

# LOS RIOS COMMUNITY COLLEGE DISTRICT



## BOARD MEETING AGENDA

Wednesday, June 12, 2013

5:30 pm

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

### 1. CALL TO ORDER

Board President

### 2. ORAL COMMUNICATIONS

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

### 3. SPECIAL ORDER OF BUSINESS

A. Seating Student Trustee

Board President

### 4. CONSENT CONSIDERATIONS

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

A. Board Meeting Minutes: May 8, 2013

Brian King

B. Curriculum Proposals: ARC

Susan L. Lorimer

C. Board Policy: Conflict of Interest Rules (P-8631)

JP Sherry

D. 2012-13 Budget Revision № 2

Jon Sharpe

E. Resolution № 2013-08: 2013-14 Appropriation Limitation

Jon Sharpe

F. Resolution № 2013-09: Five Year Construction Plan & Final Project Proposals

Jon Sharpe

G. Resolution № 2013-10: Amendment to Regional Transit Lease and Joint Use Agreement; Granting of Easements ~ CRC

Jon Sharpe

H. Child Development Centers Program Self Evaluation

Susan L. Lorimer

I. Contract: California Department of Rehabilitation

Beverly A. Sandeen

J. Ratify: Grants and Contracts Awarded

Beverly A. Sandeen

K. Ratify: Bid Transactions

Jon Sharpe

L. Ratify: New Contracts and Renewals

Jon Sharpe

M. Disposition of Surplus Equipment

Jon Sharpe

N. Purchase Orders, Warrants and Checks

Jon Sharpe

O. Equal Employment Opportunity Plan

Jon Sharpe

P. Short-Term Temporary Employees

Jon Sharpe

Q. Regular Human Resources Transactions:  
Appointments, Assignments, and Separations

Jon Sharpe

### 5. ACTION

A. Public Hearing: Intent to Grant Easements for Pedestrian and Bicycle Bridge Crossing ~ SCC

JP Sherry

B. Contract Award: CRC Art Gallery

Jon Sharpe

C. Contract Award: CRC Culinary Arts Modernization and Expansion

Jon Sharpe

D. 2013-14 District Tentative Budgets	Jon Sharpe
E. Public Hearing: Educational Protection Account Expenditure Plan	Jon Sharpe

**6. BOARD MEMBER REPORTS**

- 7. REPORTS and COMMENTS**
- ▶ Student Associations
  - ▶ Classified Staff
  - ▶ Academic Senate
  - ▶ Other Recognized Constituencies
  - ▶ Chancellor's Report

**8. FUTURE AGENDA ITEMS**

- 9. CLOSED SESSION**  
*Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.*
- A. Pursuant to Government Code section 54957: Complaint against Public Employee
- B. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators; Designated Representatives: Brian King, Jon Sharpe, Ryan Cox. Employee Organizations: LRCFT, LRCEA, LRSA, SEIU, All unrepresented management and confidential personnel (excluding the Chancellor and Deputy Chancellor)
- C. Pursuant to Government Code section 54956.8; Conference with Real Property Negotiators; Brian King, Jon Sharpe, JP Sherry; Under Negotiation Price and Terms of Payment; Sacramento County APN: 132-0290-015

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

**11. ADJOURNMENT**

<b>LOS RIOS BOARD OF TRUSTEES</b>			
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 Ricardo Lemus • Student Trustee
Meetings are held every second Wednesday of the month at 5:30 pm • <i>Note: Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.</i>			
July 10, 2013	August 14, 2013	Regular Board Meeting • Location: District Office	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: <a href="http://www.losrios.edu">www.losrios.edu</a>			

**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:** June 12, 2013

<b>SUBJECT:</b> Board Meeting Minutes: May 8, 2013		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item A	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended:</b>	Brian King <i>Brian King</i>	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King <i>Brian King</i>	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**STATUS**

The minutes of the Board of Trustees meeting on May 8, 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 May 8, 2013.



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, May 8, 2013**

**CALL TO ORDER**

The Board meeting was called to order by President Haynes at 5:30 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. Keith Kimber, Student Trustee

Dr. Brian King, Chancellor

**ORAL COMMUNICATIONS**

President Haynes and the Board of Trustees recognized Keith Kimber for his service as student trustee over the past few months.

**CONSENT CONSIDERATIONS**

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

*Motion carried; 7:0*

- A. Board Meeting Minutes: April 10, 2013

*That the Board of Trustees approve minutes of the meeting held on April 10, 2013.*

- B. Curriculum Proposals ~ ARC/CRC/FLC/SCC

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

C. Appointments: Citizens' Bond Oversight Committee

*That the Board of Trustees appoint Bill Heinicke and John Pappas to a successive term of two years upon the expiration of their initial appointments.*

D. Master Agreement: Honeywell Smart Grid, Phase 6

*That the Board of Trustees authorize the Chancellor, or designee, to award and proceed with Smart Grid Master Agreement - Phase 6 with Honeywell Building Solutions totaling \$213,230.*

E. Claim: Mubarak Fitini

*That the Board of Trustees reject the claim of Mubarak Fitini and refer the matter to the District's insurance administrators.*

F. District Quarterly Financial Status Report (311Q)

*That the Board of Trustees receive the March 31, 2013 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.*

G. Los Rios Foundation – Quarterly Investment Report

*That the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended March 31, 2013.*

H. Contract: Sacramento County Department of Health and Human Services

*That the Board of Trustees authorize the Chancellor, or designee, to execute the First Five Sacramento Community Lactation Assistant Project contract with the Sacramento County Department of Health and Human Services and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.*

I. Contract: California Department of Rehabilitation

*That the Board of Trustees authorize the Chancellor, or designee, to execute the College to Career Programs for Students with Intellectual Disabilities contract with the California Department of Rehabilitation and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.*

J. Naming of Instructional Room at American River College

*That the Board of Trustees approve naming the American River College Interior Design Classroom in commemoration of Christine Dorf.*

K. Intent to Grant Easements for Pedestrian and Bicycle Bridge Crossing ~ Sacramento City College\*

*That the Board of Trustees adopt Resolution No 2013-04 declaring its intent to grant the City of Sacramento, SMUD, and Surewest the permanent and temporary easements and set a public hearing for June 12, 2013.*

*\*pages 45 – 64 (Resolution No 2013-04) of the Board agenda packet were replaced at the meeting.*

L. 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
Center of Excellence – North/Far North Regional Consortium Support <ul style="list-style-type: none"> <li>Funds to provide labor market analysis and research</li> <li>12/1/2012 through 6/30/2013</li> <li>Administrator: Walter DiMantova, Director, Workforce and Economic Development Center</li> </ul>	WEDC	\$40,000	Butte-Glenn CCD
Center of Excellence – City College of San Francisco Support <ul style="list-style-type: none"> <li>Funds to provide labor market analysis and research</li> <li>7/1/2013 through 6/30/2014</li> <li>Administrator: Walter DiMantova, Director, Workforce and Economic Development Center</li> </ul>	WEDC	\$50,000	Butte-Glenn CCD
Wells Fargo Bank - Small Business Development Center <ul style="list-style-type: none"> <li>Funds to provide financial management workshops to Small Business Development Center clients</li> <li>1/1/2013 through 12/31/2013</li> <li>Administrator: Walter DiMantova, Director, Workforce and Economic Development Center</li> </ul>	WEDC	\$50,000	Wells Fargo Bank

M. Ratify: Bid Transactions

*That the Board of Trustees ratify the bid transactions for the month of April as herein listed, pursuant to Board Policy 8315:*

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
11017	CRC NE Bldg Modernization	\$96,826.00	3	F & H Construction	\$6,688,915.00
11029	ARC Life Science/Modernization	\$33,376.00	9	Zakskorn Construction	\$5,582,897.00
12001	FLC Gym Design Build	\$21,850.00	3	Flintco Pacific Inc.	\$13,320,657.22
BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
13013	District Fire Alarm Testing	5	04/18/13	Western States Fire Protection	\$65,378.00

N. Ratify: New Contracts and Renewals

That the Board of Trustees ratify the agreements listed herein, pursuant to Board Policy 8315:

CONTRACTS					
Description	Agreement Amount	Initial (I) or Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
SCC Lusk Remodel	\$140,399.00	I	3/13 – 3/15	Gary Roberts Architect	Facilities
Smart Grid Utility Website & Hosting	\$132,150.00	I	3/13-6/14	Lucid	Facilities

O. Disposition of Surplus Equipment

Pursuant to Education Code §81452, that the Board of Trustees approve the disposition of the following surplus equipment which are valued at \$5,000 or less: 2 analyzers, 4 cabinets, 3 cameras, 1 cart, 14 chairs, 135 computers, 1 copier, 4 desks, 1 docking station, 1 fax machine, 1 heater, 72 monitors, 3 power supplies, 5 printers, 3 projectors, 3 receivers, 4 tables, 9 transmitters, and 1 typewriter.

P. Purchase Orders, Warrants, and Checks

That the Board of Trustees approve the numbered purchase orders, warrants, and checks issued during the period of March 16 through April 15, 2013 as listed:

PURCHASE ORDERS		
General Fund	0001070701-0001071175 8113673-8113687	\$ 1,472,713.06
Capital Outlay Fund	0003014805-0003014860	
Child Development Fund	0006000723	
Self-Insurance Fund	0009000292	
WARRANTS		
General Fund	669093-671194	\$ 9,345,986.03
General Fund-ARC Instructional Related	002502-002642	
General Fund-CRC Instructional Related	020875-020919	
General Fund-FLC Instructional Related	030267-030289	
General Fund-SCC Instructional Related	041945-041996	
Capital Outlay Fund	826984-827094	
Child Development Fund	953786-953801	
Self-Insurance Fund	976108-976111	
Payroll Warrants	177528-179595	
Payroll-Direct Deposit	619687-623754	
April Leave Process	179596-181139	\$ 17,710,170.42
Payroll Vendor Warrants	54102-54285	
CHECKS		
Financial Aid Disbursements	1894554-1916478	\$ 19,916,982.29
Bookstore Fund – ARC	26586-26754	\$ 473,750.20
Bookstore Fund – CRC	024606-024650	
Bookstore Fund – FLC	7851-7888	
Bookstore Fund – SCC	045423-045457	

Student Clubs Agency Fund – ARC	3824-3862	\$ 66,015.37
Student Clubs Agency Fund – CRC	2933-2953	
Student Clubs Agency Fund – FLC	1543-1552	
Student Clubs Agency Fund – SCC	2488-2512	
Foundation – ARC	3410-3430	\$ 36,100.26
Foundation – CRC	1492-1499	
Foundation – FLC	0599-0602	
Foundation – SCC	2308-2320	
Foundation – DO	0427-0433	
Associated Students Trust Fund – ARC	0588-0591	\$ 1,915.90
Associated Students Trust Fund – CRC	0522-0525	
Associated Students Trust Fund – FLC	0412-0415	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund Arts Center Fund*	1182-1246	\$ 441,835.22
*Checks 9062, issued 3/5/13 and 9063, issued 3/13/13 were posted after the March 15th reporting period.	9062-9066	

Q. Regular Human Resources Transactions\*

*That the Board of Trustees approve the human resources transactions listed in the May Board agenda packet.*

*\*pages 72 and 72a (Human Resources Transactions) of the Board agenda packet were replaced at the meeting.*

**FIRST READING**

A. Board Policy: Conflict of Interest Rules (P-8631)

*The new proposed Conflict of Interest Policy P-8631 was presented to the Board of Trustees as First Reading for review and discussion.*

**ACTION**

A. Resolution: Recognizing Classified Employees

*A motion was made by Ms. Scribner, seconded by Mr. Kimber, that the Board of Trustees adopt Resolution No 2013-05 recognizing classified employees' contributions to the District.*

*Motion carried; 7:0*

B. Equal Employment Opportunity Plan

*This item was deferred to the June 12, 2013 Board meeting. No Board action was taken.*



C. Citizens' Bond Oversight Committee Bylaws Revision

A motion was made by Ms. Albiani, seconded by Mr. Jones, that the Board of Trustees approve the revised bylaws for oversight of the District's general obligation bond Measures 'A' and 'M' in compliance with the statutory provisions of Proposition 39.

Motion carried; 7:0

D. Contract Award: SCC Student Services and Administration of Justice Building

A motion was made by Mr. Kimber, seconded by Mr. Cochran, that the Board of Trustees award the contract to John F. Otto dba Otto Construction for the base bid and all alternates for a total contract amount of \$8,773,500.

Motion carried; 6:0

(Trustee Johnson was not present for the vote)

E. Contract Award: DW Security Upgrade Bid

A motion was made by Ms. Ortiz, seconded by Ms. Scribner, that the Board of Trustees award the contract to SW Allen Construction, Inc. for the base bid and all alternates for a total contract amount of \$1,099,979.

Motion carried; 6:0

(Trustee Johnson was not present for the vote)

F. Resolution Authorizing the Sale of General Obligation Bonds – Measure A, Series E

A motion was made by Ms. Albiani, seconded by Ms. Scribner, that the Board of Trustees adopt Resolution No 2013-06 for the sale of Measure A, Series E General Obligation Bonds in the amount of \$20 million.

Motion carried; 7:0

G. Resolution Authorizing the Sale of General Obligation Bonds – Measure M, Series B

A motion was made by Mr. Cochran, seconded by Mr. Kimber, that the Board of Trustees adopt Resolution No 2013-07 for the sale of Measure M, Series B General Obligation Bonds in the amount of \$60 million.

Motion carried; 7:0

## **INFORMATION**

### *A. Project-Based Learning: FLC Robotics*

Information regarding Folsom Lake College's Robotics Club was presented. This club has completed its first year as an active student club. The presentation highlighted the first year's successes and celebrated the linking of the club with student engagement, curriculum development, industrial partnerships, innovative professional development for faculty, and the club's connection with science, technology, engineering, and math (STEM) education.

## **BOARD MEMBER REPORTS**

Mr. Kimber reported that the student association representatives attended the general assembly of the Student Senate for California Community Colleges in Burlingame. He expressed his gratitude for the leadership skills he learned from his time serving on this board.

Ms. Albiani attended the legislative reception of the Board of Governors and a luncheon hosted by the EGUSD Superintendent honoring those who have had schools named after them.

Mr. Jones reported the outcome of the CCCT election. There was a three-way tie for one position, so he will report the outcome at the next meeting.

Ms. Scribner attended the Board of Governors legislative reception.

Mr. Johnson attended the Tenure Faculty Reception, as well as the Safeground community event.

Ms. Haynes participated in the Sacramento Metro Chamber Cap to Cap trip to Washington D.C. She also attended the Bond Oversight Committee meeting, the Pathways to Success partnership launch, the Faculty Tenure Reception, the Safeground event, Board of Governors legislative reception, and the NextEd Convergence breakfast event.

## **REPORTS AND COMMENTS**

The following constituency representatives also presented reports to the Board:

Yasmin Pajouhesh, President, Folsom Lake College Student Senate  
Rochelle Franco, President, FLC Classified Senate  
Kale Braden, President, Cosumnes River College Academic Senate  
Dean Murakami, President, LRCFT

### Chancellor's Report:

**ARC:** ARC student Parisa Lotfi has been selected to receive a prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. Parisa is one of only 73 scholars nationally selected this year to receive the award. The scholarship is for up to \$30,000 per year and is intended to cover a significant share of her educational expenses; including tuition, living

expenses, books, and required fees for the final two to three years necessary to achieve a bachelor's degree. Parisa is a mechanical engineering major and has applied for transfer admission to the California Institute of Technology, UC Davis, and UC Berkeley.

**CRC:** Students Angela Evoy and Khaalis Jalal presented their original research projects at the Southwestern Anthropological Association meeting in San Jose recently. Angela presented on her analysis of post-Gold Rush era ceramic artifacts from an old Sacramento privy. Khaalis presented on the changing nature of African American youth identity in the Sacramento region. These students were the only community college students to present at this regional conference.

**FLC:** Folsom Lake College's men's golf team cinched the Big 8 Championship on April 30. They are the first FLC team to earn a conference championship in any sport. The win capped a roller coaster season that saw the conference lead change hands (between FLC and Santa Rosa Junior College) seven times and was tied going into the final tournament. Congratulations to Coach Zarecky and the FLC men's golf team!

**SCC:** SCC's Phi Theta Kappa chapter attended the PTK Regional and International Conventions in San Jose during the weekend of April 6-7. SCC's PTK students' achievements included winning 13 different awards, more than any other chapter in the NV/CA region! PTK President Jeff Nakata also won as NE District VP of NV/CA Region, and Marianne Beuscher won as VP of Communications for NV/CA Region.

Chancellor King announced the following retirements:

Retirement			Years of Service
Russell D. Meyer	Programmer II	DO	30+
Brian E. Pond	Counselor	ARC	25
Miriam G. Michael	Business Professor	ARC	23
Kathleen M. Taylor	Instructional Services Assistant II	SCC	10+
Pamela A. Blake	Clerk II	ARC	9+

## **FUTURE AGENDA ITEMS**

Ms. Ortiz requested an update on legislative bills of interest.

Mr. Jones requested a review of the District's enrollment restoration and recovery strategies.

Ms. Haynes would like a better understanding of the process the faculty and administrators follow to make curriculum decisions that ensure relevant and current curriculum is available in terms of student success and accountability.

## **ADJOURNMENT**

*A motion was made by Ms. Albiani, seconded by Ms. Scribner, that the meeting be adjourned.*

*Motion carried; 7:0*

President Haynes adjourned the meeting at 7:36 p.m.

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## **BRIAN KING**

Chancellor and Secretary to the Board of Trustees


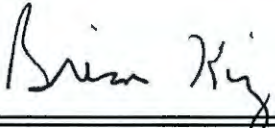
*Draft Minutes presented to the Board of Trustees: June 12, 2013*

*jd*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

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

## 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 April 26, 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 College.

# Los Rios Community College District

## Recommendation for Adoption by the Board of Trustees

June 12, 2013

### COURSE PROPOSALS

#### New to District Courses

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##### *American River College*

1. **DANCE 316 Jazz Dance VI: African Jazz (1.00 unit)**

*Prerequisite:* None.

*Enrollment Limitation:* DANCE 302 and DANCE 315 with a grade of "C" or better or by audition.

*54.00 hours laboratory*


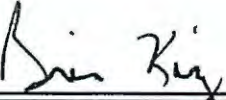
This course combines the elements of jazz dance begun in DANCE 315 with the foundation of African movement presented in DANCE 302. The allegro jumps, turns, and isolations of African dance, mixed with the extensions, turns, footwork, and American-style showmanship of jazz dance technique creates a powerful fusion style of dance that serves as a gateway to Dunham dance technique. This course requires prior African dance and jazz dance technique 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.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> P-8631 Conflict of Interest Rules		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item C	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	JP Sherry 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

The District's existing conflict of interest rules are contained in Board Regulation 8323. As a custodian of taxpayer dollars, best practices suggest these conflict of interest rules should be elevated to Board Policy statements. In further examining these rules, staff concluded that the existing regulation too narrowly focused on commercial transactions and should be broadened.

**STATUS**

New proposed Policy 8631 sets forth the conflict of interest rules for the District. The policy defines a conflict of interest to exist when an employee, in their role as an employee, participates in decisions, transactions or provides services that provide a benefit to the employee or the employee's immediate family. The policy defines "benefit", the "immediate family" and what it means to "participate in a decision, transaction or to provide services." The policy further states the general rule that employees shall not participate in a decision or transaction or provide services if they have a conflict of interest. Section 4.0 lists some examples of the transactions that are covered by this rule which include: student record transactions, financial transactions, human resource transactions, financial aid transactions and student services transactions. Section 3.0, 5.0 and 6.0 of the policy are lifted verbatim from the existing purchasing conflict of interest rules contained in Regulation 8323. The final portion of the policy recognizes that there may be some transactions where the resources of the District restrict a decision to a single person who may benefit from the decision. In those instances, the policy requires disclosure of the conflict and prior approval of the employee's continued participation in the decision, transaction or services. Further, the policy explicitly does not apply to the selection of educational materials by faculty.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions to Policy P-8631 Conflict of Interest Rules.

## 1.0 Definitions

### 1.1 "Conflict of Interest"

1.1.1 A "conflict of interest" exists when a Los Rios Community College District employee, in their role as a District/College employee, participates in a decision or transaction or provides services, where the employee personally benefits from the decision, transaction or services.

1.1.2 A "conflict of interest" also exists when a Los Rios Community College District employee, in their role as a District/College employee, participates in a decision or transaction or provides services, where the a member of the employee's immediate family personally benefits from the decision, transaction or services.

1.1.3 A benefit may either be financial or non-financial.

1.1.2.1 A financial benefit exists when an employee or a member of their immediate family receives a monetary benefit or their existing financial interests are materially affected by the decision, transaction or services.

1.1.2.2 A nonfinancial benefit exists when an employee or a member of their immediate family receives a non-monetary benefit (for example, the employee or family member receives a grade, a service, an enrollment, priority enrollment or special treatment) by the decision, transaction or services.

1.1.4 Where the benefit received in the transaction is indirect and immaterial, a conflict of interest does not exist.

1.2 The immediate family of an employee is defined as: mother, father, grandparent or grandchild of the employee or of the employee's spouse or domestic partner; stepmother, step-father, spouse, domestic partner, son, mother-in-law, father-in law, son-in-law, step-son, daughter, daughter-in-law, step-daughter; brother, brother-in-law, sister, sister-in-law, aunt or uncle of the employee; child of a domestic partner, sibling of a domestic partner; wife or husband of a domestic partner's child; or any person living in the immediate household of the employee.



1.3 A District/College employee “participates in a decision” when the employee, in his or her role as a District/College employee, makes or participates in the making of a decision. A District/College employee “participates in a transaction” or “provides services” when the employee, in his or her role as a District/College employee, participates in, executes, processes, reviews, or approves a transaction or services.

1.4 “Financial interest” means a District/College employee’s investment in or position with business entities, interests in real property, sources of income, sources of gifts, the personal finances of the employee or the personal finances of a member of the immediate family of the employee.

## 2.0 Conflict of Interest Prohibited

2.1 A District/College employee shall not participate in a decision or transaction or provide services when they have a conflict of interest.

2.2.1 If it is unclear whether a conflict of interest exists, the determination shall be made by the General Counsel.

## 3.0 Purchasing Transactions

3.1 A District/College employee shall not participate in the preparation of specifications for the purchase of equipment or material, the selection of a vendor, or the selection of a contractor if such participation constitutes a conflict of interest.

3.2 A District/College employee who participates in the selection of a vendor shall sign the following conflict of interest disclaimer statement:

"This is to certify that the undersigned employee has no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for equipment and/or material represented by this requisition."

3.3 No purchase or lease of goods or contract for services shall be made from any District/College employee or a member of the immediate family of an employee unless there has been a specific determination in writing by the Director of General Services that the goods or services are not available from any other source.

#### **4.0 Specific Employee and Immediate Family Transactions**

- 4.1 A District/College employee shall not participate in a decision or transaction or provide services that will benefit the employee or a member of the immediate family of the employee in the following areas:**
- 4.1.1 Student record transactions:** Examples include, but are not limited to, grade changes, course enrollments, and providing permission numbers.
  - 4.1.2 Financial transactions:** Examples include, but are not limited to, payroll, fee payments, retail purchases (bookstore, cafeteria, etc.), and box office transactions.
  - 4.1.3 Human resource transactions:** Examples include, but are not limited to, hiring, discipline, termination, employee record changes, and absence report or timesheet processing.
  - 4.1.4 Financial aid transactions:** Examples include, but are not limited to, application, approval and disbursement for grants, loans, fee waivers, and scholarships.
  - 4.1.5 Student services:** Examples include, but are not limited to, counseling, CalWORKs, DSPS, EOP&S, and Child Development Centers.

#### **5.0 Incompatible Activities**

- 5.1 A District/College employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, contrary to, or inimical to his or her duties as a District/College employee. Prohibited activities include, but are not limited to, the following:**
- 5.1.1 Using the prestige or influence of the District/College(s) for the employee's private gain or advantage or the private gain or advantage of another.**
  - 5.1.2 Using District/College(s) time, facilities, equipment, or supplies for the employee's private gain or advantage or the private gain or advantage of another.**
  - 5.1.3 Using, or having access to, confidential information available by virtue of District/College(s) employment for private gain or**

advantage or providing confidential information to persons to whom issuance of this information has not been authorized.

- 5.1.4 Receiving or accepting money or any other consideration for the performance of his or her duties as a District/College employee from anyone other than the District.
- 5.1.5 Performance of an act in other than his or her capacity as a District/College employee knowing that the act may later be subject, directly or indirectly, to the control, inspection, review audit or enforcement by the same employee.
- 5.1.6 Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the District/College(s) or whose activities are regulated or controlled by the District/College(s) under circumstances from which it reasonably could be substantiated that the gift was intended to influence the employee in his or her official duties or was intended as a reward for any official actions performed by the District/College employee.
- 5.1.7 Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time, attention, and efforts to the District/College(s) during his or her hours of duty as a District/College employee.

**6.0 Student Loans [Higher Education Opportunity Act, Pub. Law No 110-315, section 493]**

- 6.1 As it relates to student loans, the following prohibitions also apply to the District/College and its employees:
  - 6.1.1 A District/College employee is prohibited from steering students to use one particular student loan lender over another or delaying the processing of a loan with one student loan lender over another lender. Students must select the student loan lender of their choice.
  - 6.1.2 A District/College employee shall not make the offer of private student loans to a student contingent upon a specific number of Title IV loans being offered to a student loan lender.

6.1.3 A District/College employee shall not request or accept from any lender any assistance in calling students or working in the financial aid offices of the Colleges. Notwithstanding this prohibition, student loan lenders may provide professional development training and educational counseling materials as long as the materials identify the lender that assisted in preparing the materials and student loan lenders may provide staffing services on a short-term, non-recurring basis during emergencies or disasters.

7.0 Exceptions

7.1 Employees shall make every effort to avoid conflicts of interest or perceived or potential conflicts of interest. In the event an employee believes they may have a conflict of interest, they shall discuss that matter with their immediate supervisor. As appropriate, the immediate supervisor shall inform the Vice Presidents of Administration for College employees or a Director of Accounting Services for District Office employees.

7.2 There are certain decisions, transactions or services that may benefit an employee or a member of the immediate family of the employee where employees are required to participate due to their position in the District or due to the resources available. In those instances, prior to participating in the decision or transaction or rendering the services, the employees shall disclose any interest they have that may be benefited from the decision, transaction or services in writing to the Vice President of Administrative Services for College employees or a Director of Accounting Services for District Office employees, and obtain their written approval. Additional controls, such as periodic review, shall be undertaken to prevent or detect irregularities.

7.3 The selection of educational materials by faculty in the context of a course they teach is not covered under this District Policy.

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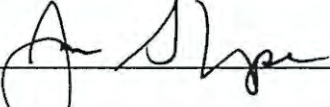
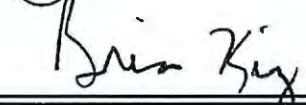
Policy Adopted:  
Policy Revised:  
Adm. Regulation:

DRAFT 3/22/13

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> 2012-13 Budget Revision № 2		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item D	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

## BACKGROUND

On September 12, 2012, the Governing Board adopted the 2012-13 maximum funding level (Z Budget) for the General Fund. The Board approved budget revision #1 on February 13, 2013. The attached Schedule I details further modifications to this funding level since the first revision. General Fund revenues and appropriations are budgeted \$9.8M higher reflecting higher growth (restoration) funding at the 1<sup>st</sup> Principal Apportionment (P1), almost \$1M from the final recalculation for fiscal year 2011-12, recording of a large Foundation donation (FedEx airplane) and other increases to other revenue and transfers, as well as recognition of \$4.9M in additional restricted/special programs revenues.

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 which is now estimated at \$2.6M based upon the P1. At P1, there is a significant shortfall in RDA property tax receipts resulting in a deficit factor of 6.3%. Regular property taxes and enrollment fees appear to be coming in above the budget levels. We are told that the RDA shortfall will be fully funded, although the final settlement will likely be next February. However, the System has a structural deficit which is estimated to be around 1%. So even if there are no shortfalls in either student enrollment fees or property taxes, there still can be a general apportionment shortfall resulting in a deficit of 1% which is slightly less than the amount of growth/restoration for the year. Therefore, operating at the Y level is prudent at this time. The District is projecting it will need to draw \$7.5M of the reserves designated by the Board as available to support general fund operations. While this is higher than the adopted budget projection, the District has implemented its planned reductions and the 2013-14 forecast indicates less reserves will be required than what had initially been forecast.

## **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): Reduction in transfers from the Bookstore fund; Changes in expenditure plan; and increase in transfer to the General fund.
3. Child Development Fund (Schedule IV): Decrease in transfer from the General fund; Decrease in expenditures for salaries and benefits.
4. Capital Outlay Projects (Schedule V): Decrease in federal revenue offset by increase in local revenue related to SMUD Smartgrid project; increase in interest income and transfers in from the general fund; increase in transfer out from Board designated reserves as well as additional appropriations related to changes in estimated revenues.
5. Bond Projects Fund – Measure A (Schedule VI): Increase in revenues and appropriations from the planned issuance of Series E bonds for \$20M.
6. Bond Projects Fund – Measure M (Schedule VII): Increase in revenues and appropriations from the planned issuance of Series B bonds for \$60M.
7. Bond Interest and Redemption Fund – Measure A (Schedule VIII): Increase in revenues and appropriations for premium and issuance costs for Series E.
8. Bond Interest and Redemption Fund – Measure M (Schedule IX): Increase in revenues and appropriations for premium and issuance costs for Series B.
9. Self-Insurance Fund (Schedule X): Increase in revenue and claims related to property, liability and workers' compensation.
10. Bookstore Fund (Schedule XI): Minor changes in expenditures and transfers out.
11. Regional Performing Arts Center (Schedule XII): Increase in estimated revenues, transfers in, and appropriations; increase in operating expenses.
12. Student Financial Aid (Schedule XIII): Increase in State Categorical programs transferred from the General fund.
13. Student Associations Trust (Schedule XIV): Increase in Student Representation Fees.
14. Los Rios Foundation (XV): Increase in donations and appropriations.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2012-13 Budget Revision No 2 for the General, Instructionally Related, Child Development, Capital Outlay Projects, Bond Projects Measures A and M, Bond Interest and Redemption for Measures A and M, Self-Insurance, Bookstore, 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 # 2  
2012-2013**

	<u>REVISED BUDGET 2/13/2013</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 10,049,352	\$ -	\$ 10,049,352
Committed	19,982,022	-	19,982,022
Restricted	3,318,331	-	3,318,331
<b>TOTAL BEGINNING FUND BALANCE</b>	<u><b>33,349,705</b></u>	<u>-</u>	<u><b>33,349,705</b></u>
<b>REVENUE:</b>			
<b>GENERAL PURPOSE</b>			
Apportionment, Property Taxes and Enrollment Fees	240,660,974	1,612,018	242,272,992
Lottery Funds	6,586,218	-	6,586,218
Apprentice/Other General Purpose/Interfund Transfers	17,377,481	3,283,740	20,661,221
<b>TOTAL GENERAL PURPOSE</b>	<u><b>264,624,673</b></u>	<u><b>4,895,758</b></u>	<u><b>269,520,431</b></u>
<b>RESTRICTED/SPECIAL PROGRAMS REVENUES</b>	<b>43,873,916</b>	<b>4,884,685</b>	<b>48,758,601</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<u><b>308,498,589</b></u>	<u><b>9,780,443</b></u>	<u><b>318,279,032</b></u>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<u><b>\$ 341,848,294</b></u>	<u><b>\$ 9,780,443</b></u>	<u><b>\$ 351,628,737</b></u>
<b>APPROPRIATIONS:</b>			
Academic Salaries	\$ 132,990,997	\$ 1,135,929	\$ 134,126,926
Classified Salaries	71,268,192	861,891	72,130,083
Employee Benefits	62,990,254	332,393	63,322,647
Books, Supplies & Materials	8,374,400	679,703	9,054,103
Other Operating Expenses	37,730,555	207,804	37,938,359
Capital Outlay	5,890,956	5,542,798	11,433,754
Other Outgo	7,569,123	1,019,925	8,589,048
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>	<u><b>326,814,477</b></u>	<u><b>9,780,443</b></u>	<u><b>336,594,920</b></u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	10,049,352	-	10,049,352
Committed	3,509,986	-	3,509,986
Restricted	1,474,479	-	1,474,479
<b>TOTAL ENDING FUND BALANCE</b>	<u><b>15,033,817</b></u>	<u>-</u>	<u><b>15,033,817</b></u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u><b>\$ 341,848,294</b></u>	<u><b>\$ 9,780,443</b></u>	<u><b>\$ 351,628,737</b></u>

\* Maximum funded level (Z Budget)

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
RESTRICTED/SPECIAL PROGRAMS REVENUES  
BUDGET REVISION #2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 2/13/2013
Student Parking Fees & Fines, Universal Transit Pass	\$ 4,400,000	\$ -	\$ 4,400,000
<b>Federal:</b>			
Vocational & Technical Educational Act (VTEA)	\$ 3,294,598	\$ -	\$ 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)	472,972	-	472,972
TANF Work Study Program	576,850	-	576,850
Workability III - Department of Rehabilitation (DOR) Cooperative	211,465	-	211,465
Small Business Administration-Small Business Development Center (SBDC)	48,266	257,847	306,113
Child Development Training Consortium (CDTC)	159,270	14,400	173,670
Foster Care Program	165,174	11,814	176,988
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	(4,000)	96,000
WIA SETA Clean Energy Workforce Training Program (CEWTP) Alternative Vehicles/Fuel	65,193	(13,139)	52,054
WIA SETA Nurse Support	-	92,000	92,000
WIA SETA Next Skills Institute	-	99,000	99,000
WIA SETA Green Innovation	7,254	-	7,254
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)	42,374	63	42,437
SETA - CalTrans - Federal Highway Administration (FHWA)	-	150,000	150,000
SETA - ARC Nurse Education Initiative (NEI) Students	22,680	-	22,680
Youth Empowerment Strategies For Success - Independent Living Program (ILP)	22,500	-	22,500
State Trade Export Promotion (STEP) Grant	300,691	-	300,691
US Department of Education - TRIO Student Support Services	65,660	213,180	278,840
Regional Consortia	12,534	9,911	22,445
California Early Childhood Mentor	15,163	(850)	14,313
<b>Total Federal</b>	<b>\$13,817,469</b>	<b>\$ 830,226</b>	<b>\$ 14,647,695</b>
<b>State:</b>			
Extended Opportunity Programs and Services (EOPS)	\$ 2,729,593	\$ 1,395	\$ 2,730,988
Cooperative Agencies Resources for Education Programs (CARE)	436,413	2,328	438,741
Disabled Student Programs and Services (DSPS)	3,075,853	(17,544)	3,058,309
Matriculation	2,205,623	(100)	2,205,523
Board of Governors Financial Asst Prgm Admin. Allowance (BFAP)	2,750,543	199,354	2,949,897
CalWORKS	1,485,579	(2,233)	1,483,346
Basic Skills Initiative	1,223,328	-	1,223,328
Math, Engineering, Science Achievement (MESA/CCCP)	178,513	-	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	99,000	303,383
EWD Statewide Centers of Excellence (CTXL) Hub	70,777	-	70,777
EWD Statewide Applied Biotechnology Hub	135,284	-	135,284
Centers of Excellence (CTXL) Curriculum Planning (SB70)	99,500	-	99,500



