

# LOS RIOS COMMUNITY COLLEGE DISTRICT



## BOARD MEETING AGENDA

Wednesday, October 16, 2013

5:30 pm

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

### 1. CALL TO ORDER

Board President

### 2. ORAL COMMUNICATIONS

*The public may comment on any items within the board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on 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.*

### 3. CONSENT CONSIDERATIONS

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

A. Board Meeting Minutes: September 11, 2013	Brian King
B. Curriculum Proposals: ARC/CRC/SCC	Susan L. Lorimer
C. Resolution No. 2013-13: District Volunteers	Jon Sharpe
D. Resolution No. 2013-14: Mitigated Negative Declaration – FLC - Rancho Cordova Center	Jon Sharpe
E. Resolution No. 2013-15: California State Human Resources Skill-Based Training	Beverly A. Sandeen
F. August 26, 2013 Claim of Arthur Hernandez	JP Sherry
G. September 4, 2013 Claim of Arthur Hernandez	JP Sherry
H. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
I. Ratify: New Contracts and Renewals	Jon Sharpe
J. Ratify: Bid Transactions	Jon Sharpe
K. Surplus Equipment Disposal – Cold Storage Trailer	Jon Sharpe
L. Disposition of Surplus Equipment	Jon Sharpe
M. Purchase Orders, Warrants and Checks	Jon Sharpe
N. Regular Human Resources Transactions: Appointments, Assignments, and Separations	Jon Sharpe

### 4. INFORMATION

A. Smart Grid Project, Utility Incentives	Jon Sharpe
B. Legislative Update	JP Sherry

### 5. FIRST READING

A. Board Policy Revisions: Collective Bargaining Proposals (P-3218)	JP Sherry
B. Board Policy Revisions: Authorization of Signatories (P-8315)	JP Sherry

**6. ACTION**

A. CRC Substantive Change Proposal: Elk Grove Center	Deborah Travis
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**7. BOARD MEMBER REPORTS**

**8. REPORTS and COMMENTS**

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

**9. FUTURE AGENDA ITEMS**

**10. 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 Govt Code section 54956.9; Conference with Legal Counsel -- Existing Litigation; WCAB Nos. ADJ 8574414
- B. Pursuant to Govt Code § 54957: Public Employee Evaluation and Contract: Chancellor

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

**12. ADJOURNMENT**

**LOS RIOS BOARD OF TRUSTEES**

<b>Pamela Haynes</b> President ▪ Area 5	<b>Robert Jones</b> Vice President ▪ Area 2	<b>Dustin Johnson</b> ▪ Area 1 <b>Terry Cochran</b> ▪ Area 3 <b>Ruth Scribner</b> ▪ Area 4	<b>Deborah Ortiz</b> ▪ Area 6 <b>Kay Albiani</b> ▪ Area 7 <b>Ricardo Lemus</b> ▪ Student Trustee
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Meetings are held every second Wednesday of the month at 5:30 pm ▪ *Note:* Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.

November 13, 2013	Regular Board Meeting ▪ Location: Sacramento City College
December 11, 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](http://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:** October 16, 2013

<b>SUBJECT:</b>	Board Meeting Minutes: September 11, 2013	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

**STATUS**

The minutes of the Board of Trustees meeting on September 11, 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 September 11, 2013.



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, September 11, 2013**

**1. CALL TO ORDER**

The board meeting was called to order by President Haynes at 5:33 p.m., in the Winn Center Community Room at Cosumnes River College, 8401 Center Parkway, Sacramento, California.

***Present:***

Ms. Pamela Haynes, President  
Mr. Robert Jones, Vice President  
Ms. Kay Albiani  
Mr. Terry Cochran (*via teleconference*)  
Mr. Dustin Johnson  
Ms. Deborah Ortiz  
Ms. Ruth Scribner

Mr. Ricardo Lemus, Student Trustee

Dr. Brian King, Chancellor

**2. ORAL COMMUNICATIONS**

Jorge Riley introduced himself as the new president for the ARC student senate.

**3. CONSENT CONSIDERATIONS**

*A motion was made by Ms. Ortiz, seconded by Mr. Johnson, that the Board of Trustees approve Consent Consideration items A through J.*

***Roll Call Vote:***

***Aye: Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner***

***No: None***

***Motion carried; 7:0***

A. Board Meeting Minutes: August 14, 2013

*That the Board of Trustees approve the minutes of the meeting held on August 14, 2013.*

B. Curriculum Proposals

*That the Board of Trustees approve the curriculum proposals for Cosumnes River and Sacramento City Colleges.*

C. Appointment: Citizens' Bond Oversight Committee

***That the Board of Trustees appoint Richard SooHoo to a successive term of two years upon the expiration of his initial appointment.***

D. District Annual Investment Report

***That the Board of Trustees accept the District's Annual Investment Report for fiscal year 2012-13.***

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

F. Ratify: New Contracts and Renewals

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

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

G. Ratify: Bid Transactions

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

CHANGE ORDERS					
Bid №	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

H. 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 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 laptop, 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.***

I. Purchase Orders, Warrants, and Checks

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

<b>PURCHASE ORDERS</b>		
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 -	
<b>WARRANTS</b>		
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	\$ 16,743,494.03
Payroll Warrants	191180-192454* *includes retro warrants dated 8/16/13	
Payroll-Direct Deposit	634874-641804	
August Leave Process	192455-193609	
Payroll Vendor Warrants	54790-54927	
<b>CHECKS</b>		
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

*J. Regular Human Resources Transactions*

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

#### 4. ACTION

A. Resolution No. 2013-12: Recognition of Mathilde Mukantabana

*A motion was made by Ms. Albiani, seconded by Ms. Scribner, that the Board of Trustees adopt Resolution No. 2013-12 recognizing Cosumnes River College History Professor Mathilde Mukantabana's appointment to serve as Rwanda's Ambassador to the United States.*

**Roll Call Vote:**

*Aye: Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner*

*No: None*

*Motion carried; 7:0*

B. ACCJC Substantive Change Proposal: CRC Distance Education Substantive Change Report 2013

*A motion was made by Ms. Scribner, seconded by Ms. Albiani, that the Board of Trustees approve the submission of the 2013 CRC Distance Education Substantive Change Proposal to ACCJC.*

**Roll Call Vote:**

*Aye: Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner*

*No: None*

*Motion carried; 7:0*

C. Educational Protection Account Expenditure Plan

*A motion was made by Mr. Jones, seconded by Ms. Ortiz, that the Board of Trustees adopt the plan to designate instructional salaries as funded by the Educational Protection Account.*

**Roll Call Vote:**

*Aye: Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner*

*No: None*

*Motion carried; 7:0*

D. Public Hearing: Adoption of 2013-14 Proposed Budgets

**Public Hearing:** President Haynes declared a public hearing in the matter of the 2013-14 proposed budgets.

*There were no public comments, and the hearing was declared closed.*

*A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the Board of Trustees 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.*

**Roll Call Vote:**

**Aye:** *Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner*

**No:** *None*

**Motion carried;** *7:0*

E. *Public Hearing: Categorical Program Flexibility*

**Public Hearing:** President Haynes declared a public hearing in the matter of Categorical Program Funding.

*There were no public comments, and the hearing was declared closed.*

*A motion was made by Mr. Johnson, seconded by Ms. Albiani, that the Board of Trustees adopt the categorical flexibility provisions of AB X4 2 for 2013-14.*

**Roll Call Vote:**

**Aye:** *Albiani, Cochran, Haynes, Johnson, Jones, Ortiz, Scribner*

**No:** *None*

**Motion carried;** *7:0*

## **5. INFORMATION**

A. *Citizens' Bond Oversight Committee Annual Report 2012-13*

The Citizens' Bond Oversight Committee Annual Report was presented to the Board of Trustees.

B. *CRC Math Boot Camp: Accelerating Student Preparedness*

Information regarding the Cosumnes River College Math Boot Camp was presented to the Board of Trustees. To date, over 200 students have benefited from the Math Boot Camp. Some of the students that have benefited the most from this program include re-entry students, students completing their GED, students unsuccessful at multiple attempts of the same math class, and first time college students. The increased skills, knowledge, confidence, and motivation these students gain is remarkable, establishing a solid foundation for success in math.

## **6. BOARD MEMBER REPORTS**

Ms. Ortiz reported on the community college summit she, Ms. Haynes, and Kathryn Jeffery participated in for Hispanic Serving Institutions (HSI). The topic was "Bridging the Hispanic Student Achievement Gap."

Mr. Johnson attended a local community event in Natomas called “Celebrate Natomas.” Sacramento City College had an information booth at the event, and Mr. Johnson shared that he was very impressed with the student ambassador.

Ms. Scribner reported that she attended the New Faculty Reception, and announced the details of an event sponsored by the Yolo County School Boards Association occurring on the upcoming Monday evening.

Mr. Cochran reported that he attended the Folsom Lake College Athletic Field dedication.

Ms. Albiani attended the Winn Center dedication, CRC’s Convocation, and the New Faculty Reception.

Mr. Lemus reported on the Student Trustee Workshop he participated in over the past month, and shared that he chaired the first Los Rios student advisory committee meeting earlier that day.

Ms. Haynes reported on the various functions she participated in, including the New Faculty Reception, all five Convocations, the Aerospace Museum Annual Foundation dinner recognizing Henry Wentz, LRCFT Labor Day picnic, FLC Athletic Fields dedication, and the District academic senate retreat.

## 7. REPORTS AND COMMENTS

The following constituency representatives also presented reports to the Board:

- DJ Mitchell, President, Cosumnes River College Student Senate
- Breanne Holland , President, Cosumnes River College Classified Senate
- Kale Braden, President, District Academic Senate
- Dean Murakami, President, LRCFT

### Chancellor’s Report:

**ARC:** American River College is one of only eight California community colleges recently selected by the U.S. Department of Veterans’ Affairs for the VetSuccess on Campus program. In the VetSuccess program, vocational rehabilitation counselors from Veterans Affairs serve on campus to help ease veterans’ transition to student life and assist them in achieving their educational and career goals through a variety of federal veterans educational and benefits programs.

**CRC:** Cosumnes River College Music Professor Kurt Erickson has been named Composer-in-Residence for Lieder Alive!, a San Francisco-based performing arts group. As its resident composer, Professor Erickson will be writing original works that will be premiered in solo recitals, including works at the German Consulate. Lieder Alive! recitalists regularly perform on leading opera stages, including New York’s Metropolitan Opera and the San Francisco Opera. The group will be performing Professor Erickson’s original works in at least three of its upcoming recitals. Professor Erickson will serve as composer-in-residence for three years.

**FLC:** Folsom Lake College recently announced the winners of the 2012-2013 Falcon Awards. The Falcon Awards, announced at Convocation, are given to innovative programs, teams and individuals that support the college’s mission and strategic direction. This year’s awards and winners – selected by the college’s Recognition Committee – are:

- The Falcon Award for Student Success: The Outreach Department for College Connections Program;
- The Falcon Award for Teaching and Learning Effectiveness: (Tie) On Course Navigators and Julie Boarer-Pitchford, Adjunct Nutrition Faculty;
- The Falcon Award for Organizational Effectiveness: Kevin Pipkin, Math Faculty and Curriculum Committee Chair;
- Falcon Award for Exemplary Service: Printing Services.

**SCC:** Sacramento City College Political Science instructor Tamir Sukkary has been in the news lately, the subject of interviews by print and broadcast journalists for his expertise in Middle Eastern politics. Sukkary teaches “Politics of the Middle East,” and he appeared recently on Capital Public Radio’s “Insight” with Beth Ruyak and was quoted in two recent articles in the Fiscal Times.

Chancellor King announced the following retirements:

Retirement			Years of Service
Flora L. Johnson	Instructional Services Assistant II	ARC	28+
Kit Sodergren	Aeronautics Professor	SCC	26
Jeannie S. Woo	Administrative Assistant	ARC	16+
Michael R. Holsclaw	Associate Vice Chancellor, Information Tech	DO	12

## 8. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

## 9. CLOSED SESSION

The following Board members went into closed session at 8:05 pm to consider the matters listed below: Ms. Albiani, Ms. Haynes, Mr. Johnson, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

Mr. Cochran participated via teleconference.

A. Pursuant to Government Code section 54957; Complaint against a Public Employee.

*Closed Session Adjourned: 8:20 pm*

*Open Session: 8:25 pm*

## **10. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**

*In Closed Session, under Item 9.A, the Board of Trustees rejected the appeal of the discrimination claim identified in that item by a vote of 7:0.*

## **11. ADJOURNMENT**

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

*Motion carried; 6:0*

President Haynes adjourned the meeting at 8:30 p.m.

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**BRIAN KING**

Chancellor and Secretary to the Board of Trustees

*Draft Minutes presented to the Board of Trustees: October 16, 2013*

*jd*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Curriculum Proposals: American River, Cosumnes River and Sacramento City College	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Susan L. Lorimer <i>Susan L. Lorimer</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	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 September 27, 2013 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Thuan Bui, Kristen Corbin, Bill Simpson, Kathy Rodgers, 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, Mary Turner; District Senate – Kale Braden; and District Office – Sue Lorimer.

