10	Geography	P	P	P	p
11	Geology	A	P	P	P
12	History	A	Not offered	Not offered	P
13	Journalism	P	P	Not offered	P
14	Kinesiology	A	P	A	A
15	Mathematics	A	A	A	A
16	Music	P	P*	Not offered	P
17	Physics	A	A	P	P
18	Political Science	P	Not offered	Not offered	P
19	Psychology	A	A	A	A
20	Sociology	A	A	Not offered	A
21	Studio Arts	A	P	P	P
22	Theatre Arts	P	A	P	P
	Total # Majors (A and P)/# Majors Offered	22/22	19/19	16/16	22/22
	Percent to be offered by Fall 2014	100%	100%	100%	100%

*This degree will be difficult to develop because it currently exceeds the 60 unit limit for TMC degrees.