**LOS RIOS COMMUNITY COLLEGE DISTRICT  
RESTRICTED/SPECIAL PROGRAMS REVENUES  
BUDGET REVISION #2  
2012-2013**

	<b>REVISED BUDGET 2/13/2013</b>	<b>BUDGET MODIFICATIONS</b>	<b>REVISED BUDGET 2/13/2013</b>
<b>State: (continued)</b>			
Career Technical Education (CTE) Grants	3,023,934	953,774	3,977,708
San Francisco Community College - Center Of Excellence (COE) Hub Sub Award	-	60,775	60,775
Student Success-Stackable Prerequisite	110,500	-	110,500
Foster Care Program	165,175	11,816	176,991
Staff Diversity	37,559	-	37,559
Enrollment Growth Assoc Degree in Nursing II -Yr 1 & 2	388,771	40,000	428,771
Common Course Numbering System	92,016	(1)	92,015
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
Other State	27,395	(6,275)	21,120
<b>Total State</b>	<b>\$21,087,375</b>	<b>\$ 1,180,553</b>	<b>\$ 22,267,928</b>
<b>Local:</b>			
Central Valley New Car Dealers Association (CVNCDA)	\$ 48,730	\$ -	\$ 48,730
Ethics Symposium - CRC - Wagenlis	13,500	7,450	20,950
Sacramento Municipal Utility District (SMUD)	28,470	-	28,470
Pacific Gas & Electric Up-Skilling Utilities Work	28,015	-	28,015
Math, Engineering, Science Achieve (MESA)/Teichert LRCCD	5,000	-	5,000
California Wellness Foundation - SCC	150,000	-	150,000
Career Ladders Project - CCC Linked Learning Initiative (CCCLLI)	200,000	-	200,000
State Farm Insurance Grant	-	10,000	10,000
Foundation Grants & Gifts	259,466	5,460	264,926
Ford Program	10,000	-	10,000
Nursing Grants Emergency Funds	20,049	-	20,049
Comprehensive Approaches to Raising Education Standards (CARES/ECERS)	-	7,500	7,500
Statewide Academic Senate	26,835	-	26,835
Sutter Nursing Program	1,395,888	291,113	1,687,001
Wells Fargo Bank	50,000	-	50,000
El Dorado County Health and Human Services	84,370	-	84,370
SETA SBDC	20,400	-	20,400
Long Beach Community College-Start up Bootcamp	-	21,001	21,001
UC Davis - California Alliance for Minority Participation (CAMP) Program	11,160	-	11,160
Workplace Learning Resources (WPLR) Program Income	27,865	-	27,865
Sacramento County Office of Education (SCOE)	25,090	30,951	56,041
Center for International Trade Development (CITD) Program Income	57,806	205	58,011
Center of Excellence (COE) Program Income	171,341	-	171,341
SBDC/California Community Colleges (CCC) Program Income	27,632	10,888	38,520
Training Source Contracts	1,888,158	(10,662)	1,877,496
Carnegie Collaboratory For Statistic (STATWAY) Grant	8,329	-	8,329
Restricted Donations	-	2,500,000	2,500,000
Other Local	10,968	-	10,968
<b>Total Local</b>	<b>\$ 4,569,072</b>	<b>\$ 2,873,906</b>	<b>\$ 7,442,978</b>
<b>TOTAL RESTRICTED REVENUE/SPECIAL PROGRAMS</b>	<b>\$43,873,916</b>	<b>\$ 4,884,685</b>	<b>\$ 48,758,601</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**INSTRUCTIONALLY-RELATED ACTIVITIES (Sub-Fund of the General Fund)**  
**BUDGET REVISION # 2**  
**2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 3,579,845	\$ -	\$ 3,579,845
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>3,579,845</u>	<u>-</u>	<u>3,579,845</u>
<b>REVENUE:</b>			
Local - Other	1,400,000	-	1,400,000
<b>TOTAL REVENUE</b>	<u>1,400,000</u>	<u>-</u>	<u>1,400,000</u>
<b>INTERFUND TRANSFERS:</b>			
Bookstore Fund	640,388	(50,000)	590,388
General Fund	10,000	-	10,000
<b>TOTAL TRANSFERS</b>	<u>650,388</u>	<u>(50,000)</u>	<u>600,388</u>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<u>\$ 5,630,233</u>	<u>\$ (50,000)</u>	<u>\$ 5,580,233</u>
<b>APPROPRIATIONS:</b>			
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	(79,800)	820,200
Capital Outlay	40,000	-	40,000
Payments to Students	25,000	-	25,000
<b>TOTAL APPROPRIATIONS</b>	<u>1,826,000</u>	<u>(79,800)</u>	<u>1,746,200</u>
<b>INTERFUND TRANSFERS OUT:</b>			
General Fund	65,596	29,800	95,396
Scholarship Fund	5,200	-	5,200
	<u>70,796</u>	<u>29,800</u>	<u>100,596</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	3,733,437	-	3,733,437
<b>TOTAL ENDING FUND BALANCE</b>	<u>3,733,437</u>	<u>-</u>	<u>3,733,437</u>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND ENDING FUND BALANCE</b>	<u>\$ 5,630,233</u>	<u>\$ (50,000)</u>	<u>\$ 5,580,233</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
CHILD DEVELOPMENT FUND  
BUDGET REVISION #2  
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 175,000	\$ -	\$ 175,000
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>175,000</u>	<u>-</u>	<u>175,000</u>
<b>REVENUE:</b>			
Federal	110,920	-	110,920
State	1,195,765	-	1,195,765
Local	96,750	-	96,750
Interfund Transfers	847,608	(80,000)	767,608
<b>TOTAL REVENUE AND TRANSFERS</b>	<u>2,251,043</u>	<u>(80,000)</u>	<u>2,171,043</u>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<u>\$ 2,426,043</u>	<u>\$ (80,000)</u>	<u>\$ 2,346,043</u>
<b>APPROPRIATIONS:</b>			
Classified Salaries	\$ 1,362,154	\$ (67,108)	\$ 1,295,046
Employee Benefits	725,389	(12,892)	712,497
Books, Supplies and Food	144,000	-	144,000
Other Operating Expenses	17,500	-	17,500
Capital Outlay	2,000	-	2,000
<b>TOTAL APPROPRIATIONS</b>	<u>2,251,043</u>	<u>(80,000)</u>	<u>2,171,043</u>
<b>ENDING FUND BALANCE, JUNE 30</b>	<u>175,000</u>	<u>-</u>	<u>175,000</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 2,426,043</u>	<u>\$ (80,000)</u>	<u>\$ 2,346,043</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
CAPITAL OUTLAY PROJECTS FUND  
BUDGET REVISION # 2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
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
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>81,249,000</b>	<b>-</b>	<b>81,249,000</b>
<b>REVENUE:</b>			
Federal	2,198,374	(1,902,127)	296,247
State	4,165,215	-	4,165,215
Local	24,197,537	2,059,626	26,257,163
Interfund Transfers In	4,486,955	885,377	5,372,332
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>35,048,081</b>	<b>1,042,876</b>	<b>36,090,957</b>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<b>\$ 116,297,081</b>	<b>\$ 1,042,876</b>	<b>\$ 117,339,957</b>
<b>APPROPRIATIONS:</b>			
Supplies and Materials	\$ 28,178	\$ (16)	\$ 28,162
Other Operating Expenses and Services	1,187,742	57,282	1,245,024
Capital Outlay	91,585,997	975,610	92,561,607
Interfund Transfers Out	7,068,630	1,266,000	8,334,630
<b>TOTAL APPROPRIATIONS/TRANSFERS</b>	<b>99,870,547</b>	<b>2,298,876</b>	<b>102,169,423</b>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	3,003,588	-	3,003,588
Board Designated - Budget Shortfall Reserve	13,422,946	(1,256,000)	12,166,946
<b>TOTAL ENDING FUND BALANCE</b>	<b>16,426,534</b>	<b>(1,256,000)</b>	<b>15,170,534</b>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<b>\$ 116,297,081</b>	<b>\$ 1,042,876</b>	<b>\$ 117,339,957</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
BOND PROJECTS FUND - MEASURE A  
BUDGET REVISION # 2  
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Committed	\$ 18,313,469	\$ -	\$ 18,313,469
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>18,313,469</u>	<u>-</u>	<u>18,313,469</u>
<b>REVENUE:</b>			
Bond Proceeds		20,000,000	20,000,000
Local - Interest Income	50,000	-	50,000
<b>TOTAL REVENUE</b>	<u>50,000</u>	<u>20,000,000</u>	<u>20,050,000</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 18,363,469</u>	<u>\$ 20,000,000</u>	<u>\$ 38,363,469</u>
<b>APPROPRIATIONS:</b>			
Bond Projects	\$ 18,333,469	\$ 20,000,000	\$ 38,333,469
Bond Service Costs	30,000	-	30,000
<b>TOTAL APPROPRIATIONS/TRANSFERS</b>	<u>18,363,469</u>	<u>20,000,000</u>	<u>38,363,469</u>
<b>ENDING FUND BALANCE, JUNE 30</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 18,363,469</u>	<u>\$ 20,000,000</u>	<u>\$ 38,363,469</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
BOND PROJECTS FUND - MEASURE M  
BUDGET REVISION # 2  
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Committed	\$ 78,879,503	\$ -	\$ 78,879,503
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>78,879,503</u>	<u>-</u>	<u>78,879,503</u>
<b>REVENUE:</b>			
Bond Proceeds	-	60,000,000	60,000,000
Local - Interest Income	260,000	-	260,000
<b>TOTAL REVENUE</b>	<u>260,000</u>	<u>60,000,000</u>	<u>60,260,000</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 79,139,503</u>	<u>\$ 60,000,000</u>	<u>\$ 139,139,503</u>
<b>APPROPRIATIONS:</b>			
Bond Projects	\$ 79,109,503	\$ 60,000,000	\$ 139,109,503
Bond Service Costs	30,000	-	30,000
<b>TOTAL APPROPRIATIONS/TRANSFERS</b>	<u>79,139,503</u>	<u>60,000,000</u>	<u>139,139,503</u>
<b>ENDING FUND BALANCE, JUNE 30</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 79,139,503</u>	<u>\$ 60,000,000</u>	<u>\$ 139,139,503</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
BOND INTEREST AND REDEMPTION FUND - MEASURE A  
BUDGET REVISION # 2  
2012-2013**

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Committed	\$ 12,921,247	\$ -	\$ 12,921,247
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>12,921,247</u>	<u>-</u>	<u>12,921,247</u>
<b>REVENUE:</b>			
Local:			
Property Taxes	18,900,000	-	18,900,000
Premium on Sale of Bonds	-	104,751	104,751
Interest Income	326,825	-	326,825
<b>TOTAL REVENUE</b>	<u>19,226,825</u>	<u>104,751</u>	<u>19,331,576</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 32,148,072</u>	<u>\$ 104,751</u>	<u>\$ 32,252,823</u>
<b>APPROPRIATIONS:</b>			
Bond Principal Repayment	\$ 7,490,000	\$ -	\$ 7,490,000
Bond Interest Expense	11,028,110	-	11,028,110
Bond Issuance Costs	-	104,751	104,751
Bond Service Costs	3,000	-	3,000
<b>TOTAL APPROPRIATIONS</b>	<u>18,521,110</u>	<u>104,751</u>	<u>18,625,861</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Committed	13,626,962	-	13,626,962
<b>TOTAL ENDING FUND BALANCE</b>	<u>13,626,962</u>	<u>-</u>	<u>13,626,962</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 32,148,072</u>	<u>\$ 104,751</u>	<u>\$ 32,252,823</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
BOND INTEREST AND REDEMPTION FUND - MEASURE M  
BUDGET REVISION # 1  
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Committed	\$ 3,359,550	\$ -	\$ 3,359,550
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>3,359,550</u>	<u>-</u>	<u>3,359,550</u>
<b>REVENUE:</b>			
Local:			
Property Taxes	8,750,000	-	8,750,000
Premium on Sale of Bonds	-	104,751	104,751
Interest Income	30,000	-	30,000
<b>TOTAL REVENUE</b>	<u>8,780,000</u>	<u>104,751</u>	<u>8,884,751</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 12,139,550</u>	<u>\$ 104,751</u>	<u>\$ 12,244,301</u>
<b>APPROPRIATIONS:</b>			
Bond Principal Repayment	\$ 3,825,000	\$ -	\$ 3,825,000
Bond Interest Expense	5,833,450	-	5,833,450
Bond Issuance Costs	-	104,751	104,751
Bond Service Costs	500	-	500
<b>TOTAL APPROPRIATIONS</b>	<u>9,658,950</u>	<u>104,751</u>	<u>9,763,701</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Committed	2,480,600	-	2,480,600
<b>TOTAL ENDING FUND BALANCE</b>	<u>2,480,600</u>	<u>-</u>	<u>2,480,600</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 12,139,550</u>	<u>\$ 104,751</u>	<u>\$ 12,244,301</u>



**LOS RIOS COMMUNITY COLLEGE DISTRICT  
SELF-INSURANCE FUND  
BUDGET REVISION # 2  
2012-2013**

	<u>ADOPTED BUDGET 9/12/2012</u>	<u>BUDGET MODIFICATIONS</u>	<u>REVISED BUDGET 6/12/2013</u>
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Committed	\$ 1,736,275	\$ -	\$ 1,736,275
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>1,736,275</u>	<u>-</u>	<u>1,736,275</u>
<b>REVENUE:</b>			
Property, Liability, and Workers' Compensation	2,238,805	600,000	2,838,805
Dental Program	3,966,443	(1,529)	3,964,914
Interest Income	50,000	-	50,000
<b>TOTAL REVENUE</b>	<u>6,255,248</u>	<u>598,471</u>	<u>6,853,719</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 7,991,523</u>	<u>\$ 598,471</u>	<u>\$ 8,589,994</u>
<b>APPROPRIATIONS:</b>			
Salaries and Employee Benefits	\$ 203,878	\$ -	\$ 203,878
Insurance Premiums	1,524,600	-	1,524,600
Self-Insurance Claims:			
Property, Liability, and Workers' Compensation	365,827	600,000	965,827
Dental Program	3,716,443	248,471	3,964,914
Administrative Costs	444,500	(250,000)	194,500
<b>TOTAL APPROPRIATIONS</b>	<u>6,255,248</u>	<u>598,471</u>	<u>6,853,719</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Committed	1,736,275	-	1,736,275
<b>TOTAL ENDING FUND BALANCE</b>	<u>1,736,275</u>	<u>-</u>	<u>1,736,275</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 7,991,523</u>	<u>\$ 598,471</u>	<u>\$ 8,589,994</u>

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

	ADOPTED BUDGET 9/12/2012	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 123,145	\$ -	\$ 123,145
Committed	11,574,263	-	11,574,263
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>11,697,408</b>	<b>-</b>	<b>11,697,408</b>
<b>REVENUE:</b>			
Bookstore Sales	15,550,000	-	15,550,000
Interest and Other	250,000	-	250,000
<b>TOTAL REVENUE</b>	<b>15,800,000</b>	<b>-</b>	<b>15,800,000</b>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<b>\$ 27,497,408</b>	<b>\$ -</b>	<b>\$ 27,497,408</b>
<b>APPROPRIATIONS:</b>			
Cost of Goods Sold	\$ 11,250,000	\$ -	\$ 11,250,000
Classified Salaries	2,000,000	-	2,000,000
Employee Benefits	600,000	-	600,000
Depreciation	200,000	-	200,000
Other Operating Expenses	599,877	100,000	699,877
<b>TOTAL APPROPRIATIONS</b>	<b>14,649,877</b>	<b>100,000</b>	<b>14,749,877</b>
<b>INTERFUND TRANSFERS OUT:</b>			
Capital Outlay Projects Fund	501,235	(50,000)	451,235
Instructionally-Related Activities	640,388	(50,000)	590,388
General Fund	8,500	-	8,500
<b>TOTAL TRANSFERS</b>	<b>1,150,123</b>	<b>(100,000)</b>	<b>1,050,123</b>
<b>TOTAL APPROPRIATIONS/TRANSFERS</b>	<b>15,800,000</b>	<b>-</b>	<b>15,800,000</b>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	123,145	-	123,145
Committed	11,574,263	-	11,574,263
<b>TOTAL ENDING FUND BALANCE</b>	<b>11,697,408</b>	<b>-</b>	<b>11,697,408</b>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND ENDING FUND BALANCE</b>	<b>\$ 27,497,408</b>	<b>\$ -</b>	<b>\$ 27,497,408</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
REGIONAL PERFORMING ARTS CENTER - ENTERPRISE FUND  
BUDGET REVISION # 2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 850,129	\$ -	\$ 850,129
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>850,129</u>	<u>-</u>	<u>850,129</u>
<b>REVENUE:</b>			
Ticket Sales	2,500,000	800,000	3,300,000
Interest and Other	675,000	-	675,000
Interfund Transfers	163,307	83,666	246,973
<b>TOTAL REVENUE</b>	<u>3,338,307</u>	<u>883,666</u>	<u>4,221,973</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 4,188,436</u>	<u>\$ 883,666</u>	<u>\$ 5,072,102</u>
<b>APPROPRIATIONS:</b>			
Classified Salaries	\$ 900,000	\$ 123,000	\$ 1,023,000
Employee Benefits	252,000	28,000	280,000
Depreciation	24,000	-	24,000
Other Operating Expenses	1,999,000	946,102	2,945,102
<b>TOTAL APPROPRIATIONS</b>	<u>3,175,000</u>	<u>1,097,102</u>	<u>4,272,102</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	1,013,436	(213,436)	800,000
<b>TOTAL ENDING FUND BALANCE</b>	<u>1,013,436</u>	<u>(213,436)</u>	<u>800,000</u>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND ENDING FUND BALANCE</b>	<u>\$ 4,188,436</u>	<u>\$ 883,666</u>	<u>\$ 5,072,102</u>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
STUDENT FINANCIAL AID FUND  
BUDGET REVISION # 2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
BEGINNING FUND BALANCE, JULY 1	\$ -	\$ -	\$ -
<b>REVENUE:</b>			
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
<b>Total Federal</b>	<b>121,899,301</b>	<b>-</b>	<b>121,899,301</b>
State	4,325,000	-	4,325,000
Interfund Transfers	2,317,488	80,882	2,398,370
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>128,541,789</b>	<b>80,882</b>	<b>128,622,671</b>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<b>\$ 128,541,789</b>	<b>\$ 80,882</b>	<b>\$ 128,622,671</b>
<b>APPROPRIATIONS:</b>			
Student Financial Aid	\$ 128,417,958	\$ 80,882	\$ 128,498,840
Operating Expenses	123,831	-	123,831
<b>TOTAL APPROPRIATIONS</b>	<b>128,541,789</b>	<b>80,882</b>	<b>128,622,671</b>
ENDING FUND BALANCE, JUNE 30	-	-	-
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<b>\$ 128,541,789</b>	<b>\$ 80,882</b>	<b>\$ 128,622,671</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
STUDENT ASSOCIATIONS FUND  
BUDGET REVISION # 2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 393,363	\$ -	\$ 393,363
Committed	87,898	-	87,898
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>481,261</u>	<u>-</u>	<u>481,261</u>
<b>LOCAL REVENUE:</b>			
Student Card Sales	56,469	-	56,469
Student Representation Fees, net of waivers	75,000	35,000	110,000
Fundraising Events	3,000	-	3,000
Miscellaneous & Interest	10,000	-	10,000
<b>TOTAL REVENUE AND TRANSFERS</b>	<u>144,469</u>	<u>35,000</u>	<u>179,469</u>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<u>\$ 625,730</u>	<u>\$ 35,000</u>	<u>\$ 660,730</u>
<b>APPROPRIATIONS:</b>			
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
<b>TOTAL APPROPRIATIONS</b>	<u>129,200</u>	<u>-</u>	<u>129,200</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	406,732	10,000	416,732
Committed	89,798	25,000	114,798
<b>TOTAL ENDING FUND BALANCE</b>	<u>496,530</u>	<u>35,000</u>	<u>531,530</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 625,730</u>	<u>\$ 35,000</u>	<u>\$ 660,730</u>

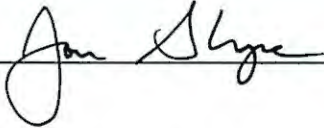
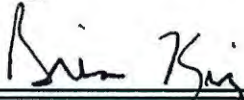
**LOS RIOS COMMUNITY COLLEGE DISTRICT  
LOS RIOS FOUNDATION  
BUDGET REVISION # 2  
2012-2013**

	REVISED BUDGET 2/13/2013	BUDGET MODIFICATIONS	REVISED BUDGET 6/12/2013
<b>BEGINNING FUND BALANCE, JULY 1</b>			
Uncommitted	\$ 772,276	\$ -	\$ 772,276
Committed	10,824,904	-	10,824,904
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>11,597,180</u>	<u>-</u>	<u>11,597,180</u>
<b>REVENUE:</b>			
Donations	2,030,000	290,000	2,320,000
In-Kind Donations	1,700,000	-	1,700,000
Investment Income	360,000	-	360,000
<b>TOTAL REVENUE</b>	<u>4,090,000</u>	<u>290,000</u>	<u>4,380,000</u>
<b>TOTAL REVENUE AND BEGINNING FUND BALANCE</b>	<u>\$ 15,687,180</u>	<u>\$ 290,000</u>	<u>\$ 15,977,180</u>
<b>APPROPRIATIONS:</b>			
Auxiliary Activities	\$ 1,841,000	\$ 290,000	\$ 2,131,000
In-Kind Contributions	1,700,000	-	1,700,000
<b>TOTAL APPROPRIATIONS</b>	<u>3,541,000</u>	<u>290,000</u>	<u>3,831,000</u>
<b>ENDING FUND BALANCE, JUNE 30</b>			
Uncommitted	872,276	(40,600)	831,676
Committed	11,273,904	40,600	11,314,504
<b>TOTAL ENDING FUND BALANCE</b>	<u>12,146,180</u>	<u>-</u>	<u>12,146,180</u>
<b>TOTAL APPROPRIATIONS AND ENDING FUND BALANCE</b>	<u>\$ 15,687,180</u>	<u>\$ 290,000</u>	<u>\$ 15,977,180</u>

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Resolution № 2013-08: 2013-14 Appropriation Limitation		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item E	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

Pursuant to Article XIII-B of the Constitution and Government Code Section 7900, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population, and other applicable factors.

Staff has calculated the 2013-14 appropriation limit as specified in the Government Code Section 7908. The calculated spending limit is \$334,444,517. The District's 2013-14 appropriations subject to this limit has been calculated as \$234,266,755 which indicates that the District's tentative budget is \$100,177,762 below its appropriation limit. For 2012-13 the District's appropriations subject to limit was \$107,845,014 below the appropriation limit of \$335,889,972.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation limitation of \$334,444,517 for 2013-14 by adopting the attached resolution.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2013-08

### 2013-2014 Appropriation Limitation

**WHEREAS**, on November 6, 1979, the People of California passed Proposition 4, a constitutional amendment requiring appropriation limits for state and local government units; and

**WHEREAS**, the method for calculating the appropriation limit for community colleges and school districts was revised by legislative bills AB 198, SB 98, and AB 751 and codified into Government Code Sections 7908 and 7910; and

**WHEREAS**, California Government Code sections 7908 and 7910 requires the Board of Trustees to establish by resolution an appropriation limit each fiscal year; and

**WHEREAS**, the Board of Trustees has directed that the appropriation limit for fiscal year 2013-14 be developed in accordance with the provisions of Government Code sections 7908 and 7910; and

**WHEREAS**, the documentation used in determining the appropriation limit for fiscal year 2013-14 has been made available to the public in the Business Services Office prior to the adoption of this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees adopt the 2013-14 appropriation limit of \$334,444,517.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2013-08, this 12<sup>th</sup> day of June 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

**2013-14 APPROPRIATION LIMIT**

(1) 2012-13 Appropriation Limit		\$ 335,889,972
(2) Inflation Factor *		1.0512
(3) Population Factor:		
(a) 2012-13 FTES, Second Period, est.	51,296	
(b) 2011-12 FTES, Second Period, est.	54,154	
Population Change Factor (a) ÷ (b)		<u>0.9472</u>
<b>Appropriation Limit for 2013-14</b>		<b><u>\$ 334,444,517</u></b>

**2013-14 APPROPRIATIONS SUBJECT TO LIMIT**

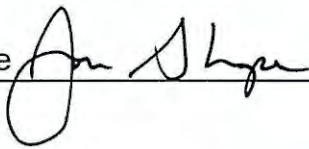
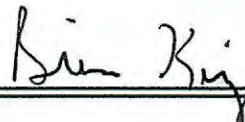
(1) State Aid		
(General Apportionment, EPA & Apprenticeship Allowance)		\$ 186,174,740
(2) Local Property Taxes and State Subventions		49,649,015
(3) Interest Income on Property Tax Proceeds		83,000
(4) Less: Unreimbursed State and Federal Mandates		<u>(1,640,000)</u>
<b>2013-14 Appropriations Subject to Limit</b>		<b><u>\$ 234,266,755</u></b>
Amount Below Limit		<u>\$ 100,177,762</u>

\* California per Capita Personal Income, Annual Change in the Fourth Quarter 2012.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Resolution № 2013-09: Five Year Construction Plan and Final Project Proposals		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> Five Year Plan	
<b>CATEGORY:</b>	Consent Item F	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

The State Chancellor's Office has a prescribed capital outlay process and calendar for requesting State funds for capital outlay projects. Each year the District must file a Five Year Construction Plan which lists all proposed projects, whether State funded or not. Final Project Proposals (FPPs), which are prepared to request State funding for projects that are listed in the Five Year Construction Plan, are also to be submitted with the Five Year Construction Plan each year by July 1.

Although a district may qualify for State funding, all districts are competing with each other for the limited funds available. There is currently a multi-billion dollar backlog of funding requests for capital projects on file with the State. Facility capacity/load ratios (enrollment growth) and local contribution of funds are key elements in the State's prioritization of funding capital projects.

**STATUS**

The State has not passed a higher education bond since 2006; therefore State funding for new projects has not been available. FPPs that were prepared in previous years have been rolled forward. Additionally the state has simplified the content requirement of FPPs. The two FPPs to be submitted this year are FPPs that were prepared in past years that have been simplified per the new State simplified FPP requirements. Essentially this simplification results in concept drawings that are less complicated than required in previous years.

The two FPPs to be submitted this year are ARC Technical Education Building Modernization and the CRC automotive Technology Building Expansion; both these FPPs were Board approved in previous years.

Drafts of these two FPPs and the Five Year Construction Plan have been prepared. Copies have been distributed to Board Members.

Information on the proposed sequencing and scope of FPPs is included in the attached Executive Summary.

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

It is recommended that the Board of Trustees approve the Five Year Construction Plan, two FPPs and supporting Resolution for submission to the State by July 1, 2013.

## **State Five Year Construction Plan & Final Project Proposals Executive Summary**

### **State Five Year Construction Plan**

The State Five Year Construction Plan is intended to focus primarily on instructional space, for the next 5 years. However with the increase in projected enrollment in the District in the next 10-15 years, the Long Range Capital Plan, which looks at all types of spaces for the next 10-15 years, has been incorporated into the State Five Year Construction Plan.

The basic intent and purpose of the Plan is to analyze enrollment forecasts and determine the amount and type of spaces that will be needed to meet increases in enrollment and changes in the educational program. The Plan is used to determine overall estimated costs and identify possible funding sources.

The major components of the Plan are: Forecasted student load (enrollment/WSCH), facilities capacity to handle load, proposed new space, proposed modernizations and possible funding sources. The first three components are compiled into "capacity/load ratios". Capacity/load ratios represent, as a percentage, the facilities capacity to handle forecasted student load (or demand). These capacity/load ratios are the primary tool used by the State to determine which projects will be approved. Also the State has a priority system, which causes districts to compete against each other to offer the State the least cost alternative. Because of this many of the projects have a local contribution indicated. The local contribution is intended to make our projects more competitive for scarce State funding.

This year's State Five Year Construction Plan contains 52 projects throughout the District, comprised mainly of new construction projects and modernization projects. Three of the listed projects are completed but need to remain in the plan until all State close-out processes have been completed.

## Final Project Proposals (FPPs)

The State has not passed a higher education bond since 2006, so there is no funding available for new-start projects. This causes a delay in the funding schedule for FPPs.

The current funding schedule for Los Rios FPPs is as follows:

FPPs proposed to be scheduled for 2014-15 new start funding:  
(future state bond required, potentially in November 2014)

- ARC Liberal Arts Modernization
- ARC Natomas Center Phase 2 & 3
- CRC College Center Expansion
- FLC Phase 2.1 Instructional Buildings
- SCC Mohr Hall Modernization
- SCC Davis Center Phase 2

FPPs proposed to be scheduled for 2015-16 new start funding:  
(future state bond required, potentially in November 2014)

- ARC Technical Education Building Modernization
- CRC Automotive Technology Expansion

Following is a brief Description of these FPPs:

### American River College FPPs:

Liberal Arts Building Modernization This project will modernize, by replacing with a new building, the Liberal Arts building at American River College. This project will provide approximately 26,789 assignable square feet (ASF) of instructional and related support space in a new multi-story building on the north side of Davies Hall. The estimated total cost of this project is \$19,117,320. The total request for State funding is \$12,426,258 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios is proposing to fund the remaining cost of this project, to include portions of the Preliminary plans, Working drawings and Construction and all of the Equipment; for a total District contribution of \$6,691,062.

Technical Education Building Modernization This project will modernize the Technical Education building at American River College. This project will modernize approximately 42,469 assignable square feet (ASF) of instructional and related support space. The estimated total cost of this project is \$20,750,003. The total request for State funding is \$14,525,002 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios is proposing to fund the remaining cost of this project, to include portions of the Preliminary plans, Working drawings and Construction and all of the Equipment; for a total District contribution of \$6,225,001.

### **Cosumnes River College FPPs:**

College Center Expansion This project will provide 18,005 ASF of new office space, instructional space and meeting room space. The goal of this project is to consolidate student services in the College Center building. The estimated total cost of this project is \$12,764,096. The total request for State funding is \$6,382,048 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios CCD is proposing to fund the remaining portion of the Preliminary Plans, Working Drawings, Construction and all of the Equipment, totaling \$6,382,048.

Automotive Technology Expansion This project will provide 5,070 ASF of new automotive lab space and related spaces. The estimated total cost of this project is \$5,208,006. The total request for State funding is \$3,124,003 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios CCD is proposing to fund the remaining portion of the Preliminary Plans, Working Drawings, Construction and all of the Equipment, totaling \$2,083,203.

### **Folsom Lake College FPP:**

Phase 2.1 Instructional Buildings This project will provide additional instructional and student services spaces for Folsom Lake College. This project will provide 26,600 ASF of lab space, 8,800 ASF of lecture space, 13,600 ASF of office space (primarily for student services) and approximately 10,425 ASF of related spaces; for a total ASF of 59,425 of new space. The estimated total cost of this project is \$49,783,095. The total request for State funding is \$27,380,702 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios is proposing to fund the remaining portions of the Preliminary Plans, Working Drawings and Construction costs and the entire Equipment cost, totaling \$22,402,393.

### **Sacramento City College FPPs:**

Mohr Hall Modernization This project will modernize the existing Mohr Hall building. This building was constructed in 1963 and has not had any major renovations, other than re-roofing. The Facilities Condition Index (FCI) of this building is approximately 19%. Many of the building systems are old and deteriorated and are in need of replacement. The HVAC system is either non-existent or antiquated and requires constant maintenance. The entire 16,690 assignable square feet of this building will be demolished and reconstructed as a new building. The estimated total cost of this project is \$14,520,287. The total request for State funding is \$9,728,592 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios CCD is proposing to fund the remaining portion of the Preliminary Plans, Working Drawings, Construction and all of the Equipment, totaling \$4,791,695.

Davis Center Phase 2 This project will construct the second phase of the new educational center in Davis. It will provide 15,806 ASF of instructional, office and related spaces in a new multi-story building near the current Phase 1 building. The estimated total cost of this project is \$11,920,558. The total request for State funding is \$7,149,162 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios CCD is proposing to fund the remaining portion of the Preliminary Plans, Working Drawings, Construction and all of the Equipment, totaling \$4,771,396.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2013-09

### Five Year Construction Plan - 2015-20 (2015-2016 first funding year)

**WHEREAS**, the Los Rios Community College District is requesting State funds for the capital outlay projects named herein; and

**WHEREAS**, the Five Year Construction Plan – 2015-20 submitted herein is in accordance with the State of California Education Code and Title V provisions; and

**WHEREAS**, any State funds received pursuant to this application shall be used solely for defraying the development cost of the proposed project; and

**WHEREAS**, the Final Project Proposals included with the Five Year Construction Plan are:

- ARC Technology Building Modernization
- CRC Automotive Technology Expansion

**WHEREAS**, the Los Rios Community College District further assures the Board of Governors of the California Community Colleges that other Project Terms and Conditions as described in the Final Project Proposal document shall be followed;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approve the submission of the Five Year Construction Plan, including the two Final Project Proposals to the California Community Colleges.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2013-09, this 12th day of June 2013, by the following called vote:

AYES	NOES	ABSENT
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\_\_\_\_\_  
Pamela Haynes, Board President

*Attest:*

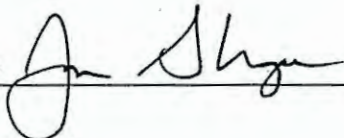
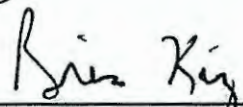
\_\_\_\_\_  
Brian King  
Chancellor and Secretary to the Board



# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Resolution № 2013-10: Amendment to Regional Transit Lease and Joint Use Agreement; Granting of Easements~CRC		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item G	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>Action</b>	
		<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

On November 19, 2008, the Board of Trustees approved a resolution authorizing the execution and delivery of a Lease and Joint Use Agreement (Agreement) for the construction of the Cosumnes River College/Sacramento Regional Transit parking structure and related surface parking. The Board reaffirmed that authorization at its September 21, 2011 meeting and on November 4, 2011, Los Rios Community College District (LRCCD) and Sacramento Regional Transit (RT), formally executed the Agreement. Under the Agreement, RT entered into a fifty-one year capital facilities lease under which its lease payment obligation was to fund the construction of the 2,016 stall parking structure (using Department of Transportation funds). The Agreement also provided for the transfer of easements to RT for the light rail system, including both permanent light rail transit easements and temporary construction easements. In December 2011, and February 2012, the District provided easements to RT for the completion of this project.