**RECOMMENDATION:**

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

# Los Rios Community College District

## Recommendation for Adoption by the Board of Trustees

October 16, 2013

### COURSE PROPOSALS

#### Course Deletions

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#### *American River College*

1. **HM 125 Legal Aspects of the Hospitality Industry (2.00 units)**

**Justification:** This course no longer meets the needs of our students and deletion has been recommended by our advisory board.

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#### *Cosumnes River College*

1. **FITNS 385 Weight Training for Competition (1.00 unit)**

**Justification:** This course is no longer taught at CRC and is replaced by SPORT conditioning courses.

2. **PACT 392 Tennis I (1.00 unit)**

**Justification:** This course is being replaced by PACT 390 (a new course number).

3. **TMACT 361 Team Sports - Beginning (0.50 units)**

**Justification:** This course is being replaced by families of courses in the team activities area.

4. **TMACT 362 Team Sports (1.50 units)**

**Justification:** This course is being replaced by families of courses in the team activities area.

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#### *Sacramento City College*

1. **ECE 404 Children with Special Needs (3.00 units)**

**Justification:** The faculty has chosen to offer one general special needs course (ECE 400) that covers birth to age 18. Because the department also has ECE 402 (The Atypical Infant) there was redundancy. This course is no longer needed.

## New to College Courses

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### *American River College*

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

*Prerequisite:* JOUR 300 with a grade of "C" or better

*36.00 hours lecture, 54.00 hours laboratory*

This course offers hands-on experience in reporting, writing, photography, layout, and online production skills. This course provides preparation for transfer work in journalism or entry-level jobs in the field.

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

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

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

*36.00 hours lecture, 54.00 hours laboratory*

This course builds on experience gained in JOUR 410. It focuses on intermediate writing and production skills, using the school newspaper *The American River Current* and its online companion [www.arcurent.com](http://www.arcurent.com), as a practical laboratory. The course provides the opportunity to work in at least two of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethical and legal aspects of communication are also covered.

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

#### 3. **JOUR 412 College Media Production III (3.00 units)**

*Prerequisite:* JOUR 411 with a grade of "C" or better

*36.00 hours lecture, 54.00 hours laboratory*

This course builds on the experience gained in JOUR 411. It focuses on advanced intermediate writing and production skills, using the school newspaper *The American River Current* and its online companion [www.arcurent.com](http://www.arcurent.com), as a practical laboratory. The course provides the opportunity to work in at least three of the following areas: researching, writing, and editing articles for the two publications; taking photographs and

creating graphic illustrations; developing multimedia stories; or designing pages. Ethical and legal aspects of communication are also covered.

**Justification:** This course offers the opportunity to develop advanced intermediate skills in reporting, writing, photography, layout, and online production skills. This course prepares students for transfer work in journalism or entry-level jobs in the field. In addition to developing their advanced intermediate skills, students in this third-semester course often take on leadership and editorial roles, which are the hallmark of a student-led publication.

4. **JOUR 413 College Media Production IV (3.00 units)**

*Prerequisite:* JOUR 412 with a grade of "C" or better

*36.00 hours lecture, 54.00 hours laboratory*

This course builds on the experience gained in JOUR 412. It focuses on advanced writing and production skills, using the school newspaper *The American River Current* and its online companion [www.arcurrent.com](http://www.arcurrent.com), as a practical laboratory. It provides the opportunity to produce work in each of the following areas: researching, writing, and editing advanced and in-depth articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; and designing pages. Ethical and legal aspects of communication and media leadership/management are also covered and students are expected to serve in leadership roles.

**Justification:** This course offers the opportunity to develop advanced skills in reporting, writing, photography, layout, online production, and newsroom management. This course prepares students for transfer work in journalism or entry-level jobs in the field. In addition to developing their advanced intermediate skills, students in this fourth-semester course serve as leaders and editors, which is the hallmark of a student-led publication.



## New to District Courses

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### *American River College*

#### 1. **ACT 298 Work Experience in Collision Technology (1.00 - 4.00 units)**

*Prerequisite:* None.

*60.00 - 300.00 hours laboratory*

This course provides students with opportunities to develop marketable skills in preparation for employment in the automotive collision field. It is designed for students interested in work experience and/or internships in the automotive collision industry. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Rigor is ensured through the development of appropriate level learning objectives set between the student and employer. During the course of the semester, the student is required to fulfill a weekly orientation and 75 hours of related paid work experience, or 60 hours of related work of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The weekly orientation is required for first time participants, returning participants are not required to attend the weekly orientation but are required to meet with the instructor as needed to complete all program forms and assignments. WEXP 298 may be taken for a total of 16 units when there are new or expanded learning objectives. Students can earn a total of 16 Work Experience units.

**Justification:** The corporate Work Experience Education and Internship is a unique academic program in which the student, employer, and college cooperate to combine study and practical work experience to develop students' marketable skills and prepare them for a career.

#### 2. **DANCE 306 Polynesian Dance II (1.00 unit)**

*Prerequisite:* None.

*Enrollment Limitation:* DANCE 304 with a grade of "C" or better or by audition.

*54.00 hours laboratory*

This course offers further study of Polynesian dance within its traditional context. It continues the basic technique of Polynesian dance begun in DANCE 304 with a more rigorous training approach by adding faster tempos and more complex components. This course includes more intricate rhythms, timing, and footwork, with the original meanings and historical content intact. The origin, history, and vocabulary of Polynesian dances are explored with an emphasis on the current cultural importance of Polynesian dance within a changing society. This course is for students with previous training in Polynesian dance.

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

3. **DANCE 400 Floor Barre (1.00 unit)**

*Prerequisite:* None.

*Enrollment Limitation:* DANCE 312, 321, or 330 with a grade of "C" or better, or audition.

*54.00 hours laboratory*

This course builds on the technique for all genres of dance. An understanding of the major muscle groups and their role in dance movement is offered and efficient use of smaller muscles that are heavily relied upon for extension, turn out, and off the ground positions are examined. Dancers are exposed to movement theories, anti-gravity exercises, and imagery explorations that reveal problems of balance, focus, weight distribution, anxiety, and muscle tension. Developing a new sense of relaxed readiness, dance identity, and self-image are key areas to be explored. Technique from DANCE 312, 321, and 330 is re-enforced. This course is designed for dancers who are not only willing to address their individual movement problems, but to re-evaluate their physical abilities and goals in dance. Previous dance technique is required.

**Justification:** This course is a part of our dance degree and also satisfies the graduation requirements for physical education. The course is contained in the family of courses that make up foundations for dance and will present the students with a course to help them with alignment, strength and basic dance concepts for more fluid movement.

4. **DANCE 401 Pre-Pointe and Conditioning (1.00 unit)**

*Prerequisite:* None.

*Enrollment Limitation:* DANCE 321, 322, 323, 324, or 325, with a grade of "C" or better, or audition.

*54.00 hours laboratory*

This course covers the technique and conditioning for dancing on pointe and combined with DANCE 322,323, 324, or 325, builds the strength needed for pointe work. The emphasis is on insuring that the strength and structure of the body is appropriate for pointe work. The course can be taken on flat to increase balance, strength, and alignment for ballet. It is designed for serious students of ballet with previous and on-going ballet training.

**Justification:** As a member of the foundations of dance family, this course allows students the opportunity to work with the fabric of dance that communicates style and constitutes a basic foundation of dance. This course provides an understanding of why technique is necessary and why it is beneficial to comprehend styles before committing to

the pursuit of transfer into a university dance department. This course fulfills the physical education requirement for graduation and is part of the dance degree.

**5. FIRE 1691 Fire Management 2A (1.50 units)**

*Prerequisite:* FIRE 1680

*17.00 hours lecture, 24.00 hours laboratory*

This course is the sixth of a ten-course series for Chief Officer Certification through California State Fire Training. It provides information on the foundations of individual behavior, personality, and emotions, motivational concepts, individual decision making, group behavior, work teams, group dynamics, group communication, conflict, and negotiations. Completion of this course applies to California's Fire Service Training and Education System's certification program. Pass/No Pass only.

**Justification:** Fire Management 2A is one of the ten required courses for Chief Fire Officer in California that has been requested by one of our contracting agencies.

**6. FIRE 1692 Fire Management 2B (1.50 units)**

*Prerequisite:* FIRE 1680

*16.00 hours lecture, 24.00 hours laboratory*

This course is the seventh of a ten-course series for Chief Officer Certification through California State Fire Training. This course provides insight into the cyclical nature of budgeting and financial management in the fire service. As a management course, students will become familiar with essential elements of financial planning, budget preparation, budget justification, and budget controls. Completion of this course applies to California's Fire Service Training and Education System's certification program. Pass/No Pass only.

**Justification:** Fire Management 2B is one of the ten required courses for Chief Fire Officer in California that has been requested by one of our contracting agencies.

**7. FIRE 1693 Fire Management 2C (1.50 units)**

*Prerequisite:* FIRE 1680

*16.00 hours lecture, 24.00 hours laboratory*

This course is the eighth of a ten-course series for Chief Officer Certification through California State Fire Training. It provides a fire manager with knowledge and insight of personnel, human resource, diversity management, legal mandates, labor relations, and related areas. Topics include areas of organizational development, productivity, recruitment and selection, performance systems, discipline, and collective bargaining. Completion of this course applies to California's Fire Service Training and Education System's certification program. Pass/No Pass only.

**Justification:** Fire Management 2C is one of the ten required courses for Chief Fire Officer in California that has been requested by one of our contracting agencies.

8. **FIRE 1694 Fire Management 2D (1.50 units)**

*Prerequisite:* FIRE 1680

*16.00 hours lecture, 24.00 hours laboratory*

This course is the ninth of a ten-course series for Chief Officer Certification through California State Fire Training. It is designed to educate Chief Officers on the strategic planning process and why each of the steps in the process is critical if the plan is to succeed. Although the strategic planning process may be thought of as extremely complicated, this course will provide timely advice and easy to use tools to assist in the strategic planning process. This course is consistent with critical elements of the accreditation process and its associated self-assessment manual. Completion of this course applies to California's Fire Service Training and Education System's certification program. Pass/No Pass only.

**Justification:** Fire Management 2D is one of the ten required courses for Chief Fire Officer in California that has been requested by one of our contracting agencies.

9. **FIRE 1695 Fire Management 2E (1.50 units)**

*Prerequisite:* FIRE 1680

*16.00 hours lecture, 24.00 hours laboratory*

This course is the tenth of a ten-course series for Chief Officer Certification through California State Fire Training. Topics include the correlation of personal core values and characteristics to ethical decisions and behaviors. In addition, the participant will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The participant will also examine challenges and develop strategies for leading in public safety organizations serving diverse and dynamic communities. The participant will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethics and the challenges of leadership. Completion of this course applies to California's Fire Service Training and Education System's certification program. Pass/No Pass only.

**Justification:** Fire Management 2E is one of the ten required courses for Chief Fire Officer in California that has been requested by one of our contracting agencies.

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*Cosumnes River College*

1. **HONOR 375 Honors College Composition (3.00 units)**

*Prerequisite:* Eligibility for ENGWR 300 or equivalent skills demonstrated through the assessment process. Students must also be eligible for admission to the Honors Program.

*Advisory:* ENGRD 110; or equivalent skills demonstrated through the assessment process.

*Enrollment Limitation:* Eligibility for the Honors Program.

*54.00 hours lecture*

This course offers the honors student a challenging course that will develop skills in critical thinking, reading, and writing. It asks students to critically analyze, compare, and evaluate various complex works. The course is designed to help students demonstrate, in both argumentative and expository prose, complex critical thinking, effective organization, precise diction, and sophisticated style; at least one of those essays requires research and appropriate MLA documentation. Essays written during the term will total at least 8,000 words. Throughout the course, fluency and correctness are emphasized. This course is not open to students who have successfully passed ENGWR 300 or ESLW 340. This course is the same as ENGWR 480. This course, under either name, may be taken one time for credit.

**Justification:** This course provides an Honors version of ENGWR 300: College Composition for students who wish to complete the Honors Scholar Program. It is cross listed as ENGWR 480.

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## *Sacramento City College*

### 1. **GERON 301 The Biology and Physiology of Aging (3.00 units)**

*Prerequisite:* None.

*54.00 hours lecture*

This course will be a broad examination of the biological principles that cause aging and age-related disease. Concepts covered in this course include: how the rate of biological aging is measured, what mechanisms underlie cellular aging, genetic pathways that affect longevity in various organisms, and consideration of the implications of modulating the rate of aging and longevity. This course is intended for undergraduate students in a variety of majors.

**Justification:** This course will be one of the three core courses in the revised Gerontology Major (in progress). This course is in alignment with the majority of lower division Gerontology requirements across California and with the proposal put forth by the "Compass Collaborative for Gerontology".

