

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, September 11, 2013
5:30 pm

MEETING LOCATION: Cosumnes River College Community Room, Winn Center 8401 Center Parkway Sacramento, CA 95823	TELECONFERENCE LOCATION: 116 Black Powder Circle Folsom, CA 95630
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1. CALL TO ORDER	Board President
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2. ORAL COMMUNICATIONS <i>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 non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.</i>
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3. CONSENT CONSIDERATIONS	
<i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: August 14, 2013	Brian King
B. Curriculum Proposals: CRC/SCC	Susan L. Lorimer
C. Appointment: Citizens' Bond Oversight Committee	Jon Sharpe
D. District Annual Investment Report	Jon Sharpe
E. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
F. Ratify: New Contracts and Renewals	Jon Sharpe
G. Ratify: Bid Transactions	Jon Sharpe
H. Disposition of Surplus Equipment	Jon Sharpe
I. Purchase Orders, Warrants and Checks	Jon Sharpe
J. Regular Human Resources Transactions: Appointments, Assignments, and Separations	Jon Sharpe

4. ACTION	
A. Resolution No. 2013-12: Recognition of CRC Professor Mathilde Mukantabana's Appointment to Serve as Rwanda's Ambassador to the United States	Brian King
B. ACCJC Substantive Change Proposal: CRC Distance Education	Deborah Travis
C. Educational Protection Account Expenditure Plan	Jon Sharpe
D. Public Hearing: Adoption of 2013-14 Proposed Budgets	Jon Sharpe
E. Public Hearing: Categorical Program Flexibility	Jon Sharpe

5. INFORMATION	
A. Citizens' Bond Oversight Committee Annual Report 2012-13	Jon Sharpe
B. CRC Math Boot Camp: Accelerating Student Preparedness	Deborah Travis

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 a Public Employee

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

11. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
Pamela Haynes President ▪ Area 5	Robert Jones Vice President ▪ Area 2	Dustin Johnson ▪ Area 1 Terry Cochran ▪ Area 3 Ruth Scribner ▪ Area 4	Deborah Ortiz ▪ Area 6 Kay Albiani ▪ Area 7 Ricardo Lemus ▪ Student Trustee
Meetings are held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
October 11-12, 2013		Board Retreat ▪ Location: District Office	
October 16, 2013		Regular Board Meeting ▪ Location: District Office	
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.losrios.edu			
Help Us Help You			
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).			

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Board Meeting Minutes: August 14, 2013	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS

The minutes of the Board of Trustees meeting on August 14, 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 August 14, 2013.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, August 14, 2013

1. 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
Ms. Deborah Ortiz
Ms. Ruth Scribner

Mr. Ricardo Lemus, Student Trustee

Dr. Brian King, Chancellor

Absent:

Mr. Dustin Johnson

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CONSENT CONSIDERATIONS

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

Motion carried; 6:0

A. Board Meeting Minutes: July 10, 2013

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

B. Revised Dates of Regular Meetings of the Board (2013 Calendar)

That the Board of Trustees approve the revised board meeting calendar rescheduling the October Board Retreat to October 11-12, 2013.

C. Claim: Oleg Seleznev

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

D. Claim: Sergy Seleznev

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

E. Claim: Judith Painter

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

F. Claim: Randy Cooper

That the Board of Trustees reject the claim of Randy Cooper as to those claims that accrued less than six months prior to the date the claim was submitted and refer those matters to the District's insurance administrators; and take no action as to those claims that arose more than six months prior to the date the claim was submitted.

G. Acceptance of Gifts: College Foundations

That the Board of Trustees accept the in-kind gifts amounting to approximately \$8,000 donated by the District Foundation.

H. District Quarterly Financial Status Report (311Q)

That the Board of Trustees receive the June 30, 2013 Quarterly Financial Status Report (CCFS-311Q) and related financial statements and authorize staff to submit the prescribed report to the Chancellor's Office and to the Sacramento County Office of Education.

I. Foundation Quarterly Investment Report

That the Board of Trustees receive the Foundation Quarterly Investment Report for the year ended June 30, 2013.

J. Contract: SETA Small Business Development

That the Board of Trustees authorize the Chancellor, or designee, to execute the Small Business Development contract with the Sacramento Employment and Training Agency (SETA) and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

K. Contract: SETA Veterans' Employment Related Assistance

That the Board of Trustees authorize the Chancellor, or designee, to execute the Veterans' Employment-Related Assistance contract with the Sacramento Employment and Training Agency (SETA) and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

L. Contract: SETA Alternative and Renewable Fuels and Vehicles

That the Board of Trustees authorize the Chancellor, or designee, to execute the Alternative and Renewable Fuel and Vehicle contract with the Sacramento Employment and Training Agency (SETA) and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

M. Contract: County of Sacramento CalWORKs Data Sharing

That the Board of Trustees authorize the Chancellor, or designee, to execute the CalWORKs Data Sharing Agreement contract with the Sacramento County Department of Human Assistance and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

N. Contract: County of Sacramento CalWORKs Work Study

That the Board of Trustees authorize the Chancellor, or designee, to execute the CalWORKs Work Study Agreement contract with the Sacramento County Department of Human Assistance and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

O. Contract: County of Sacramento Human Services Specialists Training

That the Board of Trustees authorize the Chancellor, or designee, to execute the Human Services Specialists Training contract with the Sacramento County Department of Human Assistance and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

P. 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
State Trade Export Promotion (STEP) Program <ul style="list-style-type: none">• Second year of funding to provide export training to California businesses.• 10/1/2012 through 9/29/2013• Administrator: Walter DiMantova, Director, Workforce Development	WEDC	\$164,250	CCCCO

Q. Ratify: New Contracts and Renewals

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

Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
Interpreting Services	\$30,000	R	7/01/2013 - 6/30/2014	Eaton Interpreting Services	CRC – DSPS
Interpreting Services	\$30,000	R	7/01/2013 - 6/30/2014	West Coast Captioning	CRC – DSPS
Interpreting Services	\$45,000	R	7/01/2013 - 6/30/2014	Eaton Interpreting Services	ARC – Humanities
Claim Services	\$45,000	R	7/01/2013 - 6/30/2014	SixTen and Associates	DO – Business Services
Interpreting Services	\$26,000	R	7/01/2013 - 6/30/2014	Eaton Interpreting Services	SCC – Humanities & Fine Arts
Network & Exchange Administration; Project Management; Architectural Design	\$345,000	R	7/01/2013 - 6/30/2014	Point to Point Consulting, Inc.	DO – Information Technology
On-Call Telecommunication	\$45,000	R	7/01/2013 - 6/30/2014	Randstad Technologies,	DO – Information
Network Services, System Management & Data Security	\$218,000	I	7/01/2013 - 6/30/2014	Mike Muzinich	DO – Information Technology
On-Site Train the Trainer Course	\$53,298	I	7/01/2013 - 6/30/2014	Automotive Research & Design	ARC – Technical Education

R. Ratify: Bid Transactions

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
13010	FLC Signage	\$3,974.00	1	Illuminated Creations Inc. dba Ellis & Ellis Sign Systems	\$73,511.85
9021	DW Elevator Maintenance 4th Year Renewal	\$1,818.46	3	Thyssenkrupp Elevator	\$76,712.84

S. 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: 1 batting cage, 3 cameras, 4 carts, 12 chairs, 55 computers, 1 copier, 2 fax machines, 3 freezers, 1 furnace, 2 gates, 3 hotplates, 2 key boxes, 2 laptops, 58 monitors, 1 microwave oven, 3 power supplies, 6 printers, 7 projectors, 7 receivers, 1 rotator, 2 screens, 1 spectrometer, 1

switch, 1 table, 1 telephone, 7 televisions, 1 time keeper, 4 transmitters, 1 typewriter, 7 video players, and 1 water bath.

T. Purchase Orders, Warrants, and Checks

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

PURCHASE ORDERS		
General Fund	0001071665-0001072424 B113692-B114434 B1071979-B1072377* *online requisitions	\$ 20,613,137.62
Capital Outlay Fund	0003015050-0003015080	
Child Development Fund	0006000724-0006000725 B614000-B614003	
Self-Insurance Fund	0009000296-0009000301 B9000297-B9000297	
WARRANTS		
General Fund	675402-678010	\$ 13,807,649.22
General Fund-ARC Instructional Related	002979-003034	
General Fund-CRC Instructional Related	021011-021010	
General Fund-FLC Instructional Related	030323-030330	
General Fund-SCC Instructional Related	042259-042297	
Capital Outlay Fund	827337-827465	
Child Development Fund	953828-953839	
Self-Insurance Fund	976123-976130	
Payroll Warrants	188333-189479	\$ 12,757,622.87
Payroll-Direct Deposit	632003-634873	
July Leave Process	189480-191179	
Payroll Vendor Warrants	54642-54789	
CHECKS		
Financial Aid Disbursements	1923706-1927449	\$ 2,518,669.00
Bookstore Fund – ARC	26959-27013	\$ 982,760.96
Bookstore Fund – CRC	024754-024792	
Bookstore Fund – FLC	7945-7973	
Bookstore Fund – SCC	045601-045703	
Student Clubs Agency Fund – ARC	3946-3954	\$ 26,136.03
Student Clubs Agency Fund – CRC	3010-3026	
Student Clubs Agency Fund – FLC	1591-1595	
Student Clubs Agency Fund – SCC	2560-2569	
Foundation – ARC	3487-3498	\$ 33,845.88
Foundation – CRC	1532-1539	
Foundation – FLC	0618-0623	
Foundation – SCC	2605-2617	
Foundation – DO	0475-0477	

Associated Students Trust Fund – ARC	0606-0614	\$ 12,043.07
Associated Students Trust Fund – CRC	-	
Associated Students Trust Fund – FLC	0433-0433	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund **Check 9067 issued 6/3/13 was posted after the June 15th reporting period.	1340-1382 9067**-9084 (manual checks)	\$ 241,310.79

U. Regular Human Resources Transactions

That the Board of Trustees approve the human resources transactions listed in the August board agenda packet.

4. ACTION

A. Retiree Health Benefit Contribution: Board Policies 5165, 6622, 9414

A motion was made by Mr. Jones, seconded by Ms. Ortiz, that the Board of Trustees approve an increase of the District’s contribution for retirees’ health premiums by \$9 per month, from \$216 to \$225, effective July 1, 2013. Revised Board Policies 5165, 6622, and 9414 reflect the changes.

Motion carried; 6:0

5. BOARD MEMBER REPORTS

Mr. Jones reported that he and Chancellor King participated in the Commission on the Future’s three-day meeting.

Ms. Albani appreciated the opportunity to tour the Winn Center.

Mr. Lemus was a presenter at Sacramento City College’s Freshman Welcome, where he spoke to new students about barriers to overcome. He also reported he will be attending the Community College League’s student trustee workshop.

Ms. Haynes shared that she attended three separate Muslim Ramadan events in the community.

6. REPORTS AND COMMENTS

The following constituency representatives also presented reports to the Board:

- Monica Souza, President, Sacramento City College Classified Senate
- Kale Braden, President, District Academic Senate
- Dean Murakami, President, LRCFT

Chancellor's Report:

ARC: Students and faculty from American River College won big at this year's California State Fair. Among the successes, Diesel Technology students won several first-, second- and third-place awards. Perhaps the most impressive win was for a vehicle nicknamed Bumblebee – a vintage Porsche 914 that converts into a Transformer! Diesel Technology faculty member Craig Weckman was selected by the fair as a Featured Instructor. ARC Culinary Arts students were finalists in the "Cooking School Challenge" and "Best Firehouse Challenge." ARC Horticulture students prepared an "Urban Farming" exhibit at the fair, along with a greenhouse display. In addition, ARC grad Jen Jensen's architectural design project, completed in the Design Technology department, was entered in the Architectural Drafting show and won several awards, including: First Place in division; Outstanding Project; multiple donor awards; and a Green Award. To top it all off, several ARC staff, faculty and administrators won top honors for their baking expertise in the California Kitchen Competition.

CRC: The California Legislature will be recognizing the Solar Suitcase project in the Senate chambers on Thursday, August 15 at 9:30 a.m. Solar Suitcases, which were assembled during the spring semester by CRC and high school students, were delivered to Haiti earlier this summer. Sacramento-based Green Technical Education and Employment partnered with CRC to teach students how to build these solar cases that are used as a light source in impoverished regions. Green Tech deployed Solar Suitcases to Cameroon and Uganda a few weeks ago. These Solar Suitcases are bringing light, education and solar technology to regions of the world in desperate need of assistance with everyday amenities. Representatives from CRC will be attending the recognition ceremony at the Capitol.

FLC: Folsom Lake College's Visual & Performing Arts faculty had an action-packed summer. Among the key highlights:

- Art Professor Marisa Sayago had a solo exhibit of her work featured last May at a gallery in Los Angeles.
- Art Professor Shadieh Mirmobiny attended a series of seminars at the Heinrich Böll Center in Berlin, Germany, where she presented a paper on Neo-Platonism, which is a mystical philosophy that dates to the 3rd century.
- Art Professors Margaret Welty and Aleris Hart were judges for Placerville Arts Council's Emerging Artists Exhibition and had the honor of selecting the banners currently on display on Placerville's Main Street.
- Theatre Arts Professor Ian Wallace designed the sets and video projections for the Capital Stage Co.'s production, The Elaborate Entrance of Chad Deity.

SCC: SCC's Davis Center has achieved LEED Silver certification! LEED (Leadership in Energy & Environmental Design) is a program designed by the U.S. Green Building Council that recognizes and certifies best-in-class green building strategies. The Davis Center is the first LEED certified building in the Los Rios Community College District.

Chancellor King announced the following retirements:

Retirement			Years of Service
Pamela D. Maddock	Art Professor	ARC	36
Gary Martin	Communications Media Professor	CRC	21
Deborah K. Weatherford	College Relations Specialist	ARC	15+

7. FUTURE AGENDA ITEMS

Mr. Cochran praised the ongoing positive journalism coverage of community colleges in the state, and Los Rios in particular. He encouraged continued efforts in packaging and promoting these pieces to help the public better understand our story.

Ms. Albiani requested a report/update on the Commission for the Future so the board can collectively determine the most appropriate matters to be submitted for review.

Ms. Scribner requested exploration of the Common Core Standards being proposed and the opportunity to strengthen ties with our high school (9-12) partners.

8. CLOSED SESSION

The following Board members went into closed session at 6:15 pm to consider the matters listed below: Ms. Albiani, Mr. Cochran, Ms. Haynes, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

A. Pursuant to Government Code section 54956.9 (b)(3)(c); Conference with Legal Counsel-Anticipated Litigation; 2 potential cases.

Closed Session Adjourned: 6:35 pm

Open Session: 6:37 pm

9. OPEN SESSION

In closed Session on item 8.A of the agenda, the Board of Trustees voted 6-0, with Trustee Johnson absent, to approve the settlement of two claims against the District arising out of its Folsom Lake College Physical Education and Athletic Fields Complex, Phase I. As to general contractor F&H Construction, the Board agreed to authorize payment by the District to F&H in the amount of \$251,470 in excess of the contract balance which includes \$70,000 that was disputed. As to sub-contractor Lund Construction Inc., the Board agreed to authorize payment by the District to Lund in the amount of \$300,000 for extra work performed by the sub-contractor.

10. ADJOURNMENT

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

Motion carried; 6:0

President Haynes adjourned the meeting at 6:40 p.m.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: September 11, 2013

jd

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Curriculum Proposals: Cosumnes River and Sacramento City Colleges	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Susan L. Lorimer <i>Susan L. Lorimer</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

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 August 30, 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, 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 Cosumnes River and Sacramento City Colleges.

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

September 11, 2013

COURSE PROPOSALS

Course Deletions

Cosumnes River College

1. **BUS 212 Marketing for Small Businesses (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

2. **BUS 214 Financing a Small Business (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

3. **BUS 216 Essential Records for the Small Business (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

4. **BUS 218 Management Skills for the Small Business (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

5. **BUS 220 Retailing and Merchandising for the Small Business (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

6. **BUS 224 Customer Service (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

7. **BUS 230 QuickBooks (R) for Small Business (1.00 unit)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

8. **BUS 365 Selecting Integrated Business Software (2.00 units)**

Justification: Upon review by the Business department, it was determined that this course no longer serves student needs nor is it feasible to continue to offer it. Different, more pertinent elective courses are available for programs for which this course is a restricted elective. Deletion is recommended.

9. **CMT 102 Introduction to Construction Practices (2.00 units)**

Justification: The class content is being added to the curriculum of other CMT and CONST classes in an attempt to clean up and tighten the focus of the certification/degree program for CMT.

10. **FITNS 316 Lap Swimming (1.00 unit)**

Justification: This course is being replaced with FITNS 444, as agreed to by the Los Rios District PE/KINES departments in response to new repeatability regulations.

11. **PACT 350 Golf I (1.00 unit)**

Justification: Upon review, the CRC PE/Kinesiology department has determined that due to budget and FTE cuts it is no longer feasible to offer this course.

Sacramento City College

1. **ART 368 Printmaking: Etching and Relief (3.00 units)**

Justification: Art 368 Etching and Relief is being deleted because we are launching two separate courses, one course for etching and one course for relief.

2. **ART 369 Printmaking: Lithography and Silk Screen (3.00 units)**

Justification: The content of the course is being divided into two separate courses.

Sacramento City College

1. **ART 363 Printmaking: Silkscreen (3.00 units)**

Prerequisite: None.

36.00 hours lecture, 54.00 hours laboratory

This course is an introduction to the printmaking process of silkscreen. Students will explore stencil making techniques including paper stencils, block out, and, photo emulsion, both hand drawn imagery and photographs. Students will create single and multiple color images using water base inks. Instruction in darkroom procedures, ink mixing, registration, and printing methods will be covered. A field trip to a gallery or museum is required. Materials may cost from \$40-\$60.

Justification: This course is an elective designed to articulate with CSU and UC for students interested in printmaking as a focus. It allows the student to explore in depth the relief processes of printmaking.

PROGRAM PROPOSALS

Program Deletion(s)

Cosumnes River College

1. **Global Studies: Europe**

Justification: This low-unit certificate is being deleted because it does not provide job or transfer opportunities to students.

2. **Global Studies: Latin America**

Justification: This low-unit certificate is being deleted because it does not provide job or transfer opportunities to students.

3. **Global Studies: Pacific Rim**

Justification: This low-unit certificate is being deleted because it does not provide job or transfer opportunities to students.

New Program(s)

Cosumnes River College

1. **Geology**

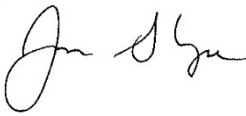
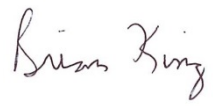
The Associate in Science in Geology for Transfer Degree (AA-T) is designed to provide a seamless transfer pathway for students interested in pursuing at least one Geology degree option in the California State University (CSU) system. Students must complete the core curriculum and electives to meet a total of 60 transferable units with a minimum 2.0 GPA, which includes the CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students must also earn a grade of C or better in all the courses for the major as described in the Required Program. Upon successful completion of the degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework. Students are encouraged to meet with a counselor to develop their educational plans as degree options and general education requirements vary for each university.

Justification: This degree will provide students a streamlined path to transfer to the CSU system with a major in Geology.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Appointment: Citizens' Bond Oversight Committee	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

Education Code §§ 15278, 15280, and 15282, as well as the bylaws of the District Citizens' Bond Oversight Committee, require the Board of Trustees to appoint committee members for a term of two years. One committee member, who has expressed an interest in continuing on the committee, initial term will be ending therefore, it is necessary to reappoint him for another term.

STATUS:

Proposition 39 requires specific constituents to be represented on the Citizens' Bond Oversight Committee including:

- One (1) student enrolled and active in a community college support group
- One (1) member active in the local business community.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college.
- Two (2) members of the community at large appointed by the Board.
- The Los Rios Board of Trustees may elect to appoint more than seven (7) members.

Following is a member whose initial term is expiring and who is eligible and interested in serving a second term:

Name	Represented Group	Effective Reappointment Date
Richard SooHoo	Business Community Rep.	February 2013

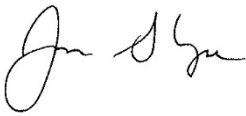
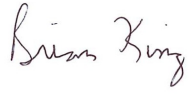
RECOMMENDATION:

It is recommended that the Board of Trustees appoint Richard SooHoo to a successive term of two years upon the expiration of his initial appointment.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	District Annual Investment Report	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

As specified in Board Policy P-8252, within three months of the close of each fiscal year, an annual investment report of all District directed investments shall be presented to the Board of Trustees.

The purpose of the investment report is to inform the Board regarding District directed investments, consisting primarily of assets of the Retiree Health Benefits Trust, Bookstore, and certain fiduciary funds. The majority of the District’s monetary assets – cash, cash equivalents, and investments – are required to be held in appropriate Sacramento County Treasury accounts and investments of such assets are directed by the County. For comparative purposes and a complete overview of investment and interest income earned by the District in 2012-13, the attached annual investment report shows both District and County directed monetary assets and their earnings.

STATUS:

District directed assets were invested in compliance with Board Policy P-8252. Detail regarding those investments for the year ended June 30, 2013 follows.

Other Debt Service Fund (ODSFD):

Most ODSFD monies are required to be deposited in the County Treasury. However, Certificate of Participation’s (COP’s) regulations require that a reserve account be maintained in an amount equal to or greater than the debt service cost of principal and interest payments in the final year of the notes. To meet this requirement, approximately \$500,000 (market value of \$586,000) is invested in Federal Farm Credit Bank (FFCB) bonds held in custody by The Bank of New York Mellon Trust Company, N.A., San Francisco, under District direction and Sacramento County Treasury’s approval. The COP’s were issued in June 2006 to help finance the construction of the Sacramento City College’s parking garage.

Retiree Health Benefits Trust (Trust):

On November 7, 2007 the Board established this irrevocable trust in response to accounting requirements of Governmental Accounting Standards Board, specifically GASB 43 and 45. Wells Fargo Bank, N.A. was appointed trustee and investment manager of the Trust. As the sponsor and sole contributor of monies to the Trust, the District has a primary responsibility for the management of the Trust for the benefit of its current and future retirees. Under review by the Oversight Committee, established by the Board, and within investment guidelines and restrictions of Board Policy P-8252, the Wells Fargo Bank investment manager has invested Trust monies in various mutual and index funds. As of June 30, 2013, approximately 64.7% of the \$86.2 million portfolio was invested in bond funds, 34.6% in equity funds, and 0.7% in a money market account. Following the Board's approval in February to utilize collective investment trusts (CITS), investments were transferred to CITS where appropriate.

Due to the continued improvement in the stock market and the consistency of the bond market during the past fiscal year, the Trust had a net gain of nearly \$5.5 million or approximately a 6.2% gain in asset value. The District goal for average return is currently 5%. An actuarial study is required every two years which allows for current economic conditions to be factored into the goal for annual returns.

Annual Investment Report:

The first page of the attached report summarizes both District and County directed investment balances as of June 30, 2013 and the related earnings during fiscal year 2012-13. Only \$9 million of the total District funds of nearly \$224 million is directed by the District. District funds have earned a weighted average annual percentage rate (APR) of 0.60%. Most of the District directed assets are invested in the Local Agency Investment Fund (LAIF).

The second and third pages provide more detailed information about District directed investments. The Retiree Health Benefits Trust assets have been professionally managed by Wells Fargo Bank since inception. The investment advisor meets regularly with the Retiree Health Benefits Trust Oversight Committee.

The fourth and fifth pages of the report show similar information regarding County and Escrow directed investments. Except for the Bond Projects and Bond Redemption Funds, County directed assets are invested in the County's pooled account, which earned 0.58% in 2012-13. Proceeds from the District's sale of GO Bonds are separately invested by the County in commercial paper, government agency notes and other authorized investment instruments. Earning on these separately invested GO Bond monies ranged from 0.12% - 0.16% in fiscal year 2012-13. These investment earnings belong to either the Bonds Projects or Bond Redemption funds and may only be expended for bond project costs or bond debt service, respectively.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the District's Annual Investment Report for fiscal year 2012-13.