Education Code section 81432, provides the District may sell, exchange, grant or quitclaim property to another public entity under the following conditions: "(a) A resolution authorizing such action and prescribing the terms of the sale, exchange, or lease has been adopted by the unanimous vote of the members elected or appointed to the board; and (b) Such resolution has been published in a newspaper. . . . Notice shall be published no less than once a week for three weeks prior to making of the sale, exchange, or the execution of the lease by the board."

**STATUS**

Under the Agreement, RT must pay LRCCD progress payments for the construction of the parking structure within 20 days after the District delivers notice to RT of the amount of progress payments due. As a result of bureaucratic red tape at the federal level, RT has requested that the Agreement be amended to allow RT 120 days to make these progress payments. This will have little effect on the District.

In addition, several RT facilities on the CRC right-of-way granted by the District will require new service connections for electrical power. This includes two traction power substations, two instrument houses and a relocated Sacramento Area Sewer District (SASD) pump station. Further, RT and Sacramento Municipal Utility District (SMUD) requires easements from LRCCD in order for them to finalize their design and to schedule the work for service connections associated with the facilities. In addition, the original lease agreement provided for easement on the northwest corner of the CRC right-of-way for the relocated SASD pump station; however, it does not include the specific language required by SASD that allows for the installation of SASD pipes, including the rights to excavate, construct, reconstruct, repair, operate, upgrade and forever maintain those facilities on the real property associated with the easement. To complete this project, it is appropriate to amend the agreement to provide these additional easements as noted on the attached resolution.

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

It is recommended that the Board approve Resolution № 2013-10 granting the easements identified in that resolution to SMUD and SASD and approve the amendment to Agreement which will extend the due date for progress payments from 20 to 120 days and grant the easements requested.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2013-10

### Intent to Execute Easement Deeds to the Sacramento Municipal Utility District and Sacramento Area Sewer District

**WHEREAS**, the Los Rios Community College District is the owner of real property located at Cosumnes River College located at 8401 Center Parkway, Sacramento, California;

**WHEREAS**, the District is in the process of working with Sacramento Regional Transit in conjunction with the South Sacramento Corridor Phase II Light Rail Project (Project) which will bring light rail to the College and allow for the construction of a parking structure on the campus;

**WHEREAS**, the Project requires the District to transfer easements on the College property as depicted in the attached Exhibit "A" to Sacramento Regional Transit and the Sacramento Municipal Utility District (SMUD) and provide electrical services to a light rail station, 2 traction power substations, 2 instrument houses and a relocated SASD pump station;

**WHEREAS**, the Project requires the District to transfer easements on the College property to the Sacramento Area Sewer District (SASD) as depicted in the attached Exhibit "A" which will include specific language allowing for the installation of its pipes, including the right to excavate, construct, reconstruct, repair, operate, upgrade and forever maintain said facilities, over, upon, under and across that real property;

**WHEREAS**, the Governing Board has determined that the identified easements are not needed for school classrooms and quitclaiming the easements to SMUD and SASD will serve the interests of the District, the College and the community;

**WHEREAS**, granting these easements is to the District's benefit, and it will not adversely affect the District in any respect or the environment;

**WHEREAS**, Education Code section 81430 provides that "the governing boards of any community college district may sell, exchange, grant to or quitclaim all or any of its interest in, or may lease for a term not exceeding 99 years, to the federal government or its agencies, to the state, or to any county, city and county, city or special district, or to any other school district, any real property belonging to the district, and which is not or will not at the time of delivery of title or possession be needed for school classroom buildings by the district owning it, as provided in this article"; and

**WHEREAS**, the District is required by Education Code section 81432 to declare its intention in a resolution authorizing such action adopted by the unanimous vote of all

the members elected or appointed to the Governing Board, and to publish that resolution in a newspaper published in the District and having a general circulation published no less than once a week for three weeks prior to the making of the consummation of the transaction;

**NOW, THEREFORE, BE IT RESOLVED**, that we, the Los Rios Community College District Board of Trustees, declares its intention to grant the easements described in the attached Exhibit "A" to Sacramento Regional Transit and the Sacramento Municipal Utility District for the purpose of providing electrical services to a light rail station, 2 traction power substations, 2 instrument houses and a relocated SASD pump station;

**BE IT FURTHER RESOLVED** that we, the Los Rios Community College District Board of Trustees, declares its intention to grant the easements described in the attached Exhibit "A" to the Sacramento Area Sewer District which will include specific language allowing for the installation of its pipes, including the right to excavate, construct, reconstruct, repair, operate, upgrade and forever maintain said facilities, over, upon, under and across that real property;

**BE IT FURTHER RESOLVED** that a copy of this resolution be published as required by Education Code section 81432.

**BE IT FURTHER RESOLVED** upon completion of the publication as required by Education Code section 81432, the Chancellor or designee is authorized to execute appropriate deeds to consummate this transaction as described herein.

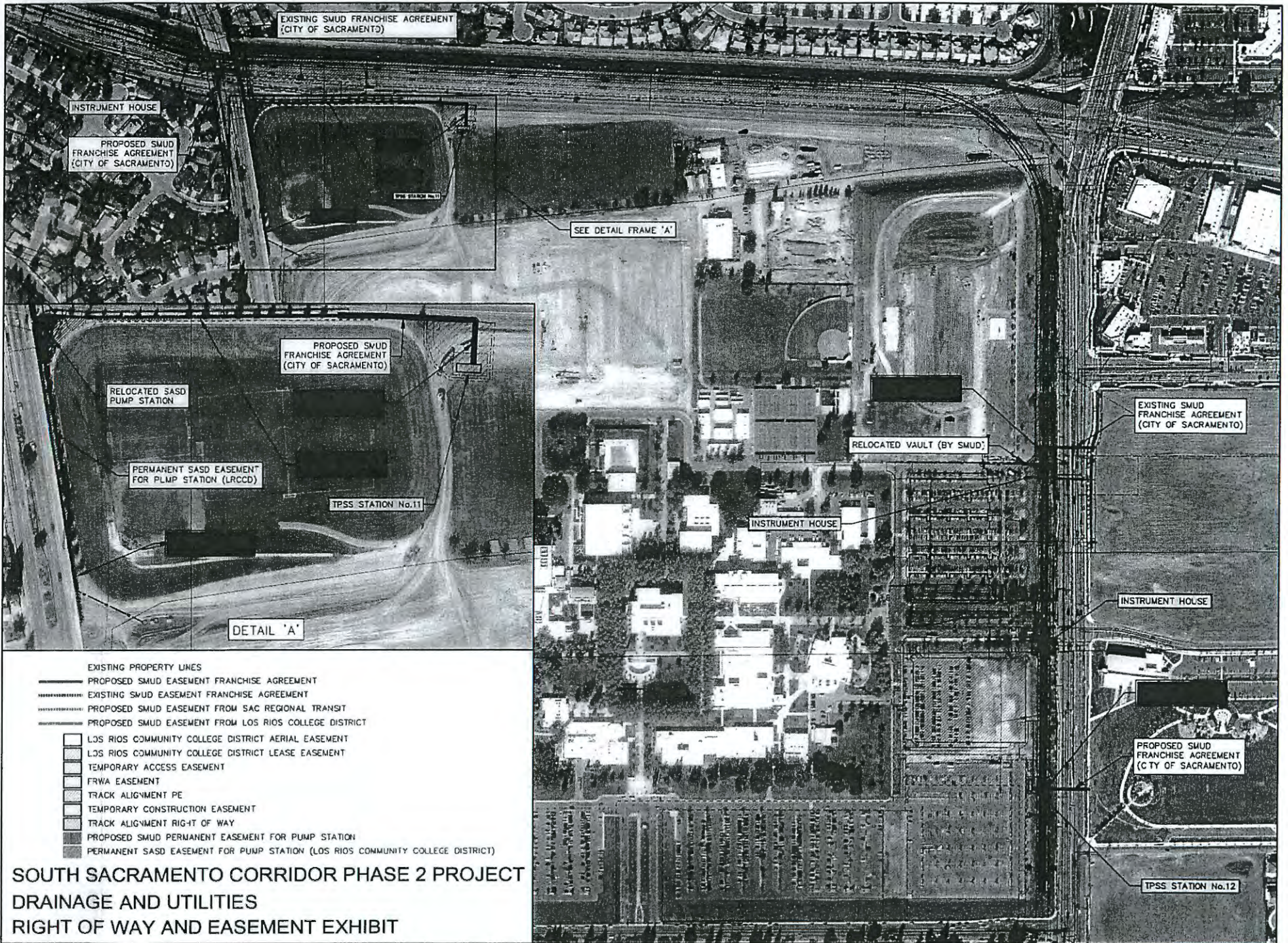
**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2013-10 this 12<sup>th</sup> Day of June, 2013, by the following called vote:

AYES	NOES	ABSENT
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\_\_\_\_\_  
Pamela Haynes, Board President

Attest:

\_\_\_\_\_  
Brian King  
Chancellor and Secretary to the Board

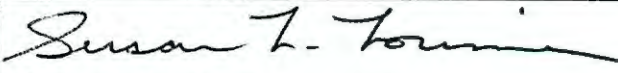
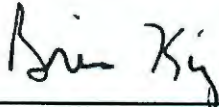


**SOUTH SACRAMENTO CORRIDOR PHASE 2 PROJECT  
DRAINAGE AND UTILITIES  
RIGHT OF WAY AND EASEMENT EXHIBIT**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: June 12, 2013

<b>SUBJECT:</b> Child Development Centers Program Self-Evaluation		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item H	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	 Susan L. Lorimer	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

Pursuant to the Child Care and Development Services Act, Education Code section 8200, the Los Rios Community College District administers child development programs through the California Department of Education (CDE). Program self-evaluations must be submitted to the Child Development Division annually.

**STATUS**

The District currently operates programs at American River, Cosumnes River, and Sacramento City Colleges. The programs have conducted their self-evaluations for the current year. The certification for the 2012-13 evaluation includes a provision that the Board of Trustees receive a copy of the self-evaluation which is attached.

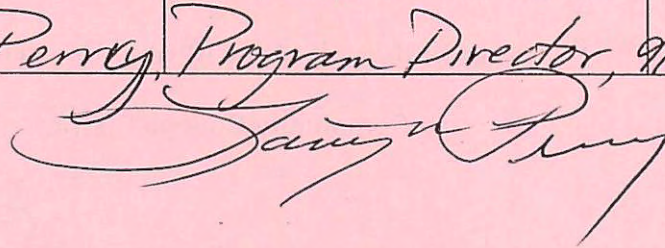
**RECOMMENDATION**

It is recommended that the Board of Trustees approve the program self-evaluations for CCTR-2205 and CSPP-2389 contracts for the fiscal year 2012-13.

**Program Self-Evaluation Annual Report**

<b>Contractor's Legal Name: Los Rios Community College District – Entire Agency</b>			
Vendor Number 34-6737		<input type="checkbox"/> Cal-SAFE CDS Code	
Contract and Age	<input type="checkbox"/> CSPP		
	<input checked="" type="checkbox"/> CCTR – (Infant/Toddler)		
	<input type="checkbox"/> CCTR – (School-Age)		
	<input type="checkbox"/> Education Network (Infant/Toddler)		
	<input type="checkbox"/> Education Network (Preschool)		
	<input type="checkbox"/> CHAN		
	<input type="checkbox"/> CMIG - (Infant/Toddler)		
	<input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 8, 2013	
Number of Classrooms	1	Number of Family Child Care Homes	N/A
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)			
<p>Los Rios Community College District CDC's teaching staff began collecting observations and documentation for the children's DRDPs for Fall 2012 in August, 26 2012 and Spring 2013 semester on January 22, 2013 and continued throughout the semester. First assessments were completed by the 60 day of enrollment for new children and in October 2012 and April 2013 for returning children.</p> <p>DRDP mid-year summary compiled November 30, 2012. Classroom teachers developed Action steps to address findings for the spring 2013 semester.</p> <p>ERS completed for classrooms in either November 2012 or January 2013. Classroom teachers met to create Action Plan with changes made accordingly.</p> <p>Parent Surveys were distributed to the families in March 2013. Families completed and returned them by April 17, 2013. The CDC supervisors summarized and completed the summary of findings by April 19, 2013.</p> <p>ARC, CRC, and SCC Supervisors met to compile results for the Agency Program Self Evaluation on May 8, 2013.</p>			
A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date June 12, 2013	
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date Aug 2013	
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date Aug 2013	

Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature Name, Title, and Phone Number	Date
Laurel M. Perry	Program Director, 916-650-2953	5-16-2013





**Desired Results Program Action Plan – Reflection on Action Steps**

<b>Contractor Name Los Rios Community College District Agency</b>	
<b>Contract Type, Education Network, and/or Cal-SAFE CCTR</b>	<b>Age Group (Infant/Toddler, Preschool, School-Age) Toddler</b>
<b>Planning Date Aug 2012</b>	<b>Lead Planner’s Name and Position CDC supervisors and classroom teachers</b>
<b>Follow-up Date(s) May 2013</b>	<b>Lead Planner’s Name and Position CDC supervisors and classroom teachers</b>

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**Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2011–12 Program Self-Evaluation Report. Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.**

The following includes both agency wide and individual campus action steps completed 2012-13:

1. Evaluate current classroom materials/books
  - Each classroom did an inventory of all classroom books. Discarded old books and sorted books according to subject matter. Books and materials were reorganized for more effective utilization by teachers and children.
2. Review ITERS subscale 12-14
  - Using ITERS classroom teachers assured they had enough of each type of book and placed them in appropriate areas in the classrooms (on shelves, in baskets, on tables) including outside areas. Built weekly rotation of small group literacy activities into classroom schedule. Teachers created separate writing/literacy areas.
3. Reviewed Infant Toddler Learning & Development Program Guides and California Preschool Curriculum Framework/discuss Foundations in Language and Literacy
  - ARC, CRC and SCC staff participated in Agency wide training in August at American River College regarding connecting the Foundations/Curriculum into daily lessons/activities focusing on the Language and Literacy component for children provided by the CDC Supervisors and ECE Faculty. The training included the following:
    - Comparing/contrasting various site lesson plans
    - Small group discussion on connecting Preschool Learning Foundations to the Preschool Curriculum Framework

and the Desired Results Developmental Profile.

- Reviewed observation techniques and effective use of anecdotal notes to complete DRDP
  - Classroom teachers experimented with various templates that could be used to plan authentic literacy experiences and activities, based upon observed children's interests, which incorporate the language and literacy strands.
  - Each site followed up with additional training for teachers relevant to specific center needs such as CRC staff participating in viewing and discussing the literacy related videos including "A world full of Languages" during Fall flex days. Teachers at American River College implemented a second intentional planning curriculum form that records specific activities that are designed to foster children's further mastery of measures on the DRDP, as well address substrands of the Early Learning Framework. And SCC staff updated curriculum plans to align with California Preschool Curriculum Framework including the Strands.
4. Incorporate parent participation in literacy related activities to promote language and literacy in the home environment  
Each site connected with their families as follows:

CRC:

- Parents were informed of lending libraries that were set up in each classroom for the purpose of encouraging more reading at home with parent and child during Parent Orientations at the beginning of the Fall semester.
- Parents and campus community were encouraged to take part with CDC staff and children in reading 500 books in 100 days activity during Spring 2013. We succeeded in accomplishing the task before the 100<sup>th</sup> day!

SCC:

- Parents were provided with sections of the Language and Literacy Handbook both through emails and available in the classrooms throughout the fall 2012 semester.
- Parents encouraged at intake and orientation to participate in the classroom on regular base
- Parents were invited to attend a workshop on the developmental stages of literacy in children's learning, January 2013.
- Classroom Teachers offered "Books in a Bag" for families to take home.

ARC:

- To support parent's efforts to foster early literacy skills, each classroom has a small lending library. During the initial 10 minute conference, parents are informed about how the lending library works and are encouraged to take part in borrowing books from school to read to their children.

**Desired Results Developmental Profile Summary of Findings  
And Program Action Plan – Program or Network Level**

<b>Contractor Name - Los Rios Community College District</b>	
<b>Contract Type, Education Network, and/or Cal-SAFE CCTR</b>	<b>Age Group (Infant/Toddler, Preschool, School-Age) Toddler</b>
<b>Planning Date May 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff
<b>Follow-up Date(s) August 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff

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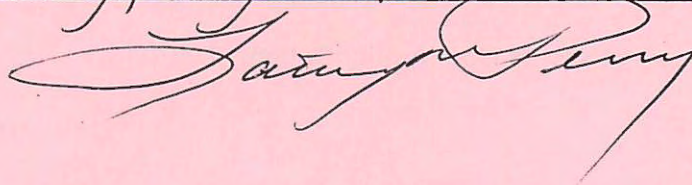
<b>Key Findings from Developmental Profiles and Educational Goal (What will be accomplished for children?)</b>	<b>Action Steps (Address pedagogical approaches, professional development, curriculum, materials required, staff or program schedules, child-staff interactions, program or classroom use of space, parent education, and/or community outreach)</b>	<b>Expected Completion Date and Persons Responsible</b>
Key Finding: 18% of the children are at the " <b>Acting with Purpose</b> " level in "Self & Social Development"	Teachers will be provided with professional development training using the CA Preschool Curriculum Framework with the focus on Social –Emotional Development to develop curriculum strategies	Aug. 2013: Center supervisors
Educational Goal: Provide children with learning opportunities that will guide them toward " <b>Discovering ideas</b> " Self and Social Development	Teachers will develop curriculum activities that will support children's development in Interactions with peers, self-expression, and Empathy	Aug. 2013: Center teachers
	Review ITERS subscale 26- <u>Peer Interactions</u> and make appropriate changes to classroom environments to support positive peer interactions	Aug. 2013: Center Teachers
Key Finding: 27% of the children are at the " <b>Acting with Purpose</b> " Level in Cognitive Development	Teachers will be provided with staff development opportunities at each site to develop effective math curriculum using the California Preschool Curriculum Framework and California Learning Foundations	January 2013: Center Supervisors
Educational Goal: Provide children with learning opportunities that will guide them	Using ITERS subscales 15-22 and California Preschool Curriculum Framework as tools, additional classroom materials will be added as needed to enhance cognitive development in a variety of areas.	Aug. 2013: Center supervisors Center Teachers

toward <b>“Discovering Ideas”</b> in the area of Cognitive Development	Each site will develop materials for parents to use at home with the child to promote cognitive development.	Aug. 2013: Center Superviors
	Teachers will develop curriculum activities that will support children’s development in number, classification and space and size.	Aug 2013 Center Teachers
Key Finding: 9% of the children are <b>“Acting with Purpose”</b> in safety and health practices.  Educational Goal: Provide parents and children with learning opportunities that will guide them toward <b>“Discovering ideas”</b> about safety and health practices	Each site will review Preschool Curriculum Frameworks Vol. 2 chapter 4 “Health” and ITERS to identify areas for change as they prepare to enter the preschool classrooms.	January 2013 Center supervisors Center teachers
	Teachers will develop strategies to share information with parents.	January 2013 Center Teachers

**Program Self-Evaluation Annual Report**

<b>Contractor's Legal Name: Los Rios Community College District – Entire Agency</b>			
<b>Vendor Number 34-6737</b>		<input type="checkbox"/> Cal-SAFE CDS Code	
<b>Contract and Age</b>	<input type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input checked="" type="checkbox"/> CCTR – (School-Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
<b>Date Program Self-Evaluation Completed</b>		May 8, 2013	
<b>Number of Classrooms</b>	1	<b>Number of Family Child Care Homes</b>	N/A
<b>Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)</b>			
<p>Los Rios Community College District CDC's teaching staff began collecting observations and documentation for the children's DRDPs for Fall 2012 in August, 26 2012 and Spring 2013 semester on January 22, 2013 and continued throughout the semester. First assessments were completed by the 60 day of enrollment for new children and in October 2012 and April 2013 for returning children.</p> <p>DRDP mid-year summary compiled November 30, 2012. Classroom teachers developed Action steps to address findings for the spring 2013 semester.</p> <p>ERS completed for classrooms in either November 2012 or January 2013. Classroom teachers met to create Action Plan with changes made accordingly.</p> <p>Parent Surveys were distributed to the families in March 2013. Families completed and returned them by April 17, 2013. The CDC supervisors summarized and completed the summary of findings by April 19, 2013.</p> <p>ARC, CRC, and SCC Supervisors met to compile results for the Agency Program Self Evaluation on May 8, 2013.</p>			
A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date June 12, 2013	
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date Aug 2013	
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date Aug 2013	

Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature Name, Title, and Phone Number	Date
Laurie M. Perry, Program Director	916-650-2953	5-16-2013



**Desired Results Program Action Plan – Reflection on Action Steps**

Contractor Name Los Rios Community College District Agency	
Contract Type, Education Network, and/or Cal-SAFE CCTR	Age Group (Infant/Toddler, Preschool, School-Age) School Age
Planning Date Aug 2012	Lead Planner's Name and Position CDC supervisors and classroom teachers
Follow-up Date(s) May 2013	Lead Planner's Name and Position CDC supervisors and classroom teachers

This form can be expanded and is not limited to a single page.

**Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2011–12 Program Self-Evaluation Report. Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.**

The following includes both agency wide and individual campus action steps completed 2012-13:

1. Evaluate current classroom materials/books
  - Each classroom did an inventory of all classroom books. Discarded old books and sorted books according to subject matter. Books and materials were reorganized for more effective utilization by teachers and children.
2. Review SACERS subscale 24
  - Using SACERS24 classroom teachers assured they had enough of each type of book and placed them in appropriate areas in the classrooms (on shelves, in baskets, on tables) including outside areas. Built weekly rotation of small group literacy activities into classroom schedule. Teachers created separate writing/literacy areas.
3. Reviewed California Preschool Curriculum Framework/discuss Foundations in Language and Literacy
  - ARC, CRC and SCC staff participated in Agency wide training in August at American River College regarding connecting the Foundations/Curriculum into daily lessons/activities focusing on the Language and Literacy component for children provided by the CDC Supervisors and ECE Faculty. The training included the following:
    - Comparing/contrasting various site lesson plans
    - Small group discussion on connecting Preschool Learning Foundations to the Preschool Curriculum Framework and the Desired Results Developmental Profile.

- Reviewed observation techniques and effective use of anecdotal notes to complete DRDP
  - Classroom teachers experimented with various templates that could be used to plan authentic literacy experiences and activities, based upon observed children's interests, which incorporate the language and literacy strands.
  - Each site followed up with additional training for teachers relevant to specific center needs such as CRC staff participating in viewing and discussing the literacy related videos including "A world full of Languages" during Fall flex days. Teachers at American River College implemented a second intentional planning curriculum form that records specific activities that are designed to foster children's further mastery of measures on the DRDP, as well address substrands of the Early Learning Framework. And SCC staff updated curriculum plans to align with California Preschool Curriculum Framework including the Strands.
4. Incorporate parent participation in literacy related activities to promote language and literacy in the home environment  
Each site connected with their families as follows:

CRC:

- Parents were informed of lending libraries that were set up in each classroom for the purpose of encouraging more reading at home with parent and child during Parent Orientations at the beginning of the Fall semester.
- Parents and campus community were encouraged to take part with CDC staff and children in reading 500 books in 100 days activity during Spring 2013. We succeeded in accomplishing the task before the 100<sup>th</sup> day!

SCC:

- Parents were provided with sections of the Language and Literacy Handbook both through emails and available in the classrooms throughout the fall 2012 semester.
- Parents encouraged at intake and orientation to participate in the classroom on regular base
- Parents were invited to attend a workshop on the developmental stages of literacy in children's learning, January 2013.
- Classroom Teachers offered "Books in a Bag" for families to take home.

ARC:

- To support parent's efforts to foster early literacy skills, each classroom has a small lending library. During the initial 10 minute conference, parents are informed about how the lending library works and are encouraged to take part in borrowing books from school to read to their children.



**Desired Results Developmental Profile Summary of Findings  
And Program Action Plan – Program or Network Level**

<b>Contractor Name - Los Rios Community College District</b>	
<b>Contract Type, Education Network, and/or Cal-SAFE CCTR</b>	<b>Age Group (Infant/Toddler, Preschool, School-Age) School Age</b>
<b>Planning Date May 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff
<b>Follow-up Date(s) August 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profiles and Educational Goal (What will be accomplished for children?)	Action Steps (Address pedagogical approaches, professional development, curriculum, materials required, staff or program schedules, child-staff interactions, program or classroom use of space, parent education, and/or community outreach)	Expected Completion Date and Persons Responsible
Key Finding: 43% of the children are at the <b>"Integrating"</b> level in "Self & Social Development"  Educational Goal: Provide children with learning opportunities that will guide them toward <b>"Expanding"</b> Self and Social Development	Teachers will be provided with professional development training using the CA Preschool Curriculum Framework with the focus on Social –Emotional Development to develop curriculum strategies	Aug. 2013: Center supervisors
	Teachers will develop curriculum activities that will support children's development in Interactions with adults, self-expression, and Empathy	Aug. 2013: Center teachers
	Review SACERS subscales 28-36 <u>Interactions</u> and make appropriate changes to classroom environments to support positive peer and adult interactions	Aug. 2013: Center Teachers
Key Finding: 7% of the children are <b>"Developing"</b> in safety and health practices.  Educational Goal:	The classroom will review Preschool Curriculum Frameworks Vol. 2 chapter 4 "Health" and SACERS to identify areas for change.	January 2013 Center supervisors Center teachers
	Teachers will develop strategies to share health information with parents.	January 2013 Center Teachers

Provide parents and children with learning opportunities that will guide them toward " <b>Understanding</b> " safety and health practices		

### Program Self-Evaluation Annual Report

Contractor's Legal Name: Los Rios Community College District – Entire Agency			
Vendor Number 34-6737		<input type="checkbox"/> Cal-SAFE CDS Code	
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School-Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed	May 8, 2013		
Number of Classrooms	9	Number of Family Child Care Homes	N/A
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)			
<p>Los Rios Community College District CDC's teaching staff began collecting observations and documentation for the children's DRDPs for Fall 2013 in August, 26 2012 and Spring 2013 semester on January 22, 2013 and continued throughout the semester. First assessments were completed by the 60 day of enrollment for new children and in October 2012 and April 2013 for returning children.</p> <p>DRDP mid-year summary compiled November 30, 2012. Classroom teachers developed Action steps to address findings for the spring 2013 semester.</p> <p>ERS completed for classrooms in either November 2012 or January 2013. Classroom teachers met to create Action Plan with changes made accordingly.</p> <p>Parent Surveys were distributed to the families in March 2013. Families completed and returned them by April 17, 2013. The CDC supervisors summarized and completed the summary of findings by April 19, 2013.</p> <p>ARC, CRC, and SCC Supervisors met to compile results for the Agency Program Self Evaluation on May 8, 2013.</p>			
A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date June 12, 2013	
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date Aug 2013	
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date Aug 2013	

Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature Name, Title, and Phone Number	Date
Laurie M. Perry, Program Director, 916-	916-650-2953	5-16-2013

*Laurie M. Perry*

**Desired Results Program Action Plan – Reflection on Action Steps**

<b>Contractor Name</b> Los Rios Community College District Agency	
<b>Contract Type, Education Network, and/or Cal-SAFE</b> CSPP	<b>Age Group (Infant/Toddler, Preschool, School-Age)</b> Preschool
<b>Planning Date</b> Aug 2012	<b>Lead Planner’s Name and Position</b> CDC supervisors and classroom teachers
<b>Follow-up Date(s)</b> May 2013	<b>Lead Planner’s Name and Position</b> CDC supervisors and classroom teachers

This form can be expanded and is not limited to a single page.

**Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2011-12 Program Self-Evaluation Report. Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.**

The following includes both agency wide and individual campus action steps completed 2012-13:

1. Evaluate current classroom materials/books
  - Each classroom did an inventory of all classroom books. Discarded old books and sorted books according to subject matter. Books and materials were reorganized for more effective utilization by teachers and children.
2. Review ECERS subscale 15-18
  - Using ECERS each classroom assured they had enough of each type of book and placed them in appropriate areas in the classrooms (on shelves, in baskets, on tables) including outside areas. Built weekly rotation of small group literacy activities into classroom schedule. Teachers created separate writing/literacy areas.
3. Review California Preschool Curriculum Framework/discuss Foundations in Language and Literacy
  - ARC, CRC and SCC staff participated in Agency wide training in August at American River College regarding connecting the Foundations/Curriculum into daily lessons/activities focusing on the Language and Literacy component for children provided by the CDC Supervisors and ECE Faculty. The training included the following:
    - Comparing/contrasting various site lesson plans
    - Small group discussion on connecting Preschool Learning Foundations to the Preschool Curriculum Framework and the Desired Results Developmental Profile.

- Reviewed observation techniques and effective use of anecdotal notes to complete DRDP
  - Classroom teachers experimented with various templates that could be used to plan authentic literacy experiences and activities, based upon observed children's interests, which incorporate the language and literacy strands.
  - Each site followed up with additional training for teachers relevant to specific center needs such as CRC staff participating in viewing and discussing the literacy related videos including "A world full of Languages" during Fall flex days. Teachers at American River College implemented a second intentional planning curriculum form that records specific activities that are designed to foster children's further mastery of measures on the DRDP, as well address substrands of the Early Learning Framework. And SCC staff updated curriculum plans to align with California Preschool Curriculum Framework including the Strands.
4. Incorporate parent participation in literacy related activities to promote language and literacy in the home environment  
Each site connected with their families as follows:

CRC:

- Parents were informed of lending libraries that were set up in each classroom for the purpose of encouraging more reading at home with parent and child during Parent Orientations at the beginning of the Fall semester.
- Parents and campus community were encouraged to take part with CDC staff and children in reading 500 books in 100 days activity during Spring 2013. We succeeded in accomplishing the task before the 100<sup>th</sup> day!

SCC:

- Parents were provided with sections of the Language and Literacy Handbook both through emails and available in the classrooms throughout the fall 2012 semester.
- Parents encouraged at intake and orientation to participate in the classroom on regular base
- Parents were invited to attend a workshop on the developmental stages of literacy in children's learning, January 2013.
- Classroom Teachers offered "Books in a Bag" for families to take home.

ARC:

- To support parent's efforts to foster early literacy skills, each classroom has a small lending library. During the initial 10 minute conference, parents are informed about how the lending library works and are encouraged to take part in borrowing books from school to read to their children.

**Desired Results Developmental Profile Summary of Findings  
And Program Action Plan – Program or Network Level**

<b>Contractor Name - Los Rios Community College District</b>	
<b>Contract Type, Education Network, and/or Cal-SAFE CSPP</b>	<b>Age Group (Infant/Toddler, Preschool, School-Age) Preschool</b>
<b>Planning Date May 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff
<b>Follow-up Date(s) August 2013</b>	<b>Lead Planner's Name and Position</b> Center Supervisors: Becky Halligan and Lisa Garcia Lead Teacher Denise Wolff

This form can be expanded and is not limited to a single page.

<b>Key Findings from Developmental Profiles and Educational Goal (What will be accomplished for children?)</b>	<b>Action Steps (Address pedagogical approaches, professional development, curriculum, materials required, staff or program schedules, child-staff interactions, program or classroom use of space, parent education, and/or community outreach)</b>	<b>Expected Completion Date and Persons Responsible</b>
<b>Key Finding:</b> 24% of the children are at the <b>"Developing"</b> level in "Self & Social Development"  <b>Educational Goal:</b> Provide children with learning opportunities that will guide them toward <b>"Building"</b> Self and Social Development	Teachers will be provided with professional development training using the CA Preschool Curriculum Framework with the focus on Social –Emotional Development to develop curriculum strategies	Aug. 2013: Center supervisors
	Teachers will develop curriculum activities that will support children's development in Conflict Negotiation and Expressions of Empathy	Aug. 2013: Center teachers
	Review ERS subscale 33- <u>Interactions with Children</u> and make appropriate changes to classroom environments to support positive peer interactions	Aug. 2013: Center Teachers
<b>Key Finding:</b> 28% of the children are at the <b>"Developing"</b> Level in Mathematics Development  <b>Educational Goal:</b> Provide children with learning opportunities that will guide them	Teachers will be provided with staff development opportunities at each site to develop effective math curriculum using the California Preschool Curriculum Framework and California Learning Foundations	January 2013: Center Supervisors
	Using ERS 26 and California Preschool Curriculum Framework as tools, additional classroom materials will be added as needed to address specific areas in Number Sense, measurement and patterning.	Aug. 2013: Center supervisors Center Teachers

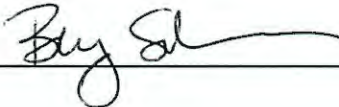
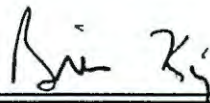
toward <b>"Building"</b> in Mathematics Development	Each site will develop materials for parents to use at home with the child to promote mathematical development.	Aug. 2013: Center Supervisors
	Teachers will develop curriculum activities that will support children's development in Number Sense, measurement and patterning.	Aug 2013 Center Teachers
<p>Key Finding: 26% of the children are <b>"Developing"</b> awareness of safety and health practices.</p> <p>Educational Goal: Provide parents and children with learning opportunities that will guide them toward <b>"Building"</b> awareness in safety and health practices</p>	Each site will review Preschool Curriculum Frameworks Vol. 2 chapter 4 "Health" and ERS to identify areas for change.	January 2013 Center supervisors Center teachers
	Teachers will develop strategies to share information with parents.	January 2013 Center Teachers



# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Contract: California Department of Rehabilitation		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item I	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Beverly Sandeen 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

The State of California, Department of Rehabilitation (DOR) is requiring contractors to provide a Board resolution authorizing a person or position to sign and execute any and all documents required by the DOR in the execution of the Workability III program, Contract No. 28835. The purpose of the contract is to provide training, resources, and employment assistance to students with disabilities at Sacramento City College.

**STATUS**

Sacramento City College is serving as a contractor for the DOR. The project performance period of Contract No. 28835 is July 1, 2013 through June 30, 2016. This item was originally submitted for Board approval at the May meeting. However, the language has been revised and is being resubmitted for approval.