# PROGRAM PROPOSALS

## Program Deletion(s)

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*Sacramento City College*

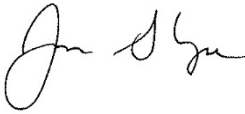
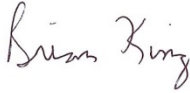
### 1. **Business Administration**

**Justification:** The A.A. degree in Business Administration is deleted and replaced by the A.S. for Transfer (AS-T) degree in Business Administration

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Resolution No. 2013-13: District Volunteers	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item C	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Jon Sharpe	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King	ACTION	
		INFORMATION	

**BACKGROUND:**

Presently, there are approximately 1,024 volunteers that donate their time in various capacities throughout the District. In order for the volunteers to be covered under the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverage for “liability”, ASCIP requires that the Governing Board approve a resolution stating that the District recognizes volunteers, and that an approved list of volunteer services will be updated and mandated.

**STATUS:**

A recent survey of volunteer activity in the District reveals the following volunteer services are being performed.

<u>Volunteer Groupings</u>	<u>Number of Volunteers</u>
Academic & Foundations (tutors, student help, event helpers, etc.)	301
Athletics/PE (coaches, trainers, etc.)	123
Drivers (i.e. field trips)	4
Observatory Docents	50
Others	546

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Resolution No. 2013-13 regarding liability coverage for volunteers.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

No 2013-13

### LIABILITY COVERAGE FOR VOLUNTEERS

**WHEREAS**, the Los Rios Community College District recognizes the need for and benefit derived from individuals and groups providing volunteer services to the District; and

**WHEREAS**, the Los Rios Community College District desires to provide liability coverage for the individuals in their capacity as volunteer to the District while they are performing services for the District in accordance with District policies and regulations: Now, therefore,

**BE IT RESOLVED** that, for the purposes of extending this coverage to official volunteers of the District, all individuals who directly volunteer to provide services to the District, and whose volunteer services are accepted in accordance with District policies and regulations shall be covered by the District's general liability insurance program. The type of volunteer service shall be on file at the appropriate District or local site office prior to commencing volunteer services.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution No. 2013-13 this sixteenth day of October, 2013, by the following called vote:

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

*Attest:*

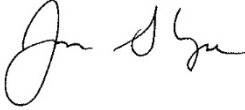
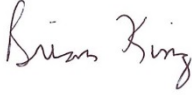
\_\_\_\_\_  
Brian King  
Chancellor and Secretary to the Board



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Resolution No. 2013-14: Mitigated Negative Declaration – FLC Rancho Cordova Center	ATTACHMENT: Yes	
		ENCLOSURE: Yes	
<b>AGENDA ITEM:</b>	Consent Item D	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	
		INFORMATION	

**BACKGROUND:**

The District and Folsom Lake College are planning the new Rancho Cordova Center (Project). The newly acquired site requires a review under the California Environmental Quality Act of 1970 (CEQA). An initial study was completed and it was determined that the Project required a Mitigated Negative Declaration (MND). A draft MND was prepared and made available to local agencies and the public.

**STATUS:**

The public review period for the MND is now over. Only a few comments were received; each comment and response is included in the Final MND. Based on the analysis performed in the initial study and MND, this Project will result in less than significant impacts provided that identified mitigation measures are implemented.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 2013-14, approving a Mitigated Negative Declaration for the proposed Folsom Lake College Rancho Cordova Center and that the Board approve the Project.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2013-14

### MITIGATED NEGATIVE DECLARATION FOR THE PROPOSED FOLSOM LAKE COLLEGE RANCHO CORDOVA CENTER

**WHEREAS**, Los Rios Community College District (District) is faced with the need to develop additional educational facilities to adequately house its students; and

**WHEREAS**, the District has proposed an educational center to be situated on the west and east side of Paseo Drive, just north of Folsom Boulevard in Rancho Cordova, California (Project). The proposed Project will cover an area approximately 5.66 acres in size. The Sacramento County Assessor's Parcel Numbers (APN) are 076-0213-003 thru -005, 076-0213-011 & -012, 076-0212-008, 076-0212-011 thru -015, & -0117; and

**WHEREAS**, The California Environmental Quality Act of 1970, (CEQA) as amended, requires the preparation of an analysis of the environmental effects of development projects, including school campuses and related administrative actions; and

**WHEREAS**, CEQA requires projects that may have a significant environmental impact to prepare a full Environmental Impact Report; projects that will have a "less than significant" environmental impact may prepare an Initial Environmental Study with a recommendation to adopt a Mitigated Negative Declaration; and

**WHEREAS**, the District has prepared an Initial Study/Draft Mitigated Negative Declaration for the Project in accordance with the CEQA statutes and CEQA Guidelines and made it available to local agencies and the public; and

**WHEREAS**, the Initial Study/Draft Mitigated Negative Declaration identified no significant impacts that would result from the Project provided that mitigation measures identified in the Initial Study/Draft Mitigated Negative Declaration are implemented and therefore, staff recommends the District Board of Trustees (Board) adopt the Final Mitigated Negative Declaration; and

**WHEREAS**, the District received a few comments to the Initial Study/Draft Mitigated Negative Declaration and responded to those comments in its Final Mitigated Negative Declaration. None of the comments required substantial revision of the Initial Study/ Draft Mitigated Negative Declaration and therefore, the Initial Study/ Draft Mitigated Negative Declaration was not required to be recirculated: Now, therefore,

**BE IT RESOLVED** that, the Los Rios Board of Trustees hereby finds, determines, declares, orders and resolves as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That the Board reviewed and considered the information contained in the Rancho Cordova Center Initial Study/Draft Mitigated Negative Declaration and Final Mitigated Negative Declaration. The Board hereby makes the following specific findings

with respect to the Initial Study/Draft Mitigated Negative Declaration and Final Mitigated Negative Declaration:

- (a) The Final Mitigated Negative Declaration prepared for the Project contains a complete and accurate reporting of the potential environmental impacts associated with the Project; and
- (b) The Final Mitigated Negative Declaration has been completed in compliance with CEQA and the State CEQA Guidelines; and
- (c) Pursuant to CEQA and Title 14, California Code of Regulations, Section 15074, on the basis of the whole record before the Board there is no substantial evidence in the record supporting a fair argument that the Project may result in significant effects on the environment if the mitigation measures are adopted and incorporated into the Project; and
- (d) The Final Mitigated Negative Declaration reflect the Board's independent judgment and analysis; and
- (e) The Board adopts the mitigation reporting and monitoring program contained in the Final Mitigated Negative Declaration.

Section 3. That the Board hereby adopts the Rancho Cordova Center Final Mitigated Declaration, and hereby approves the Project.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2013-14 this sixteenth 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: October 16, 2013

<b>SUBJECT:</b>	Resolution No. 2013-15: California State Human Resources Skill-Based Training	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item E	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Beverly Sandeen <i>B.S.</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

The California Department of Human Resources is requiring contractors to provide a Board resolution authorizing the execution of Contract No. S1320001, Customized Contract Training Services. The purpose of the contract is to provide skill-building training for state employees to improve performance.

**STATUS:**

The Los Rios Community College District (Training Source) is serving as a contractor for the California State Human Resources.

<u>Contract Name</u>	<u>Contract Number</u>	<u>Contract Amount</u>
CA State Human Resources Skill-Based Training	S1320001	\$607,357

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Resolution No. 2013-15 and authorize the Chancellor or his designee(s) to execute the contract and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2013-15

### AUTHORIZING EXECUTION OF A CUSTOMIZED TRAINING SERVICES CONTRACT FROM THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

**WHEREAS**, the Los Rios Community College District, a California local governmental entity (hereinafter referred to as “Contractor”) desires to enter into a contract with the California Department of Human Resources (hereinafter referred to as “CalHR”), for the purpose of providing training to State employees pursuant to Standard Agreement Contract № S1320001 (“Standard Agreement”): Now, therefore,

**BE IT RESOLVED** that the Los Rios Board of Trustees hereby authorizes the execution of Standard Agreement by and between Contractor and CalHR; and

**BE IT FURTHER RESOLVED** that any individual employed by Contractor in the position(s) of: Chancellor; Deputy Chancellor; Vice Chancellor, Resource and Economic Development; and Vice Chancellor, Education and Technology are hereby authorized on behalf of and in the name of Contractor and as its official act and deed to sign and otherwise enter into Standard Agreement with CalHR; and

**BE IT FURTHER RESOLVED** that any individual employed by Contractor in the positions of: Chancellor; Deputy Chancellor; Vice Chancellor; Associate Vice Chancellor; Workforce and Economic Development; and Director, Workforce and Economic Development shall be authorized to act on behalf of Contractor with respect to this Standard Agreement by and between Contractor and CalHR and that CalHR may rely upon any communication or act, including telephone communication, made by the individuals authorized to act on behalf of Contractor pursuant to this resolution; and

**BE IT FURTHER RESOLVED** that the following individuals comprise the entire Los Rios Community College District Board of Trustees, 1919 Spanos Court, Sacramento, CA 95825: Kay Albiani, Terry Cochran, Pamela Haynes, Dustin Johnson, Robert Jones, Deborah Ortiz, and Ruth Scribner; and

**BE IT FURTHER RESOLVED** that the authority conferred pursuant to this resolution and the representation contained herein shall remain in full force and effect until written notice of the revocation thereof shall have been received by CalHR.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2013-15 this sixteenth day of October, 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:** October 16, 2013

<b>SUBJECT:</b>	August 26, 2013 Claim of Arthur M. Hernandez	ATTACHMENT: None	
		ENCLOSURE: Yes	
<b>AGENDA ITEM:</b>	Consent Item F	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 JP Sherry	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King	ACTION	
		INFORMATION	

**STATUS:**

Claimant is seeking damages from Los Rios Community College District.



**RECOMMENDATION:**

It is recommended that the Board of Trustees reject the claim of Arthur M. Hernandez as to those claims that accrued less than six months prior to the date the claim was submitted and refer to those matters to the district's insurance administrators. It is recommended that the Board take no action as to those claims that arose more than six months prior to the date the claim was submitted.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** October 16, 2013

<b>SUBJECT:</b>	September 4, 2013 Claim of Arthur M. Hernandez	ATTACHMENT: None	
		ENCLOSURE: Yes	
<b>AGENDA ITEM:</b>	Consent Item G	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry 	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	
		INFORMATION	

**STATUS:**

Claimant is seeking damages from Los Rios Community College District.



**RECOMMENDATION:**

It is recommended that the Board of Trustees reject the claim of Arthur M. Hernandez as to those claims that accrued less than six months prior to the date the claim was submitted and refer to those matters to the district's insurance administrators. It is recommended that the Board take no action as to those claims that arose more than six months prior to the date the claim was submitted.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

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

**BACKGROUND:**

During the period of September 1, 2013 and September 30, 2013, the District received executed agreements for the following grant and contract awards:

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
Workability III <ul style="list-style-type: none"> <li>• Funds to prepare and assist individuals in the Workability Program to obtain and maintain meaningful employment.</li> <li>• 7/1/2013 through 6/30/2014</li> <li>• Administrator: Christine Hernandez, Dean, Financial Aid and Student Services</li> </ul>	SCC	\$634,395	California Department of Rehabilitation

**RECOMMENDATION:**

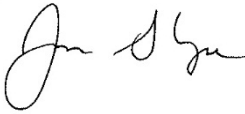

It is recommended that the Board of Trustees ratify the grant and contract awards listed herein, pursuant to Board Policy 8315.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

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

**BACKGROUND:**

During the period of September 1 - 30, 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
Consulting Services for Utility Incentive, EMS Scheduling, Corrective Work and Proposition 39	\$35,000	I	7/23/13 – 12/31/13	Retrocom Energy Strategies, Inc.	DO - Facilities Management
DOC Workforce and Economic Development Facility – DSA Inspector	\$100,000	I	9/14/12 – 9/13/14	Nielsen Inspection Services, Inc.	DO - Facilities Management
Professional Transcript Services District Wide	\$67,350	I	07/01/13 – 06/30/18	Credentials Inc.	DO – Education & Technology
Contracted Instructional Hours	\$182,311	R	07/01/13 – 06/30/14	Sacramento County Sheriff's Department	DO – Business Services
Contracted Instructional Hours	\$287,216.90	R	07/01/13 – 06/30/14	Sacramento Police Department	DO – Business Services
Services for Regional Career Exploration Pathways	\$25,000	R	07/01/13 – 06/30/14	CIEF	CRC
Services for Governors Career Technical Education Initiative	\$115,732	R	07/01/13 – 06/30/14	El Dorado County Office of Education	FLC

Services for Governors Career Technical Education Initiative (Round 5)	\$27,495.29	R	07/01/13 – 06/30/14	El Dorado Union High School District	FLC
Services for Governors Career Technical Education Initiative (Round 6)	\$39,492	R	07/01/13-06/30/14	El Dorado Union High School District	FLC
Services for Coordination and Technical Assistance for Externships	\$393,469	R	07/01/13 – 06/30/14	North State Building Industry Foundation	CRC

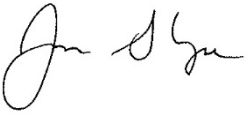
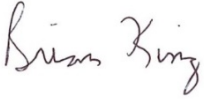
**RECOMMENDATION:**

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: October 16, 2013

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

**BACKGROUND:**

Pursuant to Board Policy 8315, the bid transactions herein listed occurred during the period of September 1 - 30, 2013.