Los Rios Community College District
Summary of Investment Balances and Income
For Fiscal Year Ended June 30, 2013

	District Directed	County Directed	Total District Funds	Retiree Health Benefits Trust (District Directed)	Annual Percentage Rate (APR)
Account Balances: June 30, 2013					
County Treasury		153,665,068	153,665,068		
Local Agency Investment Fund (LAIF)	8,451,561		8,451,561		
Money Market Accounts	58,703		58,703	613,620	
Government Sponsored Enterprise (GSE's) Notes (1-5 years):		61,102,777	61,102,777		
Government Sponsored Enterprise (GSE's) Bonds (> 5 years):	586,340		586,340		
Mutual Funds:					
Fixed Income Funds (Bond Market)				55,829,506	
Equity Funds				29,810,225	
Total Investment Balances: June 30, 2013	9,096,604	214,767,845	223,864,449	86,253,351	
Investment and Interest Income 2012-13:					
County Treasury		876,051	876,051		0.584%
Local Agency Investment Fund (LAIF)	17,173		17,173		0.307%
Money Market Accounts			-	2,253	0.080%
Other Interest Income		39,835	39,835		n/a
Gov't Sponsored Enterprise (GSE's) Discounted Notes (< 1 year):		1,074	1,074		0.160%
Government Sponsored Enterprise (GSE's) Bonds (> 5 years):	27,424		27,424		4.300%
Mutual Funds:					
Fixed Income/Bond Funds				(62,747)	-0.112%
Equity Funds				5,528,304	19.250%
Total Investment and Interest Income for 2012-13	44,597	916,960	961,557	5,467,810	
Annual Percentage Rate (APR)	0.716%	0.591%	0.595%	6.236%	

Los Rios Community College District
District Directed Investment Balances
June 30, 2013

	Purchase Date	Maturity Date	Bond Interest and Redemption Fund	COP's Interest and Redemption Fund	Bookstore Fund	Student Association Funds	Total District Funds	Retiree Health Benefits Trust	RHB Trust % of Total Investments
Account Balances: June 30, 2013									
Local Agency Investment Fund (LAIF)					8,229,262	222,299	8,451,561		
Money Market Accounts:									
Dreyfus Institutional Reserve Treasury				1,106			1,106		
First American Treasury Obligation			57,597				57,597		
Wells Fargo Advantage - Institutional Class								613,620	0.71%
Government Sponsored Enterprise (GSE's) Bonds (> 5 years):									
Federal Farm Credit Bank (FFCB) Bonds	02/02/06	07/02/18		586,340			586,340		
Fixed Income Funds:									
Federated Total Return Bond Fund								17,583,410	20.39%
Vanguard Total Bond Market Index Fund								19,611,391	22.74%
Wells Fargo Core Bond Fund								18,634,705	21.60%
Total Fixed Income Funds								55,829,506	64.73%
Equity Funds:									
American Europacific Growth Fund								3,144,110	3.65%
Wells Fargo International Equity Fund								1,642,930	1.90%
Wells Fargo Large Cap Growth								11,810,452	13.69%
Wells Fargo Large Cap Value								9,182,498	10.65%
Wells Fargo Russell 2000 Index Fund								4,030,235	4.67%
Total Equity Funds								29,810,225	34.56%
Total District Directed Investments			57,597	587,446	8,229,262	222,299	9,096,604	86,253,351	100.00%

**Los Rios Community College District
District Directed Investment Income
Fiscal Year 2012-13**

	Purchase Date	Maturity or Sale Date	COP's Interest and Redemption Fund	Bookstore Fund	Student Association Funds	Total District Funds	RHB Trust Realized Gain/(Loss)	RHB Trust Unrealized Gain/(Loss)	Total Retiree Health Benefits Trust Gain/(Loss)*	Annualized Yield (excluding unrealized mkt gains or losses)	Annual Percentage Rate (APR) (including unrealized mkt gains or losses)
Investment/Interest Income 2012-13:											
Local Agency Investment Fund (LAIF)				16,392	781	17,173				0.24% - 0.35%	0.307%
Money Market Accounts:											
Wells Fargo Advantage - Institutional Class							2,253		2,253	0.03% - 0.12%	0.080%
Government Sponsored Enterprise (GSE's) Bonds (>5 years):											
Federal Farm Credit Bank (FFCB) Bonds	02/02/06	07/02/18	27,424			27,424			-	4.30%	4.300%
Fixed Income Funds:											
Federated Total Return Bond Fund							942,402	(812,250)	130,152	5.07%	0.701%
Vanguard Total Bond Market Index Fund							709,579	(866,907)	(157,328)	3.40%	-0.755%
Wells Fargo Core Bond Fund							902,073	(937,644)	(35,571)	5.39%	-0.213%
Total Fixed Income Funds							2,554,054	(2,616,801)	(62,747)	6.48%	-0.112%
Equity Funds:											
iShares Russell 1000 Growth (large cap) Index Fund							3,847,809	(2,105,729)	1,742,080	n/a	17.172%
iShares Russell 1000 Value (large cap) Index Fund							2,018,252	(238,484)	1,779,768	n/a	27.223%
iShares Russell 2000 (small cap) Index Fund							1,029,901	(418,373)	611,528	n/a	24.262%
American Europacific Growth Fund							52,121	320,024	372,145	n/a	14.854%
Vanguard Developed Markets (EAFE foreign large cap) Index Fund							159,757	16,910	176,667	n/a	24.099%
Wells Fargo International Equity Fund							-	(7,069)	(7,069)	n/a	-1.769%
Wells Fargo Large Cap Growth							-	325,452	325,452	n/a	11.670%
Wells Fargo Large Cap Value							7,180	325,318	332,498	n/a	15.408%
Wells Fargo Russell 2000 Index Fund							-	195,235	195,235	n/a	21.001%
Total Equity Funds							7,115,020	(1,586,716)	5,528,304	n/a	19.250%
Total District Directed Investment Income			27,424	16,392	781	44,597	9,671,327	(4,203,517)	5,467,810		
Annual Percentage Rate (APR) by Fund/Trust			4.370%	0.309%	0.309%	0.716%	n/a	n/a	6.236%		

*On February 13, 2013 the Board approved movement of funds to a Collective Investment Trust.

Los Rios Community College District
County and Escrow Directed Investment Balances
June 30, 2013

	Purchase Date	Maturity Date	General Fund	Capital Projects Fund	Bond Projects Fund	Bond Interest and Redemption Fund	COP's Interest and Redemption Fund	Other Debt Service Fund	Self Insurance Fund	Child Development Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Total District Funds
Account Balances: June 30, 2013													
County Directed Investments:													
County Treasury Pooled Account - LRCCD Account			(14,667,222)	69,309,269	53,643,188	16,598,255	2,975,769	16,112,140	8,734,815	298,550	1,200	659,104	153,665,068
Government Sponsored Enterprise (GSE's) Notes (< 1 year):													
FHLMC D.N. - GO Bonds 2002E		06/27/13	06/18/14		10,000,278								10,000,278
FHLMC D.N. - GO Bonds 2002E		06/27/13	01/31/14			14,991							14,991
FHLMC D.N. - GO Bonds 2008B		06/27/13	06/18/14		48,005,328								48,005,328
FHLMC D.N. - GO Bonds 2008B		06/27/13	01/31/14			3,082,180							3,082,180
Total County Directed Investments			(14,667,222)	69,309,269	111,648,794	19,695,426	2,975,769	16,112,140	8,734,815	298,550	1,200	659,104	214,767,845


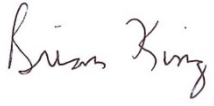
Los Rios Community College District
County and Escrow Directed Investment Income
Fiscal Year 2012-13

	Purchase Date	Maturity or Sale Date	Purchase Price	Status	General Fund	Capital Projects Fund	Bond Projects Fund	Bond Interest and Redemption Fund	Other Debt Service Fund incl. COP's	Self Insurance Fund	Child Development Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Total District Funds	Annualized Yield (excluding mkt gains or losses)	Annual Percentage Rate (APR)
County Directed Investment/Interest Income:																
County Treasury Pooled Account - LRCCD Account					(64,137)	596,616	161,746	4,271	111,943	59,193	1,819	773	3,827	876,051	0.584%	0.584%
Property Taxes Collected, Interest Earned on:																
Sacramento County					-			30,022						30,022	0.584%	0.584%
Other Counties					4,785									4,785	n/a	n/a
Payroll Taxes Withheld, Interest Earned On					5,028									5,028	0.584%	0.584%
Other Interest Income					-									-	0.000%	0.000%
Government Sponsored Enterprise (GSE's) Discounted Notes (D.N.) (< 1 yr):																
FHLMC D.N. - GO Bonds 2002E	06/27/13	06/18/14	\$ 9,999,154				178							178	0.162%	0.162%
FHLMC D.N. - GO Bonds 2002E	06/27/13	01/31/14	\$ 14,989					0						0	0.122%	0.122%
FHLMC D.N. - GO Bonds 2008B	06/27/13	06/18/14	\$ 47,999,933				855							855	0.162%	0.162%
FHLMC D.N. - GO Bonds 2008B	06/27/13	01/31/14	\$ 3,081,759					41						41	0.122%	0.122%
Total Government Sponsored Enterprise (GSE's) Discounted Notes							1,033	41						1,074	n/a	0.160%
Total County Directed Investment/Interest Income					(54,324)	596,616	162,779	34,334	111,943	59,193	1,819	773	3,827	916,960	n/a	0.591%
Annual Percentage Rate (APR) by Fund					0.584%	0.584%	0.582%	0.668%	0.584%	0.584%	0.584%	0.584%	0.584%	0.591%		

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Beverly Sandeen 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

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

Title, Description, Term, Project Coordinator	College/Unit	Amount	Source
TAFY Health and Wellness Project <ul style="list-style-type: none"> • Funds to provide a 12- hour health and wellness training to transitional foster youth. • 7/15/2013 through 6/15/2014 • Administrator: Kathleen Kirklin, Vice President, Administration 	FLC	\$15,000	Foundation for CA Community Colleges
Workplace Learning Resource Center Contract – Sacramento County Office of Education <ul style="list-style-type: none"> • Funds to provide SCOE students with credit courses in Early Childhood Education at ARC. • 8/1/2013 through 12/20/2013 • Administrator: Walter DiMantova, Director, Workforce and Economic Development 	WED	\$14,295	Sacramento County Office of Education
TSA Homeland Security Training <ul style="list-style-type: none"> • Funds to provide TSA employees with the opportunity to earn a certificate and/or Associate’s Degree in Homeland Security. • 8/24/2013 through 12/19/2013 • Administrator: Steve Segura, Dean, Sacramento Regional Public Safety Training Center 	ARC	\$7,000	Transportation Security Administration

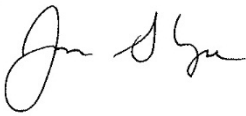
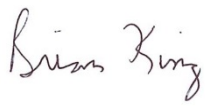
RECOMMENDATION:

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: September 11, 2013

SUBJECT:	Ratify: New Contracts and Renewals	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

During the period of August 1, 2013 and August 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
Common Course Numbering System Grant	\$103,787	R	07/01/2012 - 02/28/2013	Academic Senate for CA Community College	DO – Technology & Education
Common Course Numbering System Grant	\$118,676	R	04/01/13 – 05/31/13	Academic Senate for CA Community College	DO – Technology & Education
Common Course Numbering System Grant	\$44,918	R	06/01/13 – 06/30/13	Academic Senate for CA Community College	DO – Technology & Education
Captioning Services	\$30,000	R	07/01/13 – 06/30/14	West Coast Captioning	CRC - DSPS
Interpreting Services	\$67,855	R	07/01/13 – 06/30/14	Access Language Connection	FLC -DSPS
Industry Training Sessions – Hybrid Electrical Systems Two 3-day sessions	\$18,750	I	08/13 – 08/15/2013 09/04 – 09/06/2013	Eaton Corporation	ARC – Diesel Technology Program
Inspection/Testing Services – ARC Culinary Arts	\$63,189	I	07/24/13 – 12/30/2014	Construction Testing Services, Inc.	DO – Facilities Management
Interpreting Services	\$24,000	R	07/01/13 – 06/0/14	Eaton Interpreting	CRC – Humanities & Social Science

Testing & Special Inspections - FLC PE Addition	\$142,066	I	6/2013 - 01/2015	Youngdahl Consulting Group	DO – Facilities Management
Structural Tests and Inspection Services – SCC Student Services	\$57,836	I	07/23/2013 – 11/30/2014	Matriscope Engineering Laboratories	DO – Facilities Management
Inspector of Record – CRC Art Gallery	\$50,000	I	07/23/2013	Daniel H. Cox	DO – Facilities Management

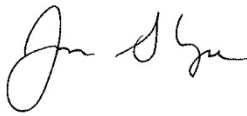
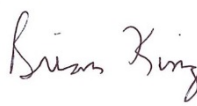
RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Ratify: Bid Transactions	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
13003	FLC Athletic Fields Phase II	\$68,430.00	1	C & C Construction	\$3,176,863.00
13007	DW Website Development & Hosting	\$6,881.25	1	Lucid Design Group, Inc.	\$136,851.25
12003	CRC Elk Grove CTR	\$17,881.15	6	Diede Construction	\$9,051,323.10
13018	FLC Rancho Cordova Demolition and Abatement	\$8,625.00	1	Pantano Excavating, Inc.	\$133,393.00
11013	FLC Athletic Fields	\$251,470.00	2	F&H Construction	\$11,839,744.00

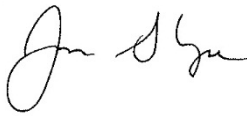

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Jon Sharpe	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King	ACTION	
		INFORMATION	

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: 1 analyzer; 7 audio players; 2 book cases; 4 cabinets; 3 cameras; 24 chairs; 199 computers; 1 cooler; 1 copier; 1 densitometer; 3 desks; 1 dryer; 4 laptops; 32 monitors; 9 motorcycles; 2 panels; 1 paper cutter; 1 pin writer; 1 power supply; 3 printers; 1 projector; 2 scanners; 10 servers; 1 shredder; 1 switch; 8 tables; 2 televisions; 2 vacuum cleaners; and 4 video players. These items have a value of less than \$5,000.

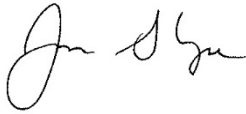

RECOMMENDATION:

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: September 11, 2013

SUBJECT:	Purchase Orders, Warrants and Checks	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item I	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

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

RECOMMENDATION:

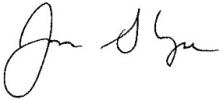

It is recommended that the Board of Trustees approve the numbered purchase orders, warrants and checks that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001072425-0001072952 B114043-B114554 B1072358-B1072768* *online requisitions	\$ 37,748,290.43
Capital Outlay Fund	0003015081-0003015141	
Child Development Fund	0006000726-0006000729 B614004-B614016	
Self-Insurance Fund	0009000302-0009000303 -	
WARRANTS		
General Fund	678011-680124	\$ 13,025,875.59
General Fund-ARC Instructional Related	003035-003087	
General Fund-CRC Instructional Related	021027-021042	
General Fund-FLC Instructional Related	030331-030338	
General Fund-SCC Instructional Related	042298-042352	
Capital Outlay Fund	827466-827595	
Child Development Fund	953840-953845	
Self-Insurance Fund	976131-976136	
Payroll Warrants	191180-192454* *includes retro warrants dated 8/16/13	\$ 16,743,494.03
Payroll-Direct Deposit	634874-641804	
August Leave Process	192455-193609	
Payroll Vendor Warrants	54790-54927	
CHECKS		
Financial Aid Disbursements	1927450-1928392	\$ 903,482.00
Bookstore Fund – ARC	27014-27169	\$ 1,243,059.21
Bookstore Fund – CRC	024793-024867	
Bookstore Fund – FLC	7974-8001	
Bookstore Fund – SCC	045704-045765	
Student Clubs Agency Fund – ARC	3955-3982	\$ 53,702.32
Student Clubs Agency Fund – CRC	3027-3046	
Student Clubs Agency Fund – FLC	1596-1603	
Student Clubs Agency Fund – SCC	2570-2583	
Foundation – ARC	3499-3666	\$ 196,464.90
Foundation – CRC	1540-1560	
Foundation – FLC	0624-0632	
Foundation – SCC	2618-2654	
Foundation – DO	0478-0479	
Associated Students Trust Fund – ARC	0615-0619	\$ 1,541.92
Associated Students Trust Fund – CRC	-	
Associated Students Trust Fund – FLC	0434-0435	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	1383-1435 9085-9087 (manual checks)	\$ 306,068.12

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Regular Human Resources Transactions	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Human Resources transactions on the attached pages.

M A N A G E M E N T

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Low, Betty M. (M.A., San Francisco State University)	Project Director, TRIO Student Support Services	09/01/13 – 08/31/14
	<u>Cosumnes River College</u>	
Duffy, Marjorie B. (M.S., California State University, Sacramento)	Interim Dean of Learning Resources and College Technology	09/05/13 – 06/30/14

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Holsclaw, Michael R. (After 12 years of service)	Associate Vice Chancellor of Information Technology	01/11/14

FACULTY

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Peshkoff, Alexander A. (M.A., San Francisco State University)	History Assistant Professor (L.T.T.)	08/22/13 – 12/19/13
	<u>Sacramento City College</u>	
Beadles, Lynette R. (B.A., College of St. Catherine)	Occupational Therapy Assistant (O.T.A.) Assistant Professor (L.T.T)	08/22/13 – 12/19/13

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>American River College</u>		
Pesis, Karen H.	Chemistry Professor	C	01/16/14 – 05/21/14
Rooney, Sue A.	Reading Professor	Medical (30%)	08/22/13 – 12/19/13
	<u>Cosumnes River College</u>		
Lewis, Melanie A.	English Professor	Maternity	08/22/13 – 10/21/13
Mathias, Darlene D.	Engineering Professor	Personal	08/22/13 – 12/19/13

PRE-RETIREMENT WORKLOAD REDUCTION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>		
Olts, Harold W.	Anthropology/Physical Science Professor	1.0 to .800	08/22/13 – 05/21/18

FACULTY

REASSIGNMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Folsom Lake College</u>		
Pedro, Jason R.	Medical Laboratory Technician Assistant Professor (18%) / Medical Laboratory Technician Coordinator (82%) From Medical Laboratory Technician Assistant Professor (60%) / Medical Laboratory Technician Coordinator (40%)	07/01/13
<u>Sacramento City College</u>		
Regalado, Maria C.	Psychology Professor (40%) / Researcher Coordinator (60%) From Psychology Professor	07/01/13

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Sodergren, Kit (After 26 years of service)	Aeronautics Professor	12/20/13

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ayers,Harold R.	Administration of Justice	1 %
Manduca,Jerry A.	Coordinator	15 %
Valcu,Sanda I.	Coordinator-Instructional	10 %
Winford,Geoffrey M.	Administration of Justice	1 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Lagala,David L.	Biology, General	11 %
Mathis,Jaqueline S.	Counselor	5 %
Ruedas,Lorena G.	Counselor	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn,Kristina D.	Counselor	1 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Knowles,Deborah J.F.	Counselor	1 %
Lepe,Leonela G.	Counselor	6 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abbott,David W.	Paralegal	20 %
Acevedo,George	Automotive Technology	35 %
Adams,Grant C.	Spanish	53 %
** (A1) Adams,Jane P.	Job Seeking/Changing Skills	7 %
** (A1) Adams,Jane P.	Academic Guidance	20 %
** (A1) Adams,Jane P.	Counselor	32 %
Akin,Cheryl L.	Accounting	20 %
Alexander,Carie D.	Counselor	60 %
Alkhayyat,Hanadi	Physical Education	22 %
Allen,Jana M.	Physical Education	7 %
Allen,Jana M.	Gerontology	20 %
Allen,John E.	History	40 %
Amrhein,Jeannette A.	Child Development/Early Care and Educatio	20 %
Amundsen,Pamela A	Sign Language	27 %
Anderegg,Kristen M.	Counselor	13 %
Andersen,Alicia S.	Speech Communication	20 %
Anglesey,Leslie R.	English	67 %
Anishchenko,Svetlana V.	Mathematics, General	53 %
Aranda,Amanda	Counselor	37 %
Araujo,Frank P.	Anthropology	40 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ash,Douglas W.	Business Administration	20 %
Avalos,David J.	Telecommunications Technology	20 %
Avila,Adrienne M.	Mathematics, General	33 %
Ayres,Barbara C.	Sign Language Interpreting	7 %
Bagley,Patricia M.	Registered Nursing	50 %
Bahm,Naomi I.	Psychology, General	20 %
Bains,Neelam	English	40 %
Barela,Eva E.	Spanish	27 %
Bastian,Gregory A.	Business Administration	20 %
Bastian,Gregory A.	Real Estate	20 %
Baxter,Kenneth W.	Political Science	20 %
Beaushaw,Frank W.	Diesel Technology	60 %
Beezley,Shareen G.	Paralegal	20 %
** (A5) Belton,Linda V.	Physical Education	15 %
Bennett,Mickey K.	Administration of Justice	20 %
Benson,Gregory C.	Sign Language	57 %
Bertaccini,Lisa Anne	Human Services	40 %
Bertinuson,Joy A	Painting & Drawing	28 %
Boal,Keith F.	Counselor	18 %
Boling,Patrick V.	Diesel Technology	58 %
Borcz,Robyn M.	Reading	53 %
Borders,Angela M.	English	27 %
** (A1) Bormann,Mirijana	Italian	27 %
Bradford,Aaron R.	English	60 %
Bradford,Chris E.	Automotive Technology	35 %
Brandenburg,Brandt E.	English	67 %
Britton,Rebecca L.	Political Science	40 %
Brooks,Jacqueline D.	Sociology	20 %
Brunkala,Joel T.	English	40 %
Brynelson,Julia D.	Paralegal	20 %
Buljan,Laurette C.	English	47 %
Burke,John P.	Mathematics, General	60 %
Burke-Polana,Sharon R	Drafting Technology	33 %
Butler,Patrick A.	Business and Commerce, General	20 %
Butler,Patrick A.	Real Estate	40 %
Byrd,Steven D.	Welding Technology	28 %
Callaway-Higgins,Camela A.	Speech Communication	60 %
Cameron,Don S.	Administration of Justice	48 %
Carlson,Erika R.	Psychology, General	20 %
Carpenter,Ingeborg E.T.	German	27 %
** (A2) Carr,Lisa A.	Child Development Administration and Mana	20 %
Chappell,Mike L.	Counselor	9 %
Chicoine,Kari J.	Drafting Technology	67 %
Chochezi,Victoire S.	Speech Communication	40 %
Cohen,Theodore J.	Biomedical Instrumentation	20 %
Colby,Shannon R.	Psychology, General	20 %
Cooke,Howard E.	Administration of Justice	47 %
Curry,James M	Mathematics, General	20 %
Davalle,Nathan A.	Administration of Justice	1 %
Davis,Danielle R.	History	20 %
Day,W. Gregory	Paralegal	20 %
Decker,Noah P.	Biology, General	15 %
Dela Pena,Michael S.	Electronics & Electric Technology	15 %
DeLeon,Daniel W.	Administration of Justice	67 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Denman,David S.	Philosophy	60 %
DeSouza,Kara D.	Psychology, General	28 %
Diaz,Pete	Administration of Justice	1 %
Diclementine,Jacqueline C	Philosophy	40 %
Dilgard,Paul H	ESL Speaking/Listening	27 %
Dilgard,Sylvia B.	Academic Guidance	20 %
Dilgard,Sylvia B.	Counselor	41 %
Dillon,Roger G.	Administration of Justice	1 %
Dobson,Joshua A.	Administration of Justice	1 %
Dolce,Thomas F.	Computer Programming	20 %
Domokos,Cristina I.	Mathematics, General	53 %
Dorris,Tamara L.	Real Estate	60 %
Driscoll,John A.	Computer Graphics and Digital Imagery	57 %
Duan,Xin-Ran	Mathematics, General	40 %
Dubois,Dara L.	Automotive Technology	13 %
Duerr,Lisa C.	Child Development/Early Care and Educatio	20 %
Duff,Jeanne A.	Software Applications	12 %
Duran,James J.	Mathematics, General	53 %
Duval,Beverly K.	Librarian	32 %
Dykstra,Dennis Dean	Psychology, General	40 %
Earl,Kathleen M.	Librarian	11 %
Earle,Robert E	Geographic Information Systems	20 %
Eberhardt,Claire E.	History	40 %
Echeverria,Nick V.	Administration of Justice	1 %
Eckerman,James J.	Mathematics, General	33 %
Econome,Jennie G.	Academic Guidance	40 %
Econome,Jennie G.	Counselor	6 %
Edwinson,Shawn A.	Child Development/Early Care and Educatio	20 %
Eiteneer,Daria N.	Physics, General	20 %
Eklund,Justin R.	Administration of Justice	1 %
Engstrom,Karina H.	Biology, General	40 %
Esque,Melanie E.	Administration of Justice	1 %
Ezenwa,Emmanuel C	Welding Technology	28 %
Falloon,Matthew T.	English	27 %
Farias,Imelda	Counselor	50 %
Feely,Abigail B.	History	40 %
Felver,Lewis R.	Automotive Technology	40 %
Felver,Lewis R.	Mathematics, General	20 %
Fernandez,Joyce M.	Job Seeking/Changing Skills	7 %
Fernandez,Joyce M.	Counselor	9 %
Finnerty,Kevin C	Administration of Justice	1 %
Fleshman,Dane R.	Mathematics, General	33 %
Foerster,Tatiana M	Other Health Occupations	39 %
Fontana,David J.	Mathematics, General	33 %
Forehand,James R.	Mathematics, General	20 %
Foster,Barbara J.	Floriculture /Floristry	22 %
** (B5) French,Scott D.	Administration of Justice	1 %
Freund,Laura	English	40 %
Frew,Robert M.	English	40 %
Friedman,Richard L.	Business Administration	20 %
Friedman,Sasha	Mathematics, General	53 %
Gable,Monica L.	Paralegal	20 %
Gale,Deborah N.	Mathematics, General	33 %
Gallon,Cheryl A.	Sign Language Interpreting	7 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2013
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Galvin,Mary L.	History	40 %
** (A1) Garbutt,Jared J.	Nutrition, Foods, and Culinary Arts	20 %
Garcia,Louie G.	Construction Crafts Technology	67 %
Garcia,Monica R.	Spanish	53 %
Garfield,Elizabeth T.	Physiology (Includes Anatomy)	50 %
Geren,Lisa C.	English	67 %
Gervasi,James S.	Administration of Justice	1 %
Gessler,Martin J.	Fine Arts, General	40 %
Gilgun,John	Speech Communication	20 %
Glickman,James A.	Real Estate	23 %
Goldbar,Christine A.	English	60 %
Gompert,Gena E.	History	20 %
Gong,James W.	Administration of Justice	1 %
Goodwin,Susan F.	Counselor	38 %
Gorsuch,Susan C.	Administration of Justice	1 %
Gott,Sharon E.	Automotive Technology	20 %
Gott,Sharon E.	Mathematics, General	40 %
Gottke,Darren J.	Chemistry, General	57 %
** (A5) Green-Clark,Michelle R.	Dance	30 %
Greene,Robert	Automotive Technology	35 %
Greenhill,Paul G.	Administration of Justice	1 %
Greenstone,Myron G.	Sign Language	27 %
Gregson,Gary A.	Administration of Justice	1 %
Grider,Ronald O.	Chemistry, General	57 %
Griffith,David A.	Physics, General	20 %
Gross,Diane R.	Reading	20 %
Grueneberger,Arthur R.	World Wide Web Administration	28 %
Guadalupe,Krishna L.	Sociology	20 %
Guerin,Jeanne G	English	40 %
Gullum,Kathleen E.	Business and Commerce, General	20 %
Gunn,Martin E	Automotive Technology	18 %
Gustafson,Karla	General Work Experience	13 %
Guthrie,Shannon J.	Dietetic Services and Management	32 %
Gutierrez,Jesus E.	Administration of Justice	1 %
Gutowky,Edward A.	English	40 %
** (A2) Hansen,Gina	Physical Education	8 %
Hanson,Kathleen M	Counselor	2 %
Hanstad,Janet A.	Biology, General	8 %
Harvey,Floyd A.	Administration of Justice	1 %
Hawe,Larry E.	Automotive Technology	23 %
Hawley,Jenny L.	English	20 %
Hoag,Steven E.	Counselor	30 %
Hollis-Sachau,Shaeheea F	Counselor	31 %
Huggins,Ross R.	Administration of Justice	1 %
Hughes,Heather V.	Counselor	31 %
Idleman,Patsy R.	Counselor	52 %
Kaneyuki,Brent Y.	Administration of Justice	1 %
Kaufmann,Amy E.	Physiology (Includes Anatomy)	35 %
Kert,Dave E.	Administration of Justice	1 %
Klar,Janice E.	Counselor	41 %
Koscheski,Frances M.	Nurse	58 %
Larabee,Linda G.	Reading	60 %
Laughton,Barbara A.	English	20 %
Lommori,Michael L.	Administration of Justice	1 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Longhitano,Amber L.	Counselor	47 %
Machado,Carren L.	Anthropology	20 %
Manley,Thomas N.	Biology, General	8 %
Manley,Thomas N.	Geography	15 %
Menard,Sigrid A	Counselor	60 %
Mickela,Anthony E.	Counselor	34 %
Mueller,Robert G	Administration of Justice	1 %
Munguia,Eva M.	Counselor	40 %
Munguia,Eva M.	Counselor	19 %
Munguia,Eva M.	Counselor	1 %
Nazareno,Randy P.	Counselor	19 %
Overgard,Jayne A.	Mathematics Skills	7 %
Overton,Steven T.	Counselor	23 %
** (B5) Parisius,Mark J.	Administration of Justice	1 %
Pedersen,Dawn R	Website Design and Development	28 %
Pellerin,Kristie J.	Biology, General	35 %
** (A5) Penwell,Robyn S.	Physical Education	30 %
Perrault,Priscilla A.	Counselor	17 %
Perry,Stewart M	Psychology, General	60 %
Peters,Irene	Mathematics, General	33 %
Petersen,David C	Economics	40 %
** (A2) Petraru,Marius	Geography	55 %
Pezone,John P.	Administration of Justice	1 %
Pfister,Nancianne	Speech Communication	60 %
** (B5) Phariss,Jess E.	Administration of Justice	1 %
Pilcher,Martin J.	Administration of Justice	1 %
Pino,Josh	Administration of Justice	1 %
Ponce,Carlos F	Administration of Justice	1 %
Potter,Craig P.	Administration of Justice	1 %
Powell,Thomas S.	Fine Arts, General	20 %
Powers,Matthew T	Administration of Justice	56 %
Prasad,Rodney D.	Electronics & Electric Technology	35 %
Preciado,Monica Isabel	Counselor	12 %
Preciado,Monica Isabel	Counselor	37 %
Pressnell,Jeffery L.	English	47 %
Pristupa,Natalia P	Mathematics, General	53 %
Quirarte,Vicki D.	Technical Communication	20 %
Ramos,Gabriel F	Administration of Justice	1 %
Reinero,Michael	Accounting	20 %
Rink,Shelley F.	Music	12 %
** (B1) Robertson,David L.	Mathematics, General	53 %
Robinson,Clinton J.	Physical Education	15 %
Robison,Bradley O.	Administration of Justice	1 %
Rochford,Jeffrey A.	Multimedia	14 %
Rochford,Jeffrey A.	Computer Graphics and Digital Imagery	28 %
Rodrigues,Jeffrey D	Administration of Justice	1 %
Rodriguez-Rutten,Paula	Mathematics, General	60 %
Rogers,Andrew B.	Philosophy	40 %
Rogers,Charles W.	Administration of Justice	1 %
Rogers,Kristina S.	English	40 %
** (A1) Roltsch,Irene A.	Fitness Trainer	13 %
** (A1) Roltsch,Irene A.	Nutrition, Foods, and Culinary Arts	40 %
Romani,Annette L.	Mathematics, General	20 %
Romary,Peggy D.	Business Management	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Romo,Angela S.	Chemistry, General	57 %
** (B4) Rose,David A.	Administration of Justice	1 %
** (B5) Rossman,Leslie A.	Welding Technology	15 %
Roth,Brian S.	Automotive Technology	20 %
Rowe,Harold E.	Administration of Justice	1 %
Ruan,Karen M.	ESL Speaking/Listening	27 %
Ruckels,Melynda	Nursing	29 %
Ruiz-Tagle,Rafael M.	Counselor	31 %
** (A2) Rummelhart,Kelly	Psychology, General	40 %
** (B5) Russell,Marilyn Y.	Administration of Justice	1 %
Rust,Joseph D.	Counselor	20 %
** (A1) Safvi,Syed A.	Mathematics, General	60 %
Sager,Rex C	Administration of Justice	1 %
Sakakihara,Paul	General Work Experience	40 %
Sala,Alina	Academic Guidance	20 %
Sall,Toni Lee	Administration of Justice	1 %
** (A2) Samarron,Sandra L.	Nutrition, Foods, and Culinary Arts	20 %
Samborski,Dan W.	Painting & Drawing	57 %
Sardo,Patricia E.	Nurse	38 %
Saur,Denise M.	ESL Writing	53 %
Schab,Deron W.	Mathematics, General	40 %
** (B5) Schaumburg,Timothy A	Automotive Technology	35 %
Scherr,Rachel E.	Nutrition, Foods, and Culinary Arts	20 %
Schindler,Craig R.	Applied Photography	42 %
Schindler,Marsha G.	Art	28 %
Schroeder-Evans,Kimbra S.	Spanish	61 %
Schuft,Caitlyn J.	Welding Technology	28 %
** (A2) Schultz,Michelle A.	Child Development/Early Care and Educatio	20 %
Scott,Bradley E	English	40 %
Scott,Steven	Microbiology	40 %
Scott,Tatiana	Music	30 %
Sedano,Teresa M.	Sign Language Interpreting	20 %
Selseleh,Mary	ESL Writing	27 %
Selseleh,Mary	ESL Reading	27 %
Seto,Anders J.	Automotive Collision Repair	35 %
Shapiro,Lynn	English	63 %
Shearer,Kirt B	Commercial Music	57 %
Shearer,Kirt B	Dramatic Arts	10 %
** (A3) Shearer,Tracy F.	Dramatic Arts	41 %
Simmons,Floyd Raymond	Administration of Justice	1 %
Simoni,Tyra Oriyo-Stone	Dance	15 %
Singer,Scott	Restaurant and Food Services Management	20 %
Smith,Edward	Mortuary Science	40 %
Smith,Russell L.	Administration of Justice	1 %
Smith,Sally E.	Administration of Justice	1 %
Smith,Steven C.	Geography	60 %
Smith,Tana E.	English	40 %
Snoke,James M.	Computer Programming	20 %
Snook,Robert W.	Administration of Justice	1 %
Sowards,Timothy L.	Administration of Justice	1 %
** (A1) Spencer,Katherine E.	English	20 %
** (A1) Spencer,Katherine E.	Other Humanities	40 %
Spino,Frank G.	Administration of Justice	1 %
Stagner,Elaine R.	Sign Language	25 %