**Contract Name**

Workability III

**Contract Amount**

\$634,395

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute the Workability III contract with the California Department of Rehabilitation and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

## RESOLUTION

This resolution must be adopted in order to certify the approval of the Board of Trustees to enter into this transaction with the California Department of Rehabilitation for the purpose of providing training, resources, and employment assistance to students with disabilities at Sacramento City College (Contract No. 28835), and authorize the designated personnel to sign contract documents for the fiscal year 2013-2014.

BE IT RESOLVED that the Los Rios Community College District Board of Trustees authorizes the persons listed below to negotiate and execute said contract and any and all documents pertaining to this contract, and to submit claims for reimbursement and other financial reports required by said contract for the Board of Trustees.

Name	Title	Signature
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<i>Authorized to Execute Contract:</i>		
Beverly Sandeen	Vice Chancellor	

<i>Authorized to Submit Claims:</i>		
Theresa Matista	Associate Vice Chancellor, Finance and Administration	

PASSED AND ADOPTED this 12<sup>th</sup> Day of June, 2013 by the Los Rios Community College District Board of Trustees, Sacramento County, California.

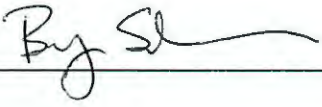

I, BRIAN KING, Chancellor and Secretary of the Los Rios Community College District Board of Trustees of Sacramento County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board of Trustees at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Brian King, Chancellor and Board Secretary	June 12, 2013 Date
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# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

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

**BACKGROUND**

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

Title, Description, Term, Project Coordinator	College/Unit	Amount	Source
SB 70 CTE Collaboratives: El Dorado County Career Technical Partnership Project <ul style="list-style-type: none"> <li>• Funds to enhance coordination of CTE programs with secondary schools and employers in the El Dorado County/Lake Tahoe region. Multi-industry focus.</li> <li>• 11/1/2012 through 11/30/2014</li> <li>• Administrator: Dale van Dam, Dean, Instruction, EDC</li> </ul>	FLC	\$387,023	CCCCO
Foster and Kinship Care Education (Augmentation) <ul style="list-style-type: none"> <li>• Funds to provide services to foster youth</li> <li>• 5/07/13 through 6/30/13</li> <li>• Administrator: Kathleen Kirklin, Vice President, Administration</li> </ul>	FLC	\$828	CCCCO
Comprehensive Approaches to Raising Educational Standards (CARES) Liaisons – College Child Development Center Stipends <ul style="list-style-type: none"> <li>• Funds to provide stipends to CARES Liaisons.</li> <li>• 7/1/2012 through 6/30/2013</li> <li>• Steven Boyd, Dean, Health and Education</li> </ul>	ARC	\$7,500	Child Action, Inc.
Center of Excellence – North/Far North Regional Consortium Support (Augmentation) <ul style="list-style-type: none"> <li>• Funds to provide labor market analysis and research.</li> <li>• 3/12/2013 through 6/30/2013</li> <li>• Administrator: Walter DiMantova, Director, Workforce and Economic Development Center</li> </ul>	WEDC	\$40,000	Butte-Glenn CCD
Center of Excellence – State Energy Resources Conservation and Development Commission (Augmentation) <ul style="list-style-type: none"> <li>• Funds to provide labor market analysis and research.</li> <li>• 4/13/2013 through 12/31/2013</li> <li>• Administrator: Walter DiMantova, Director, Workforce and Economic Development Center</li> </ul>	WEDC	\$10,000	Butte-Glenn CCD

Workplace Learning Resource Center Contract – Sacramento County Office of Education <ul style="list-style-type: none"> <li>• Funds to provide SCOE students with 2-credit Early Childhood Education courses at ARC.</li> <li>• 5/10/2013 through 7/19/2013</li> <li>• Administrator: Walter DiMantova, Director, Workforce and Economic Development</li> </ul>	WED	\$14,612	Sacramento County Office of Education
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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:** June 12, 2013

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

## STATUS

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
11017	CRC NE Building Modernization	\$87,669.00	4	F&H Constructions	\$6,776,584.00
11014	ARC Parking Structure	\$32,402.54	4	Webcor Construction LP	\$25,932,383.54
11026	CRC Athletic Fields	\$121,236.00	4	Roebbelen Contracting Inc.	\$12,540,779.80

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
13012	District wide Custodial Supplies	8	5/8/13	Sac Val - \$36,304.03 Cole - \$256,750.26 Hillyard - \$67,492.46 JC paper - \$4,493.05 P&R - \$3,402.02 Clean Source - \$4,979.17 WCP - \$925.45 Scott Naake - \$1,999.80	\$376,346
13018	FLC – Rancho Cordova Demolition and Abatement	11	5/31/13	Pantano Excavating, Inc.	\$124,768.00
13019	CRC & EGC Media Equipment/Services	1	5/22/13	Troxell Communications Inc	\$137,879.60
13020	LRCCD ARC Security Locks	5	05/28/13	Opening Technologies	\$131,326.65

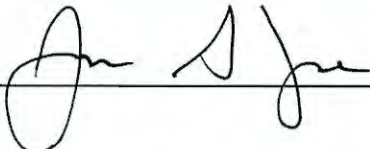
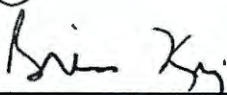
## RECOMMENDATION

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Ratify: New Contracts and Renewals		<b>Attachment:</b> None	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item L	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

## BACKGROUND

During the period of May 1, 2013 and May 31, 2013, the District received executed agreements and/or extensions for the following services and contracts:

Contracts					
Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
SCC Student Services Modernization/Expand DSA Inspection	\$150,000.00	I	10/1/12 to 10/1/14	NIELSEN INSPECTION SERVICES, INC	Facilities
DW Smartgrid	\$213,230.00	I	4/23/13 to 7/15/13	Honeywell Inc.	Facilities
Food Service Management Agreement	Subject to profit and loss	R	6/1/13 to 5/31/14	Aramark FHC Campus Services, LLC	District Office
FLC Rancho Cordova CTR – CEQA Documentation	\$44,300.00	I	4/19/13 to 1/19/14	Neil O Anderson and Associates	Facilities

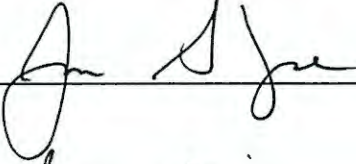
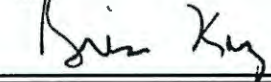
## RECOMMENDATION

It is recommended that the Board of Trustees ratify the agreements listed herein, pursuant to Board Policy 8315.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Disposition of Surplus Equipment		<b>Attachment:</b> None	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item M	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>Action</b>	
		<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

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

**STATUS**

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

All of the surplus items to be disposed of are either broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 2 cabinets; 12 chairs; 178 computers; 1 desk; 1 laptop; 27 monitors; 1 power supply; 7 printers; 1 refrigerator; and 21 servers. These items have a value of less than \$5,000.

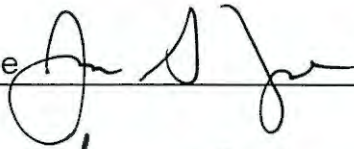
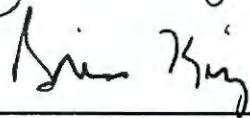
**RECOMMENDATION**

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:** June 12, 2013

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

## **BACKGROUND**

A listing of purchase orders, warrants and checks issued during the period of April 16, 2013 through May 15, 2013 is on file in the District Business Services Office for review.

## **RECOMMENDATION**

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




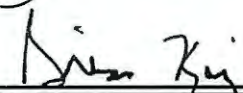
<b>PURCHASE ORDERS</b>		
General Fund	0001071176-0001071473 B113688	\$ 3,604,669.89
Capital Outlay Fund	0003014861-0003014970	
Child Development Fund	-	
Self-Insurance Fund	0009000293-0009000295	
<b>WARRANTS</b>		
General Fund	671195-672755	\$ 15,354,812.77
General Fund-ARC Instructional Related	002643-002806	
General Fund-CRC Instructional Related	020920-020970	
General Fund-FLC Instructional Related	030290-030304	
General Fund-SCC Instructional Related	041997-042182	
Capital Outlay Fund	827095-827232	
Child Development Fund	953802-953814	
Self-Insurance Fund	976112-976118	
Payroll Warrants	181140-183162	\$ 18,719,912.37
Payroll-Direct Deposit	623755-627800	
May Leave Process	183163-184723	
Payroll Vendor Warrants	54286-54468	
<b>CHECKS</b>		
Financial Aid Disbursements	1916479-1918416	\$ 2,277,354.00
Bookstore Fund – ARC	26755-26822	\$ 526,086.51
Bookstore Fund – CRC	024651-024688	
Bookstore Fund – FLC	7889-7910	
Bookstore Fund – SCC	045458-045543	
Student Clubs Agency Fund – ARC	3863-3894	\$ 49,340.17
Student Clubs Agency Fund – CRC	2954-2987	
Student Clubs Agency Fund – FLC	1553-1570	
Student Clubs Agency Fund – SCC	2513-2536	
Foundation – ARC	3431-3470	\$ 188,158.34
Foundation – CRC	1500-1521	
Foundation – FLC	0603-0606	
Foundation – SCC	2321-2576	
Foundation – DO	0434-0450	\$ 13,043.18*
Associated Students Trust Fund – ARC	0592-0595	
Associated Students Trust Fund – CRC	0526-0537	
Associated Students Trust Fund – FLC	0416-0423	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	1247-1298	\$ 176,695.31

\* The total ASG Trust Fund amount reported in May for all colleges should have been \$5,301.56 not \$1,915.90

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Equal Employment Opportunity Plan		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item O	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

California Community College Districts are responsible for the preparation of an Equal Employment Opportunity (EEO) plan to be submitted and approved by the California Community College Chancellor's Office, per California Education Code and Title 5 regulations. The Chancellor's Office provides a model EEO plan which complies with Title 5 regulations, other applicable state and federal non-discrimination statutes, and best practices for improving the equality of opportunity.

**STATUS**

The Los Rios Community College District (LRCCD) maintains its commitment to equal opportunity and diversity in education, hiring and employment practices. The LRCCD EEO plan has been developed in accordance with the Chancellor's Office model EEO plan, most recent Chancellor's Office advisories, and has been reviewed by our shared governance constituents. The LRCCD EEO plan was submitted to the Board of Trustees in May 2013 and input and recommendations have been incorporated into the plan.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Los Rios Community College District Equal Employment Opportunity Plan.

**DRAFT**



**Los Rios Community College District  
Equal Employment Opportunity Plan**

**DRAFT**

**5/21/2013**

**Presented to the Los Rios CCD Board of Trustees for Approval**

**June 12, 2013**

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## **Purpose of the EEO Plan**

The Los Rios Community College District's Equal Employment Opportunity (EEO) Plan addresses the requirements of Education Code section 87106(b) for compliance with the Board of Governors regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity.

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office. "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a) of title 5 of the California Code of Regulations (henceforth referred to as "title 5" or referenced by section number). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

## **Objectives of EEO Plan**

The objectives of the District's Equal Employment Opportunity Plan and Guidelines are to:

- Address the legal requirements for the District's Equal Employment Opportunity Plan, pursuant to section 53003 of Title 5.
- Provide guidance that will assist in the goal of achieving a diverse workforce.
- Assist in the development of materials to train faculty and staff on the components of the Equal Employment Opportunity Plan requirements.

## **Adoption of District Equal Employment Opportunity Plan**

The District's Equal Employment Opportunity Plan (*Plan*) was adopted by the governing board on ~~May 8~~ June 12, 2013. The *Plan* reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all, will foster diversity, promote excellence and provide a positive student learning experience.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The *Plan* contains an analysis of the

demographic makeup of the District's workforce population. The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body and community it serves.

The Los Rios Community College District has maintained its commitment to equal employment opportunity and diversity processes and practices which were in place prior to the passage of Proposition 209, and thereafter. LRCCD continues to affirm equal employment opportunity and diversity as part of the District's core values.

## **CHANCELLOR'S MESSAGE**

### Chancellor's Message

In spite of severe decreases in funding which have led to significant reductions in hiring, our colleges and district remain committed to creating a faculty and staff that mirrors the diversity of our community and our student body.

We are proud of our hiring record when we were able to add many faculty and staff to the District, and we will maintain that vision and those practices through these more challenging fiscal times to do all possible to continue to attract and hire the best and most diverse employees into our colleges and district.

Our vision is to provide a supportive learning environment enriched by diversity, which promotes personal and professional success, leadership, innovation, responsibility and a sense of community through the principles and practices of EEO.

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Chancellor's Signature

## **Plan Component 1: Introduction**

Los Rios Community College District is an *Equal Opportunity Employer* and we encourage applications from all groups which reflect diversity. To that wit, the District utilizes nondiscriminatory employment practices and promotes workforce diversity. The achievements and accomplishments within the District are the products of highly talented, productive, motivated, flexible, and diverse staff that are committed to the District's mission, goals and values.

Indeed, the principal asset of our quality workforce, which has and will continue to become more diverse over time, is predicated on sound Equal Employment Opportunity practices and principles.

Valuing the diversity and creativity of the District's workforce is a core asset that is supported by organizational policies, procedures and training. Those attributes are achieved through effectively implementing EEO processes that promotes greater awareness, understanding, respect and inclusion for all members of the workforce; while assuring continued excellence through the appreciation of multiculturalism and diversity. The Los Rios Community College District has an extensive array of educational, community, and business outreach programs that focus on providing opportunities for all constituents. Such outreach activities includes: employment workshops, participating in job fairs, and a faculty diversity intern program.

EEO continues to be a management priority and is the key element in workforce planning. We consider that growing a diverse workforce through equal opportunity factors to be vital as we are committed to maintaining a work environment in which all employees can contribute to their fullest and feel valued in their role. Through the combined partnership of management, faculty, staff and the community, we seek to create and foster a work environment that stimulates and encourages all employees to contribute to the District's mission, vision and values to the maximum extent of their abilities. This objective is achieved by ensuring that management systems and practices function in a manner that guarantees equal access to opportunities and rewards for all.

## **Plan Component 2: Definitions**

The Los Rios Community College District uses the following definitions to provide clarification and understanding of specific terms used to help define EEO vocabulary. The definitions are taken from Title 5, section 53001. The definition of "diversity" is not in Title 5, but it encompasses important considerations of inclusion that appear throughout the District's Plan.

### **Definitions**

*Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of race, ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

*Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater



financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

Diversity: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, ethnicity, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.

Equal Employment Opportunity: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment within the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to both women and men, persons with disabilities, and individuals from all ethnic, racial and other groups protected from discrimination by title 5, section 53000 et seq.

Equal Employment Opportunity Plan: a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to: using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

Ethnic or Racial Minorities: American Indian/Alaskan Native, Asian/Filipino, Pacific Islander/Native Hawaiian, Black/African-Americans, Hispanic/Latino, Two or More Races.

Ethnic or Racial Group Identification: means an individual's identification in one or more of the ethnic or racial groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

Goals for Persons with Disabilities: a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

In-house or Promotional Only Hiring: means that only existing district employees are allowed to apply for a position.

Monitored Group: means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).

Person with a Disability: any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Projected Representation: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.

Reasonable Accommodation: the efforts made on the part of the district to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.

Screening or Selection Procedures: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

Significantly Underrepresented Group: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

Target Date: a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

Timetable: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

### **Plan Component 3: Policy Statement**

The Los Rios Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the district's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of **ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation**, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, **or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.**<sup>1</sup> The district will strive to achieve a workforce that is welcoming to both women and men, persons with disabilities and individuals from all races, ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

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<sup>1</sup> Individuals in the protected categories bolded above, and those perceived as having or associated with persons or groups having or perceived to have one or more of these characteristics, are covered by the nondiscrimination regulations adopted by the Board of Governors (title 5, sections 59300 et seq.). Individual districts may broaden the scope of protected categories, and in some cases may be required to do so by other law or local ordinance. Although districts may broaden who is protected under their nondiscrimination statement, these additional groups will not be entitled to the safeguards under the title 5 regulations in regards to appeal and/or review by the Chancellor's Office.

## **Plan Component 4: Delegation of Responsibility, Authority and Compliance**

It is the goal of the Los Rios Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

*Governing Board* : The Governing Board is ultimately responsible for proper implementation of the District's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.

*Chief Executive Officer*: The Governing Board delegates to the Chancellor the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chief Executive Officer shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on *Plan* implementation. The Chief Executive Officer shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

*Equal Employment Opportunity Officer*: The District has designated the Associate Vice Chancellor Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the equal employment opportunity officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in *Plan* Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

*Equal Employment Opportunity Advisory Committee*: Each college will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the equal employment opportunity officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committees shall assist in the implementation of the *Plan* in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for *Plan* revisions as appropriate.

*Agents of the District*: Any organization or individual, whether or not an employee of the District, who acts on behalf of the Governing Board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.

*Good Faith Effort*: The District shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

## **Plan Component 5: Advisory Committee**

The District will establish an Equal Employment Opportunity Advisory Committee as the advisory body to the District in accordance with this *Plan*. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the *Plan* itself. The committee should include a diverse membership when possible.

The committee shall be composed of four faculty representatives, four classified representatives, the campus Equity/ADA Officers, two students, community members as appointed by the Chancellor, and HR management (Committee Chair). The Equal Employment Opportunity Advisory Committee will hold a minimum of two (2) meetings per year (fall and spring), with additional meetings as needed to review EEO and diversity efforts, programs, policies, and progress. Appointments shall follow the principals of shared governance. A member from each college's Cultural Competence, Equity & Diversity Committee should be included in the District EEO Advisory Committee.

The District EEO Advisory Committee shall work with each college's Cultural Competence, Equity and Diversity committees in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.

## **Plan Component 6: Complaints**

### *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).*

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.

Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026.

See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

<http://www.cccco.edu/divisions/legal/guidelines>.

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>.

The district may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a district statement of the reason for returning the complaint without action.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the chief executive officer. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

*Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)* The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Associate Vice Chancellor of Human Resources and the Directors of Human Resources are responsible for receiving such complaints and for coordinating their investigation in accordance with established policies. Campus Equity Officers may be assigned investigation responsibilities, as appropriate. The District's discrimination and sexual harassment complaint policies and procedures are stated in the following policies and regulations located at the District website: [www.losrios.edu](http://www.losrios.edu)

#### Certificated

Discrimination Complaint Policy – P-5172, Regulation - R-5172

Sexual Harassment Policy – P-5173

#### Classified

Discrimination Complaint Policy – P- 6163, Regulations – R-6163

Sexual Harassment Policy – P-6161

#### Management and Confidential

Discrimination Complaints Policy – P-9152, Regulation – R-9152

Sexual Harassment Policy – P-9153

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulation. All returned complaints must include a District statement of the reason for returning the complaint without action.

### **Plan Component 7: Notification to District Employees**

The commitment of the Governing Board and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the *Plan*. The policy statement is printed in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to the District's governing board, the Chief Executive

Officer, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committees. The *Plan* will be available on the District's website, and when appropriate, may be distributed by e-mail. Twice a year the District Office Human Resources will provide all employees with a *Bi-Annual Rights and Responsibility* notice in which the District's Equal Employment Opportunity policy statement is summarized, which is also available on the Human Resources website at [www.losrios.edu](http://www.losrios.edu).

### **Plan Component 8: Training for Screening/Selection Committees**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Human resources and campus equity officers are responsible for providing and tracking the required training, which is effective for a two year period. Any individual acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the district's Equal Employment Opportunity Plan. This provision includes any individuals who are not employees of the District but are acting on behalf of the District.

The training will be facilitated by campus equity officers at each campus location and the human resource directors at the District office location. The District has established a practice that equity training must be updated every two years. A tracking database has been established to track and monitor individuals who have been equity trained.

### **Plan Component 9: Annual Written Notice to Community Organizations**

The District's Human Resources Department will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The annual written notice is also available at the District's website. The notice will inform these organizations that they may obtain a copy of the *Plan*, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the internet address where the District advertises its job openings and the names, departments and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached to this *Plan*. This list may be revised from time to time, as necessary.

## Plan Component 10: Analysis of District Workforce and Applicant Pool

The Human Resources Department will annually survey the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan*, to provide data needed for the reports required by this *Plan* and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians<sup>2</sup>, Native Hawaiian/Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Two or More Races, Caucasians, and persons with disabilities.

For purposes of the survey and report each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification or race and, if applicable, her or his disability. Persons may designate as many ethnicities and races with which they identify. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the District Office. The District will annually report to the CCC Chancellor the results of its annual survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, race, gender, and disability composition of existing staff and of those who have applied for employment in each of the seven identified job categories listed<sup>3</sup>.

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff: Adult Education, Instructional and Support Services, Career Education, Mathematics, English, Natural Sciences, Health and Physical Education, Social Sciences, Humanities, and Adjunct
- 3) Professional Non-faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

The analysis of the District's current workforce and most recent applicant pools are reported in the following tables and charts.

The following is an analysis of the District's workforce for fall 2012:

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<sup>2</sup> The Asian subgroup breakdown must be reported in the annual reports, but the breakdown by Asian subgroups is not necessary when addressing the issue of under representation in the Plan

<sup>3</sup> Title 5 section 53004(a) does not require the Plan to breakdown the "Faculty and other Instructional Staff" category into discipline and part-time subcategories. However, since these are the categories the CCC Chancellor's Office will likely use when providing availability data, the District has chosen to use the same categories.

# Ethnicity and Race:

## Annual Comparison of Permanent Employees

2012	Full-time Faculty*	% of All Full-time Faculty	Classified	% of All Classified	Mgmt.	% of All Mgmt.	Total Employees	% of Total Employees
American Indian/Alaskan Native	13	1%	11	1%	0	0%	24	1%
Asian	80	8%	136	13%	10	9%	226	10%
Black/African-American	57	6%	85	8%	10	9%	152	7%
Hispanic/Latino	104	11%	156	14%	15	13%	275	13%
Native Hawaiian/Pacific Islander	5	1%	4	0%	0	0%	9	0%
Two or More Races	39	4%	41	4%	6	5%	86	4%
White	558	57%	578	54%	70	60%	1206	56%
Declined to State	116	12%	67	6%	6	5%	189	9%
<b>Grand Total</b>	<b>972</b>	<b>100%</b>	<b>1078</b>	<b>100%</b>	<b>117</b>	<b>100%</b>	<b>2167</b>	<b>100%</b>
<b>Total From Under-represented Groups</b>	<b>298</b>	<b>35%</b>	<b>433</b>	<b>43%</b>	<b>41</b>	<b>37%</b>	<b>772</b>	<b>39%</b>

2011	Full-time Faculty*	% of All Full-time Faculty	Classified	% of All Classified	Mgmt.	% of All Mgmt.	Total Employees	% of Total Employees
American Indian/Alaskan Native	14	1%	12	1%	0	0%	26	1%
Asian	83	8%	138	13%	9	7%	230	10%
Black/African-American	57	6%	87	8%	14	11%	158	7%
Hispanic/Latino	108	11%	158	14%	16	13%	282	13%
Native Hawaiian/Pacific Islander	5	1%	4	0%	0	0%	9	0%
Two or More Races	40	4%	41	4%	6	5%	87	4%
White	571	58%	590	54%	71	58%	1232	56%
Declined to State	115	12%	72	7%	6	5%	193	9%
<b>Grand Total</b>	<b>993</b>	<b>100%</b>	<b>1102</b>	<b>100%</b>	<b>122</b>	<b>100%</b>	<b>2217</b>	<b>100%</b>
<b>Total From Under-represented Groups</b>	<b>307</b>	<b>35%</b>	<b>440</b>	<b>43%</b>	<b>45</b>	<b>39%</b>	<b>792</b>	<b>39%</b>

2010	Full-time Faculty*	% of All Full-time Faculty	Classified	% of All Classified	Mgmt.	% of All Mgmt.	Total Employees	% of Total Employees
American Indian or Alaskan Native	14	1%	13	1%	0	0%	27	1%
Asian	84	8%	142	13%	8	7%	234	10%
Black or African American	60	6%	93	8%	16	13%	169	8%
Hispanic/Latino	109	11%	155	14%	15	13%	279	12%
Native Hawaiian or Pacific Islander	5	1%	4	0%	0	0%	9	0%
Two or More Races	43	4%	44	4%	6	5%	93	4%
White	590	58%	604	53%	69	57%	1263	56%
Declined to State	114	11%	75	7%	6	5%	195	9%
<b>Grand Total</b>	<b>1019</b>	<b>100%</b>	<b>1130</b>	<b>100%</b>	<b>120</b>	<b>100%</b>	<b>2269</b>	<b>100%</b>
<b>Total From Under-represented Groups</b>	<b>315</b>	<b>35%</b>	<b>451</b>	<b>43%</b>	<b>45</b>	<b>39%</b>	<b>811</b>	<b>39%</b>

2009**	Full-time Faculty*	% of All Full-time Faculty	Classified	% of All Classified	Mgmt.	% of All Mgmt.	Total Employees	% of Total Employees
American Indian or Alaskan Native	14	1%	13	1%	0	0%	27	1%
Asian	87	8%	140	12%	9	7%	236	10%
Black or African American	67	7%	95	8%	14	12%	176	8%
Hispanic/Latino	107	10%	158	14%	16	13%	281	12%
Native Hawaiian or Pacific Islander	5	1%	4	0%	0	0%	9	0%
Two or More Races	44	4%	45	4%	4	3%	93	4%
White	606	59%	621	54%	73	60%	1300	57%
Declined to State	103	10%	70	6%	6	5%	179	8%
<b>Grand Total</b>	<b>1033</b>	<b>100%</b>	<b>1146</b>	<b>100%</b>	<b>122</b>	<b>100%</b>	<b>2301</b>	<b>100%</b>
<b>Total From Under-represented Groups</b>	<b>324</b>	<b>35%</b>	<b>455</b>	<b>42%</b>	<b>43</b>	<b>37%</b>	<b>822</b>	<b>39%</b>

2008	Full-time Faculty*	% of All Full-time Faculty	Classified	% of All Classified	Mgmt.	% of All Mgmt.	Total Employees	% of Total Employees
Native Am.	22	2%	18	2%	0	0%	40	2%
Asian/Pacific Is.	109	11%	158	14%	10	8%	277	12%
African Am.	80	8%	100	9%	15	12%	195	9%
Hispanic	99	10%	143	13%	14	11%	256	11%
White	684	66%	652	59%	79	64%	1415	62%
Other Non-White	15	1%	16	1%	1	1%	32	1%
Declined to State	20	2%	27	2%	4	3%	51	2%
<b>Grand Total</b>	<b>1029</b>	<b>100%</b>	<b>1114</b>	<b>100%</b>	<b>123</b>	<b>100%</b>	<b>2266</b>	<b>100%</b>
<b>Total From Under-represented Groups</b>	<b>325</b>	<b>32%</b>	<b>435</b>	<b>40%</b>	<b>40</b>	<b>34%</b>	<b>800</b>	<b>36%</b>

\*Includes Full-Time Faculty, Categorical-Funded and Long-Term Temporary Faculty.

\*\*Beginning with Fall 2009, ethnicity data is collected using a two-part survey which allows employees to identify themselves with multiple ethnicities. This is reflected in the revised reporting categories set forth by the State Chancellor's Office.



**Ethnicity and Race:**  
**By Employee Type - Fall 2012**

Ethnicity		Total	
<b>Full-time Faculty</b>	Black/African American	57	6%
	American Indian/Alaskan Native	13	1%
	Asian	80	8%
	Hispanic/Latino	104	11%
	Two or More Races	39	4%
	Native Hawaiian/Pacific Islander	5	1%
	White	558	57%
	Declined to State	116	12%
<b>Full-time Faculty Total</b>		<b>972</b>	<b>100%</b>
<b>Classified</b>	Black/African American	85	8%
	American Indian/Alaskan Native	11	1%
	Asian	136	13%
	Hispanic/Latino	156	14%
	Two or More Races	41	4%
	Native Hawaiian/Pacific Islander	4	0%
	White	578	54%
	Declined to State	67	6%
<b>Classified Total</b>		<b>1,078</b>	<b>100%</b>
<b>Manager</b>	Black/African American	10	9%
	Asian	10	9%
	Hispanic/Latino	15	13%
	Two or More Races	6	5%
	White	70	60%
	Declined to State	6	5%
<b>Manager Total</b>		<b>117</b>	<b>100%</b>
<b>Total</b>	Black/African American	152	7%
	American Indian/Alaskan Native	24	1%
	Asian	226	10%
	Hispanic/Latino	275	13%
	Two or More Races	86	4%
	Native Hawaiian/Pacific Islander	9	0%
	White	1,206	56%
	Declined to State	189	9%
<b>Grand Total</b>		<b>2,167</b>	<b>100%</b>

Data Source: CCCC MIS Database for the reporting period Fall Term 2012.

## Statewide Comparison – Fall 2012

### Los Rios CCD

American Indian/Alaskan Native	30	0.8%
Asian	337	9.4%
Black/African-American	221	6.1%
Hispanic/Latino	388	10.8%
Native Hawaiian/Pacific Islander	14	0.4%
Two or More Races	117	3.3%
White	2,180	60.7%
Declined to State	306	8.5%
<b>Grand Total*</b>	<b>3,593</b>	<b>100.0%</b>
Female Employees	1,980	55.1%

### California Community Colleges Statewide

American Indian/Alaskan Native	649	0.8%
Asian	8,201	9.8%
Black/African-American	5,232	6.3%
Hispanic/Latino	13,649	16.3%
Native Hawaiian/Pacific Islander	501	0.6%
Two or More Races	584	0.7%
White	49,435	59.2%
Declined to State	5,231	6.3%
<b>Grand Total*</b>	<b>83,482</b>	<b>100.0%</b>
Female Employees	45,903	55.0%

\*Includes Adjunct Faculty

Data Source: CCCC MIS Database for reporting period Fall Term 2012.