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
12022	CRC Elk Grove Off-Site Construction	\$4,677.89	3	Preston Pipelines	\$2,994,681.77
13011	SCC Tap III G – Lot	\$4,164.00	1	JD Pasquetti Engineering	\$595,164.00
11011	ARC Student Center	\$67,827.00	7	Broward Builders	\$16,574,980.00
13010	FLC Signage	\$400.00	2	Ellis & Ellis Signs	\$73,911.85

BID AWARDS					
Bid No	Description	No. of Responses	Award Date	Awarded Vendor	Contract Total
14003	SCC Hoos Pool Scoreboard	2	09/27/2013	Hy-Wire Consultant	\$16,920.58
14004	CRC Theatre Drapes	3	09/27/2013	Stagecraft Industries, Inc.	\$64,151.00
14007	ARC Truck	2	09/24/2013	Sacramento Truck Center	\$102,648.30

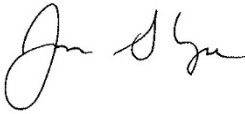

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Surplus Equipment Disposal – Cold Storage Trailer	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item K	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Jon Sharpe	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 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 §§ 81450-81450.5 provides that the governing board may, sell for cash, exchange for value, or donate any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the District for no less than two weeks.

**STATUS:**

The District has one (1) forty five (45') foot cold storage trailer that was originally purchased for the Cosumnes River College cafeteria remodel/expansion project in 2010. The trailer was relocated to the campus of American River College during construction of the ARC Student Center. Due to the completion of the new student center, the storage trailer is no longer needed. The District intends to sell the storage trailer to the highest bidder via auction, donate to an interested school/public entity, or demolish via formal public bid to lowest responsible bidder to dispose of the surplus property.

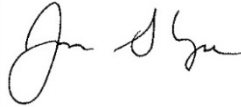
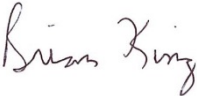
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the disposal of the cold storage trailer per Education Code §§ 81450-81450.5.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item L	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Jon Sharpe 	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	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 materials, 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: 3 analyzers; 2 audio equalizers; 13 audio players; 1 bandsaw; 1 bulletin board; 15 cabinets; 1 camcorder; 9 cameras; 2 carts; 3 chairs; 1 compressor; 440 computers; 2 desks; 3 fax machines; 1 freezer; 2 generators; 4 hospital bed parts; 1 microwave; 183 monitors; 1 oscillator; 1 oscilloscope; 18 power supplies; 20 printers; 17 projectors; 15 projector screens; 12 scanners; 6 servers; 7 shelving units; 8 switches; 3 tables; 2 telephones; 8 televisions; 3 typewriters; 16 video players; 2 voltmeters; 2 voltohmsts; and 2 wrapping machines. These items have a value of less than \$5,000.

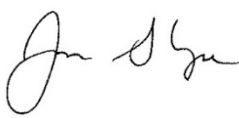
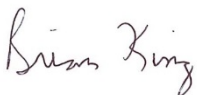
**RECOMMENDATION:**

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: October 16, 2013

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

**BACKGROUND:**

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

**RECOMMENDATION:**

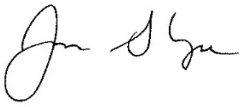
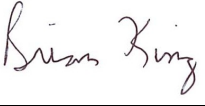
It is recommended that the Board of Trustees approve the numbered purchase orders, warrants and checks that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001072953-0001073407 B114555-B114616	\$ 4,647,515.43
Capital Outlay Fund	0003015142-0003015194	
Child Development Fund	0006000730-0006000730	
Self-Insurance Fund	0009000304-0009000304 B9000305-B9000305	
WARRANTS		
General Fund	680125-682245	\$ 13,109,141.60
General Fund-ARC Instructional Related	003088-003169	
General Fund-CRC Instructional Related	021043-021072	
General Fund-FLC Instructional Related	030339-030350	
General Fund-SCC Instructional Related	042353-042426	
Capital Outlay Fund	827596-827745	
Child Development Fund	953846-953852	
Self-Insurance Fund	976137-976139	
Payroll Warrants	193610-194905	\$ 15,962,432.00
Payroll-Direct Deposit	641805-645660	
September Leave Process	194906-197707	
Payroll Vendor Warrants	54928-55096	
CHECKS		
Financial Aid Disbursements	1928393-1948623	\$ 21,332,868.18
Bookstore Fund – ARC	27170-27285	\$ 3,233,238.86
Bookstore Fund – CRC	024868-024946	
Bookstore Fund – FLC	8002-8084	
Bookstore Fund – SCC	045766-045931	
Student Clubs Agency Fund – ARC	3983-4036	\$ 126,274.93
Student Clubs Agency Fund – CRC	3047-3079	
Student Clubs Agency Fund – FLC	1604-1617	
Student Clubs Agency Fund – SCC	2584-2601	
Foundation – ARC	3667-3674	\$ 58,130.99
Foundation – CRC	1561-1606	
Foundation – FLC	0633-0661	
Foundation – SCC	2655-2661	
Foundation – DO	0480-0487	\$ 250.67
Associated Students Trust Fund – ARC	-	
Associated Students Trust Fund – CRC	-	
Associated Students Trust Fund – FLC	0436-0436	
Associated Students Trust Fund – SCC	-	\$ 228,324.87
Regional Performing Arts Center Fund	1436-1483 9088-9091 (manual checks)	

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

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

**RECOMMENDATION:**

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



MANAGEMENT

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Wathen, Cory E. (M.B.A., California State University, Sacramento)	Vice President, Administrative Services and Student Support	11/01/13

APPOINTMENT TO CATEGORICALLY FUNDED POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>District Office</u>		
Coleman, Laura (B.A., California State University, Chico)	Project Manager, Labor Market Research	10/01/13 – 09/30/14
Milan, Theresa S. (M.S., University of San Francisco)	Director, Center of Excellence	10/01/13 – 09/30/14
Morgan, Panda J. (B.S., Saint Mary's College)	Director, Small Business Development Center	10/01/13 – 09/30/14
Ohlson, Brooks D. (B.S., California State University, Fresno)	Director, Center for International Trade Development	10/01/13 – 09/30/14

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Hyde, Maria A. (B.A., California State University, Sacramento)	Interim Bookstore Manager / Project Manager	09/03/13 – 06/30/14
<u>District Office</u>		
Manno, Charles W. (B.S., University of Nevada, Las Vegas)	Interim Director of Institutional Advancement	09/19/13 – 03/31/14

M A N A G E M E N T

RESIGNATION(S)

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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Newman, Tracy F.	Director, Institutional Advancement	09/20/13

RETIREMENT(S)

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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Burr, O.D. (After 3 years of service)	Director of General Services	01/31/14

## FACULTY

## APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Stoker, Richard A.  (B.A. Equivalence)	Pre-Apprenticeship Assistant Professor (Revised) (Commercial and Industrial Construction) (Fourth year contract)	08/22/13

## APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Evans, Debra L. (M.A., University of Phoenix)	Computer Information Science Assistant Professor (L.T.T., 79.9%)	09/05/13 – 12/19/13

## LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>			
Bond, Emily F.	Public Services Librarian	Childcare	10/07/13 – 12/09/13
Oliver, Julie A.	Biology Professor	Type C	01/16/14 – 05/21/14
<u>Folsom Lake College</u>			
Caramagno, Thomas C.	English Professor	Medical (40%)	08/22/13 – 12/19/13
<u>Sacramento City College</u>			
Arnold, Darlene M.	Cosmetology Professor	Medical	08/22/13 – 12/19/13
Kirkpatrick, Nadine J.	Nutrition Professor	Personal (20%)	01/16/14 – 05/21/14
Sodergren, Kit	Aeronautics Professor	Personal (17%)	08/22/13 – 12/19/13

## FACULTY

## REASSIGNMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Arambel, Leah A.	Reading Professor (60%) / Reading Across the Disciplines Coordinator (40%) From Reading Professor	08/22/13
Rooney, Sue A.	Reading Professor From Reading Professor (60%) / Reading Across the Disciplines Coordinator (40%)	08/22/13

## RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Jordan, Twa'Lea A.	Business / Business Law Assistant Professor	12/20/14
Mitchel, Theodore K.	Accounting Assistant Professor	05/22/14

## RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Lopez, Gloria M. (After 23 years of service)	Early Childhood Education Professor	12/20/13

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kidwell,Curtis L.	Music	3 %
Preciado,Monica Isabel	Counselor	17 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Rogers,Kristina S.	English	4 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Alexander,Carie D.	Counselor	7 %
Ashabran,Alicia M.	Coordinator	7 %
Diller,Shane	Administration of Justice	1 %
English,Joanne C.	Health Education	7 %
Goodwin,Susan F.	Counselor	27 %
Harvey,Floyd A.	Administration of Justice	1 %
Hayes,Rebecca W.	Software Applications	8 %
Masseti,Thomas P.	Administration of Justice	1 %
Preciado,Monica Isabel	Counselor	1 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Jacobs,Melissa C.	Counselor	2 %
** (A5) Wells,Natalie	Physical Education	8 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Beese,Michelle A.	Counselor	1 %
Garrett,Mark D.	Counselor	9 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Albrecht,Christian	Administration of Justice	0 %
Andersen,James A.	Emergency Medical Services	20 %
Ashabran,Alicia M.	Mortuary Science	20 %
Barnick,Aaron M.	Emergency Medical Services	5 %
Bergquist,Sheila D.	Administration of Justice	0 %
Booker,Joy M.	Administration of Justice	0 %
Bowles,Christy M.	Natural Resources	35 %

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

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Byrd, Tanika L.	Student Government	22 %
Catlett, Emily S.	Counselor	12 %
Chamness, Jon F.	Emergency Medical Services	20 %
Cowan, Jacob A.	Natural Resources	35 %
Crain, Michael R.	Music	3 %
Darr-Glynn, Kristina D.	Counselor	12 %
Decker, Noah P.	Biology, General	20 %
Dilgard, Paul H.	ESL Reading	3 %
Diller, Shane	Administration of Justice	0 %
** (B5) Elledge, Clayton E.	Emergency Medical Services	20 %
Fagiolo, Catherine E.	Music	21 %
Fan, Linda S.	Reading	20 %
Fernandez, Joyce M.	Job Seeking/Changing Skills	7 %
Flynn, Lorraine M.	English	27 %
Freas, Kristina M.	Emergency Medical Services	8 %
Galbraith, Jason A.	Music	5 %
Gott, Sharon E.	Mathematics Skills	1 %
Gott, Sharon E.	Coordinator-Instructional	2 %
** (A5) Grasso, Matthew A.	Music	8 %
Griffin, Robert C.	Counselor	12 %
Grueneberger, Arthur R.	World Wide Web Administration	4 %
Guthrie, Shannon J.	Dietetic Services and Management	10 %
Ha, Annette A.	English	20 %
Hall, Neda Nicole	Child Development/Early Care and Educatio	20 %
** (A2) Hansen, Gina	Physical Education	17 %
Happ, William R.	Automotive Technology	18 %
** (B5) Henderson, Craig	Emergency Medical Services	20 %
Henderson, James H.	Sign Language	13 %
Hilger-Estrada, Tanya D.	Chemistry, General	60 %
Hodson, Cammeron K.	Mathematics, General	20 %
** (A5) Hollenbeck, Shelly M.	Mathematics, General	1 %
Howard, Rachel N.	Registered Nursing	65 %
Jackson, Sara L.	Physical Education	15 %
Jay, Susan M.	General Work Experience	47 %
** (A1) Jennings, Nathan P.	Geographic Information Systems	19 %
Jeutong, Jeutang Ayemele Robert	Mathematics, General	33 %
Kidwell, Curtis L.	Music	3 %
Kolb, Scott M.	Administration of Justice	0 %
Laughton, Barbara A.	English	47 %
Law, Barbara J.	Emergency Medical Services	20 %
Lingsweiler, Ryan W.	Speech Communication	20 %
Lingsweiler, Ryan W.	Coordinator	40 %
Luallin, Steven J.	Administration of Justice	0 %
Mailman, Erika L.	English	40 %
Malik, Jamil I.	Interpersonal Skills	13 %
Marshall, Jeri	Academic Guidance	20 %
Martinez, Jesus C.	Sign Language	3 %
Mills, Debra M.	Nursing	20 %
Munger, Kelly A.	Journalism	40 %
Nguyen, Dung	Mathematics, General	20 %
O'Brien, Teresa	Counselor	23 %
O'Connor, Ronald A.	Administration of Justice	0 %
Orcutt, Kathleen S.	Spanish	53 %
Padda, Randeep K.	English	20 %