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American River College**

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Stapleton,Michael E.	Administration of Justice	1 %
Starkey,Annette M.	Interior Design and Merchandising	19 %
Starkey,Danielle F	English	40 %
Steber,Molly J.	Administration of Justice	1 %
Stein,Rodger L.	Psychology, General	60 %
** (A4) Steinwert,Mark A.	Accounting	47 %
Stemmann,Karsten	Mathematics, General	53 %
Stephens,Kathleen H.	Speech Communication	20 %
Sterling,Stephen C.	Geology	35 %
Stevens,Briagha E.	English	40 %
Stincelli,Carl A.	Administration of Justice	1 %
Strawn,Gregory D.	English	40 %
Stylos,Danelle	Administration of Justice	1 %
Sukkary,Tamir	Political Science	40 %
Swanson,Maureen A.	Administration of Justice	1 %
Sweeney,Thomas D.	Administration of Justice	1 %
Swift,Charles A.	Administration of Justice	1 %
Taylor,Eileen C.	Counselor	55 %
Telleen,Adam C.	Microbiology	40 %
Terrell,Alfred T.	Classics-Humanities	20 %
Thomas,Michael A.	Intercollegiate Athletics	15 %
Thompson,Christopher C.	Fashion Merchandising	22 %
Times,Tonya N	Academic Guidance	40 %
Toomey,Daniel P.	Administration of Justice	20 %
Torrano,Frank J.	Physiology (Includes Anatomy)	35 %
Torres,Santos	Sociology	20 %
Tran,Kieuchinh T.	Accounting	20 %
Travis,Margaret A.	ESL Writing	53 %
Truby,Timothy L.	Administration of Justice	1 %
Tsushima,Cheryl L.	Automotive Technology	57 %
Tzou,Ann S.	ESL Writing	27 %
Ubl-Orack,Robin K.	Spanish	27 %
Umhauer,Teri J.	Fashion	20 %
Uptegrove,Jim L.	Administration of Justice	1 %
Ursini,Thomas J.	Floriculture /Floristry	22 %
Valcu,Sanda I.	Coordinator-Instructional	40 %
** (A2) Valdez,Judith	Counselor	35 %
** (A2) Valdez,Judith	Counselor	12 %
** (A2) Valdez,Judith	Counselor	3 %
Valenzona,Deborah A.	Reading	40 %
Vanattenhoven,Gil	Administration of Justice	1 %
Vanella,John P.	Administration of Justice	1 %
VanElls,Deborah B.	History	40 %
** (A5) VanRegenmorter,Heidi L.	Music	37 %
Vasquez,Karen M.	Speech Communication	60 %
** (A5) Veisze,Paul M.	Geographic Information Systems	20 %
Verhage,Beth L	ESL Writing	27 %
Verhage,Beth L	ESL Integrated	27 %
Vervilos,Vasseliki	Accounting	44 %
Vitaich,Jason M.	Political Science	60 %
Vittitow,Linda M.	Anthropology	40 %
Vlomis,Christopher M.	Administration of Justice	1 %
Vo,Kiet T.	Mathematics, General	33 %
Warman,James L.	Health Occupations, General	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Warren,Marshall T.	Administration of Justice	1 %
Watkins,Lori J.	Child Development/Early Care and Educatio	20 %
Webb,Marni B.	English	20 %
Webb,Marni B.	Reading	40 %
Welch,David P	Drafting Technology	67 %
Welch,Nicole M.	Business Management	20 %
Welkley,Debra L.	Sociology	20 %
Wend-Bell,Kathleen B.	Law, General	20 %
West Oyedele,Erica V.	Sign Language	27 %
Westre,Barbara J	Counselor	40 %
Wheeler,Susan	Business and Commerce, General	20 %
Wheeler,Susan	Business Management	7 %
Wheeler,Susan	Small Business and Entrepreneurship	7 %
Wheeler,Susan	Marketing & Distribution	7 %
White,Annie	Infants and Toddlers	20 %
White,Gay A	ESL Writing	27 %
White,Gay A	ESL Reading	27 %
White,Gerald J.	Geography	20 %
Whitt,David	Fire Technology	20 %
Wiggins,Christine J.	Administration of Justice	1 %
Williams,Margaret N.	Infants and Toddlers	20 %
Williams,Michelle D.	Economics	20 %
Willis,Tiffany D.	Economics	40 %
** (B5) Wilson,Steven	Electronics & Electric Technology	15 %
Winford,Geoffrey M.	Administration of Justice	1 %
Wong,Kim W.	Administration of Justice	1 %
Wood,Patricia Emma	Painting & Drawing	28 %
Wooden,Tami D.	Physical Education	52 %
Woodward,George E.	Automotive Technology	18 %
Wootton,Eleanore S.	Classics-Humanities	20 %
Wootton,Eleanore S.	Religious Studies	20 %
Wright,Evan J	Administration of Justice	1 %
Yakovleva,Elena E.	Other Health Occupations	10 %
Yatsenko,Tatyana	Counselor	51 %
Yatsenko,Tatyana	Counselor	9 %
Yeung,Esther E.	General Work Experience	20 %
Zasloff,Ruth L.	Psychology, General	40 %
Zhabinskaya,Dina	Physics, General	35 %
Zimny,Paul L.	Dance	15 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abeid,Trang G.	Reading	40 %
Abeid,Trang G.	ESL Writing	20 %
Adams,Stephen	History	60 %
Ahmadi,Abbas	Computer Networking	55 %
Bahneman,Donna A.	Counselor	4 %
Brandson,Margaret N.	Speech Communication	40 %
Brewer,Janet L.	Diagnostic Medical Sonography	28 %
Carr,Harriette A.	Health Occupations, General	20 %
Castro,Luciana C.	Engineering, General	28 %
Chappell,Mike L.	Counselor	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Clanton,John A.	English	27 %
Cleverdon,Barry R.	Real Estate	20 %
DeRosa,Anjela V.	Accounting	20 %
Dimond,Alison G.	Nutrition, Foods, and Culinary Arts	40 %
Dimond,Alison G.	Dietetic Technology	20 %
** (A2) Dimond,Iris J.	Child Development/Early Care and Educatio	60 %
Domek,Anna L.	Counselor	5 %
Donovan,Geri M.	Fine Arts, General	40 %
Dowell,Michael E.	Economics	20 %
Dunn,Robert J	History	40 %
Dunne,Vanessa P.	Microbiology	40 %
Earl,Kathleen M.	Librarian	15 %
Elias,Julian C.	ESL Reading	27 %
Evans,Debra L.	Business and Commerce, General	40 %
Evans,Debra L.	Computer Support	27 %
Everhart,Stephanie C.	Chemistry, General	50 %
Falloon,Matthew T.	English	40 %
Farnam,Farhad	Economics	60 %
Fernandez,Joyce M.	Counselor	5 %
Finnegan,Terrence E.	Radio and Television	28 %
Finnegan,Terrence E.	Digital Media	20 %
Flynn,Katherine A.	Veterinary Technician (Licensed)	20 %
Fong,Michael G.	Biology, General	50 %
Ford,Stacie L.	Law, General	40 %
Foss,Michele S.	Mass Communications	20 %
** (B5) Freeman,Joshua A.	Fire Academy	37 %
Gale,Mark R.	Accounting	20 %
Ghuman,Maninder K.	Librarian	11 %
Gilbert,Scott W.	Dramatic Arts	45 %
Gilgun,John	Speech Communication	40 %
Gordon,Henry P.	Librarian	6 %
Goshorn,Patricia J.	Health Occupations, General	40 %
** (A5) Green-Clark,Michelle R.	Dance	30 %
Guan,Bao J.	Mathematics, General	20 %
Gunhan,Emine	Physiology (Includes Anatomy)	50 %
Harlan,Jessica M.	Psychology, General	20 %
Harrington,Beverly J.	English	4 %
** (A5) Herndon,Douglas P.	English	19 %
Hess,Cameron L.	Accounting	27 %
Hewell Starnes,Tracy	Nurse	30 %
Jordan,Jessica H.	English	20 %
Joseph,Erica H.	Counselor	3 %
Kaufmann,Amy E.	Physiology (Includes Anatomy)	20 %
Kreiter,Herbert C.	Computer Networking	24 %
Kress,Marianne S.	Child Development/Early Care and Educatio	7 %
Lewis,Barbara	Counselor	3 %
Lewis,Barbara	Counselor	2 %
Lewis,Barbara	Counselor	2 %
Lyons,Kristine L.	Ceramics	28 %
Martin,Gary B.	Television (including combined TV/film/v	28 %
** (A5) Nguyen,Dameon Van	Sociology	20 %
** (A5) Nguyen,Hoang D.	Economics	60 %
** (A1) Parker,Dawn S.	Counselor	53 %
Pinisetty,Dinesh	Engineering, General	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A5) Quinn, Linda C.	English	9 %
** (A5) Quinn, Linda C.	Reading	20 %
Reams, Rebecca E.	Speech Communication	20 %
Redmond, Rebecca J	Technical Theater	28 %
Reynolds, Lana K.	Counselor	2 %
Riese, Jonathan C.	Law, General	20 %
Rodrigues, Matthew J.	Mathematics, General	53 %
Rogers, Kristina S.	English	20 %
Ruedas, Lorena G.	Counselor	5 %
Russell, Michael W.	Chemistry, General	30 %
Saake, Miranda S.	English	20 %
Sah, Prakash	Engineering, General	25 %
Saibeni, August A.	Accounting	27 %
Sanchez, Yesenia	Diagnostic Medical Sonography	43 %
Sands-Pertel, Judith A.	Music	57 %
Schulte, Wilfred H.	Mathematics, General	53 %
Seamons, John E.	Reading	40 %
Shaver, Shelley L	English	53 %
Sheldon, David G.	Learning Skills, Learning Disabled	15 %
Shewmaker, George S.	Automotive Technology	39 %
Short, Christina B.	Child Development/Early Care and Educatio	40 %
Silva, Evelyn D.	Family Studies	20 %
Silveira, Matthew W.	Computer Networking	24 %
Smith, Jeffrey D.	Automotive Technology	1 %
Sneed, Linda C.	English	60 %
Soria Martin, Domingo DG	Mathematics, General	53 %
Spake, Reuben M	Mathematics, General	27 %
Spisak, John H.	Computer Networking	47 %
Spisak, John H.	Computer Support	18 %
Spore, Jennifer R.	Economics	20 %
Stassi, Trinidad	Information Technology, General	13 %
Stebbins, Suzanne J.	Intercollegiate Athletics	15 %
Steensland, Mark H.	Film History and Criticism	20 %
Strode, James E.	ESL Writing	27 %
Strode, James E.	ESL Integrated	15 %
Swanson, David C.	Chemistry, General	60 %
Tang, Max C.	Mathematics, General	27 %
Tavares, Tyrone Michael	Counselor	1 %
Tavares, Tyrone Michael	Counselor	28 %
Tavares, Tyrone Michael	Counselor	30 %
Terry, John D.	Architecture and Architectural Technology	33 %
Tetlow, Lynn M.	Music	20 %
Thunes, Clair	Animal Science	28 %
** (A5) Tierney, Joan W.	Dance	60 %
Treiber, Jeanette	English	40 %
Truong, Thanh V.	Mathematics, General	53 %
Vautin, Gary D.	Television (including combined TV/film/v	28 %
Vest, Jefferson D.	Business and Commerce, General	20 %
Vest, Jefferson D.	Business Management	20 %
Villanueva, Elizabeth	Spanish	20 %
** (B5) Visger, Robert J.	Civil & Construction Mgmt Technology	35 %
Wagner, Lauren M.	Television (including combined TV/film/v	57 %
Warman, James L.	Computer Support	13 %
Washington, Christina A.	English	53 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Watkins,Diana Fay	Librarian	59 %
Watters,Stephen W	Anthropology	40 %
Wellington,Erica M.	Counselor	6 %
Wen,Michael X	Mathematics, General	27 %
Wheeler Abeyta,Sandra P.	Speech Communication	40 %
Whiteaker,Douglas W.	Architecture and Architectural Technology	20 %
Wiggins,Marcelle F.	Art	28 %
Wiggins,Marcelle F.	Painting & Drawing	28 %
Wildie,Kevin J.	History	40 %
Williamson,Phyllis N.	Psychology, General	20 %
Wiseman,Maury I.	History	20 %
Wright-MacColl,Shellie L.	Child Development Administration and Mana	20 %
Wunibald,Denise M.	English	47 %
Zbierski,Meganne Elaine	Health Occupations, General	40 %
Zeng,Zhi F.	Mathematics, General	53 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abeyta,Steve V.	English	20 %
Baltimore,Paul R.	History	60 %
Bria,Lauren E.	Chemistry, General	30 %
Bulaong,Jesse Paul C.	Mathematics, General	33 %
Clark,Dylan T.	Chemistry, General	50 %
Cruz,Ronald J.	English	27 %
Dao,Binh C.	Chemistry, General	27 %
Darr-Glynn,Kristina D.	Counselor	2 %
Diaz,Melissa	English	53 %
** (A1) Diehl,Kellie	Physical Education	15 %
** (A1) Diehl,Kellie	Physical Fitness and Body Movement	15 %
** (A1) Diehl,Kellie	Fitness Trainer	13 %
Divittorio,Amy M.	Spanish	35 %
Donovan,Heather C.	English	27 %
Downey,Robert J.	Geography	20 %
Dyer,Thomas L.	Mathematics, General	33 %
Eitel,Juliet D.	Mathematics, General	33 %
** (A1) File,Jason	Philosophy	20 %
** (A1) File,Jason	Other Humanities	20 %
Fitch,Susan M.	Accounting	20 %
Fox,Robert L.	Philosophy	60 %
** (A5) Gaviola, Frank E	Physical Education	15 %
** (A5) Gaviola, Frank E	Physical Fitness and Body Movement	15 %
** (A4) Germany, Talver J.	Painting & Drawing	57 %
Ghamami,Omid	Purchasing	20 %
** (A5) Gularte,Stephanie	Film Studies	20 %
Herszage,Julian	Chemistry, General	15 %
Hicks,Charity C.	Office Technology/Office Computer Applicati	27 %
Knutson,Thomas	Speech Communication	20 %
Laurent,Robert H.	Astronomy	63 %
Lorenzo,Gina M.	Counselor	4 %
Machado,Geraldine M.	Psychology, General	20 %
Mansfield,Amanda M.	General Work Experience	20 %
Mijic,Milan B.	Astronomy	35 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Morrison,Jill	Counselor	17 %
Peterson,Erik R.	Fire Technology	10 %
Pica,Denise Y	English	40 %
Plaxton,Melody J	English	27 %
Plaxton,Melody J	Reading	20 %
Porter,Nancy L	Nutrition, Foods, and Culinary Arts	40 %
Ribaudo,Donald N.	Physical Education	15 %
Roberts,Mark E.	Mathematics, General	67 %
** (A1) Rodriguez,Julie L.	Psychology, General	40 %
** (A2) Rosenberg,A. M.	Mathematics, General	67 %
Siegfried,Daniel J.	English	67 %
Siler,George T.	Sociology	20 %
Simental,Krisi L.	English	53 %
Sims,Amira H.	Psychology, General	20 %
Skelly,Paul	Accounting	53 %
Snow,Camille D	Counselor	23 %
Sporov,Evgeniy V.	Music	15 %
Stark,James C.	Chemistry, General	57 %
Steele,Nathan James	Administration of Justice	20 %
Tandon,Suman	Mathematics, General	33 %
Thrapp,Sandra L.	Sign Language	27 %
Tsuboi,Kendra D.	English	27 %
Tully,David D.	Website Design and Development	20 %
Veerkamp,Brian K.	Fire Technology	10 %
Vriend,Diana L.	ESL Integrated	30 %
Wai,Newton Y.	Mathematics, General	67 %
Wells,Kallie C.	Economics	20 %
Welty,Margaret M.	Painting & Drawing	57 %
Wenzel,Michael T.	Biology, General	55 %
Wheeldon,George A.	Geology	35 %
Whitt,David	Fire Technology	20 %
Williams-Pile,Pamela L.	Child Development/Early Care and Educatio	20 %
Wright,Cheryl A.	Business Management	40 %
Yeager,Curtis L.	Health Occupations, General	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ahlenstorf,Tracy	Counselor	7 %
** (A1) Anderson,Karin L.	Child Development/Early Care and Educatio	20 %
Araujo,Frank P.	Anthropology	20 %
** (A1) Arosteguy,Katherine O.	English	20 %
Atkins,Joseph T.	English	53 %
Avelar,Thomas	Counselor	3 %
Bennett,Gary N.	Computer Networking	38 %
Betz,Deborah Y.	Counselor	21 %
Blackwell,David A	Mathematics, General	20 %
Boyd,Halsey	Mathematics, General	15 %
Buban,James P.	Mathematics, General	60 %
Buchanan-Cello,Shelly A.	Library Science, General	7 %
Castagna,Christine N.	Geography	15 %
** (B2) Chapek,Carl W.	Information Technology, General	12 %
Cho,Eun L.	Painting & Drawing	15 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Conner,Lyn W.	Astronomy	55 %
** (A5) Cook,Danita G.	Applied Photography	30 %
Costello,Linda D.	Accounting	27 %
Crail,Charr P.	Applied Photography	28 %
Dartez,Gail A	Dramatic Arts	30 %
Desmangles,Roy O.	Job Seeking/Changing Skills	7 %
Desmangles,Roy O.	Academic Guidance	20 %
Desmangles,Roy O.	Counselor	19 %
Diamond,Anne	Accounting	18 %
Diaz-Gastelum,Gloria	Spanish	53 %
Dicus,Michelle M.	Chemistry, General	13 %
Diehl,Nicholas J.	Philosophy	40 %
** (B5) Dieu,Anne Lenere	Fashion	48 %
Dilley,Paul J	History	60 %
Dong,Jimmy A	Accounting	40 %
Donovan,William M.	Electronics & Electric Technology	37 %
Dowdall,Richard J	Psychology, General	40 %
Dsouza,Christian J.	Economics	20 %
Duncan,Garrett S.	Physiology (Includes Anatomy)	20 %
Durosko,Susan L	English	20 %
Eakins,Robert G.	English	27 %
Earl,Kathleen M.	Librarian	20 %
Earle,Robert E	Geographic Information Systems	24 %
Eberhardt,Claire E.	Classics-Humanities	20 %
Eckley,Terri L.	Psychology, General	60 %
Edelson,Rachel G.	English	20 %
Edlbi,Maha	Arabic	33 %
Eigenheer,Richard A.	Geography	35 %
Engelbretsen,Devin J.	Physical Education	30 %
Engelbretsen,Devin J.	Physical Fitness and Body Movement	5 %
Engelbretsen,Devin J.	Intercollegiate Athletics	25 %
English,Thomas A.	Philosophy	40 %
Escamilla,Rafael F.	Physical Therapy Assistant	28 %
Eskandari,Vahid	Chemistry, General	40 %
Evans,Heidi M.	Drafting Technology	28 %
Fairchild,Sheryl D.	Psychology, General	20 %
Fairchild,Sheryl D.	Women's Studies	40 %
Farahnak,Fereydoon	Microbiology	13 %
Farias,Imelda	Counselor	9 %
Farrelly,Joseph T.	Sociology	40 %
Fassler,Amie Y.	Mathematics, General	25 %
Fernandez,Joshua	English	47 %
** (A5) Ferrara-Jones,Julie D.	Physical Education	15 %
** (A5) Ferrara-Jones,Julie D.	Physical Fitness and Body Movement	20 %
** (A5) Ferrara-Jones,Julie D.	Intercollegiate Athletics	15 %
** (A5) Ferrara-Jones,Julie D.	Study Skills	11 %
Fleshman,Dane R.	Mathematics, General	30 %
Flotte,Martha D.	Registered Nursing	30 %
Fore,Dana Y.	English	60 %
Forehand,James R.	Mathematics, General	33 %
Fraser,Linda	English	40 %
French,Catherine A.	English	20 %
Frisby,Ianna N.	Sculpture	28 %
Fry,Cecelia E.	Health Professions, Transfer Core Curriculum	7 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gale,Mark R.	Accounting	20 %
Gallardo Martinez,Leticia	Counselor	3 %
** (A5) Galvan,Joaquin D.	Academic Guidance	20 %
** (A5) Galvan,Joaquin D.	Counselor	3 %
Gander,Therese A.	Mathematics, General	53 %
Garbett,Rick T.	Management Development & Supervision	20 %
Garcia,Maria	Spanish	53 %
Garner,Lyndale T.	Family Studies	40 %
Gee,Jenny A	Mathematics, General	33 %
Geffrey,William E	Philosophy	40 %
** (B5) Gentry,Richard P.	Environmental Control Technology (HVAC)	38 %
Gere,C. Jean	ESL Writing	27 %
Gilbert,David J.	Philosophy	20 %
Gillespie,Brian D	Physiology (Includes Anatomy)	40 %
Gin,Diana	Librarian	3 %
Gmelin,Robert P.	English	40 %
Goldberg,Sherril B.	Counselor	13 %
Goldsmith,Maryl R	Music	43 %
Grady,Kevin R.	Learning Skills, Learning Disabled	22 %
Graham,Heather M.	English	60 %
Graham,Reginald A.	Music	36 %
** (A5) Grasso,Matthew A.	Music	18 %
Graves,Sherril D	Physiology (Includes Anatomy)	60 %
Green,Dominik J.	Chemistry, General	43 %
Gregory MacMillan,Marcella	Japanese	53 %
Gregory,M. Anne	Painting & Drawing	57 %
Grofe,Michael J.	Anthropology	20 %
Grofe,Michael J.	Archaeology	20 %
Grueneberger,Arthur R.	Information Technology, General	18 %
Grueneberger,Arthur R.	Software Applications	18 %
Guan,Bao J.	Mathematics, General	20 %
Gunn,Kristin Anne	Librarian	20 %
Gutowsky,Edward A.	English	20 %
Herlihy,John E.	Physical Fitness and Body Movement	35 %
Imagine,Eve M.	English	47 %
Imagine,Eve M.	Reading	20 %
** (B5) Ishisaka-Nolfi,Marc	Applied Photography	20 %
Jones,Erica Leigh	Geography	20 %
Kalar,Barry D.	Administration of Justice	20 %
Koch,Kristen V	Fine Arts, General	20 %
Lam,Ben K.	Mathematics, General	67 %
Lazzarone,Gordon C.	Applied Photography	43 %
Lynch,Blair N.	Psychology, General	60 %