Los Rios Community College District  
Workforce Analysis  
Fall 2012

				American Indian/ Alaskan Native		Asian		Black/African- American		Declined to State		Hispanic/Latino		Native Hawaiian/Pacific Islander		Two or More Races		White	
	F	M	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	61	56	117	0	0.0%	10	8.5%	10	8.5%	6	5.1%	15	12.8%	0	0.0%	6	5.1%	70	59.8%
Faculty - Career Education	106	108	214	3	1.4%	18	8.4%	14	6.5%	34	15.9%	16	7.5%	2	0.9%	3	1.4%	124	57.9%
Faculty - English	66	24	90	1	1.1%	4	4.4%	9	10.0%	13	14.4%	6	6.7%	2	2.2%	6	6.7%	49	54.4%
Faculty - Health and PE	39	30	69	1	1.4%	2	2.9%	2	2.9%	7	10.1%	10	14.5%	0	0.0%	3	4.3%	44	63.8%
Faculty - Humanities	94	70	164	2	1.2%	11	6.7%	1	0.6%	17	10.4%	23	14.0%	1	0.6%	4	2.4%	105	64.0%
Faculty - Instructional Support Services	104	62	166	3	1.8%	17	10.2%	19	11.4%	12	7.2%	26	15.7%	0	0.0%	8	4.8%	81	48.8%
Faculty - Math	42	45	87	2	2.3%	9	10.3%	3	3.4%	9	10.3%	10	11.5%	0	0.0%	4	4.6%	50	57.5%
Faculty - Natural Sciences	46	45	91	1	1.1%	11	12.1%	1	1.1%	14	15.4%	5	5.5%	0	0.0%	7	7.7%	52	57.1%
Faculty - Social Science	43	48	91	0	0.0%	8	8.8%	8	8.8%	10	11.0%	8	8.8%	0	0.0%	4	4.4%	53	58.2%
Faculty - Part-Time	728	698	1,426	6	0.4%	111	7.8%	69	4.8%	117	8.2%	113	7.9%	5	0.4%	31	2.2%	974	68.3%
Faculty Subtotal*	1,268	1,130	2,398	19	0.8%	191	8.0%	126	5.3%	233	9.7%	217	9.0%	10	0.4%	70	2.9%	1,532	63.9%
Professional/Nonfaculty	40	39	79	1	1.3%	17	21.5%	3	3.8%	2	2.5%	3	3.8%	0	0.0%	2	2.5%	51	64.6%
Secretarial/Clerical	340	39	379	8	2.1%	44	11.6%	32	8.4%	19	5.0%	71	18.7%	2	0.5%	14	3.7%	189	49.9%
Service and Maintenance	39	130	169	1	0.6%	21	12.4%	20	11.8%	8	4.7%	28	16.6%	1	0.6%	5	3.0%	85	50.3%
Skilled Crafts	1	43	44	0	0.0%	3	6.8%	1	2.3%	4	9.1%	6	13.6%	0	0.0%	2	4.5%	28	63.6%
Technical and Paraprofessional	230	177	407	1	0.2%	51	12.5%	29	7.1%	34	8.4%	48	11.8%	1	0.2%	18	4.4%	225	55.3%
Classified Subtotal	650	428	1,078	11	1.0%	136	12.6%	85	7.9%	67	6.2%	156	14.5%	4	0.4%	41	3.8%	578	53.6%
Totals	1,979	1,614	3,593	30	0.8%	337	9.4%	221	6.2%	306	8.5%	388	10.8%	14	0.4%	117	3.3%	2,180	60.7%
Persons with Disabilities			106																

\* includes adjunct faculty

Los Rios Community College District  
 American River College  
 Workforce Analysis  
 Fall 2012

				American Indian/ Alaskan Native		Asian		Black/African- American		Declined to State		Hispanic/Latino		Native Hawaiian/Pacific Islander		Two or More Races		White	
	F	M	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	18	12	30	0	0.0%	4	13.3%	5	16.7%	2	6.7%	3	10.0%	0	0.0%	2	6.7%	14	46.7%
Faculty - Career Education	40	46	86	1	1.2%	7	8.1%	5	5.8%	14	16.3%	7	8.1%	0	0.0%	1	1.2%	51	59.3%
Faculty - English	27	11	38	1	2.6%	1	2.6%	2	5.3%	6	15.8%	1	2.6%	1	2.6%	1	2.6%	25	65.8%
Faculty - Health and PE	16	13	29	0	0.0%	1	3.4%	0	0.0%	2	6.9%	4	13.8%	0	0.0%	1	3.4%	21	72.4%
Faculty - Humanities	37	27	64	0	0.0%	3	4.7%	0	0.0%	8	12.5%	11	17.2%	1	1.6%	1	1.6%	40	62.5%
Faculty - Instructional Support Services	38	25	63	2	3.2%	6	9.5%	6	9.5%	2	3.2%	9	14.3%	0	0.0%	3	4.8%	35	55.6%
Faculty - Math	15	18	33	1	3.0%	4	12.1%	2	6.1%	3	9.1%	2	6.1%	0	0.0%	1	3.0%	20	60.6%
Faculty - Natural Sciences	20	21	41	0	0.0%	5	12.2%	1	2.4%	5	12.2%	3	7.3%	0	0.0%	1	2.4%	26	63.4%
Faculty - Social Science	23	14	37	0	0.0%	6	16.2%	2	5.4%	4	10.8%	4	10.8%	0	0.0%	1	2.7%	20	54.1%
Faculty - Part-Time	296	312	608	1	0.2%	30	4.9%	26	4.3%	46	7.6%	46	7.6%	3	0.5%	10	1.6%	446	73.4%
Faculty Subtotal*	512	487	999	6	0.6%	63	6.3%	44	4.4%	90	9.0%	87	8.7%	5	0.5%	20	2.0%	684	68.5%
Professional/Nonfaculty	3	7	10	0	0.0%	3	30.0%	0	0.0%	1	10.0%	0	0.0%	0	0.0%	0	0.0%	6	60.0%
Secretarial/Clerical	111	11	122	1	0.8%	13	10.7%	12	9.8%	7	5.7%	16	13.1%	1	0.8%	1	0.8%	71	58.2%
Service and Maintenance	10	31	41	0	0.0%	5	12.2%	7	17.1%	1	2.4%	8	19.5%	0	0.0%	0	0.0%	20	48.8%
Skilled Crafts	0	2	2	0	0.0%	0	0.0%	0	0.0%	1	50.0%	0	0.0%	0	0.0%	0	0.0%	1	50.0%
Technical and Paraprofessional	93	66	159	1	0.6%	9	5.7%	7	4.4%	13	8.2%	15	9.4%	0	0.0%	6	3.8%	108	67.9%
Classified Subtotal	217	117	334	2	0.6%	30	9.0%	26	7.8%	23	6.9%	39	11.7%	1	0.3%	7	2.1%	206	61.7%
Totals	747	616	1,363	8	0.6%	97	7.1%	75	5.5%	115	8.4%	129	9.5%	6	0.4%	29	2.1%	904	66.3%
Persons with Disabilities			48																

\* includes adjunct faculty

Los Rios Community College District  
 Cosumnes River College  
 Workforce Analysis  
 Fall 2012

	F	M	Total	American Indian/ Alaskan Native		Asian		Black/African- American		Declined to State		Hispanic/Latino		Native Hawaiian/Pacific Islander		Two or More Races		White	
				Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	8	10	18	0	0.0%	1	5.6%	2	11.1%	3	16.7%	2	11.1%	0	0.0%	1	5.6%	9	50.0%
Faculty - Career Education	16	27	43	1	2.3%	6	14.0%	1	2.3%	9	20.9%	2	4.7%	0	0.0%	2	4.7%	22	51.2%
Faculty - English	12	4	16	0	0.0%	2	12.5%	2	12.5%	4	25.0%	1	6.3%	0	0.0%	2	12.5%	5	31.3%
Faculty - Health and PE	8	5	13	0	0.0%	0	0.0%	1	7.7%	2	15.4%	2	15.4%	0	0.0%	1	7.7%	7	53.8%
Faculty - Humanities	18	14	32	1	3.1%	2	6.3%	1	3.1%	2	6.3%	3	9.4%	0	0.0%	1	3.1%	22	68.8%
Faculty - Instructional Support Services	20	10	30	0	0.0%	4	13.3%	6	20.0%	3	10.0%	5	16.7%	0	0.0%	1	3.3%	11	36.7%
Faculty - Math	9	5	14	0	0.0%	2	14.3%	1	7.1%	0	0.0%	4	28.6%	0	0.0%	2	14.3%	5	35.7%
Faculty - Natural Sciences	6	7	13	0	0.0%	1	7.7%	0	0.0%	1	7.7%	1	7.7%	0	0.0%	2	15.4%	8	61.5%
Faculty - Social Science	6	10	16	0	0.0%	1	6.3%	2	12.5%	2	12.5%	1	6.3%	0	0.0%	0	0.0%	10	62.5%
Faculty - Part-Time	125	117	242	1	0.4%	20	8.3%	17	7.0%	17	7.0%	19	7.9%	1	0.4%	10	4.1%	157	64.9%
Faculty Subtotal*	220	199	419	3	0.7%	38	9.1%	31	7.4%	40	9.5%	38	9.1%	1	0.2%	21	5.0%	247	58.9%
Professional/Nonfaculty	6	3	9	1	11.1%	3	33.3%	1	11.1%	0	0.0%	1	11.1%	0	0.0%	0	0.0%	3	33.3%
Secretarial/Clerical	51	6	57	0	0.0%	12	21.1%	6	10.5%	2	3.5%	11	19.3%	0	0.0%	6	10.5%	20	35.1%
Service and Maintenance	9	17	26	0	0.0%	9	34.6%	1	3.8%	2	7.7%	5	19.2%	1	3.8%	1	3.8%	7	26.9%
Technical and Paraprofessional	40	34	74	0	0.0%	11	14.9%	8	10.8%	6	8.1%	13	17.6%	1	1.4%	2	2.7%	33	44.6%
Classified Subtotal	106	60	166	1	0.6%	35	21.1%	16	9.6%	10	6.0%	30	18.1%	2	1.2%	9	5.4%	63	38.0%
Totals	334	269	603	4	0.7%	74	12.3%	49	8.1%	53	8.8%	70	11.6%	3	0.5%	31	5.1%	319	52.9%
Persons with Disabilities			16																

\* includes adjunct faculty

Los Rios Community College District  
Folsom Lake College  
Workforce Analysis  
Fall 2012

	F	M	Total	American Indian/ Alaskan Native		Asian		Black/African- American		Declined to State		Hispanic/Latino		Native Hawaiian/Pacific Islander		Two or More Races		White	
				Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	4	8	12	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	8.3%	0	0.0%	1	8.3%	10	83.3%
Faculty - Career Education	8	7	15	0	0.0%	1	6.7%	0	0.0%	4	26.7%	0	0.0%	1	6.7%	0	0.0%	9	60.0%
Faculty - English	8	2	10	0	0.0%	0	0.0%	1	10.0%	0	0.0%	1	10.0%	1	10.0%	2	20.0%	5	50.0%
Faculty - Health and PE	1	3	4	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	25.0%	0	0.0%	0	0.0%	3	75.0%
Faculty - Humanities	13	8	21	1	4.8%	2	9.5%	0	0.0%	2	9.5%	3	14.3%	0	0.0%	1	4.8%	12	57.1%
Faculty - Instructional Support Services	13	9	22	0	0.0%	0	0.0%	0	0.0%	3	13.6%	7	31.8%	0	0.0%	1	4.5%	11	50.0%
Faculty - Math	4	8	12	0	0.0%	2	16.7%	0	0.0%	2	16.7%	0	0.0%	0	0.0%	0	0.0%	8	66.7%
Faculty - Natural Sciences	3	6	9	1	11.1%	1	11.1%	0	0.0%	2	22.2%	0	0.0%	0	0.0%	1	11.1%	4	44.4%
Faculty - Social Science	4	6	10	0	0.0%	0	0.0%	0	0.0%	2	20.0%	0	0.0%	0	0.0%	2	20.0%	6	60.0%
Faculty - Part-Time	102	85	187	0	0.0%	17	9.1%	4	2.1%	16	8.6%	10	5.3%	0	0.0%	4	2.1%	136	72.7%
Faculty Subtotal*	156	134	290	2	0.7%	23	7.9%	5	1.7%	31	10.7%	22	7.6%	2	0.7%	11	3.8%	194	66.9%
Professional/Nonfaculty	2	4	6	0	0.0%	1	16.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	5	83.3%
Secretarial/Clerical	36	3	39	3	7.7%	4	10.3%	0	0.0%	4	10.3%	5	12.8%	0	0.0%	0	0.0%	23	59.0%
Service and Maintenance	3	17	20	0	0.0%	2	10.0%	1	5.0%	2	10.0%	5	25.0%	0	0.0%	0	0.0%	10	50.0%
Technical and Paraprofessional	23	15	38	0	0.0%	3	7.9%	2	5.3%	4	10.5%	2	5.3%	0	0.0%	4	10.5%	23	60.5%
Classified Subtotal	64	39	103	3	2.9%	10	9.7%	3	2.9%	10	9.7%	12	11.7%	0	0.0%	4	3.9%	61	59.2%
Totals	224	181	405	5	1.2%	33	8.1%	8	2.0%	41	10.1%	35	8.6%	2	0.5%	16	4.0%	265	65.4%
Persons with Disabilities			12																

\* includes adjunct faculty

Los Rios Community College District  
 Sacramento City College  
 Workforce Analysis  
 Fall 2012

	F	M	Total	American Indian/ Alaskan Native		Asian		Black/African- American		Declined to State		Hispanic/Latino		Native Hawaiian/Pacific Islander		Two or More Races		White	
				Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	13	12	25	0	0.0%	2	8.0%	1	4.0%	1	4.0%	5	20.0%	0	0.0%	1	4.0%	15	60.0%
Faculty - Career Education	42	28	70	1	1.4%	4	5.7%	8	11.4%	7	10.0%	7	10.0%	1	1.4%	0	0.0%	42	60.0%
Faculty - English	19	7	26	0	0.0%	1	3.8%	4	15.4%	3	11.5%	3	11.5%	0	0.0%	1	3.8%	14	53.8%
Faculty - Health and PE	14	9	23	1	4.3%	1	4.3%	1	4.3%	3	13.0%	3	13.0%	0	0.0%	1	4.3%	13	56.5%
Faculty - Humanities	26	21	47	0	0.0%	4	8.5%	0	0.0%	5	10.6%	6	12.8%	0	0.0%	1	2.1%	31	66.0%
Faculty - Instructional Support Services	33	18	51	1	2.0%	7	13.7%	7	13.7%	4	7.8%	5	9.8%	0	0.0%	3	5.9%	24	47.1%
Faculty - Math	14	14	28	1	3.6%	1	3.6%	0	0.0%	4	14.3%	4	14.3%	0	0.0%	1	3.6%	17	60.7%
Faculty - Natural Sciences	17	11	28	0	0.0%	4	14.3%	0	0.0%	6	21.4%	1	3.6%	0	0.0%	3	10.7%	14	50.0%
Faculty - Social Science	10	18	28	0	0.0%	1	3.6%	4	14.3%	2	7.1%	3	10.7%	0	0.0%	1	3.6%	17	60.7%
Faculty - Part-Time	271	225	496	4	0.8%	50	10.1%	28	5.6%	49	9.9%	45	9.1%	2	0.4%	13	2.6%	305	61.5%
Faculty Subtotal*	446	351	797	8	1.0%	73	9.2%	52	6.5%	83	10.4%	77	9.7%	3	0.4%	24	3.0%	477	59.8%
Professional/Nonfaculty	6	3	9	0	0.0%	2	22.2%	0	0.0%	1	11.1%	1	11.1%	0	0.0%	1	11.1%	4	44.4%
Secretarial/Clerical	103	15	118	4	3.4%	11	9.3%	11	9.3%	5	4.2%	33	28.0%	1	0.8%	4	3.4%	49	41.5%
Service and Maintenance	12	34	46	1	2.2%	3	6.5%	11	23.9%	2	4.3%	6	13.0%	0	0.0%	0	0.0%	23	50.0%
Skilled Crafts		2	2	0	0.0%	0	0.0%	1	50.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	50.0%
Technical and Paraprofessional	66	44	110	0	0.0%	25	22.7%	11	10.0%	8	7.3%	14	12.7%	0	0.0%	4	3.6%	48	43.6%
Classified Subtotal	187	98	285	5	1.8%	41	14.4%	34	11.9%	16	5.6%	54	18.9%	1	0.4%	9	3.2%	125	43.9%
Totals	646	461	1,107	13	1.2%	116	10.5%	87	7.9%	100	9.0%	136	12.3%	4	0.4%	34	3.1%	617	55.7%
Persons with Disabilities			27																

\* includes adjunct faculty

Los Rios Community College District  
 District Office  
 Workforce Analysis  
 Fall 2012

	F	M	Total	Asian		Black/African-American		Declined to State		Hispanic/Latino		Two or More Races		White	
				Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	18	14	32	3	9.4%	2	6.3%	0	0.0%	4	12.5%	1	3.1%	22	68.8%
Professional/Nonfaculty	23	22	45	8	17.8%	2	4.4%	0	0.0%	1	2.2%	1	2.2%	33	73.3%
Secretarial/Clerical	39	4	43	4	9.3%	3	7.0%	1	2.3%	6	14.0%	3	7.0%	26	60.5%
Service and Maintenance	5	31	36	2	5.6%	0	0.0%	1	2.8%	4	11.1%	4	11.1%	25	69.4%
Skilled Crafts	1	39	40	3	7.5%	0	0.0%	3	7.5%	6	15.0%	2	5.0%	26	65.0%
Technical and Paraprofessional	9	18	27	3	11.1%	1	3.7%	3	11.1%	4	14.8%	2	7.4%	14	51.9%
Classified Subtotals	77	114	191	20	10.5%	6	3.1%	8	4.2%	21	11.0%	12	6.3%	124	64.9%
Totals	95	128	223	23	10.3%	8	3.6%	8	3.6%	25	11.2%	13	5.8%	146	65.5%
Persons with Disabilities			7												



## **Workforce Data Analysis:**

Los Rios CCD has continued to increase the diversity of its workforce over the last five years, as indicated by the above Annual Comparison of Permanent Employees. Although availability data is no longer available from the state Chancellor's Office for comparison purposes, state-wide CCD demographic averages are available from the state Chancellor's Office website. Although state-wide CCD demographic averages do not provide an exact comparison due to demographic differences in local area population for each CCD, using state-wide CCD demographic averages can provide a rough comparison model. Also, state-wide demographic data averages are not broken down by employee classification, however, for general comparison purposes, Los Rios has compared the general statewide demographic averages to each Los Rios employee classification. It should be noted that this does not provide for exact comparisons, but more of a "general picture" look at Los Rios as compared to the statewide demographic averages. Los Rios has chosen to use state-wide CCD demographic data as a comparison model, given the lack of other more accurate data (availability data).

Currently the overall diversity of the Los Rios CCD closely resembles the statewide CCD diversity (excluding 'declined to state' category). A further breakdown shows that the Los Rios CCD workforce diversity is higher than or equal to (within a percentage point) the statewide CCD demographic averages for American Indian/Alaska Native, Asian, Black/African American, Declined to State, Native Hawaiian/Pacific Islander, Two or More Races, and White employees. The only area where Los Rios demographics are somewhat below the overall statewide average is Hispanic/Latino employees. This area will be addressed with the District EEO Advisory Committee as well as the Campus Equity Committees for appropriate measures such as focused recruiting and outreach toward Hispanic/Latino organizations, publications and websites, and focus groups addressing how the district can be even more effective in recruiting and retaining Hispanic/Latino employees. Gender diversity at Los Rios mirrors the statewide CCD average.

The District EEO Advisory Committee will continue its successful efforts toward further attracting and retaining a diverse workforce and will work with Campus Equity and Diversity Committees toward their similar efforts. Even in these restrictive budget times, the Chancellor has emphasized throughout the organization that a diverse workforce is one of the District's top priorities. The Chancellor has continued his support for diversity efforts throughout the organization, and at the District Office where he has continued his support and funding of the Los Rios CCD Faculty Diversity Internship Program, which is a gateway toward diversifying the adjunct and full-time faculty ranks.

The following is a demographic analysis broken down by employee group, of the district as a whole, as well as each campus and district office:

### District-wide Workforce Analysis:

- **Executive/Administrators:** Los Rios demographics are above statewide averages for Black/African American, Two or More Races, and White administrators. Los Rios is slightly below the statewide demographic averages for American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. Los Rios is below statewide demographic averages for Asian, Declined to State, and Hispanic/Latino administrators. This will be

addressed with the District's EEO Advisory committee for appropriate measures, including but not limited to, focused advertisement and recruitment efforts toward Asian and Hispanic/Latino populations, organizations, and publications/websites and focus groups on campus addressing how the district can be more effective in recruiting/retaining Asian and Hispanic/Latino employees.

- Faculty: Los Rios demographics are above statewide averages for Declined to State, Two or More Races, –and White faculty. Los Rios demographics are within one percentage point of statewide averages for Native Hawaiian/Pacific Islander and American Indian/Alaska Native faculty. Los Rios demographics are below statewide averages for Asian, Black/African American and Hispanic/Latino faculty.
- Classified Staff: Los Rios demographics are above statewide averages for African American, American Indian/Alaskan Native, Asian, and Two or More Races classified staff. Los Rios demographics are within one percentage point for Declined to State and Native Hawaiian/Pacific Islander classified staff. Los Rios is below the statewide average for Hispanic/Latino and White classified staff.
- Gender diversity: Los Rios Administrators (52%) and faculty (53%) are below the statewide average (55%). Los Rios Staff are above the statewide average (60%). Overall Los Rios is above the statewide average in gender diversity.
- The overall diversity in the District's workforce was 34%, which is slightly below the statewide CCD average of 37% (excluding the 'declined to state' category).

#### American River College (ARC) Workforce Analysis:

- Administrators/Executive: ARC demographics are above statewide averages for Asian, Black/African American, Declined to State, and Two or More Races administrators. ARC demographics are within one percentage point of statewide averages for American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. ARC is below the statewide averages for Hispanic/Latino and White administrators.
- Faculty: ARC demographics are above statewide averages for Declined to State, Two or More Races and White faculty. ARC demographics are within one percentage point of statewide averages for American Indian/Alaska Native and Native Hawaiian/Pacific Islander. ARC demographics are below statewide averages for Asian, Black/African American and Hispanic/Latino faculty.
- Classified Staff: ARC demographics are above statewide averages for Black/African American, Declined to State, Two or More Races and White staff. ARC demographics are within a percentage point of statewide averages for American Indian/Alaska Native, Asian, and Native Hawaiian/Pacific Islander. ARC demographics are slightly below statewide averages for Hispanic/Latino staff.
- Gender diversity: ARC administrators and staff are well above statewide averages for gender diversity. ARC faculty are below statewide average for gender diversity.
- Overall diversity in ARC workforce is 28%, which is below the statewide average of 37% (excluding the 'declined to state' category).
- ARC's demographic data will be presented to the ARC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

#### Cosumnes River College (CRC) Workforce Analysis:

- Administrators/Executive: CRC demographics are above statewide averages for Black/African American, Declined to State, and Two or More Races administrators. CRC demographics are within one percentage point for American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. CRC is below the statewide average for Asian, Hispanic/Latino, and White administrators.
- Faculty: CRC demographics are above statewide averages for Black/African American, Declined to State, and Two or More Races faculty. CRC demographics are within one percentage point of statewide averages for American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander, and White faculty. CRC is slightly below statewide averages for Hispanic/Latino faculty.
- Classified Staff: CRC demographics are above statewide averages for Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, and Two or More Races staff. CRC is within one percentage point of statewide averages for American Indian/Alaska Native and Declined to State staff. CRC is below statewide averages for White staff.
- Gender diversity: CRC administrators are below the statewide average for gender diversity (44%). CRC faculty are slightly below the statewide average for gender diversity (53%). CRC staff are well above the statewide average for gender diversity (64%).
- Diversity in CRC workforce was 42% which is above the statewide average of 37% (excludes 'declined to state' category).
- CRC's demographic data will be presented to the CRC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

#### Folsom Lake College (FLC) Workforce Analysis

- Administrative/Executive: FLC is above statewide averages for Two or More Races and White administrators. FLC is below statewide averages for Asian, American Indian/Alaska Native, Black/African American, Declined to State, Hispanic/Latino, and Native Hawaiian/Pacific Islander administrators. It should be noted that FLC has a low number of administrators, so comparisons to statewide averages may not be statistically valid.
- Faculty: FLC is above statewide averages for Declined to State, Two or More Races, Native Hawaiian/Pacific Islander, and White faculty. FLC is within one percent point for American Indian/Alaska Native faculty. FLC is below statewide averages for Asian, Black/African American, and Hispanic/Latino faculty.
- Classified Staff: FLC is above statewide averages for American Indian/Alaska Native, Declined to State, and Two or More Races staff. FLC is at the statewide average for Asian staff. FLC is within one percentage point of statewide averages for Native Hawaiian/Pacific Islander and White staff. FLC is below statewide averages for Black/African American and Hispanic/Latino staff.
- Gender diversity: FLC administrators are below the statewide average for gender diversity (33%). FLC faculty are at the statewide average for gender diversity (54%). FLC staff are above the statewide average for gender diversity (62%).
- Overall diversity of FLC workforce is 27%, which is below the statewide average of 37% (excludes 'declined to state' category).

- FLC's demographic data will be presented to the FLC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

#### Sacramento City College (SCC) Workforce Analysis:

- Administrative/Executive: SCC is above statewide averages for Hispanic/Latino, Two or More Races, and White administrators. SCC is within one percentage point for American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. SCC is slightly below statewide averages for Asian, Black/African American, and Declined to State administrators.
- Faculty: SCC is above statewide averages for American Indian/Alaska Native, Black/African American, Declined to State, Two or More Races, and White faculty. SCC is within one percentage point of statewide averages for Asian and Native Hawaiian/Pacific Islander faculty. SCC is below statewide averages for Hispanic/Latino and White faculty.
- Classified Staff: SCC is above statewide averages for Black/African American and Two or More Races staff. SCC is within one percentage point of statewide averages for American Indian/Alaska Native, Asian, Declined to State, Native Hawaiian/Pacific Islander, and White staff. SCC is below statewide averages for Hispanic/Latino staff.
- Gender diversity: SCC administrators are slightly below statewide averages for gender diversity (52%). SCC faculty (56%) and staff (66%) are above the statewide average for gender diversity.  
Overall diversity at SCC is 39% which is above the statewide average of 37% (excludes the 'declined to state' category).
- SCC's demographic data will be presented to the SCC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

#### District Office (DO) Workforce Analysis:

- Administrative/Executive: DO is above statewide averages for Two or More Races and White administrators. DO is at the statewide average for Black/African American administrators. DO is within one percentage point for Asian administrators. DO is slightly below statewide averages for American Indian/Alaska Native, Declined to State, Hispanic/Latino, and Native Hawaiian/Pacific Islander administrators.
- Classified Staff: DO is above statewide averages for Asian, Two or More Races and White staff. DO is below statewide averages for American Indian/Alaska Native, Black/African American, Declined to State, Hispanic/Latino, and Native Hawaiian/Pacific Islander staff.
- Gender diversity: DO administrators are above the statewide average for gender diversity (56%). DO staff are below the statewide average for gender diversity (40%). One factor for staff gender diversity at DO is that this data includes Facilities/Maintenance staff, a traditionally male work field.
- Overall diversity at DO is 32%, below the statewide average of 37% (excludes the 'declined to state' category).

### Analysis of Applicant Pools

For 2009-2010, 2010-2011, and 2011-2012, the percentage of candidates claiming diversity in classified, faculty, and management applicant pools are summarized below:

#### Applicant Pools

Recruitment Category	3-Year Recruitment Summary: Applicant Diversity
Classified	<b>26.5%</b> (34.7%, 18.1%, 26.5%)
Faculty	<b>27.9%</b> (46.1%, 16.7%, 21.1%)
Management	<b>25%</b> (35%, 15.7%, 24.5%)
Adjunct Faculty	Adjunct faculty are hired from continuous recruitment so trends are more difficult to identify. The adjunct applicant diversity trends ranges between 19% and 25%.

Of the total qualified applicants in the pools, a certain percentage declined to state their ethnic or racial identification as summarized below:

Recruitment Period	Declined to Respond to Ethnic/ <u>Racial</u> Identification
2009-2010	35.5%
2010-2011	63.3%
2011-2012	44.4%

Without including those applicants who marked "other/unknown" on the demographic form, the 2011-2012 applicant pool diversity is approximately 45.6%. Due to the recent mandated change to the applicant demographic form, there was a significant increase in applicants marking both the 'decline to respond' and the "other/unknown" category. Given this, it is difficult to

determine accurate demographics of the applicant pools. Human resources will continue its efforts to reach diverse applicants in accordance with this plan, with additional emphasis on Hispanic applicants based on the workforce analysis. Efforts may include but not be limited to increasing use of Hispanic related job journals and newspapers, websites, accessing the Sacramento Hispanic chamber of commerce and other Hispanic community organizations to advertise job openings and increase outreach/knowledge of the Los Rios CCD.

Los Rios Community College District  
Applicant Analysis  
2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/ Latino		Native Hawaiian or Pacific Islander		Other/ Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
<b>Executive/Administrator</b>	429	462	30	921	10	1.1%	54	5.9%	86	9.3%	43	4.7%	3	0.3%	360	39.1%	17	1.9%	347	37.7%
Faculty - Business	79	112	12	203	4	1.8%	9	4.7%	23	11.3%	12	5.7%	4	2.0%	135	66.6%	2	0.9%	45	22.3%
Faculty - Career Education	44	35	3	82	0	0.0%	7	8.5%	1	0.7%	4	4.7%	0	0.0%	22	26.8%	1	0.7%	33	40.4%
Faculty - English	144	75	10	229	2	0.8%	5	2.2%	6	2.8%	10	4.5%	1	0.6%	154	67.2%	3	1.5%	78	34.2%
Faculty - Health and PE	12	12	1	25	0	0.0%	1	2.5%	4	16.5%	2	7.7%	0	0.0%	3	12.6%	0	0.0%	8	31.3%
Faculty - Humanities	11	16	0	27	0	0.0%	1	2.3%	0	0.0%	1	4.7%	0	0.0%	22	81.5%	0	0.0%	10	37.9%
Faculty - Instructional Support Services	242	97	12	351	1	0.3%	14	4.1%	26	7.4%	29	8.4%	1	0.4%	129	36.7%	6	1.8%	104	29.7%
Faculty - Natural Science	40	76	5	121	0	0.0%	21	17.2%	3	2.4%	6	5.3%	1	1.1%	50	41.5%	1	0.5%	33	26.9%
Faculty - Social Science	58	81	10	149	2	1.2%	13	8.9%	11	7.1%	9	6.0%	0	0.0%	72	48.5%	3	1.8%	37	25.1%
<b>Faculty - Part Time</b>																				
<b>Faculty Subtotal</b>	<b>630</b>	<b>504</b>	<b>53</b>	<b>1187</b>	<b>8</b>	<b>0.7%</b>	<b>71</b>	<b>6.0%</b>	<b>74</b>	<b>6.2%</b>	<b>74</b>	<b>6.2%</b>	<b>8</b>	<b>0.7%</b>	<b>588</b>	<b>49.5%</b>	<b>15</b>	<b>1.3%</b>	<b>349</b>	<b>29.4%</b>
Professional/Nonfaculty	471	188	25	684	4	0.6%	67	9.8%	71	10.4%	46	6.8%	1	0.2%	378	55.3%	5	0.8%	169	24.7%
Secretarial/Clerical	1805	360	73	2238	15	0.7%	156	7.0%	210	9.4%	174	7.8%	11	0.5%	1127	50.3%	26	1.2%	601	26.8%
Service and Maintenance	162	895	27	1084	21	2.0%	70	6.4%	116	10.7%	103	9.5%	3	0.3%	272	25.1%	10	0.9%	322	29.7%
Skilled Crafts	8	218	7	233	4	1.7%	11	4.5%	7	3.2%	17	7.2%	1	0.5%	105	45.0%	2	0.8%	88	37.9%
Technical and Paraprofessional	479	730	50	1259	5	0.4%	105	8.3%	63	5.0%	94	7.5%	5	0.4%	609	48.4%	12	1.0%	393	31.2%
<b>Classified Subtotal</b>	<b>2925</b>	<b>2391</b>	<b>182</b>	<b>5498</b>	<b>49</b>	<b>0.9%</b>	<b>408</b>	<b>7.4%</b>	<b>467</b>	<b>8.5%</b>	<b>434</b>	<b>7.9%</b>	<b>21</b>	<b>0.4%</b>	<b>2491</b>	<b>45.3%</b>	<b>55</b>	<b>1.0%</b>	<b>1572</b>	<b>28.6%</b>
<b>Totals</b>	<b>3984</b>	<b>3357</b>	<b>265</b>	<b>7606</b>	<b>68</b>	<b>0.9%</b>	<b>533</b>	<b>7.0%</b>	<b>627</b>	<b>8.2%</b>	<b>551</b>	<b>7.2%</b>	<b>32</b>	<b>0.4%</b>	<b>3438</b>	<b>45.2%</b>	<b>88</b>	<b>1.2%</b>	<b>2269</b>	<b>29.8%</b>

Los Rios Community College District  
 American River College  
 Applicant Analysis  
 2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/Latino		Native Hawaiian or Pacific Islander		Other/Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	215	174	14	403	5	1.3%	22	5.3%	41	10.1%	22	5.5%	3	0.7%	174	43.2%	7	1.8%	135	33.6%
Faculty - Career Education	2	17	0	19	0	0.0%	1	3.3%	0	0.0%	1	6.7%	0	0.0%	0	0.0%	0	0.0%	10	50.8%
Faculty - English	144	75	10	229	2	0.8%	5	2.2%	6	2.8%	10	4.5%	1	0.6%	154	67.2%	3	1.5%	78	34.2%
Faculty - Instructional Support Services	121	46	10	177	1	0.5%	5	2.8%	12	7.0%	13	7.2%	0	0.0%	69	39.1%	4	2.1%	55	31.3%
Faculty - Natural Science	40	76	5	121	0	0.0%	21	17.2%	3	2.4%	6	5.3%	1	1.1%	50	41.5%	1	0.5%	33	26.9%
Faculty - Social Science	48	21	5	74	1	1.2%	2	2.6%	3	4.0%	6	8.6%	0	0.0%	44	59.4%	1	2.0%	22	29.3%
<b>Faculty Subtotal</b>	<b>355</b>	<b>235</b>	<b>30</b>	<b>620</b>	<b>4</b>	<b>0.6%</b>	<b>33</b>	<b>5.4%</b>	<b>25</b>	<b>4.0%</b>	<b>37</b>	<b>6.0%</b>	<b>3</b>	<b>0.4%</b>	<b>317</b>	<b>51.2%</b>	<b>9</b>	<b>1.5%</b>	<b>198</b>	<b>31.9%</b>
Professional/Nonfaculty	141	75	9	225	3	1.2%	16	7.3%	29	12.9%	13	5.6%	0	0.0%	122	54.3%	1	0.5%	62	27.7%
Secretarial/Clerical	548	118	25	691	5	0.8%	44	6.4%	53	7.6%	52	7.5%	5	0.8%	362	52.4%	6	0.8%	206	29.8%
Service and Maintenance	15	104	2	121	1	1.1%	6	5.3%	16	13.5%	8	6.5%	1	1.0%	43	35.2%	1	0.8%	36	30.0%
Skilled Crafts	7	180	6	193	4	2.1%	8	4.0%	7	3.5%	14	7.4%	1	0.6%	74	38.2%	1	0.7%	76	39.4%
Technical and Paraprofessional	139	149	11	299	1	0.4%	26	8.6%	10	3.2%	20	6.7%	1	0.2%	172	57.5%	3	0.9%	89	29.8%
<b>Classified Subtotal</b>	<b>850</b>	<b>626</b>	<b>53</b>	<b>1529</b>	<b>15</b>	<b>1.0%</b>	<b>100</b>	<b>6.6%</b>	<b>115</b>	<b>7.5%</b>	<b>107</b>	<b>7.0%</b>	<b>8</b>	<b>0.5%</b>	<b>772</b>	<b>50.5%</b>	<b>12</b>	<b>0.8%</b>	<b>469</b>	<b>30.7%</b>
<b>Totals</b>	<b>1420</b>	<b>1035</b>	<b>97</b>	<b>2552</b>	<b>23</b>	<b>0.9%</b>	<b>155</b>	<b>6.1%</b>	<b>180</b>	<b>7.1%</b>	<b>166</b>	<b>6.5%</b>	<b>14</b>	<b>0.5%</b>	<b>1264</b>	<b>49.5%</b>	<b>28</b>	<b>1.1%</b>	<b>802</b>	<b>31.4%</b>



Los Rios Community College District  
 Cosumnes River College  
 Applicant Analysis  
 2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/Latino		Native Hawaiian or Pacific Islander		Other/Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	26	37	5	68	3	3.7%	2	2.8%	4	6.1%	2	3.0%	0	0.0%	51	75.0%	1	1.8%	26	37.9%
Faculty - Business	53	74	7	134	3	2.1%	8	6.1%	15	11.4%	6	4.8%	3	2.1%	91	68.0%	1	0.9%	28	21.1%
<b>Faculty Subtotal</b>	<b>53</b>	<b>74</b>	<b>7</b>	<b>134</b>	<b>3</b>	<b>2.1%</b>	<b>8</b>	<b>6.1%</b>	<b>15</b>	<b>11.4%</b>	<b>6</b>	<b>4.8%</b>	<b>3</b>	<b>2.1%</b>	<b>91</b>	<b>68.0%</b>	<b>1</b>	<b>0.9%</b>	<b>28</b>	<b>21.1%</b>
Professional/Nonfaculty	60	21	2	83	1	1.6%	8	9.2%	13	15.2%	6	7.6%	1	0.7%	50	59.7%	0	0.3%	16	19.0%
Secretarial/Clerical	126	13	2	141	1	0.9%	13	9.2%	21	14.8%	12	8.6%	1	0.4%	71	50.6%	2	1.2%	25	18.0%
Service and Maintenance	18	104	0	122	3	2.2%	12	9.6%	16	12.8%	12	9.9%	1	0.5%	10	8.5%	1	0.8%	33	26.9%
Technical and Paraprofessional	57	63	4	124	3	2.2%	8	6.2%	2	1.8%	14	11.0%	1	0.5%	80	64.2%	1	0.9%	41	33.1%
<b>Classified Subtotal</b>	<b>261</b>	<b>201</b>	<b>8</b>	<b>470</b>	<b>8</b>	<b>1.7%</b>	<b>40</b>	<b>8.5%</b>	<b>51</b>	<b>10.9%</b>	<b>44</b>	<b>9.4%</b>	<b>2</b>	<b>0.5%</b>	<b>211</b>	<b>44.9%</b>	<b>4</b>	<b>0.8%</b>	<b>115</b>	<b>24.5%</b>
<b>Totals</b>	<b>340</b>	<b>312</b>	<b>20</b>	<b>672</b>	<b>13</b>	<b>2.0%</b>	<b>50</b>	<b>7.4%</b>	<b>71</b>	<b>10.5%</b>	<b>53</b>	<b>7.8%</b>	<b>5</b>	<b>0.8%</b>	<b>353</b>	<b>52.5%</b>	<b>6</b>	<b>1.0%</b>	<b>169</b>	<b>25.2%</b>