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

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A1;A3;A4;B1;B2;B3;B4=Experience / Education | A2 = Education | A5;B5 = Experience

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Padda,Randeep K.	Reading	20 %
Parks,Brad A.	Administration of Justice	0 %
Parrish,Stephanie S.	Reading	2 %
Pezone,John P.	Administration of Justice	40 %
Plezia-Missler,Dorothy E	Counselor	44 %
Porter,Cherri J.	English	60 %
Preciado,Monica Isabel	Guidance	7 %
Raycraft Jr.,Homer J.	Biology, General	20 %
** (B5) Reeves,Leslie	Software Applications	18 %
** (B5) Reeves,Leslie	Coordinator	19 %
Regan,Debra Sue	Biology, General	20 %
Reichel,Sonya J.	Mathematics, General	20 %
** (B5) Riker, Timothy B.	Sign Language Interpreting	3 %
Rink,Shelley F.	Music	13 %
Roughton,Karen L	Painting & Drawing	2 %
Ruan,Karen M.	ESL Writing	2 %
Ruckels,Melynda S.	Nurse	31 %
Ruedas,Lorena G.	Job Seeking/Changing Skills	7 %
Scott,Tatiana	Music	10 %
Shearer,Kirt B	Dramatic Arts	1 %
** (A3) Shearer, Tracy F.	Dramatic Arts	30 %
Sneed,Jacquelyn	Gerontology	17 %
Sommerfield,Michael J	Fashion Design	28 %
Stevens,Janis L.	Dramatic Arts	13 %
Stevens,Tamara M.	Child Development/Early Care and Educatio	7 %
** (B5) Stewart,Dale R.	Emergency Medical Services	20 %
Stout,Reed K.	Intercollegiate Athletics	15 %
Straub,Jane A.	Registered Nursing	50 %
Swink,Mark L.	Emergency Medical Services	10 %
Tateishi,Robin L.	Emergency Medical Services	20 %
Theiss,William Francis	Software Applications	18 %
Times,Tonya N	Counselor	9 %
Toomey,Daniel P.	Administration of Justice	20 %
Veligan,Igor V	Music	3 %
Wagemann,Douglas G.	Mortuary Science	33 %
Walder,Eric G.	Emergency Medical Services	20 %
Watkins,Lori J.	Child Development/Early Care and Educatio	20 %
Welter,Lee O.	Paramedic	5 %
Wolfley,Ronald E.	Emergency Medical Services	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adkins,Jodi L.	Software Applications	16 %
Blunk,Scott S	Construction Crafts Technology	20 %
Daugherty,Daniel J.	Physiology (Includes Anatomy)	30 %
DeRosa,Anjela V.	Accounting	2 %
Evans,Debra L.	Business and Commerce, General	4 %
Evans,Debra L.	Computer Support	3 %
Fernandez,Joshua	English	10 %
Francisco,Joao R.	ESL Writing	15 %
Francisco,Joao R.	ESL Integrated	15 %
Galloway,Kimberly A.	Librarian	11 %

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Griffin,Robert C.	Counselor	5 %
Griffith,Edward B.	Television (including combined TV/film/v	30 %
Grueneberger,Arthur R.	Software Applications	12 %
Harrington,Beverly J.	English	8 %
Hobbs,Michelle L.	Counselor	5 %
Houck,Ronald E.	Art	28 %
Houck,Ronald E.	Painting & Drawing	28 %
Maduchukwu,Ifeanyi E	Accounting	18 %
McCollum,John M.	Automotive Technology	28 %
Ogilvie,Sheila M.	Academic Guidance	20 %
** (A5) Reeves,Erica N.	English	8 %
Reichel,Sonya J.	Mathematics, General	27 %
Rogers,Kristina S.	English	4 %
Royer,Robin N.	Political Science	30 %
Smith,Jeffrey D.	Automotive Technology	29 %
Tabrizi,Farough	Counselor	6 %
Tabrizi,Farough	Counselor	4 %
Washington,Christina A.	English	4 %
Williams,Omari T.	Music	22 %
Wunibald,Denise M.	English	10 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn,Kristina D.	Counselor	4 %
** (A5) Gaviola, Frank E	Physical Education	15 %
Ghamami,Omid	Business Management	20 %
Guiraud,Jennifer R.	French	35 %
Haywood,Laura C.	Physical Fitness and Body Movement	0 %
lane,Leah A.	Mathematics, General	20 %
Mijic,Milan B.	Astronomy	8 %
Millington,James E.	Information Technology, General	12 %
Mirmobiny,Shadieh	Fine Arts, General	20 %
Mirmobiny,Shadieh	Classics-Humanities	20 %
Plaxton,Melody J	Reading	20 %
Rush,Alice Hanko	Human Services	20 %
Sporov,Evgeniy V.	Music	15 %
Strahan,Dana A.	Environmental Technology	1 %
Wise,William M.	ESL Reading	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Anderson,Jared A.	Speech Communication	40 %
Aranda,Amanda	Counselor	23 %
Cooper,Kevin D.	Nutrition, Foods, and Culinary Arts	20 %
Decker,Stephen F.	Technical Theater	15 %
DeMartini,Dawna L.	English	54 %
Denman,Tiffany N.	English	20 %
Flotte,Martha D.	Registered Nursing	52 %
Gere,C. Jean	ESL Writing	25 %

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Higgins-O'connor,Mary E.	Sculpture	28 %
Iwata,Susan J.	Spanish	30 %
Johnston,Brendan M.	English	47 %
Kang,Rachel E.	Music	20 %
Keller,Mary F.	Biology, General	15 %
Maastricht,Susan Elizabeth	ESL Writing	1 %
Malick,Alexander H.	Dental Hygienist	34 %
Mariano,Nicholas A.	Health Occupations, General	20 %
Martinez,Manuel J	Electronics & Electric Technology	20 %
Miller,Matthew K.	Dramatic Arts	30 %
Mills,Denielle N.	Dental Assistant	30 %
Monahan,Marguerite E.	Railroad and Light Rail Operations	20 %
Moore,Thomas G	Information Technology, General	33 %
Muha,William A.	Nursing	45 %
Navarro,Avelina G.	Mathematics, General	25 %
Neilson,Wendy N.	Occupational Therapy Technology	25 %
Nicholson,J. Christine	Dramatic Arts	30 %
O'Brien,Teresa	Counselor	34 %
Pannu,Husanbir S.	Mathematics, General	67 %
Partido,Brian B.	Dental Hygienist	30 %
Paulson,Daniel I.	Music	35 %
Peterson,Mark B.	Dental Hygienist	32 %
Pickrel,Carolyn E.	English	27 %
Reach,Lorna	Counselor	3 %
Rickgauer,Donald R.	Psychology, General	20 %
Russell,Matthew B.	Spanish	27 %
Sang,Kristy Seub	Nursing	27 %
Schwartz,Steven D.	Anthropology	15 %
Sherman,Tristin B.	Dental Hygienist	65 %
Silveira,Dee L.	Fashion Design	28 %
Spears,Estelita L	General Work Experience	20 %
** (B3) Steele,Marlene M.	Health Occupations, General	18 %
** (A1) Stem,Melissa A.	French	30 %
Traud,Michael B.	Aviation and Airport Management and Servic	20 %
Treon,Caron L.	English	60 %
** (A5) Ulrich,Walter D	Physical Fitness and Body Movement	40 %
Watters,Patricia	Health Occupations, General	2 %
Winters,Aaron C.	Website Design and Development	21 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abdul,Alisher S.	Mathematics, General	47 %
Andronas,Jennifer L.	Automotive Technology	35 %
Ayala,Connie C.	Coordinator-Instructional	6 %
Badilla,Araceli	Job Seeking/Changing Skills	13 %
Corbin,Kirsten Bunce	Reading	7 %
Deleon,Leonel	Mathematics, General	33 %
Delgado,Diane C.	Counselor	8 %
Downs,Pamela R.	Dramatic Arts	7 %
Enshai,Azin	Mathematics, General	27 %
Finney,Timothy J.	Physical Education	13 %

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fortman, Anita J.	Counselor	6 %
Fulgham, Roietta J.	Business and Commerce, General	20 %
Fuller, Heidi J.	Office Technology/Office Computer Applicati	15 %
** (A1) Gomez, Martin	Job Seeking/Changing Skills	7 %
Gonzales, Allan	Respiratory Care/Therapy	30 %
Gunsauls, Darline C.	Sign Language	27 %
Harper, Eric I.	Automotive Technology	35 %
Hartin, Robert G.	Counselor	9 %
Hughes, Ralph E.	Music	20 %
Lapierre, Arthur	Music	36 %
Lee, Dennis J.	English	20 %
Maero, Raye Beth	Physical Education	7 %
Moore, Reyna C.	Counselor	1 %
Owens, Rocio A.	Coordinator-Instructional	3 %
Peterson, Susan E.	Non Instructional Assignment	20 %
Reilly, Robin L.	Accounting	15 %
Roller, Judith Lee	Reading	7 %
Rosario, Brian P.	Economics	40 %
** (A5) Sachau, Michael T.	Counselor	6 %
Schneider, Harold L.	English	33 %
** (B2) Sjolund, Joe P.	Counselor	9 %
Stoker, Richard A.	Construction Crafts Technology	29 %
Valle, Jesus D.	English	40 %
Williams, Samuel W.	Dramatic Arts	14 %
Young, Shih-Wen M.	Physics, General	27 %
Young, Shih-Wen M.	Astronomy	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adkins Pogue, Andrea D	Academic Guidance	7 %
** (A1) Casareno, Alexander B.	English	47 %
Chapman, Gregory Dennis	Information Technology, General	13 %
Connally, Ryan	Construction Crafts Technology	30 %
Duffy, Marjorie B.	Information Technology, General	1 %
Duffy, Marjorie B.	Software Applications	1 %
Geissler, Markus	Information Technology, General	20 %
Geissler, Markus	Computer Networking	8 %
Huang, Chao-Jen	Software Applications	19 %
Morales, Martin F.	Political Science	30 %
Noel, Brian E	Automotive Technology	51 %
Osman, Mohammed	Information Technology, General	7 %
Smith, Kathryn L.	Music	27 %
Turner, Thomasina M.	Spanish	15 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bjerke, Ann Lynn	ESL Integrated	8 %
Tikhonova, Inna V.	Counselor	3 %

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<b>REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2013</b> <b>Sacramento City College</b>
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<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Beadles,Lynette R.	Occupational Therapy Technology	3 %
Belair,Diane M.	Counselor	5 %
Bryant,Deborah M.	Mathematics, General	13 %
deGennaro,Paul J.	Biology, General	15 %
** (A2) Hanson,Jon	Reading	20 %
** (A1) Kirkpatrick,Nadine J.	Nutrition, Foods, and Culinary Arts	20 %
Kumar,Shishir	Electronics & Electric Technology	24 %
Prado,JoAnna R.	ESL Reading	2 %
Smedley,Lauri J.	Office Technology/Office Computer Applicati	23 %
Tracy,Gwyneth J.	Coordinator	8 %
Wyatt,David T.	Environmental Science	10 %
Wyatt,David T.	Environmental Studies	10 %
Zuercher,Connie A.	Coaching	10 %

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

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## C L A S S I F I E D

<b>APPOINTMENT(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Chu, Jennifer	Grant Coordination Clerk	SCC	10/14/13
Culian, Carol E.	Instructional Assistant-Mathematics, 9 months, 40%	ARC	10/21/13
Larsen, Rachel C.	Administrative Assistant I	SCC	10/01/13
Mabanag, Clarence W.	College Police Officer	Police Services	09/16/13
Maharaj, Ranesh	Public Relations Technician	CRC	09/09/13
Nohel, James P.	College Police Officer	Police Services	09/23/13
Pringle Fox, Stephanie J.	Account Clerk III	DO	10/04/13
Reid, Kimberly D.	Library/Media Technical Assistant, 80%	ARC	09/04/13
Woodard, Donna I.	Clerk II, 75%	ARC	10/01/13
<b>PROMOTION(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Avila, Crystal	Admissions/Records Evaluator I (Financial Aid Clerk II)	CRC ARC)	09/30/13
Carrillo, Kimberley A.	Administrative Assistant II (Administrative Assistant I)	FLC FLC)	10/01/13
Chacon, Jacqueline	Student Personnel Assistant- Student Services (Financial Aid Clerk II)	CRC SCC)	10/14/13
Miyagi, Christy M.	Clerk II, 11 months, 80% (Child Development Associate Teacher, 9 months, 87.5%)	CRC CRC)	10/02/13
Montanez, Robin S.	Instructional Services Assistant II (Administrative Assistant I)	CRC CRC)	10/14/13
Williams, Nicole A.	Admissions/Records Clerk III (Clerk II)	ARC FLC)	09/18/13