Machado,Carren L.	Anthropology	15 %
Mahmood,Iqbal	English	20 %
Maningo,Rita A.	Counselor	29 %
McOmber,Carolyn	Reading	15 %
Moftakhar,Hossein	Psychology, General	60 %
Murray,Chiho C.	Microbiology	15 %
Nguyen,Thanh H.	Accounting	26 %
Nicosia-Nadler,Jessica A	Applied Photography	28 %
Perkins,Brett T.	English	60 %
** (B5) Phan,Van X	Cosmetology and Barbering	34 %
Pickrel,Carolyn E.	English	27 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Pierini,Bruce D	Anthropology	55 %
Plutchok,Robert	Physics, General	20 %
Poon,George H	Information Technology, General	20 %
Port,Andrew A.	Mathematics, General	53 %
Prilepina,Tamara F.	Mathematics, General	58 %
Pytel,Darren L.	Administration of Justice	20 %
Quintana,Julie	Child Development Administration and Mana	20 %
Roberts-Eccles,Debora C.	ESL Writing	27 %
Roberts-Eccles,Debora C.	ESL Speaking/Listening	27 %
Rodriguez,Hector	Mathematics, General	53 %
Rogli,Kurt W	Philosophy	40 %
Rosen-Aydlett,Lisa	Child Development/Early Care and Educatio	20 %
Rosen-Aydlett,Lisa	Family Studies	20 %
Rosoff-Horne,Philip D.	Mathematics, General	33 %
Rowell,Lindsey M.	Environmental Control Technology (HVAC)	10 %
Rowland,Martha E.	Library Technician (Aide)	20 %
Royer,Robin N.	Political Science	20 %
Rozek,Paul A	History	40 %
Ruedas,Lorena G.	Counselor	3 %
** (A1) Ruiz,Aracely	Academic Guidance	20 %
** (A1) Ruiz,Aracely	Counselor	19 %
** (A2) Salazar,Rosalinda R.	English	67 %
Sanchez,Lilia G.	Spanish	27 %
Sanchez,Rafael	English	67 %
Sang,Kristy Seub	Nursing	15 %
Sang,Kristy Seub	Registered Nursing	30 %
Santos,Henry G.	Animation	21 %
Satterlee,Don C.	English	40 %
Schemel,Nathan C.	Dramatic Arts	47 %
** (A2) Schultz,Michelle A.	Child Development/Early Care and Educatio	20 %
** (A2) Schultz,Michelle A.	The School Age Child	20 %
Screechfield,Rosalie M.	Learning Skills, Learning Disabled	37 %
Sellers,Gene R.	Mathematics, General	53 %
Serwanga,Ramee D.	Child Development Administration and Mana	13 %
Shapiro,Don C.	Railroad and Light Rail Operations	20 %
Sher,Adrienne R.	Dramatic Arts	40 %
Simmons,Joseph H.	Philosophy	20 %
Sims,Amira H.	Psychology, General	40 %
Slobodnik,Wendy J.	General Work Experience	30 %
Smith,Andrea L.	Sociology	20 %
** (A1) Smith,Jennifer L.	Mathematics, General	52 %
Smith,Wade R.	Business and Commerce, General	20 %
Smith,Wade R.	Business Administration	20 %
Spencer,Sylvia	Psychology, General	40 %
Spore,Jennifer R.	Economics	20 %
** (A5) Spruce-Veatch,L Renee	English	40 %
Squire,Martha Anne	Librarian	3 %
Starkey,Danielle F	English	27 %
Stefani,Nancy	ESL Writing	53 %
** (A1) Stem,Melissa A.	French	53 %
Stevens,Michael K.	Painting & Drawing	14 %
Stevens,Suzanne	Painting & Drawing	14 %
Stimers,Dennis G.	English	47 %
Stone,Leila M.	Academic Guidance	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Stone,Leila M.	Counselor	1 %
Stone,Leila M.	Counselor	40 %
Storms,Natascha	Anthropology	55 %
Stroh,Craig M	Economics	20 %
Stupka,Edwin H.	Counselor	23 %
Sukkary,Tamir	Political Science	20 %
Suy,Shaun	Academic Guidance	7 %
Suy,Shaun	Counselor	15 %
** (A5) Swafford,Derek L.	Academic Guidance	40 %
** (A5) Swafford,Derek L.	Counselor	17 %
Sweezey,Michelle L.	Reading	20 %
Szabo,Paula N.	Psychology, General	40 %
Tabrizi,Farough	Academic Guidance	20 %
Tabrizi,Farough	Counselor	22 %
** (A5) Taheri,Mansour	Engineering, General	33 %
** (B5) Talle,Tricia	Coordinator-Instruct LAB	10 %
Tavares,Tyrone Michael	Counselor	3 %
Tener,Sean G	Aviation and Airport Management and Servic	41 %
Thomas,Alysia D.	Microbiology	40 %
Thomas,Alysia D.	Physiology (Includes Anatomy)	20 %
Thorpe,Wade S.	Administration of Justice	40 %
Tinti,Sharee	ESL Writing	27 %
Tinti,Sharee	ESL Reading	27 %
Tittle,Matt G	English	60 %
Titus,Ann-Catrin	Fine Arts, General	40 %
Toney,Margaret A.	Music	23 %
Uram,Peter	Mathematics, General	60 %
Uram,Tatyana A.	Mathematics, General	53 %
Vail,Charles L	Music	20 %
Van Dusen,Jody	English	27 %
Van Warmerdam,Wim L. G.	Mathematics, General	53 %
Vargo,David S	Ceramics	28 %
Vecchio,Dana	Reading	55 %
** (A2) Verdi,Elisheva C.	Natural History	15 %
Vidic,Natasha	Geology	15 %
Villec,John Lee	Music	43 %
Vo,Kiet T.	Mathematics, General	20 %
Waggoner,Carolyn A	English	40 %
Wagner,Erica L.	Biology, General	50 %
Wallace,Jason	English	20 %
Wallace,Shanda L.	Dental Hygienist	47 %
Waltonen,Karma	English	40 %
Waltz,Thomas W.	Administration of Justice	20 %
Waters,Michelle D.	Coordinator-Instruct LAB	9 %
Watson-Perez,Heather L.	English	60 %
Weatherspoon,Lorraine	Child Development/Early Care and Educatio	20 %
Wheeldon,Sandra M.	Dental Assistant	60 %
Wheeler Abeyta,Sandra P.	Speech Communication	20 %
Whetstone,Sandy F.	ESL Reading	27 %
White,Parnc K.	Speech Communication	47 %
Williams,Angelo A	Sociology	40 %
Wingard,Benjamin J.	Librarian	60 %
Wiseman,Maury I.	History	40 %
Wong,Cissy	ESL Speaking/Listening	53 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Wong,Malcolm E.	Mathematics, General	33 %
Wooten,John M.	Physical Fitness and Body Movement	35 %
** (A1) Wrenn,Robert Alan	Music	40 %
** (A1) Wright,Tatyana N.	Counselor	16 %
** (A1) Wright,Tatyana N.	Counselor	14 %
Wynn,Brita J.	Anthropology	55 %
Yapundich,Diane M.	Political Science	40 %
Yaroshevich,Natalya	Counselor	3 %
Yi,Terence	Mathematics, General	33 %
Yuponce,Wendell John	Music	20 %
Zanartu,Luis A	Sociology	40 %
Zeimet,Lois M	Psychology, General	20 %
Zimlich,Susan A.	Fashion	28 %
Zimlich,Susan A.	Fashion Production	28 %
Zimmerman,Lance C.	Physiology (Includes Anatomy)	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Agbunag,Roderic T.	Interpersonal Skills	7 %
Andre,Susan	Job Seeking/Changing Skills	13 %
** (B5) Baker,Gregory S.	Small Business and Entrepreneurship	40 %
Burleson,B. Kathryn	Technical Theater	20 %
Case,Lynda R.	English	3 %
Casper-Denman,Kristina E.	Anthropology	15 %
Chen,Chiuping	Economics	40 %
de la Cruz,Damon N.	Mortuary Science	33 %
Duax,Paul L.	Speech Communication	40 %
** (A2) Dumais,Laurence W.	Computer Networking	39 %
Eifertsen,Dyne C.	Music	45 %
Engler,Denise M.	English	13 %
Engler,Denise M.	Reading	13 %
Fish,Melissa M.	Office Technology/Office Computer Applicati	9 %
Flower,Deborah J.	Nursery Technology	13 %
Fox,David E.	Software Applications	33 %
Fratello,Natasha M.	Psychology, General	20 %
French,Benjamin R.	Automotive Technology	35 %
Fuller,Heidi J.	Business and Commerce, General	20 %
Garner,Cheri L.	Nursing	10 %
Garvey,Andrea P.P.	Psychology, General	20 %
Gelfman,Linda R.	Ceramics	13 %
George,Gary Thomas	Electronics & Electric Technology	15 %
Gilman,Joseph A.	Music	3 %
Giusti,Anthony R.	Nutrition, Foods, and Culinary Arts	20 %
** (A1) Gomez,Martin	Interpersonal Skills	13 %
** (A1) Gomez,Martin	Counselor	10 %
Gonzalez,Robert J.	Business and Commerce, General	20 %
Gorre,Charissa E.	Administration of Justice	20 %
Gould,Kelly L.	Administration of Justice	40 %
Grant-Toscano,Diane M.	Fashion Design	13 %
Green,Rene	Automotive Technology	40 %
** (B2) Green,Wesley P.	Computer Support	34 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Harris-Neblett,Charlotte A.	Nurse	23 %
Howard,Hugh H.	General Work Experience	13 %
McCarroll,Sharleen M.	Mathematics, General	40 %
Messer,Carter-Ryan	Mathematics, General	40 %
Padgett,Christopher D.	History	20 %
Pico,Glenn A.	Mathematics, General	27 %
Pollard,Margaret P.	Accounting	20 %
Quintero,Robert A.	Guidance	13 %
Quintero,Robert A.	Academic Guidance	20 %
Ruedas,Manuel F.	Guidance	7 %
Rutaganira,Thomas	Mathematics, General	40 %
Sabzevary,Iraj	Computer Programming	40 %
** (B2) Salladarre,Raymond F.	Restaurant and Food Services Management	20 %
Schuster,Randall O.	Drafting Technology	20 %
Scott,Margaret L.	Psychology, General	40 %
Senna,Deborah J.	Psychology, General	40 %
Senna,Deborah J.	Human Services	20 %
Sheldon,Michael B.	Art	7 %
** (A2) Shimizu,Yujiro	Psychology, General	40 %
Shoemake,Linda E.	Library Science, General	20 %
Shubb,Alisa M.	Speech Communication	40 %
Silva,Nancy E.	Dramatic Arts	40 %
Smith,Craig N.	Fine Arts, General	50 %
Spencer,Bonnie S.	Fashion	15 %
Spurgeon,Michael L.	Creative Writing	5 %
** (A2) Stewart,Daniel N.	Chemistry, General	30 %
Stewart,Mark A.	Psychology, General	40 %
Stockdale,Geoffrey P.	Speech Communication	40 %
Stoehr,Matthew L.	Animation	28 %
Sukkary-Stolba,Soheir E.	Anthropology	40 %
Thompson,Steven Dean	Music	47 %
Thomsen,Charles E.	Geology	13 %
Truong,Binh X.	Mathematics, General	33 %
** (B5) Urkofsky,Teresa E.	Culinary Arts	20 %
** (B5) Urkofsky,Teresa E.	Restaurant and Food Services Management	15 %
VanRegenmorter,Merlyn J.	Music	20 %
VanRegenmorter,Merlyn J.	Commercial Music	28 %
Ward,Sue E.	Gerontology	40 %
Watson,Jane S.	Reading	20 %
Weissbart,Brian	Biology, General	8 %
Wolownick,Dierdre	French	27 %
Worsfold,Brandy L.	Applied Photography	13 %
Wrightson,William C.	History	20 %
Youngs,Cynthia	English	10 %
Youngs,Cynthia	Reading	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Degn,Frances K.	Coordinator	5 %
** (A5) Do,Minhhong T.	ESL Writing	35 %
Doan,Anna N.	Counselor	4 %
DuBray,Daniel T.	Speech Communication	40 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Duffy,Marjorie B.	Information Technology, General	13 %
Duffy,Marjorie B.	Software Applications	27 %
Edman,Jeanne L.	Psychology, General	40 %
Ellis,John D.	Architecture and Architectural Technology	8 %
Emetatom,Chitoh M.	Chemistry, General	30 %
Erickson,Kurt P.	Music	5 %
Fagin,Edwin D.	Economics	40 %
Felkner,Patty A.	Photography	10 %
Felkner,Patty A.	Applied Photography	28 %
Fishman,Wendell	Website Design and Development	8 %
Fishman,Wendell	Software Applications	8 %
Fishman,Wendell	Computer Programming	27 %
Fong,Hoyt S.	Human Services	40 %
** (A5) Fortin,Cheri L.	Dramatic Arts	20 %
Frazee,James C.	Psychology, General	20 %
Gee,Joseph P.	Pharmacy Technology	20 %
Geissler,Markus	Information Technology, General	20 %
** (A5) George,Nyenbeku C.	Sociology	40 %
Giedd,Shihni	English	27 %
Granquist,Eric A.	Business Administration	20 %
Granquist,Eric A.	Real Estate	20 %
Hansen,Priscilla S.	English	10 %
Kagan,Alexander	Counselor	2 %
Mathis,Jaqueline S.	Counselor	4 %
Phan,Man	Business and Commerce, General	40 %
Quirarte,Susan M.	Mathematics, General	27 %
Roeschen,Renee A.	Computer Support	7 %
Roeschen,Renee A.	Health Information Technology	30 %
Rogan,Patrick D.	Accounting	53 %
Rogers,Kevin M.	Automotive Technology	53 %
Simpson,Roy W.	Mathematics, General	33 %
Smith,Kathryn L.	Music	40 %
Snowden,Robert L.	Radio	30 %
Snowden,Robert L.	Academic Guidance	20 %
Taylor,Yoshio	Ceramics	42 %
Torres,Gabriel S.	Spanish	35 %
** (A2) Trent,Anna K.	Fine Arts, General	20 %
Turner,Thomasina M.	Spanish	15 %
VanPatten,Charles R.	Philosophy	40 %
Violett,Linnell G.	Child Development/Early Care and Educatio	30 %
Wassmer,Dana	Dietetic Technology	20 %
West,Jimmy D.	Applied Photography	27 %
** (A2) Williams-Brito,Kimberly	Mathematics, General	20 %
Woodcock,Margaret A.	Painting & Drawing	13 %
Yarbrough,Michael	Mathematics, General	20 %
Zisk,Paul	Sociology	40 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bjerke,Ann Lynn	ESL Integrated	8 %
Boylan,Catherine A.	Speech Communication	40 %
Clark,Christopher S.	Counselor	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Danner,Lisa A.	English	27 %
Eckman,Spencer A.	ESL Writing	27 %
Eitel,Joseph E.	Mathematics, General	60 %
** (B2) Ellerman,Curtis H.	Real Estate	20 %
Flores,Juan J.	Academic Guidance	27 %
Garrett,Mark D.	Counselor	1 %
Gibson,Aurelius B.	Marketing & Distribution	20 %
Greene,Calvin D.	Mathematics, General	27 %
Lagala,David L.	Physiology (Includes Anatomy)	50 %
Robinson,Brian C.	English	20 %
Sayago,Maria S.	Painting & Drawing	13 %
Schmid,Heike G.	Painting & Drawing	13 %
** (A5) Smith,Carolyn D.	Business and Commerce, General	40 %
Snell,Kenneth L.	Psychology, General	40 %
Swithenbank,Elizabeth A.Z.	Office Technology/Office Computer Applicati	20 %
** (A1) Telles,James W.	Library Science, General	7 %
** (A2) Wada,Eric B.	Biology, General	35 %
Watson,Bethany R.	Mathematics, General	33 %
Worth,Debra N.	Dance	15 %
Wright,Matthew L.	Health Education	13 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Blair,Deborah J.	Health Education	40 %
** (B5) Bonawitz,Marcia C.	Cosmetology and Barbering	43 %
Carmazzi,Paul L.	Coaching	10 %
Chape,Elizabeth A.	Physical Therapy Assistant	10 %
** (A2) Coppola,Jessica D.	Nutrition, Foods, and Culinary Arts	20 %
deGennaro,Paul J.	Physiology (Includes Anatomy)	40 %
Dixon,Michael A.	Computer Programming	35 %
Doonan,William F.	Anthropology	20 %
Duvall,Melvin E.	Electronics & Electric Technology	35 %
Duvall,Melvin E.	Computer Electronics	7 %
** (B5) Estabrook,Paul H.	Applied Photography	33 %
Feder,Sandra H.	Information Technology, General	7 %
Fitzpatrick,Kenneth E.	Drafting Technology	47 %
Flaherty,Pamela L.	Sociology	20 %
Foley,Jo-Ann C.	Child Development/Early Care and Educatio	20 %
Frank,Paul E.	Political Science	40 %
Freas,Adam C.	Academic Guidance	20 %
Gambrell,Deborah M.	Citizenship	20 %
Gambrell,Deborah M.	Counselor	3 %
Gessford,Virginia G.	Job Seeking/Changing Skills	20 %
Gessford,Virginia G.	Study Skills	7 %
Gomez,Tracey L.	Reading	20 %
Gonzalez,Mauricio	Academic Guidance	27 %
Gore,Robert W.	Technical Theater	15 %
Gould,Kelly L.	Administration of Justice	20 %
Gralian,Michael E.	Environmental Control Technology (HVAC)	23 %
Graybill,Stuart D.	History	20 %
** (A5) Griffin,David A.	Intercollegiate Athletics	8 %
Guzman,Sandra G.	Counselor	3 %

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Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kidrick, Valerie	Fine Arts, General	20 %
Lane, Tammie R.	Dental Assistant	15 %
Meyer, Virginia C.	Environmental Science	4 %
Ng, Wang C.	Electronics & Electric Technology	15 %
Petite, Lori M.	Speech Communication	20 %
Phillips, Joseph H.	Mathematics, General	47 %
Polagruto, John A.	Nutrition, Foods, and Culinary Arts	20 %
Prado, JoAnna R.	ESL Reading	27 %
** (B3) Randolph, Melodi L.	Dental Assistant	20 %
Rodriguez, Irma S.	Academic Guidance	10 %
Rose, Gregory S.	Economics	20 %
Rosenberger, Randy	Mathematics, General	33 %
** (A2) Schutte, Matthew L.	Mathematics, General	33 %
Scott, Geraldine	Job Seeking/Changing Skills	3 %
Scott, Geraldine	Academic Guidance	20 %
Segal, Jonathan E.	Mathematics, General	30 %
Severson, Michael L.	Speech Communication	40 %
Shiflet, Kurt J.	Music	42 %
Spangler, Rachel I.	Reading	20 %
** (A2) Stanton, Kathryn J.	Earth Science	15 %
Strimling, Amy K.	Family Studies	20 %
Sullivan, Derek J.	Physical Education	8 %
Sullivan, Derek J.	Physical Fitness and Body Movement	30 %
Tambert, Roxanne R.	Cosmetology and Barbering	31 %
Taylor, Timothy K.	Computer Networking	51 %
Tedla, Dagne	Political Science	40 %
Times, Kenneth J.	Academic Guidance	27 %
Tromborg, Chris T.	Psychology, General	40 %
Trujillo, David C.	Administration of Justice	40 %
VanSickle, Debra L.	Mathematics, General	27 %
Villanueva, Maria C.	Academic Guidance	10 %
Wagner, Glenda G.	Nursing	60 %
** (A5) Walker, Dannie E.	Physical Education	15 %
Wang, Hsiao J.	Mathematics, General	33 %
Weinsheink, Shawn E.	Technical Theater	50 %
Williams, Gayle Kristine	Accounting	20 %
Williams, Nichelle	Interpersonal Skills	20 %
Williams, Nichelle	Job Seeking/Changing Skills	3 %
Williams, Nichelle	Counselor	6 %
Wong, Peter W.	Cosmetology and Barbering	31 %
Woodmansee, Rick D.	Mathematics, General	40 %
Woolley, Nicole B.	Study Skills	13 %
Wyatt, David T.	Environmental Science	4 %
Wyatt, David T.	Environmental Studies	8 %
Wyatt, David T.	Natural History	20 %
** (B5) Wydick, Derrick C.	Counselor	9 %
Xiao, Alex H.	Political Science	40 %
Zamora, Frank	Painting & Drawing	28 %
Zeh, Jonathan P.	Environmental Control Technology (HVAC)	40 %
Zenner, Bruce D.	Chemistry, General	27 %
Zuercher, Connie A.	Fitness Trainer	40 %

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C L A S S I F I E D

APPOINTMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Anderson, Frances D.	Administrative Assistant I	CRC	08/19/13
Beamer, Alan B.	Laboratory Technician-Science	ARC	08/21/13
Benedychuk, Vasyl	Senior Information Technology Technician-Lab/Area Microcomputer Support, 9 months	SCC	08/12/13
Burdock-Telles, Erica J.	Clerk III	CRC	08/20/13
Gregorio, Joseph	College Police Officer	Police Services	08/05/13
Kameoka, Brian P.	Communications & Marketing Supervisor, Visual and Performing Arts Center	FLC	08/12/13
Litty, David W.	Instructional Assistant-Writing/English/Reading, 9 months	ARC	08/19/13
Miranda, Jonathan G.	Assistant Financial Aid Officer	SCC	08/19/13
Petcan, Viorica	Clerk III, 50%	SCC	08/22/13
Woodard, Kevin J.	Instructional Services Assistant II	SCC	08/19/13
PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Giddings Velez, Cindy J.	Information Technology Application Systems Supervisor (Information Technology Analyst II-Business Analyst	DO DO)	08/21/13
Lukawski, Ana J.	Confidential Administrative Assistant II (Administrative Assistant I	DO ARC)	08/19/13
Real, Gregory J.	Confidential Human Resources Specialist III (Confidential Human Resources Specialist I	DO DO)	08/26/13

CLASSIFIED

REASSIGNMENT(S)/ TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Crow, Alden S.	Confidential Public Information Officer (Confidential Public Information Officer	ARC FLC)	08/01/13