Los Rios Community College District  
 Folsom Lake College  
 Applicant Analysis  
 2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/ Latino		Native Hawaiian or Pacific Islander		Other/ Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
<b>Executive/Administrator</b>	55	77	3	135	0	0.0%	5	3.5%	12	8.8%	4	3.3%	0	0.0%	48	35.6%	2	1.5%	63	46.8%
Faculty - Humanities	11	16	0	27	0	0.0%	1	2.3%	0	0.0%	1	4.7%	0	0.0%	22	81.5%	0	0.0%	10	37.9%
Faculty - Instructional Support Services	64	31	1	96	0	0.0%	5	5.3%	4	4.3%	7	7.3%	0	0.0%	44	45.8%	1	0.9%	32	33.3%
<b>Faculty Subtotal</b>	<b>75</b>	<b>47</b>	<b>1</b>	<b>123</b>	<b>0</b>	<b>0.0%</b>	<b>6</b>	<b>4.6%</b>	<b>4</b>	<b>3.4%</b>	<b>8</b>	<b>6.8%</b>	<b>0</b>	<b>0.0%</b>	<b>66</b>	<b>53.6%</b>	<b>1</b>	<b>0.7%</b>	<b>42</b>	<b>34.3%</b>
Secretarial/Clerical	167	30	7	204	1	0.7%	11	5.5%	16	8.0%	8	4.1%	0	0.0%	119	58.2%	4	1.8%	65	31.9%
Service and Maintenance	24	127	7	158	5	3.4%	8	4.8%	16	10.4%	11	7.0%	1	0.7%	50	31.3%	2	1.3%	49	31.2%
Technical and Paraprofessional	29	123	9	161	1	0.8%	16	10.2%	7	4.6%	11	6.5%	1	0.7%	46	28.6%	1	0.7%	55	34.4%
<b>Classified Subtotal</b>	<b>220</b>	<b>280</b>	<b>23</b>	<b>523</b>	<b>8</b>	<b>1.5%</b>	<b>35</b>	<b>6.7%</b>	<b>40</b>	<b>7.7%</b>	<b>30</b>	<b>5.7%</b>	<b>2</b>	<b>0.4%</b>	<b>214</b>	<b>41.0%</b>	<b>7</b>	<b>1.3%</b>	<b>170</b>	<b>32.4%</b>
<b>Totals</b>	<b>350</b>	<b>404</b>	<b>27</b>	<b>781</b>	<b>8</b>	<b>1.0%</b>	<b>46</b>	<b>5.8%</b>	<b>56</b>	<b>7.2%</b>	<b>43</b>	<b>5.5%</b>	<b>2</b>	<b>0.3%</b>	<b>328</b>	<b>42.0%</b>	<b>10</b>	<b>1.3%</b>	<b>275</b>	<b>35.2%</b>

Los Rios Community College District  
 Sacramento City College  
 Applicant Analysis  
 2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/ Latino		Native Hawaiian or Pacific Islander		Other/ Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	86	73	1	160	1	0.8%	14	8.8%	18	11.1%	9	5.4%	0	0.0%	39	24.4%	6	3.6%	52	32.2%
Faculty - Business	26	38	5	69	1	1.3%	1	1.8%	8	11.1%	5	7.4%	1	2.0%	44	63.8%	1	0.8%	17	24.5%
Faculty - Career Education	42	18	3	63	0	0.0%	6	10.0%	1	0.9%	3	4.1%	0	0.0%	22	34.9%	1	0.9%	24	37.3%
Faculty - Health and PE	12	12	1	25	0	0.0%	1	2.5%	4	16.5%	2	7.7%	0	0.0%	3	12.6%	0	0.0%	8	31.3%
Faculty - Instructional Support Services	57	20	1	78	0	0.0%	4	5.7%	9	12.1%	10	12.3%	1	1.8%	16	20.1%	2	2.2%	17	21.6%
Faculty - Social Science	10	60	5	75	1	1.2%	11	15.1%	8	10.2%	3	3.4%	0	0.0%	28	37.7%	1	1.6%	16	20.9%
Faculty Subtotal	147	148	15	310	2	0.6%	24	7.7%	29	9.5%	22	7.0%	3	0.9%	113	36.5%	4	1.3%	81	26.1%
Professional/Nonfaculty	129	41	2	172	0	0.0%	24	14.0%	14	8.2%	13	7.7%	1	0.3%	67	38.9%	2	1.4%	38	22.3%
Secretarial/Clerical	852	180	36	1068	7	0.6%	79	7.4%	104	9.8%	91	8.5%	5	0.5%	540	50.6%	15	1.4%	257	24.1%
Service and Maintenance	74	431	13	518	12	2.3%	39	7.5%	54	10.5%	58	11.2%	0	0.0%	90	17.3%	4	0.8%	146	28.3%
Technical and Paraprofessional	217	197	18	432	0	0.0%	30	6.9%	31	7.1%	33	7.7%	1	0.1%	199	46.2%	5	1.1%	135	31.2%
Classified Subtotal	1272	849	69	2190	19	0.9%	172	7.9%	203	9.3%	195	8.9%	6	0.3%	896	40.9%	26	1.2%	577	26.3%
Totals	1505	1070	85	2660	22	0.8%	210	7.9%	250	9.4%	226	8.5%	9	0.3%	1048	39.4%	36	1.4%	709	26.7%

Los Rios Community College District  
 District Office  
 Applicant Analysis  
 2011-2012

	F	M	Undisclosed	Total	American Indian or Alaska Native		Asian		Black or African American		Hispanic/ Latino		Native Hawaiian or Pacific Islander		Other/ Unknown		Two or More Races		White	
					Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Executive/Administrator	47	101	7	155	1	0.8%	12	7.9%	11	7.2%	6	3.8%	0	0.0%	48	31.0%	1	0.8%	71	46.1%
Professional/Nonfaculty	141	51	12	204	0	0.0%	19	9.2%	16	7.7%	14	7.0%	0	0.0%	140	68.4%	1	0.7%	53	25.8%
Secretarial/Clerical	112	19	3	134	0	0.0%	8	6.1%	16	11.7%	11	7.9%	0	0.0%	35	25.8%	0	0.0%	47	35.2%
Service and Maintenance	31	129	5	165	0	0.0%	5	3.2%	13	8.1%	14	8.3%	0	0.0%	80	48.3%	1	0.9%	57	34.4%
Skilled Crafts	1	38	1	40	0	0.0%	3	7.3%	1	1.9%	3	6.6%	0	0.0%	31	77.9%	0	1.2%	12	30.8%
Technical and Para-professional	37	198	8	243	0	0.0%	25	10.2%	13	5.2%	17	6.9%	2	0.7%	112	46.0%	2	1.0%	73	29.8%
<b>Classified Subtotal</b>	<b>322</b>	<b>435</b>	<b>29</b>	<b>786</b>	<b>0</b>	<b>0.0%</b>	<b>60</b>	<b>7.6%</b>	<b>58</b>	<b>7.4%</b>	<b>58</b>	<b>7.4%</b>	<b>2</b>	<b>0.2%</b>	<b>397</b>	<b>50.5%</b>	<b>6</b>	<b>0.7%</b>	<b>242</b>	<b>30.7%</b>
<b>Totals</b>	<b>369</b>	<b>536</b>	<b>36</b>	<b>941</b>	<b>1</b>	<b>0.1%</b>	<b>72</b>	<b>7.7%</b>	<b>69</b>	<b>7.4%</b>	<b>64</b>	<b>6.8%</b>	<b>2</b>	<b>0.2%</b>	<b>445</b>	<b>47.3%</b>	<b>7</b>	<b>0.7%</b>	<b>313</b>	<b>33.3%</b>

### District-wide Applicant Analysis:

- Executive/Administrators: Los Rios applicant demographics are above statewide employment averages for American Indian/Alaska Native, Black/African American, and Two or More Races administrators. Los Rios is within one percentage point of the statewide demographic averages for Native Hawaiian/Pacific Islander administrators. Los Rios is below statewide demographic averages for Asian, Hispanic/Latino, and White administrators. This will be addressed with the District's EEO Advisory committee for appropriate measures, including but not limited to, focused advertisement and recruitment efforts toward Asian and Hispanic/Latino populations, organizations, and publications/websites and focus groups on campus addressing how the district can be more effective in recruiting/retaining Asian and Hispanic/Latino employees.
- Faculty: Los Rios applicant demographics are above statewide employment averages for Native Hawaiian/Pacific Islander and Two or More Races faculty. Los Rios applicant demographics are within one percentage point of statewide averages for American Indian/Alaska Native and Black/African American faculty. Los Rios is below statewide averages for Asian, Hispanic/Latino, and White faculty. It should be noted that half, 49.5%, of applicants to faculty positions declined to designate their race or ethnicity.
- Classified Staff: Los Rios applicant demographics are above statewide employment averages for American Indian/Alaska Native, Black/African American and Two or More Races classified staff. Los Rios demographics are within one percentage point for Native Hawaiian/Pacific Islander classified staff. Los Rios is below the statewide average for Asian, Hispanic/Latino, and White classified staff.
- Gender diversity: Applicant pools for Los Rios administrator positions are slightly below the statewide average (52%). Applicant pools for Los Rios faculty positions are above the statewide average (56%). Gender diversity in Los Rios staff applicants (55%) meets the statewide average (55%). Overall Los Rios applicants are within one percentage point of the statewide employment average in gender diversity. It should be noted that 4% of Los Rios applicants chose not to disclose their gender.
- The overall diversity in the District's applicant pools for the year 2011-2012 is 46%, which is above the statewide CCD employment average (37%) (excludes 'other/unknown' category).

### American River College (ARC) Applicant Analysis:

- Administrators/Executive: ARC applicant demographics are above statewide averages for American Indian/Alaska Native, Black/African American, Native Hawaiian/Pacific Islander, and Two or More Races administrators. ARC is below the statewide averages for Asian, Hispanic/Latino, and White administrators.
- Faculty: ARC applicant demographics are above statewide employment averages for Two or More Races faculty. ARC applicant demographics are within one percentage point of statewide employment averages for American Indian/Alaska Native and Native Hawaiian/Pacific Islander faculty. ARC applicant demographics are below the statewide employment averages for Asian, Black/African American, Hispanic/Latino, and White faculty. It should be noted that half (51%) of applicants to faculty positions at ARC declined to identify their race or ethnicity.
- Classified Staff: ARC applicant demographics are above statewide employment averages for American Indian/Alaska Native, Black/African American and Two or More Races staff.

ARC applicant demographics are within one percentage point of statewide averages for Native Hawaiian/Pacific Islander staff. ARC applicant demographics are below statewide averages for Asian, Hispanic/Latino, and White staff.

- Gender diversity: Applicant pools for ARC administrator positions (55%) meet the statewide employment average for gender diversity. Applicant pools for ARC faculty positions (60%) and staff positions (58%) are above the statewide average (55%). Though, it should be noted that 4% of applicants to positions at ARC chose not to disclose their gender. Overall ARC applicants are above the statewide employment average in gender diversity.
- The overall diversity in ARC's applicant pools for the year 2011-2012 is 38%, which is above the statewide CCD employment average (37%).
- ARC's applicant demographic data will be presented to the ARC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

#### Cosumnes River College (CRC) Applicant Analysis:

- Administrators/Executive: CRC applicant demographics are above statewide employment averages for American Indian/Alaska Native and Two or More Races administrators. CRC applicant demographics are within one percentage point for African American/Black and Native Hawaiian/Pacific Islander administrators. CRC is below the statewide average for Asian, Hispanic/Latino, and White administrators. It should be noted that 75% of the applicants to administrative positions at CRC declined to designate their race or ethnicity.
- Faculty: CRC applicant demographics are above statewide employment averages for African American/Black, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, and Two or More Races faculty. CRC applicant demographics are below the statewide employment averages for Asian, Hispanic/Latino, and White faculty. It should be noted that a majority (68%) of applicants to the faculty position at CRC declined to identify their race or ethnicity.
- Classified Staff: CRC applicant demographics are above statewide employment averages for American Indian/Alaska Native, Black/African American and Two or More Races staff. CRC is within one percentage point of statewide averages for Native Hawaiian/Pacific Islander staff. CRC is below statewide averages for Asian, Hispanic/Latino, and White staff.
- Gender diversity: Applicant pools for CRC administrator positions (41%) fall below the statewide employment average (55%) for gender diversity; though, it should be noted that 7% of administrator applicants chose not to disclose their gender. Gender diversity in CRC staff applicants (56%) is above the statewide average (55%). Overall CRC applicants are below the statewide employment average in gender diversity (52%) with 3% of applicants choosing not to disclose their gender.
- The overall diversity in CRC's applicant pools for the year 2011-2012 is 47%, which is above the statewide CCD employment average (37%).
- CRC's applicant demographic data will be presented to the CRC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

### Folsom Lake College (FLC) Applicant Analysis

- Administrators/Executive: FLC applicant demographics are above statewide employment averages for Black/African American and Two or More Races administrators. FLC is within one percentage point for American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. FLC is below statewide averages for Asian, Hispanic/Latino, and White administrators.
- Faculty: FLC applicant demographics are above statewide employment averages for Two or More Races faculty. FLC is within one percentage point for American Indian/Alaska Native and Native Hawaiian/Pacific Islander faculty. FLC is below statewide averages for Asian, Black/African American, Hispanic/Latino, and White faculty. It should be noted that a majority (54%) of applicants to faculty positions at FLC declined to designate their race or ethnicity.
- Classified Staff: FLC applicant demographics are above statewide averages for American Indian/Alaska Native, Black/African American, and Two or More Races staff. FLC is within one percentage point of statewide averages for Native Hawaiian/Pacific Islander staff. FLC is below statewide averages for Asian, Hispanic/Latino, and White staff.
- Gender diversity: Applicant pools for FLC administrator positions (42%) are below the statewide average (55%). FLC faculty applicant pools (61%) are above the statewide employment average (55%). Gender diversity in FLC staff applicants (44%) is below the statewide average (55%). Overall gender diversity at FLC is 46% which, is below the statewide average of 55% with 3% of FLC applicants choosing not to disclose their gender.
- The overall diversity in FLC's applicant pools for the year 2011-2012 is 39%, which is above the statewide CCD employment average (37%).
- FLC's applicant demographic data will be presented to the FLC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

### Sacramento City College (SCC) Applicant Analysis:

- Administrative/Executive: SCC applicant demographics are above statewide employment averages for Black/African American and Two or More Races administrators. SCC applicant demographics are at statewide employment averages American Indian/Alaska Native and Native Hawaiian/Pacific Islander administrators. SCC is below statewide averages for Asian, Hispanic/Latino, and White administrators.
- Faculty: SCC applicant demographics are above statewide employment averages for Black/African American, Native Hawaiian/Pacific Islander, and Two or More Races faculty. SCC is within one percentage point of statewide employment averages for American Indian/Alaska Native faculty. SCC is below statewide averages for Asian, Hispanic/Latino, and White faculty.
- Classified Staff: SCC applicant demographics are above statewide averages for American Indian/Alaska Native, Black/African American and Two or More races staff. SCC is within one percentage point of statewide averages for Native Hawaiian/Pacific Islander staff. SCC is below statewide averages for Asian, Hispanic/Latino, and White staff.
- Gender diversity: Applicant pools for SCC administrators are within one percentage point of the statewide average for administrators (54%). Applicant pools for SCC faculty are below the statewide average (50%). Applicant pools for SCC classified staff are above the statewide averages (60%).

- The overall diversity in SCC's applicant pools for the year 2011-2012 is 56%, which is above the statewide CCD employment average (37%).
- SCC's applicant demographic data will be presented to the SCC Diversity and Equity committee for appropriate action such as focused advertising and campus focus groups to ensure positive measures are in place to work on the campuses goal to further increase diversity.

District Office (DO) Applicant Analysis:

- Administrative/Executive: DO applicant demographics are above statewide averages for Black/African American and Two or More Races administrators. DO meets statewide employment averages for American Indian/Alaska Native administrators. DO is within one percentage point of the statewide employment average for Native Hawaiian/Pacific Islander administrators. DO is below statewide averages for Asian, Hispanic/Latino, and White administrators.
- Classified Staff: DO applicant demographics are above statewide employment averages for Black/African American and Two or More Races staff. DO is within one percentage point of statewide employment averages for American Indian/Alaska Native and Native Hawaiian/Pacific Islander staff. DO is below statewide averages for Asian, Hispanic/Latino, and White staff.
- Gender diversity: Applicant pools for DO administrator positions are below the statewide average (32%). Gender diversity in DO staff applicants (43%) is below the statewide average (55%). Overall DO applicants (41%) are below the statewide employment average in gender diversity (55%). Though, it should be noted that 4% of DO applicants chose not to disclose their gender.
- The overall diversity in DO's applicant pools for the year 2011-2012 is 37%, which is at the statewide CCD employment average (37%).

Applicant analysis will be provided to the District Equity and Diversity Committee, as well as each campus Equity and Diversity Committee for discussion and action measures as they determine.

**Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO plan components 11-13 and 15 are not required to be worked on until such information is provided.

**Plan Component 12: Methods to Address Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO plan components 11-13 and 15 are not required to be worked on until such information is provided.

The district will continue to implement its hiring procedures and policies in compliance with



EEO regulations.

### **Plan Component 13: Additional Steps to Remedy Significant Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO plan components 11-13 and 15 are not required to be worked on until such information is provided.

### **Plan Component 14: Other Measures Necessary to Further Equal Employment Opportunity**

The district recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnicities, races, -and other groups protected from discrimination. The district may consider the following options, among others, to further equal employment opportunity:

1. Conduct campus climate studies to identify hidden barriers.
2. Include additional guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
3. Highlight the district's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.
4. Conduct additional diversity dialogues, forums, and cross-cultural workshops.
5. Work with the Campus Curriculum Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
6. Review and revise college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
7. Continue to recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
8. Require a series of EEO/diversity workshops at all instructional improvement days (flex week or staff development day).

9. Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the district's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the district's website. The website will also list contact persons for further information on all of these topics.
10. Promote sabbaticals that will assist the district in achieving its equal employment opportunity and diversity objectives.
11. Promote additional cultural celebrations on campus.
12. Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
13. Have a formal diversity program on campus that is visible, valued and adequately funded.
14. Consider providing for alternative educational or experience requirements for nonacademic positions.
15. Develop leadership opportunities with current staff focusing on diversity.
16. Consider establishing a *Community Outreach Advisory Council* to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the college. Recommended membership could include representatives from local business and industry as well as from diverse community groups such as NAACP, Chamber of Commerce, and City Council(s).
17. Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
18. Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

### **Plan Component 15: Persons with Disabilities: Accommodations and Goals for Hiring**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO plan components 11-13 and 15 are not required to be worked on until such information is provided.

Los Rios CCD is committed to providing reasonable accommodation to qualified individuals with disabilities, in accordance with applicable laws and statutes, including the ADA Amendment Act of 2008.

## **Plan Component 16: Graduate Assumption Program of Loans for Education**

The District will continue to encourage community college students to become qualified for, and seek employment as, community college employees. The District shall encourage faculty to inform students about programs that may assist them to complete their graduate studies and become community college employees. Additional efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

## **Plan Component 17: Meeting Education Code Section 87482.6**

The district will continue to comply with Education Code section 87482.6 regarding the goal of 75% instruction taught by full-time faculty, while ensuring progress toward EEO. To this end, the district will continue its Faculty Diversity Internship Program, which is focused on outreach to diverse individuals who have an interest in teaching and are within a year of meeting the minimum qualifications, providing training and an internship opportunity, as well as workshops on how to get a community college teaching position. This program is geared toward increasing diversity in adjunct faculty ranks, as many interns are subsequently hired as adjuncts. As has been reflected in past hiring statistics, Los Rios full-time faculty new hires are frequently from our adjunct faculty ranks (up to 60% of full-time hires have been from adjunct ranks in previous years), this program will help to continue to increase diversity in both adjunct and full time faculty ranks. Also, the district will continue its focused outreach toward diverse individuals and organizations when advertising for full-time and adjunct faculty. As a further measure, the Faculty Union contract provides for up to two qualified adjunct faculty to be provided interviews for full-time positions they apply for. Therefore as we continue to diversity our adjunct ranks, this should help to provide for greater diversity in our full-time applicant pools.

## **Equal Employment Opportunity Plan: Compliance Checklist**

The following compliance checklist is designed to assist the District in the review of their respective Equal Employment Opportunity Plan (Plan). The checklist ensures that the District's Plan includes provisions and components that are required under state law. California Code of Regulations, Title 5, section 53003 and Education Code, sections 87102 and 87106 lists the specific components that must be included in the District's Plan. All references to "sections" refer to the Title 5, California Code of Regulations unless otherwise indicated.

**A. Adoption of Plan [Title 5 Cal. Code Regs. § 53003(a)]**

\_\_\_ Does the Plan indicate when the District's governing board adopted the Plan?

**B. Designation of Responsibility, Authority and Compliance [Title 5 Cal. Code Regs. §§ 53003(c)(1) and 53020]**

\_\_\_ Did the District describe the governing board's responsibility for proper implementation of the Plan and for making measurable progress?

\_\_\_ Did the District designate an Equal Employment Opportunity Officer to oversee the day-to-day implementation of the equal employment opportunity requirements of Title 5?

\_\_\_ Did the District describe the administrative structure created by any delegation of authority to the Equal Employment Opportunity Officer or others and is the District designed to ensure prompt and effective implementation of the EEO Title 5 requirements?

\_\_\_ Did the District designate a single officer who will have authority to receive complaints under section 53026 and who will monitor selection procedures and applicant pools?

\_\_\_ Does the Plan clearly state that anyone who is an agent of the District, with regard to recruitment and screening, is also subject to all the Title 5 equal employment opportunity requirements?

**C. Procedures for Filing a Complaint Pursuant to Section 53026 [Title 5 Cal. Code Regs. §§ 53003(c)(2) and 53026]**

\_\_\_ Did the District provide the procedures for filing complaints that allege violation of the equal employment opportunity requirements of Title 5 and designate the person with whom such complaints are to be filed?

\_\_\_ Did the District include or reference the procedures for filing complaints that allege unlawful discrimination and/or harassment and designate the person with whom such complaints are to be filed?

**D. Notification to all District Employees of the Plan and Policy Statement [Title 5 Cal. Code Regs. §§ 53003(c)(3) and 53002]**

\_\_\_\_\_ Did the District describe the District's process for notifying all District employees of the provisions of the Plan, and the policy statement required by section 53002?

**E. Employee Training for Screening or Selection Committees [Title 5 Cal. Code Regs. § 53003(c)(4)]**

\_\_\_\_\_ Did the District describe the District's process for ensuring that District employees participating on screening or selection committees receive appropriate training on Title 5 requirements relating to equal employment opportunity and state and federal nondiscrimination laws?

**F. Annual Written Notice to Community-Based and Professional Organizations [Title 5 Cal. Code Regs. § 53003(c)(5)]**

\_\_\_\_\_ Did the District describe the District's process for providing annual written notice to appropriate community-based and professional organizations regarding the District's Plan and the need for assistance from the community and such organizations in identifying qualified applicants?

**G. Analysis of District Workforce and Applicant Pool [Title 5 Cal. Code Regs. §§ 53003(e)(6) and 53004]**

\_\_\_\_\_ Did the District provide an analysis of the number of persons from monitored groups who are currently employed in the District's workforce for each of the job categories listed in section 53004(a)?

\_\_\_\_\_ Did the District provide an analysis of those who have applied for employment, in each of the job categories listed in section 53004(a)?

\_\_\_\_\_ Does the Plan state that the survey required by section 53004(a) will be done every year?

**H. Analysis of the Degree of Under Representation and Significant Under Representation [Title 5 Cal. Code Regs. § 53003(e)(7)]**

\_\_\_\_\_ Did the District provide an analysis of the degree to which monitored groups are underrepresented for each job category in comparison to the numbers of persons from such groups whom the CCC Chancellor's Office determines to be available and qualified to work?

\_\_\_\_\_ Did the District indicate whether the under representation for each group is "significant"?

**I. Methods to Address any Under representation [Title 5 Cal. Code Regs. § 53003(c)(8)]**

\_\_\_\_\_ Did the District describe the methods it will use to address any under representation?

**J. Additional Steps to Remedy Significant Under representation [Title 5 Cal. Code Regs. §§ 3003(c)(9) and 53006]**

\_\_\_\_\_ Did the District describe additional steps consistent with section 53006 to remedy any significant under representation?

\_\_\_\_\_ Did the District describe the steps to be taken, consistent with section 53006, if significant under representation persists after a reasonable period of time has passed?

\_\_\_\_\_ Did the District consider anything else they might do, that is permissible, to remedy any significant under representation?

**K. Other Measures to Further Equal Employment Opportunity [Title 5 Cal. Code Regs. § 53003(10)]**

\_\_\_\_\_ Did the District describe any other measures that the District undertakes to further equal employment opportunity?

**L. Goals for Hiring Persons with Disabilities [Title 5 Cal. Code Regs. §§ 53003(d), 53025]**

\_\_\_\_\_ Did the District describe the measures that will be taken, consistent with the requirements of section 53006(a)(1) and (2), if persons with disabilities are found to be significantly underrepresented?

\_\_\_\_\_ Did the District describe additional steps (beyond those required by section 53006(a)(1) and (2)) that may be taken to achieve projected representation for persons with disabilities if significant under representation is found to exist?

\_\_\_\_\_ Did the District describe the goals and target dates for achieving projected representation for persons with disabilities if significant under representation is found to exist?

\_\_\_\_\_ If the District established a goal for persons with disabilities prior to August 12, 2002, and if significant under representation still exists, did the District update the goal, set a new target date and comply with section 53006(a)(1)(2) and (b)?

**M. Education Code Requirements Education Code, §§ 87102(a) and 87482.6**

\_\_\_\_\_ Did the District describe how the District will make progress in achieving the ratio

of full-time to part-time faculty hiring, as indicated in Education Code, section 87482.6, while still ensuring equal employment opportunity?

**N. Education Code, §§ 87106(b)(4) and 69618**

\_\_\_\_\_ Did the District describe the steps the District will take to inform students about the Graduate Assumption Program of Loans for Education program and/or other programs designed to encourage community college students to become community college employees?


CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



April 25, 2012

**TO:** Board of Trustees Presidents  
Chief Executive Officers  
Chief Human Resources Officers  
Equal Employment Opportunity Officers  
Community College Attorneys  
Chief Instructional Officers  
Academic Senate Presidents  
Chief Student Services Officers

**FROM:** Steven Bruckman   
Executive Vice Chancellor for Operations and General Counsel

**SUBJECT:** Proposed Title 5 Equal Employment Opportunity (EEO) Regulations & District  
Equal Employment Opportunity Plans

**Synopsis:** This program advisory is to provide an update and guidance to districts regarding the proposed title 5 EEO regulations and district EEO Plans. The Board of Governors approved the proposed title 5 EEO regulations at its March 7, 2011 meeting. However since this approval, the Department of Finance (DOF) did not approve the proposed title 5 EEO regulations due to mandated cost concerns. We have subsequently met with DOF to try to address their cost concerns and we continue to work with them on the cost issue. The mandated cost issue is further complicated by the fact the Commission on State Mandates (CSM) decided on March 28, 2011 that the existing title 5 EEO regulations have mandated costs. Rest assured we will work with district representatives throughout the process of communicating with the Department of Finance. In the meantime, the current title 5 EEO regulations continue to remain in effect.

Despite these major challenges, the Board of Governors remain committed to EEO and diversity in the workforce. We recognize and support the compelling interest that districts have in obtaining the many benefits that result from a diverse workforce. Since there is no timeframe attached to final DOF actions regarding the revised regulations, we now strongly encourage districts to begin to work on the district EEO Plan using the Model EEO Plan as a framework to develop district EEO Plans. Here is the link to the Model EEO Plan click onto "Updated Model EEO Plan & Guidelines for California Community Colleges / 2006 4/03/07" (center column):  
<http://www.cccco.edu/ChancellorsOffice/Divisions/Executive/CollegeDistrictEqualEmploymentOpportunity/tabid/864/Default.aspx>.



April 25, 2012

Our previous district EEO plan program advisory dated April 9, 2007 indicated that we were working on updating availability data which is needed to complete four of the eleven sections of the EEO Plan required under current regulations. This data is not available and districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data which are pursuant to title 5 section 53003(c)(7)-(9) and (d) or Model EEO Plan Components 11, 12, 13, and 15.

Districts are also advised to update their EEO Plans in accordance with the Americans with Disabilities Act (ADA) Amendment Act which went to effect on January 1, 2009 and the final regulations to implement the ADA Amendment Act which was published in the Federal Register on March 25, 2011. See the following links. <http://www.eeoc.gov/laws/statutes/adaaa.cfm> & <http://www.gpo.gov/fdsys/pkg/FR-2011-03-25/pdf/2011-6056.pdf>.

**Requested Action / Date:** Work on district EEO Plan and submit it to the State Chancellor's Office by June 28, 2013.

**Contact:** Jonathan Lee by e-mail at [jlee@cccco.edu](mailto:jlee@cccco.edu) or phone number at (916) 445-6272 or Toshio Shikasho by e-mail at [tshikash@cccco.edu](mailto:tshikash@cccco.edu) or phone number (916) 323-4990.

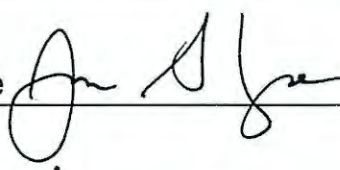
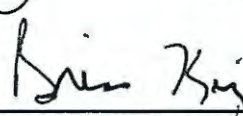
SB: TS: JL

**Cc:** Chancellor's Cabinet  
Legal Affairs Division

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Short-Term Temporary Employees		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Consent Item P	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	X

**BACKGROUND**

Pursuant to Education Code 88003, Governing Boards are to specify the service required to be performed by short-term temporary employees within specified classifications, indicating the duration of employment.

**STATUS**

The District continues to have a need for short-term, temporary employees. The attached document estimates the District's need for temporary employees from July 1, 2013 to December 31, 2013, based on the highest number of temporary employees utilized in any of the preceding three years.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of district-wide anticipated short-term, temporary employee classifications, authorizing employment of short-term employees for the period July 1, 2013 to December 31, 2013. The Human Resources Department will place the names of the short-term temporary employee hires on subsequent Board agendas.