## C L A S S I F I E D

<b>REASSIGNMENT(S)/ TRANSFER(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Akutagawa, Glenn K.	Bookstore Stock Clerk (College Receiving Clerk/Storekeeper	CRC CRC)	08/26/13
Carrigan, Valerie L.	Confidential Human Resources Training Specialist (Director, Workplace Learning Resource Center	DO  Ethan)	10/01/13
Church, Kathleen P.	College Safety Officer (College Safety Officer	DO SCC)	07/15/13
Missildine-Cysewski, Theresa	Admissions/Records Clerk III, 12 months (Child Development Center Lead Teacher, 9 months	ARC  ARC)	09/09/13
Reilly, Timothy J.	Student Personnel Assistant- Student Life, 100% (Student Personnel Assistant- Student Life, 85%	ARC  ARC)	09/16/13
Rust, America	Instructional Services Assistant I (Admissions/Records Evaluator I	FLC ARC)	10/21/13
Sayles, Kimberly A.	Facilities Management Operations Supervisor (Program Manager, Health Information Technology	FM  Ethan)	10/01/13
Templeton, Sarah J.	Administrative Assistant I (Administrative Assistant I	DO SCC)	07/15/13

<b>LEAVE(S) OF ABSENCE</b>				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Davtian, Anna	Student Personnel Assistant-Counseling	Personal, 12.5%	CRC	09/23/13-10/11/13
Davtian, Anna	Student Personnel Assistant-Counseling	Personal, 6.25%	CRC	10/14/13-10/18/13
Malik, Jamil I.	Student Personnel Assistant-Student Services	Personal, 13.7%	ARC	08/26/13-12/20/13

## C L A S S I F I E D

<b>RESIGNATION(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Abshire, Jereme D.	Maintenance Technician II	FM	10/01/13
Leighton, James A.	Senior Information Technology Technician-Lab/Area Microcomputer Support	CRC	09/28/13
Phillips, Mary C.	Health Services Assistant	ARC	09/14/13
Schilling, Jason L.	Instructional Assistant-Writing/English/Reading, 9 months	ARC	10/12/13
Shewmaker, Nicholas T.	Buyer-Bookstore I	CRC	09/14/13
Williams, Rosemary N.	Clerk II	CRC	09/21/13

<b>RETIREMENT(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bickley, Robert N.	Chief Broadcast Engineer (After 16+ years of service)	SCC	12/31/13
Dobbins, Valerie J.	Senior Programmer (After 20+ years of service)	DO	12/31/13
Galloway, Gloria M.	Administrative Assistant I (After 8+ years of service)	SCC	03/01/14
Savage, Sandra L.	Confidential Administrative Assistant I	ARC	12/31/13

## CLASSIFIED

<b>RESIGNATION(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Abshire, Jereme D.	Maintenance Technician II	FM	10/01/13
*Gurevsky, Yekaterina	Financial Aid Clerk II	ARC	10/19/13
Leighton, James A.	Senior Information Technology Technician-Lab/Area Microcomputer Support	CRC	09/28/13
Phillips, Mary C.	Health Services Assistant	ARC	09/14/13
Schilling, Jason L.	Instructional Assistant-Writing/English/Reading, 9 months	ARC	10/12/13
Shewmaker, Nicholas T.	Buyer-Bookstore I	CRC	09/14/13
Williams, Rosemary N.	Clerk II	CRC	09/21/13

<b>RETIREMENT(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bickley, Robert N.	Chief Broadcast Engineer (After 16+ years of service)	SCC	12/31/13
Dobbins, Valerie J.	Senior Programmer (After 20+ years of service)	DO	12/31/13
Galloway, Gloria M.	Administrative Assistant I (After 8+ years of service)	SCC	03/01/14
Savage, Sandra L.	Confidential Administrative Assistant I	ARC	12/31/13

Revised page 52 was provided to the Board of Trustees prior to approval at the 10/16/13 meeting.

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>
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<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Amelin, Sergiy V	Campus Patrol	08/26/2013	06/30/2014
Benford, William	Asst. Coach-Basketball (M)	10/01/2013	06/30/2014
Berg, Kimberly	Instructional Assistant	08/26/2013	06/30/2014
Blake, Pamela A.	Clerk I	08/27/2013	06/30/2014
Bradford, Juliette D.	Clerk I	08/26/2013	06/30/2014
Brown, Christopher A.	Campus Patrol	08/26/2013	06/30/2014
Brown, Jolene P.	Instructional Assistant	09/09/2013	06/30/2014
Calmelat, Brenda J.	Special Projects	08/15/2013	06/30/2014
Carlson, Erin M.	Special Projects	07/20/2013	06/30/2014
Catena, Kira A	Instructional Assistant	08/28/2013	06/30/2014
Chaidez, Luz N	Instructional Assistant	08/20/2013	06/30/2014
Chamberlain, Julie A.	Campus Patrol	08/26/2013	06/30/2014
Craig, Kelsey R.	Instructional Assistant	08/01/2013	06/30/2014
Crayne, Dawn D	Instructional Assistant	09/01/2013	06/30/2014
De Sa Moraes, Pedro S.	Sports Instructor I	09/03/2013	06/30/2014
Deollos, Christina M.	Special Projects	08/15/2013	06/30/2014
Ezell, Evelyn C.	Beginning Interpreter	08/24/2013	06/30/2014
Flachsbarth, Robert E.	Laboratory Technician	08/26/2013	06/30/2014
Frenn, Tyson J.	Asst. Coach-Water Polo (W)	09/01/2013	06/30/2014
Grabreck, Kirsten R	Campus Patrol	08/26/2013	06/30/2014
Grayson, Israeline P.	Clerk I	08/29/2013	06/30/2014
Green, Terry T.	Intermediate Interpreter	09/09/2013	06/30/2014
Guerrero-Alfaro, Jacqueline Y.	Advanced Interpreter	08/24/2013	06/30/2014
Gustafson, Summer D.	Special Projects	08/20/2013	06/30/2014
Gustafson, Summer D.	Instructional Assistant	08/24/2013	06/30/2014
Harmon, Harold W.	Campus Patrol	08/14/2013	06/30/2014
Hightower, Devonn L.	Custodian	09/19/2013	06/30/2014
Hogan, Jeffrey B.	Athletic Trainer	09/10/2013	06/30/2014
Holt, Amelia R.	Special Projects	09/06/2013	06/30/2014
Holt, Joshua R	Advanced Interpreter	09/03/2013	06/30/2014
Hoohuli, Justin K	Special Projects	08/15/2013	06/30/2014
Hoohuli, Justin K	Special Projects	08/16/2013	06/30/2014
Imbsen, Nancy E.	Clerk III	08/23/2013	06/30/2014
Jenkins, Tanisha L.	Clerk I	09/17/2013	06/30/2014
Jones, Hiesheena	Student Personnel Assistant	09/03/2013	06/30/2014
Jordan, Shauna C.	Instructional Assistant	08/26/2013	06/30/2014
Khoshfahm, Salar	Special Projects	08/15/2013	06/30/2014
Khoshfahm, Salar	Financial Aid Clerk I	08/26/2013	06/30/2014
Kianmajd, Fariba	Special Projects	08/15/2013	06/30/2014
Kintaudi, Bila N.	Clerk I	09/03/2013	06/30/2014



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (continued)</u>			
Komlyk, Bogdan	Special Projects	08/24/2013	06/30/2014
Lee, Kang	Campus Patrol	08/26/2013	06/30/2014
Lewis, Erik M.	Specialty Coach	08/25/2013	06/30/2014
Lopez, Lorenzo S.	Special Projects	09/05/2013	06/30/2014
Ma, Huiching Jennifer	Special Projects	09/05/2013	06/30/2014
Machalica, Wanda C.	Special Projects	07/01/2013	06/30/2014
Maclellan, Michael A.	Advanced Interpreter	08/25/2013	06/30/2014
McClain, Bonnie J.	Special Projects	09/04/2013	06/30/2014
McCollum, Scott S.	Asst Sports Program Director	09/17/2013	06/30/2014
Mcgown, Robert Scott	Special Projects	09/19/2013	06/30/2014
Mitchell, Mason P.	Asst. Coach-Football	08/01/2013	06/30/2014
Montalbo, Joseph L.	Instructional Assistant	09/03/2013	06/30/2014
Moraru, Lyudmila E.	Instructional Assistant	08/26/2013	06/30/2014
Murdock, Ted L.	Special Projects	08/24/2013	06/30/2014
Njoku, Portia Onyenachi	Instructional Assistant	09/06/2013	06/30/2014
On, Gia Phuc N.	Clerk I	09/29/2013	06/30/2014
Oskolkova, Olena	Admissions/Records Clerk I	09/19/2013	06/30/2014
Peschke, Sara C.	Instructional Assistant	08/26/2013	06/30/2014
Price, Edward C.	Special Projects	09/25/2013	06/30/2014
Pulber, Vitaliy P	Special Projects	07/01/2013	06/30/2014
Quesada, Andrew J.	Special Projects	08/15/2013	06/30/2014
Reetz, John P.	Special Projects	08/24/2013	06/30/2014
Richards, Lisa N.	Special Projects	08/15/2013	06/30/2014
Sanchez, Richter Eugenio	Instructional Assistant	09/16/2013	06/30/2014
Seyman, Lia R.	Art Model	08/30/2013	06/30/2014
Shcherbak, Vera	Instructional Assistant	08/26/2013	06/30/2014
Shreeve, Ann M.	Special Projects	08/24/2013	06/30/2014
Singh, Ashutosh K.	Special Projects	08/15/2013	06/30/2014
Skidmore, Jeffrey D.	Instructional Assistant	08/26/2013	06/30/2014
Steele, Louis G.	Student Personnel Assistant	08/15/2013	06/30/2014
Stevenson, Kyle R.	Art Model	08/20/2013	06/30/2014
Talamantes, Jessica M.	Admissions/Records Clerk I	09/19/2013	06/30/2014
Turner, Angela C.	Instructional Assistant	08/26/2013	06/30/2014
Van Arkel, John R.	Laboratory Technician	08/27/2013	06/30/2014
Vunipola, Viliami M.	Special Projects	08/15/2013	06/30/2014
Watkins, Samantha H.	Laboratory Technician	08/26/2013	06/30/2014
Whitcomb, Irene F.	Instructional Assistant	08/26/2013	06/30/2014
Zhuchenko, Marc	Clerk II	10/01/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Cosumnes River College</u>			
Blick, Josephine L	Student Affairs Specialist	08/29/2013	06/30/2014
Castellanos, Lourdes	Instructional Assistant	08/26/2013	06/30/2014
Cesario, Grace M.	Instructional Assistant	08/26/2013	06/30/2014
Chapel, Jerome	Campus Patrol	08/15/2013	06/30/2014
Chu, Jennifer	Asst. Financial Aid Officer	08/14/2013	06/30/2014
Haynes-Andrews, Sandra L.	Instructional Assistant	07/01/2013	06/30/2014
Ibrahim, Khalil I.	Instructional Assistant	08/26/2013	06/30/2014
Jacobson, Barbara M.	Game Timer	09/15/2013	06/30/2014
Johnson, Ashley C.	Sports Instructor II	09/01/2013	06/30/2014
Kondamudi, Hima Bindu	Instructional Assistant	08/26/2013	06/30/2014
Lopez-Alvarez, Irma S.	Instructional Assistant	08/26/2013	06/30/2014
Mack, Max R	Art Model	08/26/2013	06/30/2014
Miller, Rachel C.	Special Projects	09/01/2013	06/30/2014
Miller, Rachel C.	Asst. Coach-Softball	01/01/2014	06/30/2014
Negrulya, Olexandr	Instructional Assistant	09/19/2013	06/30/2014
Nguyen, Cathy P.	Asst. Financial Aid Officer	08/20/2013	06/30/2014
Niazi, Hamida	Instructional Assistant	08/26/2013	06/30/2014
Olsen, Luke C.	Specialty Coach	09/05/2013	06/30/2014
Ornellas, Debra L.	Clerk I	08/26/2013	06/30/2014
Palagniuc, Elena V.	Instructional Assistant	08/26/2013	06/30/2014
Palaspas, Candice	Student Personnel Assistant	09/16/2013	06/30/2014
Paner, Jason R.	Game Timer	08/25/2013	06/30/2014
Rickard, Lacey L	Special Projects	08/24/2013	06/30/2014
Riddle, Lisa K.	Instructional Assistant	09/19/2013	06/30/2014
Robinson, Rickey S.	Special Projects	07/01/2013	06/30/2014
Ryman, Reuben D.	Campus Patrol	08/26/2013	06/30/2014
Sacara, Tetiana G.	Instructional Assistant	08/28/2013	06/30/2014
Sharps, Joshua A.	Game Timer	09/19/2013	06/30/2014
Shewmaker, Nicholas T.	Buyer - Bookstore II	09/16/2013	06/30/2014
Sloan, Milton E.	Lifeguard I	08/26/2013	06/30/2014
Sultanova, Narmina	Special Projects	08/26/2013	06/30/2014
Terrones Rojas, Laura M.	Instructional Assistant	08/26/2013	06/30/2014
Wells, Natalie	Asst. Coach-Volleyball (W)	08/01/2013	06/30/2014
Wilder, Charles	Asst. Coach-Basketball (M)	11/01/2013	06/30/2014
Williams, Melonie S.	Clerk III	08/29/2013	06/30/2014
Worley, Holly Ann	Special Projects	08/21/2013	06/30/2014
Zacccone, Amanda L.	Art Model	08/26/2013	06/30/2014