LEAVE(S) OF ABSENCE				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Marshall, Jeri	Outreach Specialist	Personal, 20%	ARC	08/26/13-12/20/13
Martinez, Ruben	Clerk II	Child Care, 100%	SCC	08/23/13-11/04/13
Paulson, Daniel I.	Instructional Assistant- Music, 9 months	Personal, 35%	ARC	08/26/13-12/13/13

RESIGNATION(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Cooper, Tara L.	Student Personnel Assistant- Student Services	ARC	08/09/13
Robinson, Mariam M.	Financial Aid Clerk II	CRC	07/31/13

RETIREMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Johnson, Flora L.	Instructional Services Assistant II (After 28+ years of service)	ARC	12/31/13
Woo, Jeannie S.	Administrative Assistant I (After 16+ years of service)	ARC	12/31/13

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>			
Allison, Clinton D.	Financial Aid Clerk I	08/23/2013	06/30/2014
Arkova, Elena	Clerk I	08/23/2013	06/30/2014
Balsamo, Alessandra L.	Clerk I	08/19/2013	06/30/2014
Boyer, Shari	Clerk III	08/23/2013	06/30/2014
Boyer, Shari	Clerk III	08/23/2013	06/30/2014
Brackney, Gary L.	Beginning Interpreter	08/24/2013	06/30/2014
Cota, Daniel J.	Laboratory Technician	07/01/2013	06/30/2014
Dinh, Day K.	IT Technician I	07/01/2013	06/30/2014
Dorn, Rachel R.	Beginning Interpreter	08/24/2013	06/30/2014
Dzioba, Danielle M.	Special Projects	08/24/2013	06/30/2014
Evans, Ian D.	Asst. Coach -Soccer (M)	08/01/2013	06/30/2014
Fitzgerald, Emily R.	Clerk III	07/25/2013	06/30/2014
Focht, Rebekah R.	Student Intern	08/24/2013	06/30/2014
Fulea, John I.	Special Projects	08/12/2013	06/30/2014
Grabreck, Kirsten R	Campus Patrol	08/15/2013	06/30/2014
Grady, Donna L.	Advanced Interpreter	08/24/2013	06/30/2014
Gustafson, Summer D.	Instructional Assistant	08/04/2013	06/30/2014
Hampton, Laura M.	Beginning Interpreter	08/22/2013	06/30/2014
Hannaford, Kathryn L.	Instructional Assistant	07/01/2013	06/30/2014
Hanson, Gregg S.	Laboratory Technician	07/16/2013	06/30/2014
Howard, James T	Asst. Coach - Cross Cntry (MW)	08/01/2013	06/30/2014
Johnson, Michael M.	Asst. Coach-Football	08/01/2013	06/30/2014
Konopitski, James L.	Clerk I	08/01/2013	06/30/2014
Loessberg, Casilia D.	Asst. Coach-Volleyball (W)	08/01/2013	06/30/2014
Maclellan, Michael A.	Intermediate Interpreter	08/24/2013	06/30/2014
Mansoor, Alex K.	Specialty Coach	08/15/2013	06/30/2014
McClain, Bonnie J.	Special Projects	08/10/2013	06/30/2014
McCollum, Scott S.	Asst. Coach -Water Polo (M)	08/01/2013	06/30/2014
Mueller, Katie M.	Beginning Interpreter	08/24/2013	06/30/2014
Ott, Briana N.	Beginning Interpreter	08/24/2013	06/30/2014
Ploscariu, Iemima D.	Instructional Assistant	07/01/2013	06/30/2014
Quilatan, Rolando S.	Laboratory Technician	07/01/2013	06/30/2014
Reitenbach, Jacqueline L.	Special Projects	08/24/2013	06/30/2014
Robertson, Sidney T.	Asst. Coach-Football	08/01/2013	06/30/2014
Schumann, Monique E.	Beginning Interpreter	08/22/2013	06/30/2014
Sekul, Katie M	Bookstore Clerk I	08/22/2013	06/30/2014
Silva, Vincent I.	Clerk I	08/24/2013	06/30/2014
Skubenich, Alina S.	Asst. Financial Aid Officer	07/01/2013	06/30/2014
Sternin, Grace M.	Beginning Interpreter	08/24/2013	06/30/2014
Taylor, Jennifer C.	Clerk I	08/20/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (continued)</u>			
Vendetti, Lisa Marie	Beginning Interpreter	08/24/2013	06/30/2014
Villafranca, R. Veronica B.	Bookstore Aide	08/24/2013	06/30/2014
Winkler, Adam J.	Specialty Coach	08/01/2013	06/30/2014
Wisner, Zachary R.	Beginning Interpreter	08/24/2013	06/30/2014
<u>Consumnes River College</u>			
Abboushi, Dalal Z.	Instructional Assistant	07/01/2013	06/30/2014
Abe, Raymond S	College Reserve Police Officer	07/01/2013	06/30/2014
Abu, Nyanju S.	Bookstore Aide	07/31/2013	06/30/2014
Adger, Valerie S.	Clerk III	07/26/2013	06/30/2014
Adger, Wesley J	Campus Patrol	07/01/2013	06/30/2014
Amelin, Sergiy V	Campus Patrol	08/15/2013	06/30/2014
Bodas, Ryan J.	Art Model	08/26/2013	06/30/2014
Coleman, Chanel M.	Sports Instructor I	07/01/2013	06/30/2014
Evangelista, Brandon C.	Sports Instructor II	07/21/2013	06/30/2014
Farley, Amanda M.	Clerk II	08/01/2013	06/30/2014
Franco, Emma A.	Sports Instructor I	07/01/2013	06/30/2014
Fukuda, Reid T.	Bookstore Aide	08/25/2013	06/30/2014
Johnson, Ashley C.	Asst. Coach -Soccer (M)	08/01/2013	06/30/2014
Juner, Robert A.	Special Projects	08/21/2013	06/30/2014
Juner, Samantha A.	Special Projects	08/21/2013	06/30/2014
Le, Timothy D.	Clerk I	08/25/2013	06/30/2014
Low, Shawana Marie	Art Model	08/26/2013	06/30/2014
Madsen, Julie A	Athletic Trainer	07/01/2013	06/30/2014
Melis, Michelle T.	Clerk I	08/19/2013	06/30/2014
Meyer-Schaffner, Jan A.	Instructional Assistant	08/26/2013	06/30/2014
Nzima, Luciah E.	Instructional Assistant	08/26/2013	06/30/2014
Ochoa, Joseph A.	Athletic Trainer	08/01/2013	06/30/2014
Podesta, Nicholas J.	Special Projects	08/15/2013	06/30/2014
Reger, Regina E.	Instructional Assistant	08/26/2013	06/30/2014
Rodriguez Landeros, Dalia L.	Clerk I	08/05/2013	06/30/2014
Savage, Stephen	Art Model	08/26/2013	06/30/2014
Starbuck, Elizabeth A.	Administrative Asst. I	08/01/2013	06/30/2014
Suprun, Lisa	Instructional Assistant	08/05/2013	06/30/2014
Tanjutco, Mirian D.	Instructional Assistant	07/01/2013	06/30/2014
Templeton, Christine R	Instructional Assistant	08/26/2013	06/30/2014
Uhl, Douglas T. K.	Senior IT Technician	07/25/2013	06/30/2014
Wheelock, Jesse J.	Instructional Assistant	08/26/2013	06/30/2014

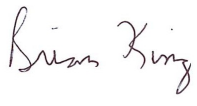
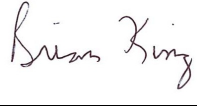
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Freeman, Paula M.	Clerk III	08/12/2013	06/30/2014
Perez, Gloria G	Student Personnel Assistant	07/01/2013	06/30/2014
<u>Folsom Lake College</u>			
Bunyard, Tisha L.	Clerk II	08/25/2013	06/30/2014
Duby, Brian E.	Special Projects	08/15/2013	06/30/2014
Hood, Clifton L.	Special Projects	08/15/2013	06/30/2014
Karle, Sierra R.	Special Projects	08/15/2013	06/30/2014
Warner, Nathaniel R.	Special Projects	08/15/2013	06/30/2014
Akers, Teri L.	Asst. Coach-Soccer (W)	08/01/2013	06/30/2014
Baum, Rich A.	Special Projects	07/01/2013	06/30/2014
Chiu, Wa Yung	Clerk I	08/19/2013	06/30/2014
Culian, Jennifer C.	Special Projects	08/15/2013	06/30/2014
Hall, Matthew O.	Special Projects	08/15/2013	06/30/2014
Kelly, Linda S.	Student Personnel Assistant	08/19/2013	06/30/2014
Leshchuk, Roman P.	Campus Patrol	08/12/2013	06/30/2014
Louen, Christine A.	Special Projects	08/01/2013	06/30/2014
Mason, Vicki D.	Special Projects	08/01/2013	06/30/2014
Matsyuk, Tatyana A.	Instructional Assistant	08/23/2013	06/30/2014
Miller, Kevin D.	Special Projects	08/21/2013	06/30/2014
Parham, Carrie A	Special Projects	08/15/2013	06/30/2014
Peng, Yang-Ming	Special Projects	08/15/2013	06/30/2014
Reade, David S.	Instructional Assistant	08/15/2013	06/30/2014
Richards, Linda M	Special Projects	08/08/2013	06/30/2014
Roberts, Gary V.	Special Projects	08/15/2013	06/30/2014
Shahsavari, Shahien	Instructional Assistant	08/16/2013	06/30/2014
Shrum, Andrew P.	Special Projects	08/15/2013	06/30/2014
Stefanco, Tatiana	Special Projects	08/15/2013	06/30/2014
Stefanco, Tatiana	Clerk I	08/19/2013	06/30/2014
Templeton, Stephen L.	Special Projects	08/13/2013	06/30/2014
Yang, David	Special Projects	08/23/2013	06/30/2014
Zacccone, Amanda L.	Art Model	08/24/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College</u>			
Cha, Xia	Special Projects	08/12/2013	06/30/2014
Conner, Angela M.	Instructional Assistant	08/25/2013	06/30/2014
Dalforno, Mark C.	Special Projects	08/20/2013	06/30/2014
Dinh, Day K.	Senior IT Technician	08/12/2013	06/30/2014
Electra, Virginia L.	Instructional Assistant	08/26/2013	06/30/2014
Florance, John E.	Asst. Coach-Basketball (M)	10/01/2013	06/30/2014
Griffith, Samuel V.	Instructional Assistant	08/26/2013	06/30/2014
Hampton, Laura M.	Beginning Interpreter	08/26/2013	06/30/2014
Hernandez, Marisela	Special Projects	08/12/2013	06/30/2014
Kianfar, Neema	Athletic Trainer	08/01/2013	06/30/2014
Knox, Tamara M.	Student Personnel Assistant	08/12/2013	06/30/2014
Lagrutta, Rick V.	Art Model	08/26/2013	06/30/2014
Lim, Leilani R.	Special Projects	08/12/2013	06/30/2014
Logan, Michael J.	Asst. Coach-Football	09/01/2013	06/30/2014
Maalouf, Sonia S.	Admissions/Records Clerk II	08/25/2013	06/30/2014
Martin, Naomi A.	Clerk I	08/01/2013	06/30/2014
Mistyuk, Sergej	Special Projects	05/01/2013	06/30/2013
Ontiveros, Victoria Maura	Laboratory Technician	07/25/2013	06/30/2014
Owens, Trisha M.	Clerk II	07/22/2013	06/30/2014
Passey, Stephen R.	Special Projects	08/12/2013	06/30/2014
Pearson, Sophia A.	Art Model	08/26/2013	06/30/2014
Pfeifer, Mark H.	Instructional Assistant	08/25/2013	06/30/2014
Polishchuk, Vera	Child Dev Ctr Teacher	08/26/2013	06/30/2014
Pruitt, Sabrina S.	Special Projects	08/12/2013	06/30/2014
Reitenbach, Jacqueline L.	Special Projects	08/26/2013	06/30/2014
Robertson, Karissa R.	Asst. Coach-Soccer (W)	08/01/2013	06/30/2014
Saenz, Lawrence	Asst. Coach-Wrestling	08/01/2013	06/30/2014
Tran, Canh T.	Clerk I	08/16/2013	06/30/2014
Vendetti, Lisa Marie	Beginning Interpreter	08/26/2013	06/30/2014
Vinnikova, Marina	Clerk I	08/25/2013	06/30/2014

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Resolution No. 2013-12: Recognition of CRC Professor Mathilde Mukantabana's appointment to serve as Rwanda's Ambassador to the United States	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King 	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	X
		INFORMATION	

BACKGROUND:

History Professor Mathilde Mukantabana has taught at Cosumnes River College since 1994. She is a well-respected and dedicated member of the faculty who has developed curriculums that challenge her students and helps expand their understanding of the world and its citizens. Professor Mukantabana has been active in affairs related to her homeland of Rwanda and is the co-founder and president of Friends of Rwanda Association, a nonprofit American relief organization created in the wake of the 1994 genocide against Tutsi in Rwanda.

STATUS:

In January 2013, Professor Mukantabana was named Ambassador of Rwanda to the United States and nonresident Ambassador of Rwanda to Mexico, Brazil and Argentina. The Los Rios Board of Trustees would like to recognize and congratulate Professor Mukantabana.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 2013-12 that recognizes Cosumnes River College History Professor Mathilde Mukantabana's appointment to serve as Rwanda's Ambassador to the United States.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2013-12

IN RECOGNITION OF COSUMNES RIVER COLLEGE PROFESSOR MATHILDE MUKANTABANA'S APPOINTMENT TO SERVE AS RWANDA'S AMBASSADOR TO THE UNITED STATES

WHEREAS, Professor Mukantabana has been a long-standing, well respected and dedicated History Professor at Cosumnes River College since 1994; and

WHEREAS, Professor Mukantabana has provided and continues to provide authentic learning laboratories for students in each of her classes; and

WHEREAS, Professor Mukantabana has developed course curriculums to challenge students and help expand their understanding of the world and its citizens; and

WHEREAS, Professor Mukantabana committed herself—in the classroom, on the campus and in the community—to increasing justice, compassion and understanding in the world; and

WHEREAS, Professor Mukantabana is unwavering in her support of Rwanda and Rwanda's citizens, lending her time, energy and resources to the cause of rebuilding and revitalizing her homeland; and

WHEREAS, Professor Mukantabana continually encourages her colleagues to live and work with the same sense of duty and commitment to public service and humanity: Now, therefore,

BE IT RESOLVED that the Los Rios Board of Trustees applauds and congratulates Professor Mathilde Mukantabana on her appointment as Rwandan Ambassador to the United States and commends her scholarship and service in fostering an enlightened global community.

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2013-12 this 11th day of September, 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: September 11, 2013

SUBJECT:	ACCJC Substantive Change Proposal: CRC Distance Education Substantive Change Report 2013	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Deborah J. Travis <i>Deborah J. Travis</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires colleges to submit a Substantive Change proposal if an institution offers courses that constitute 50% or more of a program, degree, or certificate, including general education requirements, through a distance mode, electronic delivery, or correspondence education. A review of CRC curriculum conducted by the Planning and Research Office showed that recent approvals of courses for DE modalities had resulted in the need for a Substantive Change proposal related to Distance Education.

STATUS:

Following the procedures stated in the ACCJC Substantive Change Manual, Cosumnes River College has prepared a DE Substantive Change Proposal to be submitted to ACCJC. The college constituency leaders were kept apprised of the development of the DE Substantive Change Proposal. The CRC 2013 Distance Education Substantive Change proposal and its attachments are being submitted to the LRCCD Board of Trustees for consideration for approval. If approved by the LRCCD Board of Trustees, the proposal will be submitted to ACCJC for consideration at the November 2013 meeting of the ACCJC Committee on Substantive Change.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the submission of the 2013 CRC Distance Education Substantive Change proposal to ACCJC.

Substantive Change Proposal

Cosumnes River College: Programs with 50% or more of the units in courses approved for a Distance Education modality

**Cosumnes River College
8401 Center Parkway
Sacramento, CA 95823**

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

Submitted August, 2013

**Whitney Yamamura
Vice President of Instruction and Student Learning and
Accreditation Liaison Officer**

**Substantive Change Proposal
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Report development coordinated by the College ALO in consultation with the Office of the President, Counseling and Student Services Offices, Office of Planning and Research, the College Distance Education Coordinator, LRCCD Information Security Officers, LRCCD Information Technology Department, CRC Curriculum Chair and CRC Tutoring Services Staff.

A. Description of proposed change and rationale for the change

Cosumnes River College is a mid-sized suburban College located in the south of the Sacramento metropolitan area. The College serves approximately 15,000 day and evening students and has one of the most diverse student bodies in the region. It is part of the Los Rios Community College District (LRCCD).

Description of the change

Cosumnes River College (CRC) has been offering distance education (DE) courses for many years, including televised courses, interactive TV courses, courses that combine on-campus and online (“hybrid” courses), and fully online courses. In recent years, in response to enrollment growth, limited space and student interest, CRC has increased the number of its online course offerings. This growth is in keeping with nationwide growth in online course offerings and has been supported and managed to adhere with ACCJC Standard II.B.1 that states: “The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.”

In 2008 CRC reported programs for which 50% of the courses in the core requirements of the program had been approved for a DE modality to ACCJC via a Substantive Change Report. Those programs that were expected to reach the 50% threshold in the near future were also included in that report. The programs included in the 2008 report are listed in Appendix A.

Recently, in order to provide clear and accurate information to the College and to ACCJC, the Dean of Planning and Research conducted an audit of CRC’s curriculum database and confirmed that with the number of courses approved for DE since 2008, additional programs were now close to or beyond the 50% threshold outlined in the June 2011 ACCJC Substantive Change Manual, which defines a DE program as one in which DE “courses make up 50% or more of the credits required for a program.”

It is important to note that many of these degrees and certificates meet the DE definition due to their GE and/or elective requirements. GE requirements make up close to (or more than) half of the units required for most degrees. An audit of our GE offerings (Appendix B) found that if every single course approved to be offered in DE mode were actually offered in DE mode, students could potentially complete 88% of their CRC GE requirements using courses that have been approved for DE. The same audit of the CSU GE requirements (the GE requirements for the new transfer degrees) indicated a CSU GE availability of 66% (Appendix C).

In the natural course of updating curriculum and creating new courses, faculty have tended to seek approval to teach the course in DE mode even if there are no immediate plans to offer the course in this mode. Since curriculum approval is a thorough and relatively lengthy process, it

makes sense to seek DE approval at the same time a course is being updated or created rather than wait until a department intends to offer the course in DE mode. While getting a course approved for DE does require an extra layer of examination and approval from the Curriculum Committee's DE Subcommittee, getting this approval at the time of course updating or creation is still much more efficient than having to get DE approval at a later date.

CRC has reviewed all degree and certificate program requirements to establish their DE status based on the ACCJC definition. This Substantive Change Report includes the results of that review and an up-to-date listing of programs for which more than 50% of the total program units (combined core, General Education, and electives) are in courses that have been approved for DE. It is important to note that not all CRC courses which have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs listed in this report as "DE programs" do not typically have the courses offered in a pattern that allows students to complete the program with more than 50% of courses completed via DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

Based on the above definitions, the College is submitting this substantive change report for the new degrees and certificates that could be offered with more than 50% of the required units in a DE modality in the future.

Relationship of Change to Stated Mission

CRC Mission Statement: *Cosumnes River College is an open access, student-centered, comprehensive community college that prepares students to realize their educational and career aspirations through exemplary transfer, general, and career education in an academically rigorous and inclusive environment. CRC also offers exceptional instruction in basic skills and English for non-native speakers, as well as a broad array of life-long learning, community service, and workforce development programs.*

Access and success for students and service to the community are the foundation for the College's mission and programs. The development of DE courses and programs aligns with our mission because it increases educational opportunities for students, supports our diverse student population and enhances our ability to meet the needs of the community we serve.

Rationale for Change

CRC began piloting DE courses in 2000 using Blackboard, a learning management system (LMS). As a result of student demand and faculty interest, in fall 2002

CRC offered 38 sections of courses in a DE format, a number that increased to 111 by fall 2008. The following table shows the continued growth in online and internet supported classes since that time.

	Number of Online Sections	Number of Sections with D2L Support *	Number of Instructors Teaching Online and/or Offering D2L Supported Classes *	Number of Enrollments in Online and D2L Supported Classes (Duplicated)	Number of Unduplicated Students in Online and D2L Supported Classes
Fall 2010	160	608	192	20,521	11,637
Fall 2012	153	681	241	23,538	12,364
Percent Change	- 4.3% **	12.0 % **	25.5%	16.6%	6.2%***

* Note: classes using D2L to deliver less than 50% of the course content online and/or to augment face-to-face instruction

** Note: college's overall number of sections offered **dropped** 5.9% between Fall 2010 and Fall 2012

*** Note: overall college enrollment **dropped** 4.2% between Fall 2010 and Fall 2012

The overall growth in DE reflects increased student demand as well as the improved functionality in the College's current LMS, Desire2Learn (D2L). This LMS system helps ensure that courses offered in a DE format are academically rigorous, engaging, interactive, and support multiple learning modalities.

The College has integrated DE planning fully in its planning processes. Issues related to DE and other educational technologies are specifically addressed in three of the five major goal areas in our Strategic Plan (Student Success, Access and Growth, and Teaching and Learning Effectiveness). Although not explicitly stated, DE and educational technologies are an important part of the strategies in the other two goal areas (Community and Economic Development and Organizational Effectiveness).

Technological Competence (which includes DE and other educational technologies) is identified as one of the six core competency areas addressed in the College's Professional Development Plan. Specific goals and objectives to ensure that CRC offers a quality DE program are outlined by the College's Distance Education Master Plan (Attachment 1), which defines objectives in support of the following three goals (paraphrased):

- Ensuring the quality, accessibility and support services for our DE program and students
- Supporting the achievement and assessment of learning outcomes for DE courses

- Providing adequate resources and the infrastructure necessary to expand our ability to offer a quality DE program

DE program planning is also integrated into the College's Program Review-Unit Planning-Budget allocation process through the Informational Technology (IT) and Distance Education and Media Services (DEMS) program reviews (Attachments 6 and 7).

The College has also set aside operational resources to support the implementation and accomplishment of these plans through the allocation of resources to DEMS and the IT Department. DEMS offers support and guidance to the College in the development of its distance learning and instructional technology programs, leading to enhanced education and student success. The IT Department provides support for the technological infrastructure needed to support our DE programs. Finally, DE is supported through the Distance Education and Information Technology (DEIT) Committee, a shared governance committee. The DEIT Committee's charge is to provide ongoing coordination to the College's activities related to technology and DE policies, priorities, funding, resource allocation, planning and implementation.

B. CRC degree and certificate programs with more than 50% of units in courses approved for offering in a DE modality

CRC is requesting a substantive change to permit the offering of the DE degrees and certificates that meet the ACCJC DE Program definition which were not included in the 2008 CRC Distance Education Substantive Change report. The complete description of these programs is available in the College Catalog, which can be found at the following link:

http://www.crc.losrios.edu/College_Catalog.htm

It is important to note that not all CRC courses which have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete more than 50% of the program by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality.

It is also important to note that CRC has a robust curriculum approval process and courses to be approved for a DE modality must be reviewed and approved by the Curriculum Committee. This includes a separate review and approval by the Distance Education Subcommittee of the Curriculum Committee. The Course Outlines of Record (COR) include details of how a course approved for a given DE modality will maintain effective student contact – the allocation of instructional time and methods for effective instructor contact are specified on the COR (Attachment 2).

Finally, because planning and support for the College’s DE programs is integrated into the College’s Integrated Planning and Budget Allocation processes, the proposed programs included in this proposal meet the Eligibility Requirements, Accreditation Standards and Commission policies related to student learning programs and services and resources. More information regarding this is included in Sections F and G.

The tables on the subsequent pages (Tables 1 and 2) show the certificate and degree programs included in this Substantive Change Report. A full listing of all programs meeting the DE definitions (both those reported here and those reported previously in 2008) is included as Appendix D.

TABLE 1 – CRC Degree programs which could be offered 50% or more via DE NOT included in the 2008 CRC Distance Education Substantive Change report. (Arranged by the proportion of required units approved for DE modalities)

- Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education programs = those degree programs for which more than 50% of the units (both core required units and general education units) are in courses that meet the DE course definition above.

Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete more than 50% of the program by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality. Asterisk indicates that the Program Units encompass all of the required GE units.