Los Rios Community College District  
 Temporary Classified Staff  
 Anticipated Districtwide Need (Headcount)  
 for 7/1/2013 to 12/31/2013

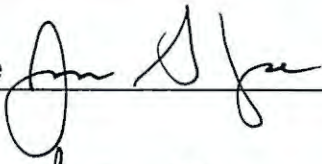
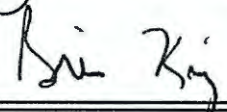
Temporary Classified Position	Anticipated Headcount
A/V Prod & Maint Tech I	2
A/V Prod & Maint Tech II	2
Account Clerk I	17
Account Clerk II	7
Account Clerk III	1
Accountant	2
Administrative Asst. I	7
Administrative Asst. II	2
Admissions/Records Clerk I	9
Admissions/Records Clerk II	1
Admissions/Records Evaluator I	5
Advanced Interpreter	63
Art Model	34
Asst Sports Program Director	8
Asst. Coach - Cross Cntry (MW)	3
Asst. Coach -Soccer (M)	2
Asst. Coach -Water Polo (M)	1
Asst. Coach-Basketball (M)	4
Asst. Coach-Basketball (W)	3
Asst. Coach-Football	13
Asst. Coach-Soccer (W)	4
Asst. Coach-Volleyball (W)	5
Asst. Coach-Water Polo (W)	2
Asst. Coach-Wrestling	1
Asst. Financial Aid Officer	5
Athletic Trainer	11
Beginning Interpreter	45
Bookstore Aide	11
Bookstore Clerk I	32
Bookstore Clerk II	3
Campus Patrol	116
Child Dev Ctr Assoc. Teacher	1
Child Dev Ctr Teacher	2
Clerk I	141
Clerk II	22
Clerk III	14
College Dvlpt Officer	1
College Reserve Police Officer	14
Counseling Clerk I	18
Custodian	40
DSP&S Clerk	6
Educational Media Design Spec	4
Financial Aid Clerk I	54
Financial Aid Clerk II	31

Temporary Classified Position	Anticipated Headcount
Financial Aid Officer	3
Food Service Assistant I	1
Game Timer	10
Grant Coordination Clerk	6
Graphic Artist	1
Graphic Designer	3
Groundskeeper	2
Health Services Assistant	1
Info Tech Technician II	2
Instructional Assistant	151
Instructional Svcs Assist I	2
Intermediate Interpreter	18
IT Technician I	3
Laboratory Technician	16
Library/Media Tech Assistant	6
Lifeguard I	11
Maintenance Technician I	2
Maintenance/Operations Clerk	3
Medical Assistant - Health	2
Operations Technician	2
Outreach Clerk	2
Outreach Specialist	3
PE/Athletic Attendant	1
Police Comm Dispatcher	18
Public Relations Technician	3
Recruit Training Officer	2
Senior IT Technician	1
Special Projects	294
Specialty Coach	6
Sports Instructor I	9
Sports Instructor II	5
Sports Program Director	6
SRPSTC Developer	3
Student Affairs Specialist	1
Student Intern	5
Student Personnel Assistant	72
Swimming Instructor I	5
Swimming Instructor II	16
Swimming Pool Cashier	1
TANF/CalWORKs Specialist	2
Theatre Technician	1
Toolroom Equip Attendant	2
Tutorial Services Assistant	5
Utility Worker	1
Grand Total	1478

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

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

**RECOMMENDATION**

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

## MANAGEMENT

## APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Countee Jr., Jerome T. (M.P.A., Western Kentucky University)	Associate Vice President of Workforce Education Development	07/01/13
Reyes, Carlos (M.A., Pennsylvania State University)	Dean of Behavioral and Social Sciences	07/01/13
Segura, Steven L. (M.S., California State Polytechnic University, Pomona)	Dean of McClellan Center	07/01/13
Warzecka, Greg D. (M.S., California State University, Hayward)	Dean of Kinesiology and Athletics	07/01/13

## APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Brown, Heather M. (Ph.D., University of California, Santa Cruz)	Director of North Valley Biotechnology Center	07/01/13 – 06/30/14

## 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. (Ph.D., University of California, Santa Cruz)	Interim Dean of Biotechnology (Categorical) From Director of North Valley Biotechnology Center (Categorical)	07/01/13 – 12/31/13
Owings, Colleen H. (M.S., Western Oregon State)	Acting College President From Vice President of Instruction	06/15/13 – 07/15/13
Smith, Marie B. (Ed.D., University of San Francisco)	Interim College President ( <i>Not to exceed \$39,900</i> )	07/16/13 – 09/29/13
<u>Cosumnes River College</u>		
Nye, Jamey (Ph.D., Indiana University of Pennsylvania)	Interim Dean of Instruction and Student Learning From Dean of Business and Family Science	07/08/13 – 12/31/13

RESIGNATION(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Viar, David L.	College President	06/15/13
	<u>Cosumnes River College</u>	
Wallace, Donald G.	Vice President of Administrative Services	07/01/13

RETIREMENT(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Reitz, Nancy C. (After 34+ years of service)	Dean of Mathematics	07/13/13
Webb-Wilson, Edwina (After 16+ years of service)	Dean of Student Support Services	07/06/13

## FACULTY

## APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Brown-Wood, JaNay (M.A., California State University, Sacramento)	Early Childhood Education Assistant Professor	08/22/13
de la Cruz, Damon N. (Ph.D., University of Southern California)	Funeral Service Education Assistant Professor (60%) / Coordinator (40%)	07/01/13
Dillon, Vivian O. (M.S., California State University, Northridge)	Cooperative Work Experience Education and Internship Coordinator	07/01/13
Lovering, Janay N. (M.A., California State University, Sacramento)	English Assistant Professor	08/22/13
Owens, Rocio D.A. (M.A., California State University, Sacramento)	Mathematics Assistant Professor	08/22/13
Ramones, Susan F. (M.S., California State University, Sacramento)	Biology Assistant Professor	08/22/13
Stoker, Richard A. (B.A. Equivalence)	Pre-Apprenticeship Assistant Professor (Commercial and Industrial Construction)	08/22/13
<u>Cosumnes River College</u>		
Le, Phuong M. (M.A., California State University, Sacramento)	Mathematics Assistant Professor	08/22/13
Leung, Amy (M.A., University of California, Merced)	Economics Assistant Professor	08/22/13
Morgan-Nance, Kathryn L. (M.S., California State University, Sacramento)	Accounting Assistant Professor	08/22/13
Robinson, Donnisha C. (M.A., California State University, Sacramento)	Sociology Assistant Professor	08/22/13
<u>Folsom Lake College</u>		
Fowler, Caleb L. (M.S., California Polytechnic University, Pomona)	Computer Information Science Assistant Professor (Programming)	08/22/13
Pedro, Jason R. (B.S., University of California, Davis, plus M.A. Equivalence)	Medical Laboratory Technician Assistant Professor (60%) / Medical Laboratory Technician Coordinator (40%)	07/01/13

APPOINTMENT(S) Continued
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Gilbert-Valencia, Daniel H. (M.S., Drexel University)	Instructional Development Coordinator	07/01/13
Guzman, Sandra (M.A., University of San Francisco)	Counselor	07/01/13
Johnson, Ilana (Ph.D., University of California, Los Angeles)	Anthropology Assistant Professor	08/22/13
Leonard, Duane (Ph.D., University of California, Davis)	English as a Second Language Assistant Professor	08/22/13
Marks, Carrie S. (M.A., Middlebury College, Vermont)	English Assistant Professor	08/22/13
Mitchel, Theodore K. (M.B.A., Golden Gate University, San Francisco)	Accounting Assistant Professor	08/22/13
Parks, Karen D. (M.B.A., California State University, Dominguez Hills)	Computer Information Science Assistant Professor (Applications and Core Principles)	08/22/13
Payne, Michael D. (M.S., California State University, Sacramento)	Chemistry Assistant Professor	08/22/13
Quandt, Timothy (Ph.D., Claremont Graduate University)	Philosophy Assistant Professor	08/22/13

APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)
--

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
McDermott, Mary M. (M.A., Chapman College)	Foster and Kinship Care Education Coordinator	07/01/13 – 06/30/14
Munger, Teri B. (B.A., University of California, Santa Barbara)	Career Technical Education Transitions Coordinator (67%)	07/01/13 – 06/30/14
Wolf, Mary E. (M.A., California State University, Sacramento)	Project STRIPE Program Coordinator	07/01/13 – 06/30/14
<u>District Office</u>		
Jacobs, Melissa (M.S., California State University, Sacramento)	CalWORKS Coordinator	07/01/13 – 06/30/14



APPOINTMENT TO TEMPORARY POSITION(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Clark, Bonnie M.	Nursing (RN / LVN) Assistant Professor (L.T.T.) (M.S.N., California State University, Sacramento)	08/22/13 – 12/19/13

LEAVE(S) OF ABSENCE
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<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Zhao, Yu	Biology Professor	Medical	05/06/13 – 05/17/13
<u>Cosumnes River College</u>			
Mukantabana, Mathilde	History Professor	Personal	08/22/13 – 05/21/14
<u>Folsom Lake College</u>			
Cooper, David	Computer Information Science Professor	C	08/22/13 – 12/19/13
Foster, Ted F.	Chemistry Professor	C	08/22/13 – 12/19/13
<u>Sacramento City College</u>			
Gilley, Shannon R.	Counselor	Maternity	05/15/13 – 08/07/13
Gilley, Shannon R.	Counselor	Childcare (50%)	08/08/13 – 12/23/13
Lawson, Douglas R.	Theatre Arts and Film Professor	Medical	08/22/13 – 12/19/13

REASSIGNMENT / TRANSFER(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Folsom Lake College</u>		
Alexander, John E.	Instructional Development Coordinator From Instructional Development Coordinator (90%) / English Professor (10%)	07/01/13

RETIREMENT(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Boyle, Robert (After 36+ years of service)	Automotive Professor	05/23/13
	<u>Cosumnes River College</u>	
Parker, Travis L. (After 41 years of service)	Physical Education Professor	05/23/13
	<u>Sacramento City College</u>	
Erlich, Richard J. (After 19 years of service)	Counselor (40%) / Faculty Research Coordinator (60%)	07/01/13
Gessford, Virginia G. (After 15 years of service)	Learning Skills and Tutoring Coordinator	01/01/14
Zupancic, Niefia R. (After 9+ years of service)	Nursing Assistant Professor	05/23/13

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2012**  
**American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gunsauls,Darline C.	Sign Language	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Adams,Jane P.	Academic Guidance	10 %
Alexander,Carie D.	Counselor	4 %
Alexander,Carie D.	Counselor	54 %
Aranda,Amanda	Counselor	52 %
Baker,Nicholas R.	Administration of Justice	20 %
Bishop,Mary A.	Administration of Justice	20 %
Carrier,Nicole	Spanish	29 %
Casebeer,Derek D.	Administration of Justice	20 %
Clark,Monty M.	Sculpture	9 %
Goodwin,Susan F.	Counselor	55 %
Hanson,Steven E.	Administration of Justice	20 %
Hanstad,Janet A.	Physiology (Includes Anatomy)	10 %
** (B4) Hubbard,Kris H.	Administration of Justice	10 %
Keys,Margaret Dolan	Librarian	1 %
Kovar,Timothy J	Real Estate	20 %
Lopez,Daniel R.	Speech Communication	7 %
Meisner,Andrea C.	Mortuary Science	8 %
Parker,John S	Administration of Justice	12 %
Parks,Brad A.	Administration of Justice	20 %
Patrice,Alicia	Librarian	1 %
Swink,Mark L.	Emergency Medical Services	20 %
Tateishi,Robin L.	Emergency Medical Services	6 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Badrue,Estate of Abiodun I.	Business and Commerce, General	35 %
Benskin,Karena T	Business and Commerce, General	26 %
Ghuman,Maninder K.	Librarian	10 %
Lepe,Leonela G.	Counselor	6 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2013**  
**Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn,Kristina D.	Counselor	12 %
Davis,Michael R.	Information Technology, General	12 %
Morrison,Jill	Counselor	20 %
Wheeldon,George A.	Geology	32 %
Wise,William M.	ESL Integrated	17 %

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Logan,Jason K	Sociology	37 %
Moylan-Aube,Joanne	Counselor	1 %
O'Brien,Sandra C	English	60 %
Smith,Andrea L.	Sociology	40 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bertoglio,Nancy A.	Reading	18 %
Bevens,Megan D.	Counselor	3 %
Brozovich,Thomas J.	Film Production	7 %
Engler,Denise M.	Reading	19 %
Hartin,Robert G.	Counselor	15 %
Hartin,Robert G.	Counselor	10 %
Lee,Dennis J.	English	20 %
Lyman,Robert	English	27 %
Moore,Justin A.	Physiology (Includes Anatomy)	3 %
Nowicki,Lazette V.	Nursing	26 %
Padgett,Christopher D.	History	8 %
Rasor,Lori T.	Counselor	15 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Braden,Charles G.	Dramatic Arts	20 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2013**  
**Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Clark,Christopher S.	Counselor	10 %
Delgado,Lydia A.	Counselor	1 %
Tikhonova,Inna V.	Counselor	8 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** <b>(A1)</b> Adams,Jane P.	Job Seeking/Changing Skills	7 %
** <b>(A1)</b> Adams,Jane P.	Counselor	29 %
Aguilar,Gary L.	Drafting Technology	33 %
Albrecht,Christian	Administration of Justice	20 %
Alexander,Carie D.	Counselor	6 %
Alexander,Carie D.	Counselor	49 %
Allen,John E.	History	20 %
Anderegg,Kristen M.	Counselor	7 %
Andre,Susan	Counselor	5 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aranda,Amanda	Counselor	21 %
Araujo, Frank P.	Anthropology	20 %
Arrieta, Corinne L.	Spanish	27 %
Aubert, John E.	Geography	20 %
Bains, Neelam	English	20 %
** (B5) Baker, Gregory S.	Business Management	40 %
Ball, Kimberly A.	Job Seeking/Changing Skills	7 %
Bassett, Jason M.	Administration of Justice	10 %
Bates, Brian F.	Classics-Humanities	20 %
Bates, Brian F.	Other Humanities	20 %
Bergquist, Sheila D.	Administration of Justice	20 %
** (B5) Bibb, Akbar M.	Administration of Justice	20 %
Boal, Keith F.	Counselor	9 %
Boroughs, Terry J.	Earth Science	35 %
Bovard, Victoria A.	Psychology, General	40 %
Bradford, Aaron R.	English	20 %
** (B4) Bradshaw, Don A.	Administration of Justice	20 %
Brandenburg, Brandt E.	English	20 %
Britton, Rebecca L.	Political Science	20 %
Brown, Orié A.	Administration of Justice	20 %
Brunkala, Joel T.	English	20 %
Buljan, Laurette C.	English	20 %
Burleson, B. Kathryn	Dramatic Arts	12 %
Cameron, Don S.	Administration of Justice	20 %
Camp, Michael H.	Administration of Justice	20 %
Carlson, Christopher R.	Administration of Justice	20 %
Case, Lynda R.	English	27 %
Casper-Denman, Kristina E.	Anthropology	20 %
Castillo, N. Scott	Administration of Justice	20 %
Catlett, Emily S.	Counselor	10 %
Ceballos, Shannon J.	Microbiology	40 %
** (B2) Chapek, Carl W.	Software Applications	18 %
Chappell, Mike L.	Counselor	10 %
Chen, Chiuping	Economics	40 %
** (A4) Chevraux, Renee M	Gerontology	3 %
Chou, Susan S.	Nutrition, Foods, and Culinary Arts	20 %
Chung, Jackson	Mathematics, General	27 %
Coldiron, John L.	Health Education	20 %
Coleman, Phillip V.	Administration of Justice	20 %
Collihan, Kathleen	Political Science	40 %
** (A1) Condos, Marc A.	Small Business and Entrepreneurship	40 %
** (B5) Davis, Donald A.	Administration of Justice	20 %
DeLeon, Daniel W.	Administration of Justice	20 %
Delgado, Diane C.	Counselor	9 %
Diaz, Pete	Administration of Justice	20 %
Dilgard, Sylvia B.	Academic Guidance	20 %
Dilgard, Sylvia B.	Counselor	22 %
Dobson, Joshua A.	Administration of Justice	20 %
Econome, Jennie G.	Job Seeking/Changing Skills	7 %
Econome, Jennie G.	Counselor	36 %
Eklund, Justin R.	Administration of Justice	20 %
Falloon, Matthew T.	English	20 %
Farias, Imelda	Counselor	35 %
Fernandez, Joyce M.	Counselor	6 %

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<b>TEMPORARY, PART-TIME EMPLOYEES Summer 2013</b> <b>American River College</b>
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<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fortman, Anita J.	Counselor	5 %
** (B5) French, Scott D.	Administration of Justice	20 %
Fuller, Heidi J.	Business and Commerce, General	20 %
Galvan, Joseph	Administration of Justice	20 %
Gigante, Michele K.	Administration of Justice	20 %
** (A1) Gomez, Martin	Counselor	27 %
Goodwin, Susan F.	Counselor	26 %
Green, Rene	Automotive Technology	51 %
Greenhill, Paul G.	Administration of Justice	20 %
Gregson, Gary A.	Administration of Justice	20 %
Gutierrez, Jesus E.	Administration of Justice	20 %
Hughes, Heather V.	Academic Guidance	20 %
Hughes, Heather V.	Counselor	27 %
Longhitano, Amber L.	Counselor	10 %
Menard, Sigrid A	Counselor	44 %
Mickela, Anthony E.	Counselor	28 %
Nazareno, Randy P.	Counselor	12 %
O'Brien, Teresa	Counselor	17 %
** (A2) Petraru, Marius	Geography	15 %
Pezone, John P.	Administration of Justice	20 %
** (B5) Phariss, Jess E.	Administration of Justice	20 %
Pino, Josh	Administration of Justice	20 %
Pollard, Margaret P.	Accounting	27 %
Ponce, Carlos F	Administration of Justice	20 %
Porter, Cherri J.	English	20 %
Powers, Matthew T	Administration of Justice	20 %
Preciado, Monica Isabel	Academic Guidance	7 %
Preciado, Monica Isabel	Counselor	15 %
Preciado, Monica Isabel	Counselor	3 %
Quintero, Robert A.	Academic Guidance	13 %
** (B4) Raya, Raul	Administration of Justice	20 %
Regan, Debra Sue	Biology, General	35 %
Reilly, Robin L.	Accounting	18 %
Robinson, Donna L.	Administration of Justice	20 %
Rogers, Charles W.	Administration of Justice	20 %
** (B4) Rose, David A.	Administration of Justice	20 %
Ruiz-Tagle, Rafael M.	Counselor	20 %
** (B5) Russell, Marilyn Y.	Administration of Justice	20 %
Rust, Joseph D.	Academic Guidance	20 %
Rust, Joseph D.	Counselor	40 %
** (A5) Sachau, Michael T.	Counselor	13 %
** (B2) Salladarre, Raymond F.	Restaurant and Food Services Management	28 %
Scott, Steven	Microbiology	40 %
** (B2) Sjolund, Joe P.	Counselor	29 %
Taylor, Eileen C.	Counselor	36 %
Times, Tonya N	Counselor	10 %
** (A2) Valdez, Judith	Counselor	6 %
Voigt, Kurt D.	Horticulture	15 %
Yatsenko, Tatyana	Counselor	27 %

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<b>TEMPORARY, PART-TIME EMPLOYEES Summer 2013</b>
<b>Cosumnes River College</b>

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adkins Pogue, Andrea D	Librarian	12 %
Ahearn, Thomas T.	English	27 %
Allen, Allah-mi C.	Academic Guidance	10 %
Amer, M. Rosalie C.	Librarian	7 %
**{A1} Baca, Jorge	Mathematics, General	33 %
Bahneman, Donna A.	Counselor	3 %
Ballard, Sheryl L.	Family Studies	20 %
Beloglovsky, Miriam	Child Development/Early Care and Educatio	40 %
Boeck, Rick E.	Film Studies	20 %
Bowyer, Jacques N.	Counselor	9 %
Bowyer, Jacques N.	Counselor	3 %
Braden, Charles G.	Dramatic Arts	20 %
Brown, Shelley J.	Librarian	1 %
Burns, Cori B.	Medical Assisting	13 %
**{A5} Calhoun, Ruby R.	Office Technology/Office Computer Applicati	13 %
Cann, John Allen	English	27 %
Clanton, John A.	Reading	20 %
Dehn, Frances K.	Coordinator	5 %
**{A2} DeLappe, Lori A.	Dramatic Arts	20 %
Dimond, Alison G.	Nutrition, Foods, and Culinary Arts	40 %
**{A2} Dimond, Iris J.	Child Development/Early Care and Educatio	40 %
Doan, Anna N.	Counselor	3 %
DuBray, Daniel T.	Speech Communication	20 %
Duffy, Marjorie B.	Information Technology, General	13 %
Duffy, Marjorie B.	Software Applications	13 %
Fagin, Edwin D.	Economics	40 %
Falloon, Matthew T.	English	20 %
Farnam, Farhad	Economics	20 %
Fishman, Wendell	Website Design and Development	18 %
Fishman, Wendell	Software Applications	18 %
Fong, Hoyt S.	Human Services	20 %
Frazer, James C.	Psychology, General	40 %
Garcia, Delayna F.	Counselor	5 %
Geissler, Markus	Information Technology, General	20 %
**{A5} George, Nyenbeku C.	Social Sciences, General	20 %
**{A5} George, Nyenbeku C.	Sociology	20 %
Giacomazzi, James A.	Intercollegiate Athletics	8 %
Gilgun, John	Speech Communication	20 %
Gorman, Gabriel D.	History	20 %
Granquist, Eric A.	Business Administration	20 %
Granquist, Eric A.	Real Estate	20 %
Gunther, Minet D.	Physical Education	8 %
Lewis, Barbara	Counselor	9 %
**{A1} Parker, Dawn S.	Counselor	30 %
Perales, Chantel R.	English	20 %
Pereira, Michael J.	Automotive Technology	52 %
Perez, Rochelle A.	Librarian	8 %
Phan, Man	Business and Commerce, General	20 %
Phan, Man	Marketing & Distribution	20 %
Plasencia, Cesar	Intercollegiate Athletics	15 %
Preble, Ronald E.	Intercollegiate Athletics	15 %
Quirarte, Susan M.	Mathematics, General	20 %
Reynolds, Lana K.	Counselor	5 %
Sands-Pertel, Judith A.	Music	18 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2013**  
**Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Tavares, Tyrone Michael	Counselor	3 %
Tavares, Tyrone Michael	Counselor	3 %
Wiseman, Maury I.	History	20 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2013**  
**Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Barbee, Donald W.	Physical Education	15 %
Bauer, Christian A.	Philosophy	20 %
Beese, Michelle A.	Counselor	2 %
BoarerPitchford, Julie K.	Nutrition, Foods, and Culinary Arts	20 %
Boeh, Hali M	Speech Communication	20 %
Boylan, Catherine A.	Speech Communication	20 %
Bradshaw, Bill H.	Administration of Justice	5 %
Brandson, Margaret N.	Speech Communication	20 %
Caulfield, Victoria L.	Environmental Technology	20 %
Chambers, Tara L.	English	27 %
Chung, Dorcas K.	Philosophy	20 %
Clark, Christopher S.	Counselor	4 %
** (A1) Clarke, Alan L.	Political Science	20 %
Collier, Julie A.	General Work Experience	20 %
Cooper, David	Information Technology, General	20 %
Cooper, David	Computer Programming	20 %
Cruz, Ronald J.	English	20 %
Curran, Timothy M.	Mathematics, General	60 %
DeVille, Rebecca A.	Classics-Humanities	20 %
DeVille, Rebecca A.	Other Humanities	20 %
DiCicco, Anthony J.	Administration of Justice	6 %
Eitel, Joseph E.	Mathematics, General	47 %
Garrett, Mark D.	Counselor	6 %
Gibson, Aurelius B.	Marketing & Distribution	20 %
Greene, Calvin D.	Mathematics, General	33 %
Hill, David H.	Counselor	1 %
Morrison, Jill	Counselor	2 %
Pedro, Jason R.	Coordinator	32 %
Pietromonaco, Dean J.	Mathematics, General	33 %
Raines, Barbara S	Psychology, General	20 %
Raposa, Tim S.	Anthropology	20 %
Roberge, Andrea M.	Counselor	10 %
Snow, Camille D	Counselor	2 %
** (A1) Telles, James W.	Library Science, General	7 %
** (A1) Telles, James W.	Librarian	19 %
Thiessen, Stacia S.	Librarian	10 %
Tikhonova, Inna V.	Counselor	9 %
Wong, Calvin J	Counselor	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ahlenstorf, Tracy	Counselor	4 %
Anderson, Jared A.	Speech Communication	20 %

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<b>TEMPORARY, PART-TIME EMPLOYEES Summer 2013</b> <b>Sacramento City College</b>
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<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Anderson, Kevin M.	Information Technology, General	12 %
Anderson, Kevin M.	Computer Information Systems	12 %
Anderson, Kevin M.	Software Applications	12 %
Arack, James N.	Psychology, General	20 %
Aranda, Amanda	Counselor	16 %
Armstrong, Charles H.	Astronomy	15 %
Armstrong, Dana	English	47 %
Arnold, Darlene M.	Cosmetology and Barbering	2 %
** (A1) Asuncion, Robert J.	Physical Therapy Assistant	8 %
Avelar, Thomas	Counselor	4 %
** (A5) Avendano, Marisa	Intercollegiate Athletics	8 %
Bailey, Amelita H.	Mathematics, General	33 %
** (A5) Bair, Lewis E	Information Technology, General	32 %
Barbaria, Miriam G.	Spanish	27 %
Barfield, Annette C.	Academic Guidance	20 %
** (A5) Barrett, James M.	Economics	20 %
** (A5) Bauduin, Lisa A.	Physical Education	30 %
Beadles, Lynette R.	Occupational Therapy Technology	3 %
Bedford, Brian A.	Business Administration	40 %
Bender, Daniel M	Chemistry, General	40 %
Betz, Deborah Y.	Counselor	14 %
** (A5) Bican, William L.	Information Technology, General	18 %
** (A5) Bican, William L.	Software Applications	18 %
Blair, Deborah J.	Physical Education	10 %
Blair, Deborah J.	Health Education	20 %
Blunk, Dawn M	English	20 %
Boguski, Mark E.	Ceramics	28 %
Bomberry, Deskaheh D.	Physical Education	15 %
** (B5) Bonawitz, Marcia C.	Cosmetology and Barbering	2 %
** (A2) Boyd, April J.	English	20 %
Boyd, Rebecca M.	Librarian	7 %
Bratton, Clayton G.	Physics, General	35 %
Buchanan-Cello, Shelly A.	Librarian	2 %
** (A5) Bui, Dinh N.	Job Seeking/Changing Skills	7 %
** (A5) Bui, Dinh N.	Counselor	3 %
** (B5) Callaghan, James F.	Aeronautical & Aviation Technology	22 %
Carberry-Goh, Karen E.	Microbiology	20 %
Carboni, Joshua P.	Philosophy	20 %
Carmazzi, Paul L.	Physical Education	15 %
Carmazzi, Paul L.	Health Education	20 %
Carmichael, David	Physical Education	8 %
Caselli, Nancy A	Speech Communication	20 %
Castagna, Christine N.	Geography	35 %
Cerri, Dominic A.	History	40 %
Chape, Elizabeth A.	Physical Therapy Assistant	10 %
Cheshire, Tamara C.	Anthropology	40 %
Cirrone, Steve F.	English	53 %
Constantine, John H	Economics	20 %
Cook, Stephen P.	English	20 %
Copely, Douglas M.	Physics, General	5 %
Crawford, Robert L.	Philosophy	20 %
Dana, Maureen Woodard	English	27 %
Dao, Binh C.	Chemistry, General	35 %
Daunt, Jonathan G.	English	20 %

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Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
DeMartini,Dawna L.	English	27 %
Desmangles,Roy O.	Counselor	9 %
Diamond,Anne	Accounting	27 %
Diehl,Nicholas J.	Philosophy	20 %
Dilley,Paul J	History	40 %
Dixon,Michael A.	Computer Programming	49 %
Dunne,Michael R.	Dental Hygienist	17 %
Duvall,Melvin E.	Electronics & Electric Technology	22 %
Eigenheer,Richard A.	Geography	20 %
Engebretsen,Devin J.	Physical Education	15 %
Fabionar,David E.	Speech Communication	40 %
Farias,Imelda	Counselor	20 %
Farrelly,Joseph T.	Sociology	20 %
Fellman,Melissa	Dental Hygienist	24 %
Fonda,Gioia A.	Art	28 %
Frank,Paul E.	Political Science	40 %
Fraser,Linda	English	20 %
Freas,Adam C.	Academic Guidance	20 %
Gallardo Martinez,Leticia	Counselor	1 %
Gambrell,Deborah M.	Counselor	12 %
Gambrell,Deborah M.	Counselor	2 %
Gander,Therese A.	Mathematics, General	33 %
Gee,Jenny A	Mathematics, General	33 %
Gillespie,Brian D	Environmental Science	20 %
Gmelin,Robert P.	English	20 %
Goldberg,Sherril B.	Counselor	9 %
Gould,Kelly L.	Administration of Justice	60 %
Graybill,Stuart D.	History	40 %
Green,Dominik J.	Chemistry, General	20 %
Greenshields,Lisa J.	Dental Hygienist	7 %
Greenwell,Andrea L.	Physiology (Includes Anatomy)	20 %
** (A5) Griffin,David A.	Physical Education	15 %
** (A5) Griffin,David A.	Physical Fitness and Body Movement	8 %
Grofe,Michael J.	Anthropology	20 %
Grueneberger,Arthur R.	Software Applications	18 %
Guzman,Sandra G.	Counselor	5 %
Huang,Chen-Wen	Dental Hygienist	3 %
Kagan,Alexander	Counselor	6 %
Lepe,Leonela G.	Academic Guidance	20 %
Lepe,Leonela G.	Counselor	3 %
Minter,Carol A.	Dental Hygienist	36 %
O'Brien,Teresa	Counselor	11 %
Ocegueda,Danette R.	Dental Hygienist	38 %
Pearsall,Nancy E.	Reading	20 %
Peterson,Mark B.	Dental Hygienist	13 %
Petite,Lori M.	Speech Communication	20 %
Phillips,Joseph H.	Mathematics, General	53 %
Piedra,Erica A.	Spanish	27 %
Pierce-Washington,Charlotte	Counselor	2 %
** (A2) Poe,Kathleen A.	Music	40 %
Polagruto,John A.	Nutrition, Foods, and Culinary Arts	20 %
** (B3) Randolph,Melodi L.	Dental Assistant	15 %
** (B3) Randolph,Melodi L.	Dental Hygienist	18 %
Rangel,Makeba L.	Reading	35 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Reach,Lorna	Counselor	5 %
Reach,Lorna	Counselor	30 %
Resler,Jan L.	Dental Hygienist	7 %
Richardson,Michael B.	Physics, General	2 %
Richardson,Michael B.	Astronomy	40 %
**{A1} Ruiz,Aracely	Counselor	12 %
Sherman,Tristin B.	Dental Hygienist	14 %
Silveira,Leslie C.	Counselor	20 %
Silveira,Leslie C.	Counselor	5 %
Stone,Leila M.	Counselor	7 %
Stupka,Edwin H.	Counselor	9 %
Suy,Shaun	Academic Guidance	20 %
Suy,Shaun	Counselor	7 %
**{A5} Swafford,Derek L.	Counselor	15 %
Tabrizi,Farough	Counselor	19 %
Tavares,Tyrone Michael	Counselor	5 %
Tracy,Gwyneth J.	Coordinator	8 %
Wallace,Shanda L.	Dental Hygienist	4 %
Wheeldon,Sandra M.	Dental Assistant	15 %
Wyatt,David T.	Natural History	22 %

FTE appearing as 0% for the current or upcoming semester is pending determination of assignment / load. FTE in previous semesters will appear as 1% for assignments between 0% and 1%. \* = New Employee \*\* = Returning Employee

Employees hired under equivalency criteria pursuant to Ed. Code Section 87359, Title V, Section 53430(a), and Board Policy 5123 will be identified as follows: A1:A3:A4:B1:B2:B3:B4=Experience / Education | A2 = Education | A5:B5 = Experience

CLASSIFIED

<b>APPOINTMENT(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Chou, Lori	Payroll Supervisor	DO	04/29/13
English, Amanda M.	Admissions/Records Clerk I	ARC	05/13/13
Esquibel, Samuel J.	College Police Officer	Police Services	05/20/13
Gray, Evelin G.	Police Communication Dispatcher	SCC	05/21/13
Matias, Michelle L.	Child Development Center Supervisor	ARC	05/21/13
Moua-Vang, Vicki S.	Instructional Services Assistant I	ARC	06/03/13
Ndiaye, Ababacar S.	Custodian	FLC	05/13/13
Olson, Julie A.	Student Personnel Assistant-Student Services	CRC	06/03/13
Roach, Patrick S.	Custodian	SCC	05/20/13
Robinson, Mariam M.	Financial Aid Clerk II	CRC	05/01/13
Schumacher, Timothy P.	Lead Maintenance Plumber	FM	05/13/13

<b>PROMOTION(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Edmonson, Nancy L.	Administrative Assistant II (Administrative Assistant I)	CRC (CRC)	05/20/13
Pankowski, Katherine M.	Buyer III (Account Clerk III)	DO (DO)	05/28/13

<b>REASSIGNMENT(S)/ TRANSFER(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Miller, Julia D.	Food Service Assistant II 9 months, 87.5% (Food Service Assistant II 9 months, 87.5%)	ARC (SCC)	05/23/13

## CLASSIFIED

<b>REASSIGNMENT(S)/ TRANSFER(S), CONTINUED</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Petersen, Joleen A.	Child Development Center- Lead Teacher, 9 months (Child Development Center Lead Teacher, 9 months	CRC ARC)	08/19/13
Shiners, Brandy L.	Instructional Services Assistant II (Payroll Technician	CRC DO)	06/03/13
Stevenson, Kim I.	Child Development Center Teacher 10 months, 100% (Child Development Center Teacher 10 months, 100%	ARC CRC)	07/01/13

<b>LEAVE(S) OF ABSENCE</b>				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Deary, Demetria D.	Library/Media Technical Assistant	Part-time Educational, 40%	FLC	08/20/13-05/31/13 (Revised)
Newman Ritchards, Toni J.	Outreach Specialist	Personal, 5%	SCC	06/03/13-08/16/13
Schultz, Diane S.	Library/Media Technical Assistant	Personal, 53%	ARC	04/29/13-05/03/13
Shaban-Johnson, Rawan G.	Information Technology Analyst I	Child Care, 100%	DO	04/05/13-04/22/13 (Revised)
Shaban-Johnson, Rawan G.	Information Technology Analyst I	Child Care, 50%	DO	05/06/13-05/17/13
Stofleth, Amber D.	Clerk III	Child Care, 100%	ARC	06/11/13-06/29/13
ID# 0004674	Programmer II	Unpaid	DO	3 days*

<b>RESIGNATION(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Burnett, Charles A.	College Police Officer	SCC	06/05/13

\*Actual days to be determined by campus. Subject to appeal if requested by employee.