District Office / Business and Economic Development Center / Facilities Management

Noseworthy, Andrew S.	Special Projects	09/13/2013	06/30/2014
Romo, Jose J.	Groundskeeper	09/17/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
	<u>Folsom Lake College</u>		
Almazan, Angelica N.	Special Projects	08/30/2013	06/30/2014
Cowan, Thomas P.	Special Projects	08/26/2013	06/30/2014
Cowan, Thomas P.	Special Projects	09/03/2013	06/30/2014
Culian, Jennifer C.	Special Projects	08/30/2013	06/30/2014
Culian, Jennifer C.	Special Projects	09/09/2013	06/30/2014
Desnoyers, Sierra-Rayne D.	Special Projects	09/09/2013	06/30/2014
Duer, Paul	Special Projects	09/12/2013	06/30/2014
Escamilla, Rosalie G.	Special Projects	09/19/2013	06/30/2014
Escamilla, Rosalie G.	Special Projects	09/16/2013	06/30/2014
Godsey, Richelle N.	Special Projects	09/03/2013	06/30/2014
Harrell, Courtney E.	Special Projects	09/12/2013	06/30/2014
Hickey, Milena M.	Special Projects	09/02/2013	06/30/2014
Hutchison, Scott R.	Special Projects	08/27/2013	06/30/2014
Kielty, Erin M.	Special Projects	10/03/2013	06/30/2014
Kroettinger, Bianca S.	Special Projects	09/12/2013	06/30/2014
Malone, Desiree	Special Projects	09/12/2013	06/30/2014
Murray, Sarah A	Clerk II	08/26/2013	06/30/2014
Nation, April M.	Special Projects	08/30/2013	06/30/2014
Pieri, Katherine A.	Special Projects	08/30/2013	06/30/2014
Scrogins, Joshua T.	Special Projects	08/30/2013	06/30/2014
Tabatabaei, Tannaz	Special Projects	08/23/2013	06/30/2014
Tamashiro, Brian M.	Special Projects	08/30/2013	06/30/2014
Taylor, Pamela W.	Clerk I	09/09/2013	06/30/2014
Thiessen, Levi M.	Maintenance Technician I	07/01/2013	06/30/2014
Walker, Traci L.	Special Projects	09/12/2013	06/30/2014

Sacramento City College

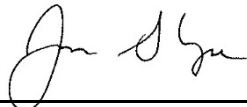
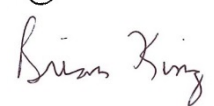
Cangelosi, Rose Y.	Instructional Assistant	08/26/2013	06/30/2014
Cheung, Tiffany K.	Asst. Coach-Water Polo (W)	10/01/2013	06/30/2014
Daniels, Diana E.	Clerk II	08/15/2013	06/30/2014
Davis, Girtha L.	Special Projects	09/13/2013	06/30/2014
Egan, Kathy S	Special Projects	09/23/2013	06/30/2014
Fekho, Anna G	Clerk I	08/26/2013	06/30/2014
Gresham, Maranda C.	Financial Aid Clerk II	08/25/2013	06/30/2014
Grissom-Kaur, John B.	Campus Patrol	08/27/2013	06/30/2014
Haviland, Michael F	Instructional Assistant	09/03/2013	06/30/2014
Henry, Anissa K.	Special Projects	08/26/2013	06/30/2014
Henry, Anissa K.	Clerk I	09/03/2013	06/30/2014
Hogan, Jeffrey B.	Athletic Trainer	09/25/2013	06/30/2014
Juarez Ortega, Araceli	Special Projects	08/26/2013	06/30/2014
Lopes, Gene M.	Instructional Assistant	09/23/2013	06/30/2014
Milan, Matthew M.	Instructional Assistant	08/29/2013	06/30/2014
Miller, Phillip J.	Instructional Assistant	09/03/2013	06/30/2014
Monaghan, Joanna	Clerk I	08/05/2013	06/30/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
	<u>Sacramento City College (continued)</u>		
O'Keefe, David J.	Instructional Assistant	09/19/2013	06/30/2014
Paman, Jose P.	Clerk I	09/02/2013	06/30/2014
Pozas Sanchez, Monserrat E.	Special Projects	09/19/2013	06/30/2014
Pree, Angelo L. R.	Asst. Coach-Football	10/01/2013	06/30/2014
Prince-Lubawy, Amanda M.	Art Model	09/19/2013	06/30/2014
Ram, Divya D.	Clerk I	09/04/2013	06/30/2014
Sacara, Tetiana G.	Instructional Assistant	08/26/2013	06/30/2014
Sharma, Sharat C.	Campus Patrol	08/01/2013	06/30/2014
Smith, Steven J. S.	Campus Patrol	08/22/2013	06/30/2014
Sylvia, Alexander Ernest	Financial Aid Clerk I	08/25/2013	06/30/2014
Thao, Xia	Student Personnel Assistant	09/09/2013	06/30/2014
Tran, Canh T.	Student Personnel Assistant	08/25/2013	06/30/2014
Vang, See	Clerk I	08/26/2013	06/30/2014
Vidal, Monica Gabriela	Clerk I	09/30/2013	06/30/2014
White, Krista M.	Instructional Assistant	08/26/2013	06/30/2014
Worley, William E	Instructional Assistant	08/27/2013	06/30/2014
Zambrano Larios, Jose J	Asst. Coach-Football	10/01/2013	06/30/2014

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Smart Grid Project, Utility Incentives	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Information Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Jon Sharpe 	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	<input type="checkbox"/>
		INFORMATION	<input checked="" type="checkbox"/>

**BACKGROUND:**

In July 2009, the District was invited to partner with SMUD to develop a proposal for the Smart Grid Grant Program, Funding Opportunity FOA 58. In October 2009, SMUD was notified by the Department of Energy (DOE) that the proposal was approved for a total award of \$127,506,261. This represented 43% of all of the Smart Grid funding awarded in California. LRCCD projects totaling \$10,168,558 were included in the SMUD award.

On September 15, 2010, the Board approved the Smart Grid Investment Grant (SGIG) Assistance Agreement CE-OE0D002H with SMUD. The \$5,084,279 grant will pay 50% of the total \$10,168,558 project costs for energy related measures. These measures include updating the District’s Energy Management System (EMS) to accommodate participation by building occupants, energy information sharing and automated demand response systems.

**STATUS:**

The project was successfully completed on July 31, 2013. In addition to taking full advantage of the \$5,084,279 grant, the project qualified for a total of \$916,174 in utility incentives that includes \$524,794 in SMUD incentives.

SMUD representatives will be present at the meeting to join in a brief presentation overview of the project and recognition by the District of the incentive award.



**RECOMMENDATION:**

The Smart Grid overview and incentive award is presented for Board information.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Legislative Update	ATTACHMENT: No	
		ENCLOSURE: Yes	
<b>AGENDA ITEM:</b>	Information Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	
		INFORMATION	X

**BACKGROUND:**

Members of the Board of Trustees have requested an update on government affairs of the District.

**STATUS:**

Staff and the District’s outside lobbying firm, the McCallum Group, will provide an update for the Board on its Legislative Policy, the District’s government affairs activities, the budget, and the key bills of the past legislative year. Further, staff and McCallum Group will provide insight in to what to expect from the Legislature over the coming year.


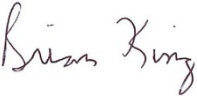
**RECOMMENDATION:**

This item is presented for board information and discussion.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Collective Bargaining Proposals (P-3218)	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	
		INFORMATION	

**BACKGROUND:**

A routine review of District Policies indicated need for a few changes to the collective bargaining Policy. The current Policy calls for a drawn out sunshine process that can span up to four board meetings or more.

**STATUS:**

The major change proposed by staff for this Policy is in section 3.0. That proposed revision allows the initial collective bargaining positions of both the District and our union colleagues to be presented in the same meeting and allows for public comment and adoption of the District's position at the next meeting of the Board of Trustees. Staff believes this is a more respectful process. Other minor style changes are proposed to make the Policy consistent with the District's policy style guidelines.

**RECOMMENDATION:**

This item is presented to the Board for first reading.

1.0 Employer-Employee Relations (~~Government Gov.~~ Code, § 3540 et seq.)

1.1 The Government Code establishes the right of certain public school employees to select an employee organization as the exclusive representative in their employment relationships with the Los Rios Community College District.

1.2 The Los Rios Community College District Board of Trustees shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board of Trustees shall execute a written document incorporating any such agreements which shall be considered part of the established policy of the Board of Trustees.

1.3 The Chancellor ~~is authorized to formulate regulations for handling exclusive representative negotiating proposals~~ shall develop administrative regulations to implement this policy. (Gov~~.~~ernment Code, § 3547)

2.0 Procedures

2.1 The District hereby establishes the following procedures for the presentation and adoption of all initial collective bargaining proposals, for the adoption of all new items of meeting and negotiating, and for the amendment of all negotiated collective bargaining agreements in accordance with Government Code, ~~s~~Section §-3547, and regulations of the Public Employment Relations Board:

3.0 Presentation of Initial Proposals

3.1 The collective bargaining proposal procedure begins when a request from an exclusive representative of a unit of District employees is presented to the Board of Trustees.

3.1.1 The exclusive representative and the District will~~shall~~ each present ~~an~~its own initial collective bargaining proposal to the Board of Trustees at a public meeting. The presentation shall be indicated as an "Information" item on the Board meeting agenda.

3.1.2 The public shall have an opportunity to comment upon ~~the exclusive representative's~~each initial proposal at a public hearing at a subsequent public Board meeting. The public hearing shall be indicated on the Board meeting agenda, and shall be held in accordance with Section 5.0 below. The Board of Trustees will~~shall~~ then receive ~~the~~each proposal.

~~3.1.3 Subsequent to the initial collective bargaining proposal (Section 3.1.1) and the public hearing (Section 3.1.2), the District will present its initial collective bargaining proposal at a public meeting. The presentation shall be indicated as an "Information" item on the Board agenda.~~

~~3.1.4 The public shall have an opportunity to comment upon the District's initial proposal at a public hearing at a subsequent public Board meeting. The public hearing shall be indicated on the Board meeting agenda, and shall be held in accordance with Section 5.0 below.~~

3.1.53 ~~After the public has had a reasonable opportunity to comment upon the~~



~~District's initial proposal, the Board of Trustees~~ **Following the Board of Trustees receipt of the District's initial proposal, it** shall adopt the District's initial proposal at a public meeting **prior to negotiating on that initial proposal. That meeting may be the same Board meeting as the Board meeting at which public comments are received.** The adoption shall be indicated as an "Action Item" on the Board **meeting** agenda. The District's initial proposal may be amended after the public is afforded a reasonable opportunity to comment upon the proposed amendment at a public meeting. Neither the Board **of Trustees** nor its representatives **willshall** engage in negotiations on an ~~initial proposal/~~ amendment until the ~~proposal/~~ amendment is adopted by the Board **of Trustees** at a public meeting.

#### 4.0 New Subjects of Meeting and Negotiating

- 4.1 If new subjects of meeting and negotiating arise after the presentation of the initial proposals, the following procedure shall be followed:
  - 4.1.1 All new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District on the official District Office bulletin board in the District administration building. No meeting and negotiating **willshall** take place on the subject until the item has been posted for a minimum of twenty-four (24) hours.
- 4.2 The Board of Trustees' vote on any new subject of meeting and negotiating proposed by the District shall be made public.
- 4.3 If the vote is taken during a public meeting of the Board of Trustees, the vote shall be recorded in the minutes of the Board of Trustees and thereafter shall be a public record.
- 4.4 If the vote is taken during a closed session, the vote shall be recorded on the posted notice of the new item, and shall remain posted for a minimum of twenty-four (24) hours.
- 4.5 The Board of Trustees may, at its discretion, require that any new subject of meeting and negotiating proposed by the District be presented at a public meeting to afford the public an opportunity to respond.