Degree Title	Degree Type	Program Units	GE Units	Elective Units	Total Units Required	Number of Program Units <u>Approved for DE</u>	Number of Elective Units <u>Approved for DE</u>	Number of GE Units <u>Approved for DE</u>	Proportion of Total <u>Approved for DE</u>
CIS - Computer Science	A.S.	22	24	14	60	22	14	23	0.98
CIS - Enterprise Administrator	A.S.	41.5	24	0	65.5	41.5	0	23	0.98
CIS - Server Administrator	A.S.	28.5	24	7.5	60	28.5	7.5	23	0.98
Health Care IT Implementation Support Specialist	A.S.	17	24	19	60	17	19	23	0.98
Health Care IT Technical Support Specialist	A.S.	17	24	19	60	17	19	23	0.98
Health Information Technology	A.S.	39	24	0	63	39	0	23	0.98
Portraiture and Wedding Photography	A.A.	24	24	12	60	24	12	23	0.98
Anthropology	A.S.	23	24	13	60	22	13	23	0.97
Journalism	A.A.	24	24	12	60	22	12	23	0.95
Commercial and Studio Photography	A.A.	29	24	7	60	26	7	23	0.93
Pharmacy Technology	A.S.	19	24	17	60	16	17	23	0.93

Degree Title	Degree Type	Program Units	GE Units	Elective Units	Total Units	Number of Program Units <u>Approved</u> for DE	Number of Elective Units <u>Approved</u> for DE	Number of GE Units <u>Approved</u> for DE	Proportion of Total <u>Approved</u> for DE
Photography	A.A.	30	24	6	60	24	6	23	0.88
Business Administration	A.S.	31	24	5	60	24	5	23	0.87
Medical Assisting, Administrative	A.S.	23	24	13	60	15	13	23	0.85
Advertising/Public Relations	A.A.	32	24	4	60	23	4	23	0.83
Business Administration	A.S.-T	26	39	0	65	26	0	27	0.83
Communication Organizational Communication	A.A.	30	24	6	60	21	6	23	0.82
Digital Media	A.S.	18	24	18	60	9	18	23	0.82
Geography	A.S.	20	24	16	60	10	16	23	0.81
Early Childhood Education	A.A.	43	24	0	67	31	0	23	0.80
Sociology – Transfer	A.A-T	19	39	2	60	19	2	27	0.80
Medical Assisting	A.S.	25	24	11	60	14	11	23	0.79
Business, Administrative Professional	A.A.	48	24	0	72	34	0	23	0.78
Equine Science	A.S.	34	24	2	60	22	2	23	0.78
English	A.A.	24	24	12	60	12	12	23	0.78
Early Childhood Education, Site Supervisor	A.A.	43	24	0	67	28	0	23	0.76
Environmental Studies & Sustainability	A.S.	31	24	5	60	19	5	23	0.76
Interdisciplinary Studies, American Studies	A.A.	21	24	15	60	9	15	23	0.76
Interdisciplinary Studies, Ethnic Studies	A.A.	21	24	15	60	9	15	23	0.76
Interdisciplinary Studies, Humanities	A.A.	21	24	15	60	9	15	23	0.76

Degree Title	Degree Type	Program Units	GE Units	Elective Units	Total Units	Number of Program Units <u>Approved</u> for DE	Number of Elective Units <u>Approved</u> for DE	Number of GE Units <u>Approved</u> for DE	Proportion of Total <u>Approved</u> for DE
Interdisciplinary Studies, Women's Studies	A.A.	21	24	15	60	9	15	23	0.76
Communication Studies	A.A-T	18	39	3	60	12	3	27	0.73
General Education - Transfer	A.A.	39	*	21	60	*	21	23	0.73
Welding Technology	A.S.	19.5	24	16.5	60	6	16.5	23	0.73
Film and Media Studies	A.A.	18	24	18	60	3	18	23	0.72
Digital Media	A.A.	30	24	6	60	13	6	23	0.70
Nutrition and Foods	A.S.	41	24	0	65	24	0	23	0.70
Psychology – Transfer	A.A-T	19	39	2	60	13	2	27	0.70
Art-Photo	A.A.	27	24	9	60	9	9	23	0.68
Broadcast Journalism	A.A.	32	24	4	60	14	4	23	0.68
Radio Production	A.A.	31	24	5	60	13	5	23	0.68
Geology	A.S.	28	24	8	60	6	8	23	0.62
Health	A.S.	32	24	4	60	12	4	23	0.65
Horticulture, Landscape Technology	A.S.	37.5	24	0	61.5	15	0	23	0.62
Human Services, General	A.A.	32	24	4	60	10	4	23	0.62
Mathematics	A.S.	26	24	10	60	4	10	23	0.62
Television Production	A.A.	31	24	5	60	9	5	23	0.62
Nursery Management	A.S.	38.5	24	0	62.5	15	0	23	0.61
Sustainable Landscape and Irrigation Systems Design	A.S.	39.5	24	0	63.5	16	0	23	0.61
Biology: Pre-Nursing Option	A.S.	33	24	3	60	9	3	23	0.58
Theatre Arts	.A.A	33	24	3	60	9	3	23	0.58

Degree Title	Degree Type	Program Units	GE Units	Elective Units	Total Units Required	Number of Program Units <u>Approved</u> for DE	Number of Elective Units <u>Approved</u> for DE	Number of GE Units <u>Approved</u> for DE	Proportion of Total <u>Approved</u> for DE
Building Inspection Technology	A.S.	38	24	0	62	11	0	23	0.55
Physical Education	A.A.	36	24	0	60	9	0	23	0.53

TABLE 2 – CRC Certificate programs which could be offered 50% or more via DE NOT included in the 2008 CRC Distance Education Substantive Change report.
(Arranged by the proportion of units approved for DE modalities)

- Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education programs = those degree programs for which more than 50% of the units (both core required units and general education units) are in courses that meet the DE course definition above.

Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this report as “DE programs” do not typically have the courses offered in a pattern that allows students to complete more than 50% of the program by DE. However, in future semesters, courses could be offered in a format which allows over 50% of the units in these programs to be completed in a DE modality. Asterisk indicates that the Program Units encompass all of the required GE units.

Certificate Name	Program Units	Electives	Total Units (required program + electives)	Total units <u>Approved</u> for DE	Proportion of Total <u>Approved</u> for DE
CIS - Enterprise Administrator	28.50	3.00	31.50	31.50	1.00
CIS - Server Administrator	22.50	3.00	25.50	25.50	1.00
Early Childhood Education, Associate Teacher	16.00	0.00	16.00	16.00	1.00
Early Childhood Education - Master Teacher	43.00	0.00	43.00	43.00	1.00
Early Childhood Education - Home Early Care and Education	15.00	0.00	15.00	14.00	0.93

Certificate Name	Program Units	Electives	Total Units (required program + electives)	Total units in courses <u>Approved for DE</u>	Proportion of total units in courses <u>Approved for DE</u>
Green Buildings: Environmental Design, Energy Management and Performance Based Construction	15.00	0.00	15.00	15.00	1.00
Health Information Coding Specialist	27.00	0.00	27.00	27.00	1.00
MIS - Application Master	42.00	0.00	42.00	42.00	1.00
Photography	15.00	0.00	15.00	15.00	1.00
Health Care IT Trainer	17.00	0.00	17.00	14.00	0.82
Early Childhood Education, School Age Child Care and Education	23.00	0.00	23.00	17.00	0.74
Early Childhood Education - Teacher	32.00	0.00	32.00	23.00	0.72
MIS - Application Expert	24.00	0.00	24.00	17.00	0.71
Early Childhood Education, Infant Specialist	20.00	0.00	20.00	13.00	0.65
Applied Communication Skills	15.00	0.00	15.00	9.00	0.60

C. Description of the planning process

District Planning

The 2011 Los Rios Community College District Strategic Plan clearly articulates a mission, values and goals that provide a foundation for CRC's DE program. One of the District's core values is a commitment to providing educational opportunities to all who can benefit. One of the District's goals articulates that "In order to meet the challenges of population growth, we will pursue new delivery appropriate to provide a high level of access to education." In addition, a key strategy area in Teaching and Learning Effectiveness calls for supporting high quality DE as an option for increasing access and promoting student success. Specific initiatives outlined in the plan include coordinating in DE to maximize student choice and access, expanding the use of data to inform scheduling and the identification of optimal delivery methods, further integrating DE planning with other planning efforts, and providing professional development to support increased student success.

The LRCCD Educational Technology (ET) Committee is actively involved in coordinating DE planning across the District. Their 2004 Strategic Options Report (Attachment 3) provided the catalyst for discussion of the future of DE for the Los Rios Community College District. The ET Committee is currently discussing additional ways to strengthen student authentication in DE courses beyond authentication by unique student username and password. The ET Committee is also planning to update the District's DE Instructional Resources document next year.

LRCCD planning includes policies and regulations regarding the release of student information to ensure the College and District adhere to FERPA guidelines. These policies and regulations are published in the Student Rights and Responsibilities section of the Catalog (http://www.crc.losrios.edu/College_Catalog/General_Information/Students_Rights_and_Responsibilities.htm). The College and District also have many practices in place to assure that our students' privacy is protected. Student log-in to D2L assures they are the only ones who can access their records. Faculty contact students via their District-provided email, which requires student log-in. In addition, the District carefully researches all of the modules used within D2L, such as Turnitin.com, to assure they adhere with FERPA regulations. The District's Information Security Officer's Committee is also in the process of developing and rolling out an information security awareness training and an FAQ for faculty to further assure students' right to privacy.

College Planning

CRC determines its goals and objectives through its shared governance process in accordance with the District's Strategic Plan. Strategy areas that encompass DE are included in the goal areas of Student Success, Teaching and Learning Effectiveness and Access and Growth. Particular areas highlighted include strengthening and enhancing student support services for DE

students, increasing the use of alternative learning methodologies (including DE and hybrid classes), and assessing and further implementing the educational technologies necessary for program and service quality and growth.

Planning for DE is also integrated into the College's other planning processes. The CRC Distance Education Master Plan (developed by the DEIT Committee) is the main planning document for the implementation of quality DE at the College (Attachment 1). That plan addresses the following three goals:

1. The College is committed to ensuring comparable quality education, effective support services, and accessible learning materials in its distance education courses and services as it does in all of its courses and services.
2. The learning outcomes of distance education offerings are the same as those of traditional offerings.
3. Through distance education, Cosumnes River College strives to expand the delivery of quality education by:
 - a) utilizing technology to create an educational opportunity that is independent of time and place,
 - b) expanding access for students challenged by distance and schedule,
 - c) increasing accessibility for students with physical limitations,
 - d) enabling students who prefer to learn through non-traditional instructional methods,
 - e) integrating distance education into the existing College processes, systems, and structures, and
 - f) ensuring that the distance education infrastructure is capable of supporting online degrees and certificates.

The plan also includes specific objectives in support of these goals, and the DEIT Committee regularly assesses the progress that has been made on these outcomes. The Committee is planning to update the Distance Education Master Plan next year.

Planning in support of DE is also integrated into the College's planning processes through its program review process (PrOF). The data packets provided to instructional programs for PrOF include program enrollment and student success data disaggregated by a variety of measures including delivery methods. College-wide enrollment and student success DE data is also provided for comparative purposes. This data supports the assessment of and planning for DE at the instructional program level. In addition, DEMS and the Informational Technology (IT) Departmental PrOFs (Attachments 5 and 6) specifically support the evaluation and improvement of the College's support for its DE programs.

CRC's courses are approved for presentation through each DE mode by the CRC Curriculum Committee to ensure equivalent learning experience and academic rigor. The Distance Education Subcommittee of the Curriculum Committee performs a separate review of all courses containing a DE modality. In particular, the Subcommittee reviews six sections of the curriculum outline to

ensure that academic standards and learning outcomes are equivalent to those of the traditional in-person modality, and that regular, effective instructional contacts are included. Their review is in accordance with the principles and practices outlined by the Academic Senate of the California Community College’s relevant documents. This intensive review and approval process for our DE offerings ensures the academic integrity of all of the College’s offerings.

The goals for developing DE programs and courses stated in all of the College’s planning processes and documents consistently reinforce the goals of enhancing access and providing enhanced opportunities to meet the needs of our diverse students and community.

CRC’s DE courses utilize a unique username (student ID) and password for each student; this provides authentication of the DE students. In addition, many DE courses require students to come to onsite orientation sessions or assessment activities (e.g. final exams) where they are asked to provide photo identification. Most online instructors require students to submit papers through Turnitin.com to further assure academic integrity. CRC is participating in discussions with the LRCCD Educational Technology Committee to identify how we might further strengthen our approach toward student authentication in DE courses.

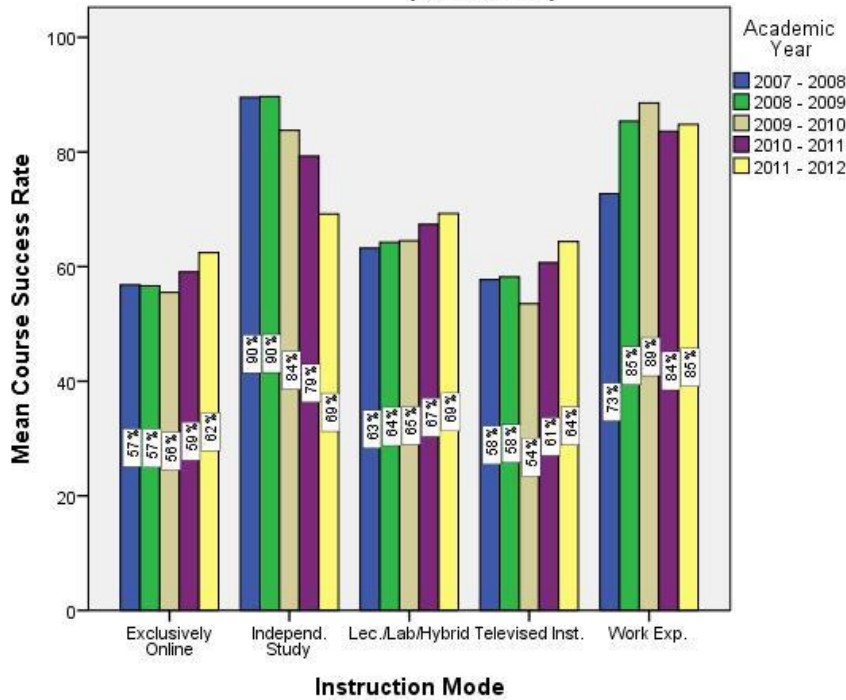
As indicated previously, College planning data includes information on enrollment and success in DE courses. The data in Table 3 (from the State Chancellor’s Office) records the change in enrollment in DE courses at CRC. It shows an increasing trend in online enrollment and a decreasing trend in the other modalities. It should be noted that the decrease in online enrollments in 2010-11 reflects FTE reductions at the College in response to the budget issues.

TABLE 3 – Enrollment Trends in DE at CRC

	Annual 2007-2008	Annual 2008-2009	Annual 2009-2010	Annual 2010-2011	Annual 2011-2012
	Credit FTES	Credit FTES	Credit FTES	Credit FTES	Credit FTES
Cosumnes River Total	971.38	1,125.52	1,257.04	1,218.07	1,205.06
Delayed Instruction					45.52
Delayed Interaction (Internet Based)	835.71	963.33	1,112.21	1,114.43	1,074.28
One-way interactive video and two-way interactive audio	108.69	121.82	144.82	103.63	85.25
Two-way interactive video and audio	26.98	40.37			

Recent data from CRC courses show that course success rates in internet online DE courses, by far the most common DE modality used at the College have increased from 56% in 2009-10 to 62% in 2011-12. Online course success rates, however, are still lower than course success rates of courses taught using a more traditional format (69%), as shown in the graph below.

CRC Average Course Success Rates By Academic Year By Instruction Mode (2007 - 2012)



The College has conducted further analysis of our DE success rates, identified several disciplines where the success rates are the lowest, and thus focused the most attention on those areas. The following data, comparing fall 2011 and fall 2012 DE course success rates in departments with more than 30 students enrolled in DE course(s) shows that these efforts are producing positive change in DE success rates.

Department		Average DE Course Success Rate	Number of Enrollments	Change in Success Rate
CISS	Fall 2011	58.62	58	
	Fall 2012	70.18	57	11.55%
ECON	Fall 2011	43.31	314	
	Fall 2012	62.14	243	18.83%
ENGWR	Fall 2011	57.28	103	
	Fall 2012	68.25	63	10.97%
HEED	Fall 2011	58.44	77	
	Fall 2012	73.44	64	15.00%
MATH	Fall 2011	33.10	142	
	Fall 2012	43.42	152	10.32%
STAT	Fall 2011	44.44	36	
	Fall 2012	51.35	37	6.91%

D. Provision of Adequate Resources

Services to Students:

Comprehensive information about the College's support services is available online at http://www.crc.losrios.edu/Student_Services.htm The College provides a full range of student support services to facilitate access and success, with essential services available online, as described below:

- The College Catalog is available online at http://www.crc.losrios.edu/College_Catalog.htm
- The College Schedule of Classes is available online at <http://www.crc.losrios.edu/Schedule.htm>
- Students are able to apply to CRC online via https://www.nationalappcenter.com/applications/Los_Rios_CCD/apply.html
- Students can pay fees online http://www.losrios.edu/lrc/lrc_feepay.php.
- Students can enroll online via the e-services link on the CRC home page
- Students can request transcripts online via <https://lrccd-web.losrios.edu/transcript.aspx>
- Information about financial aid is available online at http://www.crc.losrios.edu/Student_Services/Financial_Aid. This site contains information to help students understand the types of awards that are available and to be able to navigate and comply with the requirements of this complex process.
- Applications for financial aid are available via links at http://www.crc.losrios.edu/Student_Services/Financial_Aid/Applications-Financial_Aid.htm . This page includes a workshop to help students complete the FAFSA as well as a link to the online FAFSA website.
- Students can monitor their financial aid accounts online at <https://finaid.crc.losrios.edu/NetPartnerStudent/logon.aspx?ReturnUrl=%2fNetPartnerStudent%2fPgHome.aspx>
- College orientation is available online at <http://web.crc.losrios.edu/~counsel/onlineorientation/>
- The College website also contains an online Steps to Success Guide that helps online students with the matriculation steps at http://www.crc.losrios.edu/New_Students/Steps_to_Success.htm
- The Counseling Center website http://www.crc.losrios.edu/Student_Services/Counseling.htm provides updates on important information, strategies for success in College, etc. Counseling staff are also available via email.
- HCD 320, Skills for Online Success is also available online to help students develop the skills needed to succeed in an online course.
- Textbooks can be purchased online from the College Bookstore <http://bookstore.crc.losrios.edu/SelectTermDept.aspx>
- According to the Los Rios College Federation of Teachers (LRCFT), faculty who teach online may schedule one online office hour per .2 FTE taught online during the given semester up to a maximum of two online office hours per semester. Some faculty use CCC Confer for their

online office hours so a video component is easily available. Faculty also assist online students via email. In addition, many faculty have created and posted short instructional videos in response to student questions and other faculty regularly include discussion boards to facilitate peer assistance in class. Finally, many faculty teaching online have selected course materials that have a variety of online support (including tutorial assistance).

- Students can identify and prepare for assessment tests by accessing materials online via links at http://www.crc.losrios.edu/Student_Services/Assessment.htm. Because assessment test scores are portable across LRCCD, students can take their assessment tests at any LRCCD campus. Students who cannot come to an LRCCD campus can work through Sacramento City College to take their assessment test at a remote location (http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/Matriculation_Student_Support_Services_and_Student_Development/Assessment_Center/Out-of-State_Testing_Request.htm). CRC is currently assessing the feasibility of offering this service directly to our students.
- The CRC Library offers many services for distance learners. Through the online library catalog currently registered students, staff, and faculty may request books from other Los Rios libraries, place holds on books currently checked out (except for Reserve books), obtain copies of pages from books on reserve, renew the books they have checked out (one time only online) and access the electronic databases. All subscription databases may be accessed from off-campus. A variety of library materials and course reading may be accessed electronically through electronic reserves.
 - Library website: http://www.crc.losrios.edu/Student_Services/Library.htm
 - Library link for DE and online services: www.crc.losrios.edu/Student_Services/Library/Distance_Learning_and_Online_Services.htm
- Students have access to an “Is Distance Ed Right for You?” quiz to assess both the technical and learning skills necessary to take an online class on the “What to expect from an online, hybrid or televised/streaming course” website <http://web.crc.losrios.edu/dems/ready2learn/>. Students are encouraged to complete this readiness quiz in the Class Schedule. Services developed for support of online students are viewed as an opportunity to better serve not only online students, but rather all students more efficiently and effectively.
- Students can access online course guidelines and FAQs via the Distance Education Link on the CRC homepage (http://www.crc.losrios.edu/Student_Services/Distance_Education.htm)
- Students also have access to a D2L resources page at <http://d2lresources.losrios.edu/>. This page contains resources to help students navigate the tools and features in D2L. Of particular note is the link to the 24 hour Help Desk, various FAQ documents, videos, A Quick Start Guide, and a link to a free sample class students can try to experience learning in an online environment. Online students can also receive tutorial and technical support from the Math Center, Reading and Writing Center, the Tutoring Center and the General Campus Computer Center via phone and in-person.

Human, Administrative and Professional Development Resources:

All faculty and adjunct faculty are hired in accordance with the District hiring policies and procedures and comply with relevant local, state and federal laws and regulations, as well as with the current collective bargaining agreements. When hiring new faculty, the College places a strong emphasis on the ability of the new hires to teach DE courses through the position announcement and interview process. Instructional Deans assign classes to faculty based on their interests, availability and expertise. The DEIT Committee has forwarded a Best Practices for Teaching Online recommendation to the Academic Senate expressing their interests in assuring instructors teaching in a DE format have adequate preparation (with respect to experience and/or training). This recommendation is currently going through the shared governance process.

DE course and program development take place with oversight from the Vice President of Instruction and Student Learning. Quality measures are in place, including regular evaluation of indicators such as student satisfaction, success, retention, and student learning outcomes (SLOs). The Vice President of Student Services and the Dean of Learning Resources and College Technology ensure that the College provides access to a range of comprehensive support services for DE students that parallels, as closely as possible, those available to on-campus students.

The Distance Education Coordinator provides continuity for maintaining an effective DE program, is proactive in monitoring local, national and global trends in DE, and advocates for compliance with external guidelines and regulations (such as the ACCJC and CCCCCO).

The CRC Curriculum Committee provides clear guidelines related to the provision of DE courses. Their efforts are informed by and in accordance with several Statewide Academic Senate Publications including: a) Guidelines for Good Practice, Technology Mediated Instruction, b) The Course Outline of Record, a Curriculum Guide and c) Components of a Model Course Outline. The implementation of these principles and practices is overseen by the DE Subcommittee of the Curriculum Committee, who rigorously reviews the Instructional Delivery Modalities, Instructional Methods, Typical Homework Assignments, Evaluation and Assessment Methods, and Regular Faculty Contact sections of the Course Outline to inform their recommendation regarding DE approval to the Curriculum Committee. The expectation for each of these sections is laid out in the DE Subcommittee Responsibilities information sheet that is provided to all the members of the DE subcommittee (Attachment 4).

The LRCFT Contract: Article 26, Distance Education, 26.5.2 states that “training...will be made available to employees who have been assigned to provide instruction through the use of instructional technology, including distance learning.” Additionally, through the faculty evaluation process, faculty teaching DE courses undergo online classroom observations, and their students complete a faculty evaluation survey. Through DEMS, faculty are offered training in all

aspects of the design and implementation of online courses. The Distance Education Coordinator is available for individual consulting, flex workshops, or department-specific workshops regarding DE and educational technology. The DEMS website (<http://web.crc.losrios.edu/dems/d21/>) provides links to resources for faculty, including workshop opportunities, online training tutorials, online self-paced tutorials and/or PowerPoint presentations, current issues, etc.

Through DEMS and other resources the College offers drop-in assistance and workshops and other meetings to help faculty acquire the necessary technical and pedagogical skills to convert courses to a DE mode. For example, during the spring 2013 semester faculty could attend:

- a panel presentation of faculty who are teaching online
- a workshop highlighting Google Apps
- an IT Orientation for new faculty or faculty new to teaching online
- a customized workshop to meet their needs
- workshops designed in conjunction with @ONE webinars on topics related to online teaching

In addition, CRC faculty are encouraged to participate in the annual INNOVATE! conference, an LRCCD sponsored educational technology conference.

Financial Resources:

Financial support for online courses follows the same planning process as the support for on-campus courses. Financial resources for online courses are equal to those for other courses and are adequate to meet the needs of College programs. The College's financial stability is grounded in sound financial practices initiated at the District level. Historically, the District has maintained financial stability due to conservative business practices and solid accounting principles. The District budget is developed to ensure that spending is authorized only at the level of realized revenues. The District maintains fiscal reserves that meet or exceed minimum requirements, including a general fund reserve of three to five percent. The programs and services funded through the District are a reflection of the District's Strategic Plan, statutory obligations, and the requirements of the accrediting commission.

The District Information Technology (IT) Department, under the direction of the Associate Vice Chancellor of Information Technology is responsible for all services related to District-wide infrastructure (network and cabling) and information systems (student services, business services, library system, telephone system, voicemail, internet, Web services, etc.) and District systems which support DE, including the help desk resources.

IT Resources

CRC's DEMS provides academic technology support services and College-wide coordination for distance /online education. Through DEMS, faculty are offered training in all aspects of the design and implementation processes of their DE courses in order to create a positive learning environment that fosters student success. The Campus Distance Education Coordinator provides support and training for faculty in the use of the LMS and other educational technologies to enhance their DE endeavors.

The majority of CRC's DE classes utilize the District-wide LMS. It is housed on a large server array at the District Office and is used by all the colleges in the District. Students can login to one location for online, hybrid or Web-enhanced classes offered by the colleges in the District. Students are automatically linked to the course sites, and the sites are archived at the end of each semester and preserved for three years. Server maintenance and support is managed by the District IT staff, where both full-time staff and contractors are used to maintain the system and monitor for problems. The LMS runs on a virtualized server system with 13 Web servers, one large database server, and a content server. The entire system uses load balancing to channel requests and maintain quick response times. Replication of data and content occur periodically throughout the day between two Los Rios sites for quick recovery from server or site failures. Backups to a third, off-site location are performed daily in case of catastrophic failure.

As indicated above, CRC provides help and support resources for faculty and students using D2L for online and hybrid courses. The e-learning link from the College's Homepage is the main portal to these resources. There is an online help desk available for DE students from 7:00 a.m. until 6:00 p.m. Monday through Friday (excluding District holidays). Students can contact the help desk via phone or email.

Assistance with D2L is also available in the CRC General Computer Lab. These labs are staffed by Instructional Assistants and student tutors who can assist with using computers, D2L, and other common computer programs (such as Microsoft Word, PowerPoint, Internet Explorer).

Evaluation and Assessment:

As indicated previously, the College's DE programs at a program level are assessed within the discipline's PrOF process, which includes the analysis of enrollment and success of students in the program disaggregated by various metrics, including delivery mode. Program and course assessments include data collected from face-to-face and online sections and faculty often compare these assessments results in order to learn more about teaching in a DE format. Instructor effectiveness is also evaluated for all instructional modes being employed by the faculty member per the LRCFT contract.