## CLASSIFIED

**RESIGNATION(S),  
CONTINUED**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Kepple, Jennifer L.	Admissions/Records Evaluator I	CRC	06/04/13
Mitchell, Joanie M.	Clerk II	SCC	06/01/13
Slater, Shauna R.	Clerk II, 75%	ARC	08/02/13

**RETIREMENT(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Anderson, James E.	College Receiving Clerk/Storekeeper (After 12+ years of service)	FLC	10/02/13
Linblade, Eric J.	Groundskeeper (After 18+ years of service)	FM	09/01/13
Lukenbill, Karen, L.	Admissions/Records Clerk III (After 18+ years of service)	SCC	08/14/13
Neumann, Laiyu	Admissions/Records Clerk II (After 23+ years of service)	ARC	08/31/13
Silva, Donald A.	College Police Officer (After 12+ years of service)	FLC	12/31/13
Silva, Donald T.	Senior Information Technology Technician-Lab/Area Microcomputer Support (After 36+ years of service)	SCC	06/01/13

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Atakeeva, Gulira	Clerk I	07/01/2013	06/30/2014
Azevedo, Melissa M.	Account Clerk I	07/01/2013	06/30/2014
Bancroft, Susan J.	Account Clerk II	07/01/2013	06/30/2014
Blau, Shane R.	Advanced Interpreter	04/25/2013	06/30/2013
Cabrera, Alvaro	Clerk I	07/01/2013	06/30/2014
Cabrera, Maria E.	Account Clerk II	07/01/2013	06/30/2014
Dean, Mary J.	Special Projects	07/01/2013	06/30/2014
Edwards, Kyle A.	Custodian	04/25/2013	06/30/2013
Heidel, Renida	Account Clerk I	07/01/2013	06/30/2014
Heinel, Judy L.	Account Clerk I	07/01/2013	06/30/2014
Helms, Sharon E.	Special Projects	07/01/2013	06/30/2014
Houston, Kathleen R.	Financial Aid Clerk I	07/01/2013	06/30/2014
Jimenez De Valdez, Patricia	Asst. Financial Aid Officer	07/01/2013	06/30/2014
Losinets, Inna G.	Account Clerk I	07/01/2013	06/30/2014
Lucas, Jennifer S.	Student Personnel Assistant	07/01/2013	06/30/2014
Mack, Courtnee L.	Student Personnel Assistant	05/14/2013	06/30/2013
Martinez Gutierrez, Yahaira	Financial Aid Clerk I	07/01/2013	06/30/2014
Medkeff, Robert T.	Recruit Training Officer	07/01/2013	06/30/2014
Moraru, Emiliya	Special Projects	07/01/2013	06/30/2014
Otto, Silvia	Special Projects	05/03/2013	06/30/2013
Place, Elmont H.	Special Projects	07/01/2013	06/30/2014
Reifschneider, Stephanie M.	Clerk I	07/01/2013	06/30/2014
Schillianskey, Breeanne N	Clerk I	04/25/2013	06/30/2013
Teegarden, Staci L.	Special Projects	07/01/2013	06/30/2014
Tran, Hien	Account Clerk I	07/01/2013	06/30/2014
Yatskiv, Oksana	Account Clerk I	07/01/2013	06/30/2014
<u>Cosumnes River College</u>			
Aguilar, Matthew L.	Special Projects	07/01/2013	06/30/2014
Brown, Christopher A.	Campus Patrol	04/01/2013	06/30/2013
Clopton, Barbara J	Special Projects	07/01/2013	06/30/2014
Ilili, Lakea C	Campus Patrol	04/01/2013	06/30/2013
Meyers, Abraham M	Special Projects	07/01/2013	06/30/2014
Nurse-Williams, Marquise L.	Campus Patrol	04/01/2013	06/30/2013
Schahfer, Skye M.	Clerk I	05/13/2013	06/30/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Barber, Beverly R.	Special Projects	07/01/2013	06/30/2014
Purmort, Martin E.	Special Projects	07/01/2013	06/30/2014
<u>Folsom Lake College</u>			
Alvarado, Jorge A.	Special Projects	07/01/2013	06/30/2014
Anderson, Trevor M.	Special Projects	07/01/2013	06/30/2014
Aurelio, Stephanie M	Special Projects	07/01/2013	06/30/2014
Beeson, James C. A.	Special Projects	07/01/2013	06/30/2014
Benedict, Kenneth R.	Special Projects	07/01/2013	06/30/2014
Benzon, Courtney M	Special Projects	07/01/2013	06/30/2014
Boyd, Michael S.	Special Projects	07/01/2013	06/30/2014
Britton, Daniel L.	Special Projects	07/01/2013	06/30/2014
Brooke, Justin P	Special Projects	07/01/2013	06/30/2014
Brooks, Richard L	Bookstore Clerk II	07/01/2013	06/30/2014
Buchanan, Sandra L.	Special Projects	07/01/2013	06/30/2014
Burkart, Jason R.	Special Projects	07/01/2013	06/30/2014
Burrage, Michael E.	Special Projects	07/01/2013	06/30/2014
Carroll, Misty A	Bookstore Clerk II	07/01/2013	06/30/2014
Cho, Kyongjin	Special Projects	07/01/2013	06/30/2014
Cortez, Joanna L.	Graphic Designer	07/01/2013	06/30/2014
Cortez, Joanna L.	Special Projects	07/01/2013	06/30/2014
Culian, Carol E.	Instructional Assistant	07/01/2013	06/30/2014
Cunningham, Scott J.	Special Projects	07/01/2013	06/30/2014
D'alamut, Daedalus A.	Special Projects	07/01/2013	06/30/2014
DeHart, Andrew J.	Bookstore Clerk I	07/01/2013	06/30/2014
Dubin, Asher D.	Special Projects	05/13/2013	06/30/2013
Dubin, Asher D.	Special Projects	07/01/2013	06/30/2014
Dubin, Ila B.	Special Projects	07/01/2013	06/30/2014
Dubin, Marc A	Special Projects	07/01/2013	06/30/2014
Duby, Brian E.	Special Projects	04/05/2013	06/30/2013
Dugan, Richard J.	Special Projects	07/01/2013	06/30/2014
Farmer, Tina L.	Special Projects	07/01/2013	06/30/2014
Finmand, Maureen A.	Special Projects	07/01/2013	06/30/2014
Fisher, Barbara J. D.	Health Services Assistant	08/26/2013	06/30/2014
Fisher, Joy E.	Asst. Financial Aid Officer	07/01/2013	06/30/2014
Fowler, Kenneth J.	Special Projects	07/01/2013	06/30/2014
Freeland, Justin W.	Campus Patrol	03/26/2013	06/30/2013
Fynes, John w.	Special Projects	07/01/2013	06/30/2014
Garrett, Kristina D.	Special Projects	07/01/2013	06/30/2014
Hall, Matthew O.	Special Projects	05/15/2013	06/30/2013
Hayes, Michael T.	Special Projects	07/01/2013	06/30/2014
Heiss, Gretchen A.	Special Projects	07/01/2013	06/30/2014



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College (continued)</u>			
Higgins, Yulia J.	Clerk III	07/01/2013	06/30/2014
Hood, Clifton L.	Special Projects	05/28/2013	06/30/2013
Howarth, Carolyn	Special Projects	07/01/2013	06/30/2014
Huckabee, Ashley T. L.	Special Projects	07/01/2013	06/30/2014
Ivaska, Devan T.	Special Projects	07/01/2013	06/30/2014
Jackson, Amy J.	Financial Aid Clerk I	05/15/2013	06/30/2013
Johnson, Jolie A.	Special Projects	07/01/2013	06/30/2014
Karle, Sierra R.	Special Projects	04/29/2013	06/30/2013
Ketcham, Kelly A.	Athletic Trainer	07/31/2013	06/30/2014
Kielty, Erin M.	Special Projects	04/29/2013	06/30/2013
Kielty, Erin M.	Special Projects	07/01/2013	06/30/2014
Killips, Kyler A.	Special Projects	07/01/2013	06/30/2014
Kramer, Christopher S.	Special Projects	03/25/2013	06/30/2013
Kramer, Christopher S.	Special Projects	07/01/2013	06/30/2014
Kyker, Kory L	Special Projects	07/01/2013	06/30/2014
Larson, Niels E.	Special Projects	07/01/2013	06/30/2014
Madonia, Ron L.	Special Projects	07/01/2013	06/30/2014
Martorana, Christine D.	Special Projects	07/01/2013	06/30/2014
Matsyuk, Tatyana A.	Student Personnel Assistant	08/01/2013	06/30/2014
McCarty, Jason S.	Special Projects	07/01/2013	06/30/2014
McLane, Jennifer K. T.	Graphic Designer	05/15/2013	06/30/2013
Miller, Lynne	Bookstore Clerk II	07/01/2013	06/30/2014
Molder, Corey Wiley	Bookstore Clerk I	07/01/2013	06/30/2014
Nunez, Mechelle K.	Account Clerk II	07/01/2013	06/30/2014
Otwell, Shelby A.	Special Projects	07/01/2013	06/30/2014
Pacheco, Jared A.	Special Projects	07/01/2013	06/30/2014
Palomares, Carmelita	Student Personnel Assistant	07/01/2013	06/30/2014
Park, Eunji Y.	Special Projects	07/01/2013	06/30/2014
Parmeter, Suzanne M.	Special Projects	07/01/2013	06/30/2014
Peng, Yang-Ming	Special Projects	05/15/2013	06/30/2013
Petro, Michelle	Special Projects	07/01/2013	06/30/2014
Phillips, David L.	Special Projects	07/01/2013	06/30/2014
Pickering-Crandell, Jane E.	Graphic Designer	07/01/2013	06/30/2014
Pinkley-Jung, Susan C.	Instructional Assistant	07/01/2013	06/30/2014
Pinkley-Jung, Susan C.	Special Projects	07/01/2013	06/30/2014
Quinn, Wade A.	Special Projects	07/01/2013	06/30/2014
Reis, Sandra C.	Special Projects	07/01/2013	06/30/2014
Rich, Jessica M.	Special Projects	07/01/2013	06/30/2014
Richardson, Eric S.	Special Projects	07/01/2013	06/30/2014
Riley, Danny B.	Special Projects	07/01/2013	06/30/2014
Riley, Danny B.	Special Projects	07/01/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College (continued)</u>			
Roberts, David W.	Special Projects	03/25/2013	06/30/2013
Roberts, David W.	Special Projects	07/01/2013	06/30/2014
Rolls, Kate A.	Special Projects	07/01/2013	06/30/2014
Rolls, Luke J.	Special Projects	07/01/2013	06/30/2014
Sandberg, Julie L.	Administrative Asst. I	07/01/2013	06/30/2014
Schofield, Meenakshy	Special Projects	07/01/2013	06/30/2014
Sears, Grant A.	Custodian	05/08/2013	06/30/2013
Serrano, Chrystal Senteney	Bookstore Clerk I	07/01/2013	06/30/2014
Snodgrass, Hayden C.	Bookstore Clerk I	07/01/2013	06/30/2014
Soliven, Amanda J.	Special Projects	07/01/2013	06/30/2014
Soliven, Nathan M.	Special Projects	07/01/2013	06/30/2014
Stack, Linda A. S.	Special Projects	07/01/2013	06/30/2014
Stanley, Lisa M.	DSP&S Clerk	05/06/2013	06/30/2013
Stelly Riggs, John W.	Special Projects	07/01/2013	06/30/2014
Stelly Riggs, John W.	Special Projects	07/01/2013	06/30/2014
Stroud, Carrie L.	Special Projects	07/01/2013	06/30/2014
Sweeney, Patrick M.	Special Projects	07/01/2013	06/30/2014
Switzer, Kathleen Mary	Special Projects	07/01/2013	06/30/2014
Tervo, Deborah L.	Account Clerk III	07/01/2013	06/30/2014
Toney, James J.	Special Projects	03/25/2013	06/30/2013
Toney, James J.	Special Projects	07/01/2013	06/30/2014
Toney, James J.	Special Projects	07/01/2013	06/30/2014
Valentine, Jeanene S.	Special Projects	07/01/2013	06/30/2014
Van Kirk, Jared A.	Special Projects	07/01/2013	06/30/2014
Vierra, Cory G.	Special Projects	07/01/2013	06/30/2014
Woodson, Linda S.	Special Projects	07/01/2013	06/30/2014
Zakaryan, Ruzanna	Student Personnel Assistant	07/01/2013	06/30/2014

Sacramento City College

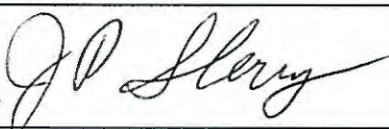
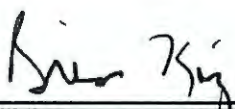
Abe, Raymond S	College Reserve Police Officer	07/01/2013	06/30/2014
Chen, Zhen Hui	Clerk I	05/06/2013	06/30/2013
D'alamut, Daedalus A.	Special Projects	07/01/2013	06/30/2014
Delgado, Erick R.	Campus Patrol	04/17/2013	06/30/2013
Garcia, Matthew D.	Special Projects	05/13/2013	06/30/2013
Gray, Evelin G.	Police Comm Dispatcher	04/19/2013	06/30/2013
Gutierrez, Alicia I.	Student Personnel Assistant	05/13/2013	06/30/2013
Hang, Kevin K.	Campus Patrol	05/20/2013	06/30/2013
Him, Sok	Custodian	07/01/2013	06/30/2014
Kramp, Lauren C.	Student Personnel Assistant	04/22/2013	06/30/2013
Lee, Matthew G.	Clerk I	07/01/2013	06/30/2014
Lopez, Amber D.	Financial Aid Clerk I	04/25/2013	06/30/2013
Matveychuk, Inna A.	Student Personnel Assistant	05/02/2013	06/30/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College (continued)</u>			
Mistyuk, Sergei	Special Projects	07/01/2013	06/30/2014
Oldham, Kari A.	Laboratory Technician	05/25/2013	06/30/2013
Scott, Claire M.	Clerk I	04/29/2013	06/30/2013
Scott, Traci Nicole	Outreach Specialist	04/30/2013	06/30/2013

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Public Hearing: Intent to Grant Easements for Pedestrian and Bicycle Bridge Crossing ~ Sacramento City College		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Action Item A	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	JP Sherry 	<b>Information</b>	
		<b>Action</b>	X
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	

**BACKGROUND**

As part of the City of Sacramento project to install a pedestrian and bicycle crossing bridge connecting the Curtis Park neighborhood to Sacramento City College over the railroad tracks, the City, the Sacramento Municipal Utility District (SMUD) and Surewest Televideo (Surewest) have requested that the Los Rios Community College District grant them permanent and temporary easements on the Sacramento City College campus. The terms and conditions of this conveyance are set forth in a proposed agreement (Agreement) with the City. On May 8, 2013, pursuant to Education Code section 81311, the Los Rios Community College District (District) declared its intent to grant easements for this purpose to the City, SMUD, and Surewest in Resolution No. 2013-04 and set the June 12, 2013 Board meeting as the time and place for a public meeting on this subject. Notice of that intention was given by posting the Board's resolution at three public places within the District and publishing it once pursuant to the Education Code in a newspaper of general circulation.

**STATUS**

The Board may approve the granting of the easement unless 10% or more of the electors of the District protest the granting of the easement. No electors have objected. The next step in this process is for the Board to hold a public hearing on this subject. After taking public comment, in order to approve the granting of this easement, the Board must approve the attached resolution by an affirmative vote of two-thirds of its seven members.

In addition to the approval of the granting of the easements, the City has requested that the District execute the Agreement and to acknowledge that it has been informed of the District's right to receive just compensation for the easements and to waive that right. As this project is being constructed at no cost to the District, the project will enhance the community's connection to Sacramento City College and the easements being provided are minimal in area, it is appropriate that the District donate these easements for the Project and to waive its right to just compensation.

**RECOMMENDATION**

It is recommended that the Board conduct a public hearing, adopt Resolution No 2013-04A granting the temporary and permanent easements to the City of Sacramento, SMUD, and Surewest and authorize the Chancellor or designee to execute the necessary deeds, the accompanying agreement, the waivers of the rights to just compensation, and to deliver them to the City of Sacramento, SMUD and Surewest.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

No 2013-04A

### Authorizing and Directing Execution of Easement to City of Sacramento, Sacramento Municipal Utility District and Surewest Televideo

**WHEREAS**, the City of Sacramento, Sacramento Municipal Utility District, and Surewest Televideo require the Los Rios Community College District to grant easements to complete construction of Pedestrian and Bicycle Bridge Crossing Project at Sacramento City College and to maintain electrical and communication utilities (Project) as described in Resolution No. 2013-04 and its attachments; and

**WHEREAS**, the District is required by Education Code Section 81311 to declare its intention to dedicate the easements and hold a public hearing regarding the proposed dedication; and

**WHEREAS**, the District declared its intention to grant the easements in Resolution No. 2013-04 (Intent to Dedicate Easements to City of Sacramento, Sacramento Municipal Utility District, and Surewest Televideo) and set a public hearing for June 12, 2013 on the question of making the conveyance; and

**WHEREAS**, the District posted Resolution No. 2013-04 in three public places in the District not less than 10 days before June 12, 2013, and published the notice once pursuant to the Education Code in a newspaper of general circulation in the District not less than 5 days prior to June 12, 2013; and

**WHEREAS**, the District has received no petitions protesting the proposed dedication;

**WHEREAS**, granting the easement is to the District's benefit, and it will not adversely affect the District in any respect and will not have a significant adverse effect on the environment;

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**NOW, THEREFORE, BE IT RESOLVED**, that we, the Los Rios Community College District Board of Trustees, authorize and direct the Chancellor or designee to execute deeds granting the easements for the purpose of the Project at Sacramento City College as identified in Resolution No. 2013-04;

**PASSED AND ADOPTED** as Los Rios Community College District Resolution No 2013-04A this 12<sup>th</sup> Day of June, 2013, by the following called vote:

AYES	NOES	ABSENT
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Pamela Haynes, Board President

Attest:

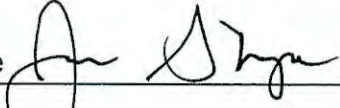
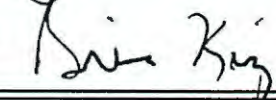
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Brian King  
Chancellor and Secretary to the Board

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Contract Award: CRC – Art Gallery		<b>Attachment:</b> None	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Action Item B	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	X
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	

**BACKGROUND**

The Long Range Capital Plan includes funds to construct an art gallery at the CRC Fine Arts building. Campus and District faculty and staff worked with Williams and Paddon Architecture to design and prepare plans and specifications for the art gallery. This project will provide approximately 2,500 asf art gallery near the front entrance of the Fine Arts building. The estimated total construction cost for this project is \$1,392,000. This project is funded from local bond Measure M and campus funds.

**STATUS**

The plans and specifications were publicly advertised for bids. Bidders were asked to provide a lump sum bid amount. A total of seven (7) bids were received.

<u>Contractor</u>	<u>Total Bid</u>
<b>Kaler Dobler Construction, Inc.</b>	\$1,777,350
Diede Construction, Inc.	\$1,923,500
Bobo Construction, Inc.	\$1,945,000
American River Construction, Inc.	\$1,950,000
D.G. Granade, Inc.	\$1,958,100
C & C Construction, Inc.	\$2,073,465
John F. Otto Inc. dba Otto Construction	\$2,261,300

The lowest responsible bidder is determined by adding the sum of the base bid and six (6) alternates.


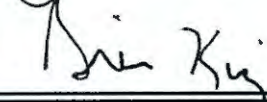
**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract to Kaler Dobler Construction, Inc. for the base bid and five (5) alternates (1,2,3B,4 and 5) for a total contract amount of \$1,757,350.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Contract Award: CRC – Culinary Arts Modernization and Expansion		<b>Attachment:</b> None	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Action Item C	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	Information	
		Action	X
<b>Approved for Consideration:</b>	Brian King 	First Reading	
		Consent/Routine	

**BACKGROUND**

The Long Range Capital Plan includes funds to modernize and expand the Culinary Arts building at American River College. DLR Architecture was hired to work with Campus and District staff and faculty to design this project. This project will provide 13,600 asf of new culinary arts space and modernize approximately 3,550 asf of existing culinary arts space. The estimated total construction cost for this project is \$8,002,440. This project is funded from local bond Measure M.

**STATUS**

The plans and specifications were publicly advertised for bids. Bidders were asked to provide a lump sum bid amount. A total of eight (8) bids were received.

<u>Contractor</u>	<u>Total Bid</u>
<b>Broward Builders, Inc.</b>	<b>\$8,098,000</b>
Landmark Construction	\$8,620,000
Bobo Construction	\$8,702,000
Zovich & Sons, Inc.	\$8,785,000
C & C Construction	\$8,835,800
Roebbelen Contracting, Inc.	\$8,857,000
Zaskorn Construction Company dba ZCON Builders	\$9,597,000
Diede Construction	Bid Withdrawn

The lowest responsible bidder is determined by adding the sum of the base bid and five (5) alternates.

**RECOMMENDATION**

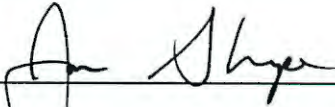
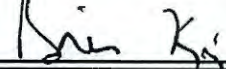
It is recommended that the Board of Trustees award the contract to Broward Builders, Inc. for the base bid and all alternates for a total contract amount of \$8,098,000.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> 2013-14 District Tentative Budgets		<b>Attachment:</b> Yes	
		<b>Enclosure:</b> Yes	
<b>CATEGORY:</b>	Action Item D	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	X
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	

**BACKGROUND**

The State of California is statutorily required to enact a State Budget by June 30<sup>th</sup>. Similarly, the Board of Trustees is required by law to adopt a tentative budget for the upcoming fiscal year no later than July 1st for all district funds. This requirement is in place regardless of whether the State budget has been finalized. For 2013-14, the Governor has issued the May Revise budget proposal and the normal process of review and amendment by the legislature is occurring. Given no formal budget proposal from either house at the time the budget was being prepared, the May Revise is the basis for the tentative budget.

The May Revise proposal for California Community Colleges (CCC) retains the structure of the Governor's January proposal. With the passage of Proposition 30, the system is no longer faced with planning for possible mid-year reductions based upon either revenue shortfalls or the failure of a ballot initiative. Rather, the 2013-14 proposal is a return to the time where base funding is reliable and budget discussions center on where to increase resources, even though for the most part the increases are really restoration rather than new funds. Although the May revise still leaves the CCC well short of its high point for funding, 2008-09, it is very good news nonetheless.

The Governor increased the proposed augmentation by \$50M for a total of \$227M designated as \$87.5M for COLA at 1.57%, \$89.4M Growth (Restoration), and \$50M for Student Success (formerly Matriculation). He lowered the deferral buydown in 2013-14 to \$65.5M. However, that was after designating an additional \$179M for deferral buydown in 2012-13. If enacted, the inter-year deferral will go from \$961M in 2011-12 to \$557.5M in 2013-14. The May Revised retained the proposal to fund a statewide portal for distance education as well as the allocation of funds from Proposition 39 for energy related activities. The Mandate Block Grant first funded in 2013-14 is also retained.

The proposal to transfer for Adult Education from K-12 districts to the CCCs was withdrawn. However, funding is provided for two year planning and implementation grants to develop regional consortium with community colleges, K-12, and other local participants. Implementation of a plan and funding of \$500M statewide (Proposition 98 funds) would commence in 2015-16.

The budget retains the enrollment fee increase at \$46 per unit, \$20 per unit higher than the 2010-11 year. With the exception of Student Success (Matriculation), categorical programs are funded at the same level as 2010-11 and the flexibility provision is still in place.

The focus of the Senate and Assembly deliberations mostly center on restoration of additional categorical programs by additional appropriations above the Governor's May Revise.

## **STATUS**

The budget scenarios for the general fund are titled the X, Y, and Z budgets. The X budget is the worst case revenue scenario, predicated on receipt of COLA and minimal lottery and other one-time funds above base levels. The Y Budget is based upon the Governor's proposal of COLA and Growth (Restoration) of 1.8%. The Z budget is the most optimistic with another 1% in Growth.

The operational level for all three budgets retains the expenditure reductions implemented through 2013-14. By doing so, the District will significantly close its structural deficit. Fortunately increases for step and column and health premiums came in less than forecasted which also helps toward closing the gap. The District is planning on making its OPEB contribution for 2012-13 and that appropriation is restored for 2013-14. However, dependent upon the results of the upcoming actuarial study, the contribution could be suspended.

The three scenarios are balanced using a combination of one-time only resources and reserves. All three scenarios draw up to \$3.8M in reserves. The total projected draw on the \$26M authorized in Board designated reserves from the Capital Outlay Projects fund is \$17.6M. There is no restoration to the instructional program as the District plans to earn growth funds through its overcap FTES. Regular staffing reductions as well as the reduction to operational, staff development and other allocations remain in place as the base operating level.

The variations in the X, Y and Z budgets are captured in the appropriation area entitled Program and Salary Improvement. The three budgets are summarized on the attached General Fund schedule.

Once the 2013-14 State budget is finalized, any modifications to both revenue and appropriations will be presented, discussed, and recommended to the Board. The Adopted Budget is scheduled for consideration at the September 11th meeting and, ideally, will reflect the enacted State budget. The District will begin the year operating at the X budget level.

## **RECOMMENDATION**

It is recommended that the Governing Board adopt the 2013-14 tentative budgets for the General Fund (Z budget), Instructionally-Related, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Service, Fiduciary, Trust and Auxiliary Funds of the District for filing with the appropriate County/State agencies.

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**General Fund**  
**2013-2014 Tentative Budget**

**Schedule I**

	<b>X MINIMUM FUNDING</b>	<b>Y MID-RANGE</b>	<b>Z BUDGET MAXIMUM OPTIMISTIC</b>
<b>BEGINNING FUND BALANCE, JULY 1:</b>			
Uncommitted	\$ 10,049,352	\$ 10,049,352	\$ 10,049,352
Committed	3,509,986	3,509,986	3,509,986
Restricted	1,474,479	1,474,479	1,474,479
<b>Total Beginning Fund Balance</b>	<u>15,033,817</u>	<u>15,033,817</u>	<u>15,033,817</u>
<b>REVENUES:</b>			
Base Revenue	175,437,145	175,437,145	175,437,145
Cost of Living Adjustment (COLA)	3,780,000	3,780,000	3,780,000
State Apportionment - Growth		4,000,000	6,200,000
Enrollment Fees and Property Taxes	65,854,602	65,854,602	65,854,602
<b>Total Base Allocation, COLA &amp; Growth</b>	<u>245,071,747</u>	<u>249,071,747</u>	<u>251,271,747</u>
Lottery	3,300,000	4,836,757	6,373,514
<b>Other Revenue:</b>			
Non-Resident/International Student Tuition	2,882,100	2,882,100	2,882,100
Other State	4,385,159	4,385,159	4,385,159
Community Services	961,831	961,831	961,831
Other Income	2,803,602	2,803,602	2,803,602
Interfund Transfers, Other	4,150,172	4,150,172	4,150,172
<b>Total Other Revenue</b>	<u>15,182,864</u>	<u>15,182,864</u>	<u>15,182,864</u>
<b>Total General Purpose Revenue</b>	<u>263,554,611</u>	<u>269,091,368</u>	<u>272,828,125</u>
Special Program Revenue	29,885,147	29,885,147	29,885,147
<b>Total Revenue</b>	<u>293,439,758</u>	<u>298,976,515</u>	<u>302,713,272</u>
<b>Total Revenue &amp; Beginning Fund Balance</b>	<u>\$ 308,473,575</u>	<u>\$ 314,010,332</u>	<u>\$ 317,747,089</u>
<b>APPROPRIATIONS:</b>			
Current Operational Level	\$ 291,593,237	\$ 291,593,237	\$ 291,593,237
Program and Salary Improvement	1,800,000	7,336,757	11,073,514
<b>Total Appropriations</b>	<u>293,393,237</u>	<u>298,929,994</u>	<u>302,666,751</u>
<b>ENDING FUND BALANCE, JUNE 30:</b>			
Uncommitted	10,049,352	10,049,352	10,049,352
Committed	3,509,986	3,509,986	3,509,986
Restricted	1,521,000	1,521,000	1,521,000
<b>Total Ending Fund Balance</b>	<u>15,080,338</u>	<u>15,080,338</u>	<u>15,080,338</u>
<b>Total Appropriations &amp; Ending Fund Balance</b>	<u>\$ 308,473,575</u>	<u>\$ 314,010,332</u>	<u>\$ 317,747,089</u>



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Other Governmental Funds - Capital Projects Funds**  
**2013-2014 Tentative Budget**

Schedule III

DESCRIPTION	CAPITAL OUTLAY PROJECTS FUND	BOND PROJECTS FUNDS
<b>Beginning Fund Balance, July 1:</b>		
Uncommitted	\$ 3,003,588	\$ -
Board Designated - Budget Shortfall Reserve	12,166,946	-
Committed/Projects in Progress	-	-
<b>Total Beginning Fund Balance</b>	<b>15,170,534</b>	<b>-</b>
<b>Revenues:</b>		
Federal	-	-
State	-	-
Local, including Interest Income	1,109,023	400,000
Interfund Transfers In	5,945,305	-
<b>Total Revenues</b>	<b>7,054,328</b>	<b>400,000</b>
<b>Total Revenues and Beginning Fund Balance</b>	<b>\$ 22,224,862</b>	<b>\$ 400,000</b>
<b>Appropriations:</b>		
Capital Outlay	\$ 6,319,278	\$ 200,000
Interfund Transfers Out/Other	4,497,050	-
Bond Issuance and Service Costs	-	200,000
<b>Total Appropriations</b>	<b>10,816,328</b>	<b>400,000</b>
<b>Ending Fund Balance, June 30:</b>		
Uncommitted	3,003,588	-
Board Designated - Budget Shortfall Reserve	8,404,946	-
<b>Total Ending Fund Balance</b>	<b>11,408,534</b>	<b>-</b>
<b>Total Appropriations and Ending Fund Balance</b>	<b>\$ 22,224,862</b>	<b>\$ 400,000</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Other Governmental Funds - Debt Service Funds**  
**2013-2014 Tentative Budget**

Schedule IV

DESCRIPTION	BOND INTEREST AND REDEMPTION FUND	OTHER DEBT SERVICE FUND
<b>Beginning Fund Balance, July 1:</b>		
Restricted	\$ 16,107,562	\$ -
Committed		4,008,505
<b>Total Beginning Fund Balance</b>	16,107,562	4,008,505
<b>Revenues:</b>		
Local		
Property Taxes/Bond Premiums	28,650,962	-
Interest Income	356,888	130,000
Interfund Transfers In	-	585,597
<b>Total Revenues</b>	29,007,850	715,597
<b>Total Revenues and Beginning Fund Balance</b>	<b>\$ 45,115,412</b>	<b>\$ 4,724,102</b>
<b>Appropriations:</b>		
Bond Principal/Interest Expense	\$ 29,003,850	\$ 477,439
Bond Issuance/Service Costs	4,000	1,200
Interfund Transfers Out/Other	-	75,000
<b>Total Appropriations</b>	29,007,850	553,639
<b>Ending Fund Balance, June 30:</b>		
Restricted	16,107,562	-
Committed	-	4,170,463
<b>Total Ending Fund Balance</b>	16,107,562	4,170,463
<b>Total Appropriations and Ending Fund Balance</b>	<b>\$ 45,115,412</b>	<b>\$ 4,724,102</b>

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Enterprise and Internal Service Funds**  
**2013-2014 Tentative Budget**

**Schedule V**

DESCRIPTION	BOOKSTORE FUND	REGIONAL PERFORMING ARTS CENTER FUND	SELF- INSURANCE FUND
<b>Beginning Fund Balance:</b>			
Uncommitted	\$ 123,145	\$ 800,000	\$ -
Committed	11,574,263	-	1,736,275
<b>Total Beginning Fund Balance</b>	<b>11,697,408</b>	<b>800,000</b>	<b>1,736,275</b>
<b>Revenues:</b>			
Auxiliary Operations/Sales	15,000,000	3,100,000	-
Other Local, including Interest Income	200,000	1,175,000	6,836,373
<b>Total Revenues</b>	<b>15,200,000</b>	<b>4,275,000</b>	<b>6,836,373</b>
<b>Total Revenues and Beginning Fund Balance</b>	<b>\$ 26,897,408</b>	<b>\$ 5,075,000</b>	<b>\$ 8,572,648</b>
<b>Appropriations:</b>			
Cost of Sales	\$ 10,600,000	\$ -	\$ -
Classified Salaries	2,000,000	1,023,000	147,576
Employee Benefits	660,000	280,000	57,133
Depreciation	200,000	24,000	-
Other Operating Expenses	679,498	2,948,000	6,631,664
Interfund Transfers Out/Other	1,060,502	-	-
<b>Total Appropriations</b>	<b>15,200,000</b>	<b>4,275,000</b>	<b>6,836,373</b>
<b>Ending Fund Balance:</b>			
Uncommitted	123,145	800,000	-
Committed	11,574,263	-	1,736,275
<b>Total Ending Fund Balance</b>	<b>11,697,408</b>	<b>800,000</b>	<b>1,736,275</b>
<b>Total Appropriations and Ending Fund Balance</b>	<b>\$ 26,897,408</b>	<b>\$ 5,075,000</b>	<b>\$ 8,572,648</b>

The Bookstore Fund fiscal year is May 1st thru April 30th.

The Regional Performing Arts Center and Self Insurance Funds' fiscal year is July 1st thru June 30th.

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Fiduciary, Trust and Auxiliary Funds**  
**2012-2013 Adopted Budget**

**Schedule VI**

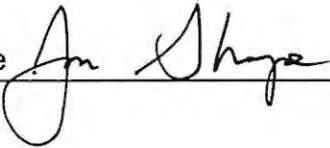
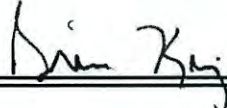
DESCRIPTION	STUDENT FINANCIAL AID	STUDENT ASSOCIATION	SCHOLARSHIP AND LOAN FUND	FOUNDATION
<b>Beginning Fund Balance, July 1:</b>				
Uncommitted	\$ -	\$ 416,732	\$ -	\$ 831,676
Committed	-	114,798	656,401	11,314,504
<b>Total Beginning Fund Balance</b>	-	531,530	656,401	12,146,180
<b>Revenues:</b>				
Federal	106,580,073	-	-	-
State	4,300,000	-	-	-
Local	-	179,469	4,000	2,015,000
Interfund Transfers In	1,604,545	-	-	-
<b>Total Revenues</b>	112,484,618	179,469	4,000	2,015,000
<b>Total Revenues and Beginning Fund Balance</b>	<b>\$ 112,484,618</b>	<b>\$ 710,999</b>	<b>\$ 660,401</b>	<b>\$ 14,161,180</b>
<b>Appropriations:</b>				
Classified Salaries	\$ -	\$ 2,000	\$ -	\$ -
Employee Benefits	-	200	-	-
Books, Supplies & Materials	-	22,000	-	-
Other Operating Expenses	132,379	100,000	-	-
Student Financial Aid	112,352,239	-	-	-
Scholarships/Awards	-	5,000	10,000	-
Auxiliary Activities	-	-	-	1,630,000
In-Kind Contributions	-	-	-	100,000
<b>Total Appropriations</b>	112,484,618	129,200	10,000	1,730,000
<b>Ending Fund Balance, June 30:</b>				
Uncommitted	-	440,101	-	886,676
Committed	-	141,698	650,401	11,544,504
<b>Total Ending Fund Balance</b>	-	581,799	650,401	12,431,180
<b>Total Appropriations and Ending Fund Balance</b>	<b>\$ 112,484,618</b>	<b>\$ 710,999</b>	<b>\$ 660,401</b>	<b>\$ 14,161,180</b>



# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** June 12, 2013

<b>SUBJECT:</b> Public Hearing: Educational Protection Account Expenditure Plan		<b>Attachment:</b> None	
		<b>Enclosure:</b> None	
<b>CATEGORY:</b>	Action Item E	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>Recommended By:</b>	Jon Sharpe 	<b>Information</b>	
		<b>Action</b>	X
<b>Approved for Consideration:</b>	Brian King 	<b>First Reading</b>	
		<b>Consent/Routine</b>	

**BACKGROUND**

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raises the State sales and use tax by .25 cents for four years and raises the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide *continuing* funding for local school districts and community colleges. The Education Protection Account (EPA) was created in the State's General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board and with the limitation that EPA funds cannot be used to pay administrative salaries and benefits and other administrative costs. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

Funds from the EPA are not new or increased resources for districts. Rather EPA replaces base State General apportionment. In essence, the three revenue sources support California Community Colleges: general apportionment, local property taxes, and student enrollment fees, now include a fourth source, EPA.

**STATUS**

The Chancellor's Office of the California Community Colleges (CCCCO) will distribute EPA funds to districts based upon their proportionate share of total computational revenue. This basis results in a more equitable distribution of EPA rather than distributing on the relative share of general apportionment. Except for Basic Aid districts, the share of total funding that is from the EPA is 16.3%. At the first principal apportionment, the total projected Statewide EPA revenue for 2012-13 is

\$827,970,000. Los Rios' share of that is \$39,309,572. For the 2012-13 year, EPA funds will not be distributed until mid- to late June when the Department of Finance determines the amount of available revenues. Current projections indicate that the account will be fully funded. However, the District will not know the final amount of EPA funds received for 2012-13 until February 2014.

The Board must adopt its plan for the use of the funds before June 30<sup>th</sup> 2013 even though the final amount will not be known for many months. Consistent with the message to voters that Proposition 30 would allow districts to maintain their instructional programs and the requirement that EPA not be used for administrative costs, staff recommend that EPA funds be designated as supporting instructional salaries. Specifically, instructional salaries and benefits for the spring term up to the actual amount received for EPA will be transferred to a separate account within the unrestricted general fund to identify those costs as funded by EPA.

### **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 regarding the use of 2012-13 EPA funds. Upon conclusion of the public hearing, staff recommends the Board of Trustees adopt the plan to designate instructional salaries as funded by EPA. Upon approval, the District will update its website to reflect the Board's action.