The DEIT Committee and IT Department PrOFs also assess the effectiveness of the support for the College's DE program as a whole. College-wide data used to assess institutional effectiveness also includes the analysis of enrollment and success in the College's programs including DE. This data informs dialogs and decision making at various levels of the institution.

Dialogs about data has informed the College's operating budget, personnel decisions, professional development programming, as well as the College's competitive equipment and instructional technology budget allocation processes. As a result of the College's assessment and planning efforts, student success in online DE courses has improved by more than 10% over the past five years.

E. Internal and External Approvals

All courses, degrees and certificates offered by the LRCCD are approved by the College, the District's Curriculum Coordinating Committee, the Los Rios Community College District Board of Trustees and the California Community College Chancellor's Office. The degrees and certificates described in this Substantive Change Proposal have received all necessary internal and external approvals. The College and the Board of Trustees have approved all courses in the proposed degrees and certificates. Externally, the programs with all of their courses have been approved by the California Community College Chancellor's Office.

At CRC, all courses are reviewed and approved through the curriculum process established and governed by the CRC Curriculum Committee and the LRCCD. This process applies to additions, deletions, and both substantive and technical revisions. DE courses require a separate review and approval by the Distance Education Subcommittee of the Curriculum Committee prior to their vote of approval by the College Curriculum Committee. All courses taught at CRC, without regard to delivery modality, maintain the same goals, objectives, learning outcomes, academic rigor and include regular and substantive interactions between faculty and students.

When a faculty member submits a course that includes a request to teach the course through one or more DE mode(s), the faculty member must include additional information as justification for and in support of the DE approval. Title 5, Section 55213 requires that the approval of courses offered in DE modalities must be approved separately from the normal curriculum approval process. To accommodate this, the CRC Curriculum Committee has a Distance Education Subcommittee that reviews the DE sections of a course outline and then makes a recommendation that informs the review and approval of the course by the full Curriculum Committee (see also Attachment 2: Course Outline of Record examples).

All courses submitted to the Curriculum Committee must have the following information defined:

- Instructional methods and in-class activities – the methods that are appropriate for presenting the class material based on outcomes and objectives and the in-class activities that are appropriate to support the outcomes and objectives.
- Typical homework assignments – the types of homework assignments that are appropriate to strengthen the outcomes and objectives.
- Evaluation methods – the methods that are appropriate for evaluating and assessing the student's understanding of the outcomes and objectives.

In addition to the above information, DE approval requires the following information:

- Modality instruction methods and in class activities, which describes how the instruction methods will be altered to accommodate the modality.
- Modality typical homework assignments, which describes how the typical homework assignments will be altered to accommodate the modality.
- Modality evaluation methods, which describes how the evaluation and assessment methods will be altered to accommodate the modality.
- Allocation of instructional time, which describes how the hours of instruction for the course will be allocated for the particular modality.
- Regular instructional contact, which describes how many contacts with the instructor the student can expect for each modality. This includes face-to-face meetings, discussions, e-mails, chats, phone calls, etc.

The CRC Curriculum Committee adheres to LRCCD Board policies and participates in the District Curriculum Coordinating Committee to make recommendations to both for new and deleted courses and programs as appropriate. The LRCCD Board of Trustees approves all courses and programs, including DE courses. Student authentication for DE courses is required and is based on individual unique student ID and password necessary to participate in the course. In addition, many DE courses require students to attend an onsite orientation and/or to take onsite assessments (e.g. exams). In addition, many instructors require that all papers in their classes are submitted through Turnitin.com to assure academic integrity.

CRC and LRCCD attend to changes in regulations for DE through a variety of means including CIO listserv and the work of the College Distance Education Coordinator. The Distance Education Coordinator provides continuity for maintaining an effective DE program, is proactive in monitoring local, national and global trends in DE, and advocates for compliance with external guidelines and regulations (such as the ACCJC, CCCCCO, and US DOE). The College and District have exercised due diligence in complying with regulatory requirements and legal mandates.

F. Evidence that the Eligibility Requirements are met

Cosumnes River College affirms that it is in compliance with the eligibility requirements for reaffirmation of accreditation.

- 1. Authority:** Cosumnes River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges.
- 2. Mission:** Cosumnes River College's educational mission as a community college is clearly defined and published in the College Catalog. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The current CRC Mission Statement was developed by the College Planning Committee and approved through the College's shared governance processes. It was approved by the Los Rios Community College Board of Trustees on July 16, 2008 and will be reviewed next year as part of the regular review cycle.
- 3. Governing Board:** Cosumnes River College is one of four colleges in the Los Rios Community College District. The District is governed by a publicly elected seven-member Board of Trustees, joined by a non-voting student trustee. None of the board members has any employment, family, or personal financial interest in the institution.
- 4. Chief Executive Officer:** The Cosumnes River College President is appointed by the Los Rios Community College District Board of Trustees and reports to the Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.
- 5. Administrative Capacity:** Cosumnes River College has 18 academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the College's mission and purpose.
- 6. Operational Status:** Cosumnes River College is operational with approximately 15,000 students enrolled. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four-year institutions.
- 7. Degrees:** Cosumnes River College offers the Associate of Arts and Associate of Science Degrees. It has over 90 degree programs. A majority of students are enrolled in courses that are required for a certificate or degree program, and/or required for transfer to four-year institutions. Students earning degrees and certificates face the same academic requirements whether earned via distance education or by attending courses on the campus.

- 8. Educational Programs:** Cosumnes River College's degree programs are congruent with its mission and are based on recognized higher education fields of study. The Curriculum Committee, a committee of the Academic Senate, ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered. The degree programs meet California Code of Regulations, Title 5 curriculum requirements, and when combined with the general education component, represent two years of full-time academic work. In addition to its degree programs, the College also offers 101 certificate programs. Regardless of modality, on-ground or online or other distance mode, all degrees and certificates, and courses within degrees and certificates, are required to undergo the same process for approval and meet the same requirements.
- 9. Academic Credit:** Cosumnes River College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the College Catalog and Class Schedules.
- 10. Student Learning Achievement:** Student learning outcomes for each Cosumnes River College degree program are published in the College Catalog. Student learning outcomes for courses are presented in the course outlines filed in the instruction office and available online through SOCRATES, the District-wide online curriculum database.
- 11. General Education:** Students must complete a minimum of 21 semester units of general education courses and demonstrate competency in reading, written expression, and mathematics to receive an Associate Degree. The general education units include an introduction to major areas of knowledge. There is also an ethnic/multicultural studies requirement that can be satisfied within the general education requirements. The general education units include an introduction to some of the major areas of knowledge. General education outcomes are available online and are included in the College Catalog.
- 12. Academic Freedom:** Cosumnes River College embraces academic freedom and defends the principle as fundamental to an educational institution that cherishes freedom of inquiry, exposition, and discussion. This commitment is included in the LRCFT contract and stated in the College Catalog.
- 13. Faculty:** Cosumnes River College has 178 full-time faculty and 221 adjunct faculty. All CRC faculty must meet the educational requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, which is available to faculty via the LRCCD website at <http://www.losrios.edu>. The College's faculty statement of professional ethics is also

available in the College Catalog, which is available online at <http://www.crc.losrios.edu>.

- 14. Student Services:** Cosumnes River College provides a comprehensive array of student services for all its students. Students may apply to CRC and enroll for classes by going online to eServices through the CRC website (www.crc.losrios.edu). The College Catalog and Class Schedule are also available online.
- 15. Admissions:** Cosumnes River College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5.
- 16. Information and Learning Resources:** Cosumnes River College provides specific long-term access to sufficient print and electronic information and learning resources through its library and academic support services to meet the educational needs of students and programs.
- 17. Financial Resources:** Cosumnes River College, through the Los Rios Community College District, publicly documents a funding base, financial resources, and plans for financial development adequate to support its mission and educational programs and to assure financial stability.
- 18. Financial Accountability:** The Los Rios Community College District regularly undergoes and makes available an annual external financial audit for the District and its colleges by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The LRCCD annual audit encompasses all operating units of the District and colleges.
- 19. Institutional Planning and Evaluation:** Cosumnes River College has an established institutional planning process and works with the Los Rios Community College District to plan for the development of the College, including integrating resource allocations for academic personnel and other staff, learning resources, facilities, and financial development. The College's planning process also includes procedures for program review and institutional improvement. The College and District systematically evaluate how well and in what ways the College is accomplishing its purpose, including the assessment of student learning and documentation of institutional effectiveness.
- 20. Public Information:** Cosumnes River College publishes in its College Catalog, College website, and other appropriate places, accurate and current information describing its purposes and objectives, admission requirements and procedures, rules and regulations directly affecting students, programs and courses, degrees offered and the degree requirements, costs and refund policies, grievance procedures, academic credentials of faculty and administrators, and other items relative to attending the College and withdrawing from it.

21. Relations with the Accrediting Commission: The Los Rios Community College District Board of Trustees provides assurance that Cosumnes River College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the College in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

G. Evidence that the Accreditation Standards are met

Standard I: Institutional Mission and Effectiveness

A. Mission

The College's mission, which includes vision, mission, and values statements, defines its purposes, describes its intended student population, and expresses its commitment to achieving student learning. In particular, the mission identifies broad educational purposes that define the types of programs offered at the College. These purposes, consistent with the role of the California community colleges, include transfer, career education, workforce development, basic skills, English for non-native speakers and life-long learning.

The Mission Statement also identifies the College as an open-access institution that serves the community in its region, including providing access to all of high school graduates. The College's Mission Statement commitments to student learning, student success and access for students have guided and continue to guide all of the College's programs and services, including DE.

B. Institutional Effectiveness

The College's Mission Statement, integrated and comprehensive planning processes, curriculum and SLOs development, assessment processes, research efforts, and professional development programs provide evidence of the College's commitment to student learning and the provision of quality DE programs and services. Its shared governance structure, the structure of its planning processes, the links between the components of the planning process, and the connection between planning and resource allocation provide evidence that the institution has organized its key processes and allocates its resources to support student learning, including the provision of DE. Finally, the institution has many sources of evidence of student learning and achievement, including program review (PrOF), outcomes assessment, research findings and documented dialog in support all of its programs and processes (including DE). Information gained from these efforts is used in a variety of ways to inform planning and decision-making at the College.

CRC's cycle of planning, resource allocation, implementation, and re-evaluation direct its energy toward verifying improved and more effective ways to achieve its mission, and then moves it forward. As a result of this cycle, the College's student success measures have improved and achievement gaps based on age, ethnicity, gender, course level and instructional mode have decreased. In addition, the campus has become a more welcoming place for students and staff and the learning environment has been enhanced through the updating and building of new facilities and classrooms, the extension of its hours of

operation, and increased access to DE opportunities. The Center for the Advancement of Staff and Student Learning (CASSL) and DEMS have expanded opportunities for advancing the learning of staff and the development of SLOs. Further, the addition of a dedicated administrative office for oversight of institutional research and planning has led to a more fully developed framework about what is occurring and what can be done to improve the success of CRC's mission and students.

Standard II: Student Learning Programs and Services

A. Instructional Programs: CRC ensures the quality and integrity of course offerings through the ongoing review and planning processes at various levels of the institution. Instructional planning (which encompasses DE) is a formal process that includes:

- program review and subsequent unit planning at the discipline/department level
- course and program development and revision through the Curriculum Committee
- articulation for transfer courses and programs with baccalaureate degree-granting colleges/universities
- industry advisory committee review and oversight of career technical education (CTE) courses and programs
- faculty peer evaluation and student perception survey processes in the classroom
- Course and Program Outcomes assessment

Informally, the quality of programs and services is ensured by the faculty as they:

- request student feedback throughout the semester
- review student success each semester and revise course syllabi as appropriate
- complete evaluation of what is and is not working in the classroom
- dialog with peers at the department level and across disciplines/departments

Dialog about teaching and learning (including DE) is also fostered by the CASSL. Established in 2004, CASSL is responsible for: dissemination of information about effective teaching strategies; access to educational research to enhance the teaching/learning environment for students; and informing faculty of upcoming training related to teaching effectiveness and the scholarship of teaching. The CASSL provides both a physical and online place where faculty discuss various issues related to teaching and explore strategies to enhance learning.

Dialog about and support of quality in our DE program is also a focus of DEMS. Workshops are regularly scheduled prior to and during the semester and staff are also available to support implementation and development of DE educational materials and web sites. These workshops are published online at <http://web.crc.losrios.edu/dems/training/workshops.htm> and included in the PD workshop information that is distributed to the campus. Resources to support instructors who are teaching or developing DE materials is also posted online at

<http://web.crc.losrios.edu/dems/d2l/>. The College also supports and participates in the LRCCD Innovate! conference, an annual educational technology conference sponsored by the District and free to all employees.

- B. Student Support Services:** The College provides a variety of student support services to facilitate access and success and all are available online. The College Catalog and Schedule of Classes are available online and students may apply to CRC and register for classes by going online to eServices through the CRC Web site (www.crc.losrios.edu). In addition, students are able to add and drop classes, pay for classes and purchase parking permits online.

Comprehensive information about all of the College's support services is available online. Counseling and tutoring is available to students via email and phone and responsibilities for these duties are rotated among staff. All financial aid information and application materials are available online. Students can identify and prepare for the assessment tests they need using materials that are available online. Because LRCCD assessment test results are portable across the District, assessment tests can be taken at any of the LRCCD colleges. Students who cannot come to an LRCCD college to take an assessment test can work through Sacramento City College to take their assessment tests at a remote location

(http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/MatriculationStudent_Support_Services_and_Student_Development/Assessment_Center/Out-of-State_Testing_Request.htm) The College is currently assessing the feasibility of providing this service directly to our students.

Finally, students have access to an "Are You Ready for Online" Quiz and Feedback process that explores readiness in the area of student learning and technical skills. Links to the online help desk and other resources are also available at the Online Course Guidelines and FAQ page at

http://www.crc.losrios.edu/Student_Services/Distance_Education/Online_Classes/Online_Course_Guidelines_and_FAQ.htm Students are encouraged in the class schedule to complete this readiness quiz and many DE instructors have developed orientation activities for their students that reference and/or assign this activity to their students. Services developed for support of DE students are viewed as an opportunity to better serve all CRC students more efficiently and effectively.

- C. Library and Learning Support Services:** The CRC Learning Resources and College Technology Division, which includes the CRC Library, offers many services for distance learners. The Library website, http://www.crc.losrios.edu/Student_Services/Library.htm, has a special link for distance learning and online services http://www.crc.losrios.edu/Student_Services/Library/Distance_Learning_and_Online_Services.htm

[m](#). This link provides students with access to the Library Catalog (LOIS), research databases, E-Books, how to contact a librarian (via email and phone) as well as information about how to access reserve materials (which are copied and mailed to students). Links to online tutorials about accessing and utilizing the College's Library resources are also available at this site.

The CRC Distance Education website

(http://www.crc.losrios.edu/Student_Services/Library/Tutorials.htm) provides students with information about Interactive TV and online courses, as well as resources for success in these courses. Students at CRC have access to academic support through the Math Center, the Reading and Writing Center, the General Tutoring Center, and the CIS Lab. These professionally-staffed facilities offer students a personal approach to academic success through independent study, individualized tutoring, group tutoring, and alternative modes of learning. DE students can access these services via email and phone. The General Computer Lab provides additional tutorial support for students who need assistance navigating their online courses. A D2L helpdesk is also available to help with technical issues DE students might be experiencing.

Standard III: Resources

A. Human Resources: All full-time and adjunct faculty who teach at the College meet state and District Minimum Qualifications. Academic Deans assign classes to faculty based on their interests, availability and areas of expertise. The DEIT Committee has forwarded a Best Practices for Teaching Online recommendation to the Academic Senate expressing their interests in strengthening the training for instructors teaching in a DE format. This recommendation is currently going through the shared governance process. All personnel are treated equitably, evaluated regularly and systematically, and are provided opportunities for professional development. The CASSL and DEMS provide seminars and workshops and disseminate information to enhance teaching and learning for all of our students. DEMS particularly supports instructors who teach via a DE modality or want to provide their students with instructional materials with Web resources through hands-on workshops, self-paced training, summer institutes and online workshops (<http://web.crc.losrios.edu/dems/d21/>). Faculty can also create virtual orientations for their DE courses. Information to support online students, including frequently asked questions and a student self-assessment are also available at this site. Finally, the College has courses designed to develop students' skills for success in both the face-to-face and DE environments.

B. Physical Resources: The College and District have in place the required physical and technology infrastructure to support all College programs and services. Facility and equipment planning and evaluation are conducted on a regular basis at the District through

a Five-Year Capital Outlay Plan and at the College through its Capital Outlay and Instructional Technology Multimedia Budgeting (ITMB) processes which integrate and respond to College-wide and program level planning processes. Program plans that particularly inform the College's resource allocation processes include the IT and DEMS Program Reviews (Attachments 5 and 6) and the Distance Education and Instructional Technology Master Plan (Attachment 1). The College also has several computer labs that students can use to complete work related to their DE classes.

CASSL and DEMS provide ongoing workshops and training programs for all CRC staff, including those utilizing DE. DEMS is located on the first floor of the Library, and CASSL is located on the first floor of the Learning Resource Center.

- C. Technology Resources:** Technology planning is integrated with facilities and educational master plan planning activities. The Strategic Plan, the Distance Education and Instructional Technology Master Plan, the Educational Master Plan and the Facilities Plan all address the College's essential needs for enhancing learning and delivering services effectively and efficiently to all students by continuing to plan and upgrade the College's technology infrastructure in a systematic manner.

The Distance Education Master Plan details the resources needed to support an effective DE program (Attachment 1). Program plans are developed by programs in support of program and College-wide activities and initiatives. These plans link directly to resource allocation through College level funding processes. They are resourced as individual plans by the institution and reviewed annually. The Distance Education Master Plan is under the supervision of the Learning Resources and College Technology Division Dean and is written by the DEIT Committee under the leadership of the College Distance Education Coordinator. Funding to support the DE program is provided through the Annual Operating Budget Process and the College's Capital Outlay and ITMB processes which allocate resources in response to the College's planning processes.

IT needs for CRC courses and programs are integrated into the IT Program Review, the IT Operational Budget and the ITMB process. IT resources for DE are adequately supported and continue to be updated. IT needs are also addressed as part of participatory decision-making through the work of the DEIT Committee.

- D. Financial Resources:** The College and District's financial planning and budget processes provide sufficient and stable support for the College. District Fiscal Services has in place conservative budget and spending practices that ensure the College and District are well prepared for challenging financial times. The colleges and District were commended during the comprehensive accreditation visits in fall 2009 for the District's 3-year plan to address the current state budget crisis, while keeping programs, services, and full-time

employee positions intact.

Regardless of modality, on-ground or online or other distance mode, the process for determining the number of course offerings is the same. As discussed in Standard III C above, other resources to support distance education courses are determined by the college planning processes and resources are allocated according to the planning process. The same values of fiscal prudence and support of student access that permeate the District also apply to the processes to support distance education.

Standard IV: Leadership & Governance

- A. Decision-Making Roles and Processes:** Decisions at CRC and Los Rios are made by a variety of individuals and groups depending on the nature of the decision. Decision-making responsibilities vary by the type of employee as described in [AB 1725](#) and documented in [LRCCD Board Policy and Regulation 7612](#). Final decision-making authority rests with the LRCCD Board of Trustees.

Faculty, administrators, classified staff, and students actively participate in the appropriate College and District governance and operational committees and processes to support their programs and services. All constituency groups on campus have significant roles and a voice in institutional governance and in matters of institutional policies, planning, and budget and work together for the good of the College. The CRC DEIT Committee's primary role is to assess, support, and make recommendations to enhance DE and DE support services at CRC. Additional guidance is provided by the Los Rios Educational Technology Committee, which provides a forum for District-wide discussion and collaboration regarding educational technology and DE issues.

- B. Board and Administrative Organization:** CRC operates within the required governing board policies and regulations, which apply to all programs and services regardless of the delivery modality. The CRC College President provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness. LRCCD provides clearly defined roles of authority between the colleges. All District governing board policies and regulations apply to courses and programs offered by DE in the same manner that they apply to face-to-face programs and courses.

Appendix A: Degree and Certificate Programs Listed in the 2008 CRC Substantive Change Report as Being at or Near 50% DE

Degree Programs with a Significant Distance Education Component

Degree Program	Percentage of Required Program Courses Approved for DE
Accounting AA	50% (8 of 16 courses)
Agriculture: General Transfer AS*	23% (3 of 13 courses)
Agriculture: Business Transfer AS	33% (4 of 12 courses)
Building Inspection Technology AS	15% (3 of 20 courses)
Business: Transfer AA *	80% (8 of 10 courses)
Business: General AA	83% (10 of 12 courses)
Business: Administrative Assistant AA	61% (11 of 18 courses)
Business: Small Business Management/Entrepreneurship AA	75% (9 of 12 courses)
CIS: Computer Programming, Transfer AS*	57% (8 of 14 courses)
CIS: Programming, Workforce Entry AS*	70% (16 of 23 courses)
CIS: Information Systems Security AS	88% (15 of 17 courses)
CIS: Network Systems Administrator AS*	93% (13 of 14 courses)
CIS: Network Systems Engineer AS*	94% (16 of 17 courses)
CIS: Management Information Systems AS	87% (14 of 16 courses)
Construction AS	44% (4 of 9 courses)
Construction Management Technology AS	50% (6 of 12 courses)
Finance AA	64% (9 of 14 courses)
Management AA	62% (8 of 13 courses)
Marketing AA	57% (8 of 14 courses)
Real Estate AA	73% (11 of 15 courses)

* Degree programs no longer in the curriculum inventory

Table 2: Certificate Programs with a Significant Distance Education Component

Certificate Program	Percentage of Required Courses Approved for DE
Accounting	50% (3 of 6 courses)
Accounting, Advanced	50% (4 of 8 courses)
Accounting Clerk	50% (4 of 8 courses)
Accounting, Computer Applications *	78% (7 of 9 courses)
Agriculture, General	20% (1 of 5 courses)
Agriculture, Business	38% (5 of 13 courses)
Building Inspection Technology (BIT)	27% (3 of 11 courses)

Table 2: Certificate Programs with a Significant Distance Education Component (cont.)

Certificate Program	Percentage of Required Courses Approved for DE
BIT: Concrete Construction Inspection and HVAC Inspection	60% (3 of 5 courses)
BIT: Electrical Construction Inspection	50% (3 of 6 courses)
BIT: Masonry Construction Inspection	60% (3 of 5 courses)
BIT: Plumbing Inspection	60% (3 of 5 courses)
BIT: Soils & Asphalt Construction Inspection	60% (3 of 5 courses)
BIT: Steel Construction Inspection	60% (3 of 5 courses)
BIT: Wood Frame Construction Inspection	60% (3 of 5 courses)
Business Office Assistant	56% (5 of 9 courses)
Business Office Technician	58% (7 of 12 courses)
Business: Small Business Management/Entrepreneurship	71% (5 of 7 courses)
Business: E-Business and the Internet *	67% (4 of 6 courses)
CIS: Software Development with JAVA	100% (4 of 4 courses)
CIS Software Development using Visual BASIC.NET	100% (5 of 5 courses)
CIS: Programming in C/C++	92% (12 of 13 courses)
CIS: Internet Programming	92% (12 of 13 courses)
CIS: Information Systems Security	100% (9 of 9 courses)
CIS: Desktop Publishing	50% (6 of 12 courses)
CIS: Linux Systems Administrator	100% (7 of 7 courses)
CIS: Network Helpdesk Technician	87% (7 of 8 courses)
CIS: Network Systems Administrator *	100% (10 of 10 courses)
CIS Database Analyst – SQL	100% (6 of 6 courses)
CIS: Computer Programmer – SQL	100% (8 of 8 courses)
CIS: Relational Database Administration	100% (10 of 10 courses)
CIS: Database Design	100% (6 of 6 courses)
CIS: Web Publishing	83% (5 of 6 courses)
CIS: Web Programming	82% (9 of 11 courses)
CIS: Network Systems Engineering *	100% (12 of 12 courses)
CIS: MIS Information Processing *	100% (4 of 4 courses)
CIS: MIS Application Technician *	100% (8 of 8 courses)
CIS MIS Application Analyst *	100% (12 of 12 courses)
CIS: MIS Application Manager *	100% (15 of 15 courses)
CIS: MIS E-Business Infrastructure *	100% (4 of 4 courses)
Construction	33% (2 of 6 courses)
Construction Management Technology	50% (4 of 8 courses)
Management, Retail	55% (6 of 11 courses)
Medical Assisting	50% (7 of 14 courses)
Medical Assisting – Medical Insurance Billing	66% (4 of 6 courses)
Nutrition and Foods – Community Nutrition	100% (6 of 6 courses)
Real Estate Broker	50% (4 of 8 courses)
Real Estate Sales	67% (2 of 3 courses)

* Certificate programs no longer in the curriculum inventory

Appendix B – 2012-13 CRC GE Requirement Analysis

Area	Number of Units Required	Courses in the Area approved for DE	Number of Units Available via DE
Humanities	3	ARTH 300, 328, 333; ARTPH 342; ENGLT 336; ENGWR 301; PHOTO 302, 420; TA 300, 302, 303, 306	3
Language and Rationality	3	BUS 310; ENGWR 300	3
	3	ACCT 301; CISC 310; CISP 350, 360, 370, 371, 400; COMM 363, ENGCW 400; ENGRD 310; ENGWR 302; JOUR 300; MATH 120, 125, 300; MGMT 360; RTVF 306; STAT 300	3
Living Skills	1	FITNS 320	0
	2	ACCT 498; ADT 498; AGB 498; AMT 498; ANSC 498; ANTH 498; ACH 498; ASTR 498; BIOL 498; BIT 298; BUS 498; CAM 498; CHEM 498; CISC 302, 310, 498; CMT 498; COMM 321; CONST 298; ECE 312, 314, 322, 350, 415, 498; EMT 298; ENGR 498; FCS 322, 324; FT 498; HCD 122, 346; HCIT 298; HEED 300; HIT 298; HORT 498; HSER 498; JOUR 330, 498; KINES 300, 498; LIBR 318, 325; MEDA 298; MGMT 498; MKT 498; NUTRI 300, 322; PHOTO 498; PHYS 498; PLTS 498; PSYC 353, 371; RE 498; RTVF 498; TA 498; VT 298; WELD 298; WEXP 198, 298, 498	2
Natural Science	3	ANSC 301; ANTH 300, 303; ASTR 300; BIOL 100, 300, 350, 352; GEOG 306; GEOL 300, 305, 310, 330; HORT 300; PHYS 310, 370; PSYC 312	3
Social Sciences	3	POLS 301	3
	3	ANTH 303, 310, 316, 323, 324, 331, 332, 334, 341; BUS 320, 330, 345; COMM 325, 341; ECON 100, 302, 304, 306, 320; JOUR 310; PSYC 300, 320, 353, 368, 371; RTVF 300; SOC 300, 301, 341; SOCS 360	3
Ethnic/Multicultural Studies	3	ANTH 310, 316, 324, 331, 332, 334; ARTH 328; BUS 330; COMM 325; ENGLT 336; GEOG 320; NUTRI 310; PSYC 368; TA 306	3
TOTAL	24		23

Appendix C – 2012-13 CSU GE Requirement Analysis

Area	Number of Units Required	Courses in the Area approved for DE	Number of DE Units potentially available in the area
Communication	3		0
	3	ENGWR 300	3
	3	ENGRD 310; ENGWR 301, 302	3
Physical Universe and Life Forms	3	GEOL 300, 305, 310, 330 PHYS 310,	3
	3	BIOL 300, 350, 352	3
	1 (Lab)	PHYS 370	0
	3	STAT 300	3
Arts, Literature, Philosophy and Foreign Language	6/3	ARTH 300, 328, 342; PHOTO 420; TA 300, 302, 303, 306	6/3
	3/6	ARTH 328, 333; ENGCW 400; ENGLT 336; ENGWR 301	3/6
Social, Political and Economic Institutions	6	POLS 301	3
	3	ANTH 310, 316, 323, 324, 331, 332, 334, 341; COMM 325, 341, 363; ECE 312, 314; ECON 302, 304, 306; GEOG 320; JOUR 310; PSYC 300, 320, 353, 368; RTVF 300; SOC 300, 301, 341; SOCSC 360; TA 306	3
Life Long Understanding and Self-Development	3	COMM 321; ECE 312; FCS 322, 324; HEED 300; PSYC 353	3
TOTAL	40		37

Appendix D – 2012-13 Academic Year Analysis of DE status of All CRC Programs (Based on Courses Approved for DE and Programs in the Current Inventory)

Degree Programs

1.	Accounting AA
2.	Advertising/Public Relations AA
3.	Agriculture: Business Transfer AS
4.	Agriculture: General Transfer AS
5.	Anthropology AS
6.	Art-Photo AA
7.	Biology: Pre-Nursing Option AS
8.	Broadcast Journalism AA
9.	Building Inspection Technology AS
10.	Building Inspection Technology AS
11.	Business Administration AS
12.	Business Administration AS-T
13.	Business, Administrative Professional AA
14.	Business: Administrative Assistant AA
15.	Business: General AA
16.	Business: Small Business Management/Entrepreneurship AA
17.	Business: Transfer AA
18.	CIS - Computer Science AS
19.	CIS - Enterprise Administrator AS
20.	CIS - Server Administrator AS
21.	CIS: Information Systems Security AS
22.	CIS: Management Information Systems AS
23.	Commercial and Studio Photography AA
24.	Communication Studies AA-T
25.	Communication, Organizational Communication AA
26.	Construction AS
27.	Construction Management Technology AS
28.	Digital Media AS
29.	Digital Media AA
30.	Early Childhood Education AA
31.	Early Childhood Education, Site Supervisor AA
32.	English AA

33.	Environmental Studies & Sustainability AS
34.	Equine Science AS
35.	Film and Media Studies AA
36.	Finance AA
37.	Fine Art Photography AA
38.	General Education - Transfer AA
39.	Geography AS
40.	Geology AS
41.	Health AS
42.	Health Care IT Implementation Support Specialist AS
43.	Health Care IT Technical Support Specialist AS
44.	Health Information Technology AS
45.	Horticulture, Landscape Technology AS
46.	Human Services, General AA
47.	Interdisciplinary Studies, American Studies AA
48.	Interdisciplinary Studies, Ethnic Studies AA
49.	Interdisciplinary Studies, Humanities AA
50.	Interdisciplinary Studies, Women's Studies AA
51.	Journalism AA
52.	Management AA
53.	Marketing AA
54.	Mathematics AS
55.	Medical Assisting AS
56.	Medical Assisting, Administrative AS
57.	Nursery Management AS
58.	Nutrition and Foods AS
59.	Pharmacy Technology AS
60.	Photography AA
61.	Physical Education AA
62.	Portraiture and Wedding Photography AA
63.	Psychology - Transfer AA-T
64.	Radio Production AA
65.	Real Estate AA
66.	Sociology - Transfer AA-T
67.	Sustainable Landscape and Irrigation Systems Design - AS
68.	Television Production - AA

69.	Theatre Arts - AA
70.	Welding Technology - AS

Certificate Programs

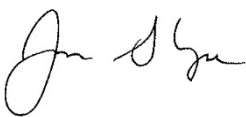

1.	Accounting
2.	Accounting Clerk
3.	Accounting, Advanced
4.	Agriculture, Business
5.	Agriculture, General
6.	Applied Communication Skills
7.	BIT: Concrete Construction Inspection and HVAC Inspection
8.	BIT: Electrical Construction Inspection
9.	BIT: Masonry Construction Inspection
10.	BIT: Plumbing Inspection
11.	BIT: Soils & Asphalt Construction Inspection
12.	BIT: Steel Construction Inspection
13.	BIT: Wood Frame Construction Inspection
14.	Building Inspection Technology (BIT)
15.	Business Office Assistant
16.	Business Office Technician
17.	Business: Small Business Management/Entrepreneurship
18.	CIS - Enterprise Administrator
19.	CIS - Server Administrator
20.	CIS Database Analyst – SQL
21.	CIS Software Development using Visual BASIC.NET
22.	CIS: Computer Programmer – SQL
23.	CIS: Database Design
24.	CIS: Desktop Publishing
25.	CIS: Information Systems Security
26.	CIS: Internet Programming
27.	CIS: Linux Systems Administrator
28.	CIS: Network Helpdesk Technician
29.	CIS: Programming in C/C++
30.	CIS: Relational Database Administration
31.	CIS: Software Development with JAVA
32.	CIS: Web Programming
33.	CIS: Web Publishing

34.	Construction
35.	Construction Management Technology
36.	Early Childhood Education - Master Teacher
37.	Early Childhood Education - Teacher
38.	Early Childhood Education, Associate Teacher
39.	Early Childhood Education, Home Early Care and Education
40.	Early Childhood Education, Infant Specialist
41.	Early Childhood Education, School Age Child Care and Education
42.	Green Buildings: Environmental Design, Energy Management and Performance Based Construction
43.	Health Care IT Trainer
44.	Health Information Coding Specialist
45.	Horticulture, Landscape Technology
46.	Management, Retail
47.	Medical Assisting
48.	Medical Assisting – Medical Insurance Billing
49.	MIS - Application Expert
50.	MIS - Application Master
51.	Nutrition and Foods – Community Nutrition
52.	Photography
53.	Real Estate Broker
54.	Real Estate Sales

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Educational Protection Account Expenditure Plan	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Jon Sharpe	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	 Brian King	ACTION	<input checked="" type="checkbox"/>
		INFORMATION	<input type="checkbox"/>

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 that 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. For 2012-13, the share of total funding from the EPA was 16%. The first principal apportionment indicated Los Rios’ share as \$39,309,572. That was subsequently

lowered to \$38,547,050 at the second principal apportionment (P2). Districts were paid the P2 amount in late June.

In 2013-14, EPA funds will be distributed quarterly with the first payment due in September. The total amount of EPA for 2013-14 is \$116 million less than 2012-13. The budget act appropriates \$688,710,000 from EPA for the California community college system and Los Rios' share, as of the advance apportionment, is \$33,318,264. As was the case in 2012-13, the amount may change as the year progresses and entitlements modified. The Board must adopt its plan for the use of the funds as described in the background section relying on the best information available. If the EPA funds change from the advance amount, that will be reflected in subsequent revisions to the District's budget. 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. Over the course of the year instructional salaries and benefits 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.

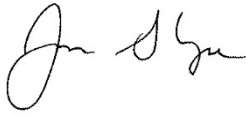
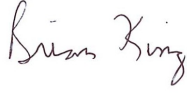
RECOMMENDATION:

It is recommended that 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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Public Hearing: Adoption of 2013-14 Proposed Budgets	ATTACHMENT: Yes	
		ENCLOSURE: Yes	
AGENDA ITEM:	Action Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	X
		INFORMATION	

BACKGROUND / STATUS:

The tentative budget for the General Fund for 2013-14, adopted by the Board of Trustees in June, has been revised. The revised budget is based upon the enacted State budget for 2013-14 which was signed by the Governor on June 27th. The Board is required to hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15th day of September. Subsequent budget revisions are then brought to the Board as needed, but at least twice during the year.

The Governor’s May Revise proposal for California Community Colleges was the basis for the tentative budget. The enacted budget is very similar to the May Revise. It includes \$89.4 million for access/growth (1.63%) and \$87.5 million for COLA (1.57%). In addition to the \$50 million increase to the Student Success and Support Program, the enacted budget further increases categorical funding by over \$82 million including \$15 million each for two student services programs, Extended Opportunity Programs and Services (EOPS) and Disabled Students Programs and Services (DSPS), \$8 million more for CalWORKs, and \$30 million for physical plant/instructional support. The enacted budget also included funding provided by Proposition 39, \$47 million and \$25 million for planning grants related to Adult Education. The deferrals are down to \$592 million from the \$961 million in place prior to Proposition 30 passing.

As with the tentative budget, the adopted budget reflects a return to the District’s long-standing practice of adopting three different revenue scenarios where projected revenues start at a base level and then increased. As the enacted budget reflects the May Revise for Access and COLA, the District’s revenue assumptions are the same as Tentative. Access is allocated to districts based upon restoring workload that was reduced across the board. It is not reflective of factors such as the change in adult population that were used when the funds were appropriated as growth. Because some districts have not earned their entitlements from 2009-10, access funds are not evenly distributed. Los Rios’ share if all districts earned their full entitlement, including 2009-10, is less than Y budget. However, Y budget is a reasonable approximation given that it is unlikely that all districts will earn their entitlement. Z budget (best case) reflects earning an additional \$2 million available due to unearned entitlements. If

those funds are available, the District's unfunded (over cap) FTES would be further reduced as well as our entitlement.

All three scenarios are updated to reflect the results of the 2012-13 year. The District closed 2012-13 recording a projected deficit of \$2.4 million or 1% of total computational revenue. The initial deficit at the 2nd principal apportionment was \$11.5 million, 4.8%. Since then an additional \$2.9 million was paid related to a shortfall in Education Protection Act revenues. The current shortfall is \$9 million or 3.7%. The balance is primarily due to a difference in expected RDA revenues. There was a trailer bill to the 2012-13 budget guaranteeing CCDs backfill for any shortfall in the projected RDA revenues. However, due to reporting discrepancies, resolution between the Dept. of Finance and the Chancellor's Office is still on-going and the backfill may not be paid until the recalculation in February 2014.

Even with the increased revenues, the Z budget includes continued support from the District's Capital Outlay Projects fund of \$3.8 million. If those funds are required, the cumulative use of reserves will be \$15.8 million. Reserves may still be required in 2014-15 dependent upon how much is received in 2013-14 as well as 2014-15, but still well below the \$26 million designated by the Board.

RECOMMENDATION:

It is recommended that the Board of Trustees conduct a public hearing and adopt the 2013-14 proposed 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 Adopted Budget

Schedule I

	X MINIMUM FUNDING	Y MID-RANGE	Z BUDGET MAXIMUM OPTIMISTIC
BEGINNING FUND BALANCE, JULY 1:			
Uncommitted	\$ 9,827,730	\$ 9,827,730	\$ 9,827,730
Committed	18,131,674	18,131,674	18,131,674
Restricted	3,438,798	3,438,798	3,438,798
Total Beginning Fund Balance	<u>31,398,202</u>	<u>31,398,202</u>	<u>31,398,202</u>
REVENUES:			
Base Revenue	138,781,588	138,781,588	138,781,588
Education Protection Account (EPA) Funds	33,318,264	33,318,264	33,318,264
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	69,191,895	69,191,895	69,191,895
Total Base Allocation, COLA & Growth	<u>245,071,747</u>	<u>249,071,747</u>	<u>251,271,747</u>
Lottery	3,300,000	5,794,067	6,417,584
Other Revenue:			
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	988,597	988,597	988,597
Other Income	2,872,394	2,872,394	2,872,394
Interfund Transfers, Other	4,240,850	4,240,850	4,240,850
Total Other Revenue	<u>15,369,100</u>	<u>15,369,100</u>	<u>15,369,100</u>
Total General Purpose Revenue	<u>263,740,847</u>	<u>270,234,914</u>	<u>273,058,431</u>
Special Program Revenue	40,047,693	40,047,693	40,047,693
Total Revenue	<u>303,788,540</u>	<u>310,282,607</u>	<u>313,106,124</u>
Total Revenue & Beginning Fund Balance	<u>\$ 335,186,742</u>	<u>\$ 341,680,809</u>	<u>\$ 344,504,326</u>
APPROPRIATIONS:			
Current Operational Level	\$ 317,710,539	\$ 317,710,539	\$ 317,710,539
Program and Salary Improvement	2,498,843	8,992,910	11,816,427
Total Appropriations	<u>320,209,382</u>	<u>326,703,449</u>	<u>329,526,966</u>
ENDING FUND BALANCE, JUNE 30:			
Uncommitted	9,827,730	9,827,730	9,827,730
Committed	3,570,701	3,570,701	3,570,701
Restricted	1,578,929	1,578,929	1,578,929
Total Ending Fund Balance	<u>14,977,360</u>	<u>14,977,360</u>	<u>14,977,360</u>
Total Appropriations & Ending Fund Balance	<u>\$ 335,186,742</u>	<u>\$ 341,680,809</u>	<u>\$ 344,504,326</u>

LOS RIOS COMMUNITY COLLEGE DISTRICT **Schedule II**
Other Governmental Funds - General Fund Sub-Fund and Special Revenue
2013-2014 Adopted Budget

DESCRIPTION	INSTRUCTIONALLY RELATED ACTIVITIES FUND	CHILD DEVELOPMENT FUND
Beginning Fund Balance, July 1:		
Uncommitted	\$ 3,616,940	\$ 311,989
Total Beginning Fund Balance	3,616,940	311,989
Revenues:		
Federal	-	106,920
State	-	1,194,765
Local	1,400,000	81,500
Interfund Transfers In	600,388	629,224
Total Revenues	2,000,388	2,012,409
Total Revenues and Beginning Fund Balance	\$ 5,617,328	\$ 2,324,398
Appropriations:		
Academic Salaries	\$ 1,000	\$ -
Classified Salaries	130,000	1,203,112
Employee Benefits	10,000	644,112
Books, Supplies, and Food	720,000	140,404
Other Operating Expenses	900,000	22,781
Capital Outlay	40,000	2,000
Interfund Transfer Out/Other	12,493	-
Payments to Students	25,000	-
Total Appropriations	1,838,493	2,012,409
Ending Fund Balance, June 30:		
Uncommitted	3,778,835	311,989
Total Ending Fund Balance	3,778,835	311,989
Total Appropriations and Ending Fund Balance	\$ 5,617,328	\$ 2,324,398

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

Schedule III

DESCRIPTION	CAPITAL OUTLAY PROJECTS FUND	BOND PROJECTS FUNDS
Beginning Fund Balance, July 1:		
Uncommitted	\$ 3,003,595	\$ -
Board Designated - Budget Shortfall Reserve	14,008,946	
Committed/Projects in Progress	62,938,143	104,975,021
Total Beginning Fund Balance	79,950,684	104,975,021
Revenues:		
State	966,233	-
Local, including Interest Income	3,706,548	400,000
Interfund Transfers In	6,036,500	
Total Revenues	10,709,281	400,000
Total Revenues and Beginning Fund Balance	\$ 90,659,965	\$ 105,375,021
Appropriations:		
Capital Outlay	\$ 72,709,821	\$ 105,175,021
Interfund Transfers Out/Other	4,699,617	-
Bond Issuance and Service Costs	-	200,000
Total Appropriations	77,409,438	105,375,021
Ending Fund Balance, June 30:		
Uncommitted	3,003,595	-
Board Designated - Budget Shortfall Reserve	10,246,932	-
Total Ending Fund Balance	13,250,527	-
Total Appropriations and Ending Fund Balance	\$ 90,659,965	\$ 105,375,021

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

Schedule IV

DESCRIPTION	BOND INTEREST AND REDEMPTION FUND	OTHER DEBT SERVICE FUND
Beginning Fund Balance, July 1:		
Restricted	\$ 12,874,872	\$ -
Committed		3,788,528
Total Beginning Fund Balance	12,874,872	3,788,528
Revenues:		
Local		
Property Taxes/Bond Premiums	25,675,000	-
Interest Income	336,888	130,000
Interfund Transfers In	-	804,779
Total Revenues	26,011,888	934,779
Total Revenues and Beginning Fund Balance	\$ 38,886,760	\$ 4,723,307
Appropriations:		
Bond Principal/Interest Expense	\$ 25,635,853	\$ 477,439
Bond Issuance/Service Costs	4,000	1,200
Interfund Transfers Out/Other	-	75,000
Total Appropriations	25,639,853	553,639
Ending Fund Balance, June 30:		
Restricted	13,246,907	-
Committed	-	4,169,668
Total Ending Fund Balance	13,246,907	4,169,668
Total Appropriations and Ending Fund Balance	\$ 38,886,760	\$ 4,723,307

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

Schedule V

DESCRIPTION	BOOKSTORE FUND	REGIONAL PERFORMING ARTS CENTER FUND	SELF- INSURANCE FUND
Beginning Fund Balance:			
Uncommitted	\$ 123,145	\$ 467,646	\$ -
Committed	11,335,425	295,538	1,656,895
Total Beginning Fund Balance	11,458,570	763,184	1,656,895
Revenues:			
Auxiliary Operations/Sales	15,000,000	3,200,000	-
Other Local, including Interest Income	200,000	800,000	6,691,659
Interfund Transfers	-	275,000	-
Total Revenues & Interfund Transfers	15,200,000	4,275,000	6,691,659
Total Revenues, Transfers and Beginning Fund Balance	\$ 26,658,570	\$ 5,038,184	\$ 8,348,554
Appropriations:			
Cost of Sales	\$ 10,600,000	\$ -	\$ -
Classified Salaries	2,000,000	1,023,000	150,689
Employee Benefits	660,000	280,000	58,534
Depreciation	200,000	24,000	-
Other Operating Expenses	679,498	2,948,000	6,482,436
Interfund Transfers Out/Other	1,060,502	-	-
Total Appropriations	15,200,000	4,275,000	6,691,659
Ending Fund Balance:			
Uncommitted	1,168,891	467,646	-
Committed	10,289,679	295,538	1,656,895
Total Ending Fund Balance	11,458,570	763,184	1,656,895
Total Appropriations and Ending Fund Balance	\$ 26,658,570	\$ 5,038,184	\$ 8,348,554

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
2013-2014 Adopted Budget

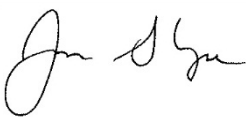
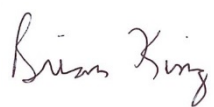
Schedule VI

DESCRIPTION	STUDENT FINANCIAL AID	STUDENT ASSOCIATION	SCHOLARSHIP AND LOAN FUND	FOUNDATION
Beginning Fund Balance, July 1:				
Uncommitted	\$ -	\$ 406,957	\$ -	\$ 863,052
Committed	-	183,313	661,228	11,336,332
Total Beginning Fund Balance	-	590,270	661,228	12,199,384
Revenues:				
Federal	106,580,073	-	-	-
State	4,300,000	-	-	-
Local	-	179,469	4,000	2,015,000
Interfund Transfers In	1,798,344	-	-	-
Total Revenues	112,678,417	179,469	4,000	2,015,000
Total Revenues and Beginning Fund Balance	\$ 112,678,417	\$ 769,739	\$ 665,228	\$ 14,214,384
Appropriations:				
Classified Salaries	\$ -	\$ 2,000	\$ -	\$ -
Employee Benefits	-	200	-	-
Books, Supplies & Materials	-	22,000	-	-
Other Operating Expenses	132,379	100,000	-	-
Student Financial Aid	112,546,038	-	-	-
Scholarships/Awards	-	5,000	10,000	-
Auxiliary Activities	-	-	-	1,630,000
In-Kind Contributions	-	-	-	100,000
Interfund Transfers Out	-	20,000	-	-
Total Appropriations	112,678,417	149,200	10,000	1,730,000
Ending Fund Balance, June 30:				
Uncommitted	-	410,326	-	919,052
Committed	-	210,213	655,228	11,565,332
Total Ending Fund Balance	-	620,539	655,228	12,484,384
Total Appropriations and Ending Fund Balance	\$ 112,678,417	\$ 769,739	\$ 665,228	\$ 14,214,384

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Public Hearing: Categorical Program Flexibility	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Jon Sharpe	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	 Brian King	ACTION	X
		INFORMATION	<input type="checkbox"/>

BACKGROUND:

AB X4 2, the education trailer bill enacted in 2009 provided community colleges with the flexibility to move funds from specified categorical programs to any other categorical program(s). The specified programs, referred to as unprotected, were: Matriculation, Part-Time Faculty Programs, Apprenticeship, Transfer & Articulation, Child Care Tax Bailout, and Faculty & Staff Diversity. The protected programs were: EOPS, DSPS, CARE, Basic Skills Initiative, CalWORKS, MESA, Student Financial Aid Administration, and Nursing Education. SB 70, the 2011-12 trailer bill, extended the flexibility provision through 2014-15. Since then, Matriculation was changed to Student Success and Support Programs and is now protected. Apprenticeship funding has also been moved to a protected program. The \$30 million appropriated for Physical Plant and Instructional Support in 2013-14 is unprotected (may be flexed).

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

STATUS:

To adopt the flexibility provisions defined in AB X4 2, the Board must hold a public hearing at a regularly scheduled public meeting. The Board must designate at least \$1 from any of the unprotected programs to be transferred to any other program. The flexibility provisions then apply to all the unprotected programs not just the named program(s). As was done for the past three years, the District has identified two unprotected programs, Part-Time Faculty Office Hours and Part-Time Faculty Health Insurance and intends to move funds from Office Hours to Health Insurance so each program receives equal State support. The amount to be shifted from the Office Hours program to the Health Insurance program is \$23,687. Faculty union leadership

supports the intent to move the funds. Both programs were reduced by 49% in 2009-10. Prior to that reduction, the programs were underfunded relative to the initial intent, which was to fund one-half the cost for participating districts. The transfer of funds results in both programs receiving equal State support reflecting that both are equally important to meeting both student and part-time faculty needs.

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

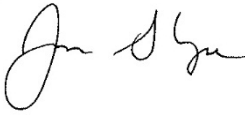
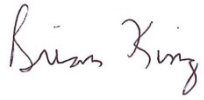
RECOMMENDATION:

It is recommended that the Board of Trustees conduct a public hearing. Upon conclusion of the public hearing, staff recommends the Board of Trustees adopt the categorical flexibility provisions of AB X4 2 for 2013-14.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	Citizens' Bond Oversight Committee Annual Report 2012-13	ATTACHMENT: None	
		ENCLOSURE: Yes	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Jon Sharpe 	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	X

BACKGROUND:

On March 5, 2002, the electorate of the Los Rios Community College District approved Measure A, the District's \$265 million general obligation bond program. In November 2008, the electorate also approved Measure M in the amount of \$475 million. Both elections were conducted under Proposition 39, which requires the establishment of a Citizens' Bond Oversight Committee. The Oversight Committee Bylaws also require that an annual written report be presented to the Board of Trustees in open session.

STATUS:

The District's Oversight Committee was created in spring 2002 and concluded its eleventh full year of operation on June 30, 2013. Consistent with the Oversight Committee Bylaws and State Statutes, it is appropriate to present the Annual Report for the 2012-13 year. Staff will present the committee's annual report and fulfillment of the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the 2012-13 Annual Report from the Citizens' Bond Oversight Committee.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: September 11, 2013

SUBJECT:	CRC Math Boot Camp: Accelerating Student Preparedness	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Deborah J. Travis <i>Deborah J. Travis</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	X

BACKGROUND:

This past summer marked the 4th consecutive Math Boot Camp offering at CRC. It is modeled after the summer Fast Track Math program supported by CSU Sacramento’s Math and Engineering Program (MEP), modified to meet the needs of the community college student.

The summer Math Boot Camp immerses the student in a 4-week intensive course, Monday through Thursday, 3 hours each day. Students work on individualized worksheets, submit their answers via scantron, receive immediate feedback, and then are given additional worksheets based on their results. Student tutors are available to assist students on an individual basis. As the class progress is monitored, the math instructor delivers intermittent brief lectures on mathematical topics throughout the course. Additionally, small group instruction and individual instruction are organized as needed.

STATUS:

The initial offering of the Math Boot Camp enrolled 19 students while the summer 2013 offering enrolled nearly 50 students. To date, over 200 students have benefitted from the Math Boot Camp. Some of the students that have benefitted the most from the Math Boot Camp include re-entry students, students completing their GED, students unsuccessful at multiple attempts of the same math class, and first time college students. The feedback from virtually all participating students has been extremely positive. The increased skills, knowledge, confidence, and motivation these students gain from the Math Boot Camp is remarkable, establishing a solid foundation for success in math.

RECOMMENDATION:

This item is presented for Board information and discussion.