#### 5.0 Public Hearing

- 5.1 A public hearing, as provided for by Sections 3.1.2 ~~and 3.1.4~~ above, shall be scheduled any time an initial collective bargaining proposal or an amendment to an existing agreement appears on the Board's **meeting** agenda, and shall be **held** in accordance with the following procedure. Public comment, other than that provided for by Sections 3.1.2, ~~and 3.1.4~~, shall be **received** in accordance with the **District's Policy Board's rules** regarding communications to the Board **of Trustees**.
- 5.2 Persons who wish to address the Board **of Trustees** on a collective bargaining proposal may do so when recognized by the President of the Board **of Trustees** and may speak for up to three minutes. At the discretion of a majority of the

entire Board of Trustees, time may be extended. If there is not a majority to extend the time, the three-minute rule ~~will~~shall apply. Time limits defined in this section shall be applied only to testimony on the subject of a collective bargaining proposal.

5.3 Persons who wish to address the Board of Trustees on a collective bargaining proposal shall present a request to the Secretary to the Board of Trustees, giving a name, address and telephone number by 10:00 a.m. on the day of the Board meeting. The request shall include the name of the organization or group represented, if any, and shall inform the Secretary that the statement relates to a collective bargaining proposal on the Board meeting's agenda.

5.4 New subjects of meeting and negotiating, which have been posted in accordance with the provisions of Section 4.1.1 above, may be the topic of a non-agenda item addressed by a member of the public in accordance with ~~Board rules~~ the District's Policy relating to public participation at meetings.

#### 6.0 Information Available to the Public

6.1 Information regarding collective bargaining proposals shall be made available to the public as required by law.

6.2 The District's and the exclusive representative's initial collective bargaining proposals, new subjects of bargaining, and proposed amendments to executed collective bargaining contracts shall be public records. Copies of any proposal shall be available at the public meeting when it is presented to the Board of Trustees as an "Information" item or copies may be obtained from the Director, ~~Personnel~~ Human Resources Services.

#### 7.0 Complaints

7.1 Individual and/or groups wishing to make charges or complaints regarding alleged violations of this procedure by District employees may do so in accordance with the ~~District's Policy-Board's rules and regulations~~ regarding complaints. Such allegations shall be referred to the office of the Associate Vice Chancellor, Human ~~and Resources~~ Development.

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Policy Adopted: 4/20/83  
Policy Revised: 4/17/91; 6/4/97  
Adm. Regulation: R-3218


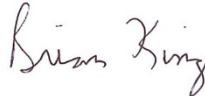
LRCCD

DRAFT 8/12/13

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	Authorization of Signatories (P-8315)	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	ACTION	
		INFORMATION	

**BACKGROUND:**

A routine review of Policy 8315 indicated need for a few changes related to the processing of contracts and grants.

**STATUS:**

In the Policy, staff proposes moving existing language from section 3.0 concerning the intent of the Board as to the purpose of external grants to section 1.0. In section 2.1, the proposed language clarifies the Board’s existing practices as to when settlements of claims and lawsuits are brought to the Board for approval in contract and workers’ compensation cases. The proposed changes to section 3.0 clarify the approval process for all grants and contracts. Pending Board ratification, the Chancellor, or designee, may sign contract and grant documents, however, the contract or grant must be placed on the next Board Agenda for ratification. Grants and contracts may be renewed without further Board action, but all renewals of contracts in excess of \$15,000 must be presented to the Board for ratification. Other minor style changes are proposed to make the Policy consistent with the District’s Policy Style Guidelines.

**RECOMMENDATION:**

This item is presented to the Board for first reading.

## 1.0 Intent

1.1 The intent of this policy is to balance the **Los Rios Community College** District's interest in allowing the expeditious approval of transactions with the District's interest in maintaining appropriate control of District expenditures and ensuring that the District is adequately represented from a legal perspective.

1.2 This policy is intended to control documents that obligate the District to pay money to or perform a service for a third party (including a District employee) **or where the District receives grant funds from a third party** regardless of whether the document is described as an agreement, contract, memorandum of understanding or other written obligation. This policy is not intended to address administrative approvals within the District.

1.3 To expedite the execution of certain ~~Los Rios~~ District transactions, authorization is given by the **Los Rios Community College District** Board of Trustees to selected District positions to sign, on behalf of the Board of Trustees, any and all documents necessary to implement particular transactions.

**1.4 The primary purpose of external grant funds should be (1) to provide resources to move the District forward in its focused areas and/or (2) to provide incentives to improve teaching and provide better service to students.**

## 2.0 Board Action

2.1 **The approval of the** Board **of Trustees** ~~approval~~ is required prior to the following transactions:

2.1.1 Bid awards on facility construction projects above five hundred thousand dollars (\$500,000).

2.1.2 Hiring of tenure track academic employees and management employees;

2.1.3 Collective bargaining agreements;

2.1.4 Agreements settling lawsuits and claims in excess of Forty Thousand ~~and 00/100~~ Dollars (\$40,000-~~00~~) (**The dollar amount for contract cases is those funds in excess of the amount owed under the original contract documents; the dollar amount for workers' compensation compromise and release agreements is the amount in addition to amounts already paid in the ongoing case as required by law**); and

2.1.5 Real property purchases.

2.2 The ratification of the Board of Trustees ratification is required for the following transactions:

2.2.1 Purchase of goods or services above the bid limit established in the Public Contract Code for which approval has not been previously obtained;

2.2.2 Real property leases.

2.2.3 Hiring of regular classified employees, long term temporary employees and non-tenure track academic employees.

2.2.4 All Other transactions as required by law. (Cal. Ed. Code, § 81655.)

### 3.0 Grant Awards

~~3.1 The primary purpose of external funds should be (1) to provide resources to move the District forward in its focused areas and/or (2) to provide incentives to improve teaching and provide better service to students.~~

~~3.2 When an application for funding has been approved or at such time that written confirmation has been received that an application for funding will be approved for a special program by a funding agent, Board of Trustees approval for implementation is required.~~

~~3.2.1 To expedite the implementation of contracts and grants received by the Los Rios District, authorization is given by the Board of Trustees to the Chancellor or designee to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.~~

~~3.2.2 The contracts and grants accepted by the Chancellor or designee on the Board's behalf will be submitted to the Board at the next regularly scheduled meeting for ratification.~~

~~3.2.3 The Chancellor or designee may approve annual continuation of the program without further Board action provided that no change occurs in the scope of the program and funding is provided.~~

~~3.2.4 The Chancellor or designee may approve any future augmentations, amendments, renewals, extensions, or other modifications to the contract or grant.~~

~~3.3 The Chancellor shall adopt regulations for grant applications and approvals.~~

### 34.0 Approval of Contracts and Grants

3.1 To expedite the implementation of contracts that require ratification by the Board of Trustees, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.

3.2 To expedite the implementation of all grants, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.

3.3 All (a) grants, and (b) all contracts accepted by the Chancellor, or designee, on the Board of Trustees' behalf that require ratification by the Board of Trustees, shall be submitted to the Board of Trustees at the next regularly scheduled meeting for ratification.

3.4 Where a grant has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve annual continuation, augmentations, amendments, renewals, extensions, or other modifications to grant programs without further action by the Board of Trustees.

3.5 Where a contract has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve any future augmentations, amendments, renewals, extensions, or other modifications to the contract without further Board action. However, the renewal or extension of all contracts over \$15,000 shall be submitted to the Board of Trustees for ratification.

#### 4.0 Delegation of Authority

4.1 Authority for all other transactions is delegated to the Chancellor who may adopt regulations authorizing further delegation.

4.2 Delegation of authority pursuant to this policy and related regulation shall be specifically limited as set forth in the regulation. This is intentionally contrary to the general rule of broad and easy delegation set forth in ~~Board-District~~ Policy (P-4111), section 1.3.

4.3 The Chancellor, in consultation with the Board of Trustees President, may take an action that normally would require the approval of the Board of Trustees approval if expedited approval is critical. Such action shall be scheduled for ratification at the next regularly scheduled Board of Trustees meeting.

#### 5.0 Administrative Regulations

5.1 The Chancellor shall develop administrative regulations to implement this policy.

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Policy Adopted: 9/1/65 (Formerly P-4514)

Policy Revised: 11/15/70; 11/15/72; 5/15/74; 1/14/81; 6/16/82; 8/7/91; 2/4/98;  
3/3/99; 1/15/03


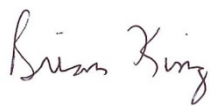
Policy Reviewed:

Adm. Regulation: R-8315 Draft 9/5/13

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2013

<b>SUBJECT:</b>	ACCJC Substantive Change Proposal: CRC Elk Grove Center Substantive Change Proposal 2013	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Action Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Deborah J. Travis 	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King 	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 at an additional location geographically apart from the main campus. The opening of the Elk Grove Center resulted in the need for a Substantive Change proposal related to establishing an additional location.

**STATUS:**

Following the procedures stated in the ACCJC Substantive Change Manual, Cosumnes River College has prepared an Elk Grove Center Substantive Change Proposal to be submitted to ACCJC. The college constituency leaders were kept apprised of the development of the Elk Grove Center Substantive Change Proposal. The CRC 2013 Elk Grove Center 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 Elk Grove Center Substantive Change proposal to ACCJC.



# **Substantive Change Proposal**

## **Additional Location: Elk Grove Center**

**Elk Grove Center  
10051 Big Horn Blvd.  
Elk Grove, CA 95757**

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

**Submitted October, 2013**

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

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**Attachments**

1. Map showing Cosumnes River College and Elk Grove Center locations
2. LRCCD Enrollment Projections for Elk Grove Center
3. LRCCD Centers Development Guidelines
4. LRCCD Timelines for Centers Approval
5. LRCCD Board of Trustees Elk Grove Center Construction Bid Approval
6. Elk Grove Center Site Plan as part of Facilities Master Plan
7. Letter of Intent Data for Elk Grove Center
8. Elk Grove Center Schedule Fall 2013
9. Elk Grove Center Construction Bid Award
10. Board of Governors Conditional Approval
11. CRC Organizational Chart

## **A. PROPOSED CHANGE DESCRIPTION AND JUSTIFICATION**

### Brief Description of Change

The Los Rios Community College District (LRCCD or District) was formed in 1965. Cosumnes River College (CRC) was founded in 1970 as the third college of the district. The region served by the LRCCD has seen rapid population growth, and projections show continued rapid growth into the future. In 2000, the LRCCD Board of Trustees made a policy decision to guide the growth of the district by developing regional centers rather than establishing additional comprehensive community colleges. Given the rapid increase in growth and projected growth in the communities south of CRC, LRCCD and CRC planned for the establishment of the Elk Grove Educational Center (the Center)

The Elk Grove Center opened on August 26, 2013. The address of the Center is 10051 Big Horn Blvd, Elk Grove, CA 95757. The Center is approximately seven miles south of the Cosumnes River College main campus ([Attachment 1](#)).

### Relationship to College Mission

The Mission Statement for CRC states: *“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.”*

Opening the Elk Grove Center allows all aspects of this mission to be more fully accomplished for students living in the southern portion of CRC’s service area, particularly those in the city of Elk Grove. The College’s ability to provide educational opportunities and support services for students in that area is enhanced by the Center.

The core of the curriculum of the Center is general education and transfer programs. Targeted basic skills and some of the Career-Technical Education (CTE) courses with broad application already offered by CRC will also be included. The Center will offer needed courses in basic skills areas that support the transfer and CTE programs taken by CRC students at the Center.

The Center’s location will allow CRC to increase the extent to which it contributes to the intellectual, cultural, and economic vitality of the Elk Grove community. The class offerings for the Center are being developed with support from the Elk Grove Unified School District and the local business community.

### Rationale for Change

Cosumnes River College is committed to increasing educational access to the students in its service area. The growth in south Sacramento County has been significant. LRCCD’s Enrollment Projections report ([Attachment 2](#)) examined the need for a center in Elk Grove. The report clearly indicated the need based on serving the rapidly growing community of Elk Grove and neighboring communities. The report states:

*The Elk Grove/Laguna area saw dramatic growth from 1990 through 2005. Although growth over the next 15 years will be less dramatic, this community will have 29,651 additional adults by 2020. Moreover, in Elk Grove/Laguna and its adjacent communities taken together, there will be over 85,000 more adults by 2020. Cosumnes River College is in a portion of Sacramento County where traffic patterns are already extremely congested. By 2015 and 2020, far more adults will live in the Cosumnes River College (CRC) Service Area than the Cosumnes River College campus alone will be able to serve. Adding this center in the Elk Grove/Laguna area will allow CRC to meet the needs of area adult residents in close proximity to where they live.*

Adult residents of the Elk Grove/Laguna area enroll in fairly large numbers as pointed out in the report, numbers that are consistently growing each year as the population grows. Residents of Elk Grove/Laguna have fairly high WSCH-to-Enrollment ratios, generating more than 1,200 FTES in 2000 and then growing to well over 1,900 in 2005. CRC does not have enough instructional and instructional support spaces and cannot absorb existing and increasing Elk Grove/Laguna area students.

Although not all students who reside in Elk Grove/Laguna will move to the Center, a substantial proportion of students are likely to begin their studies at the Center. Residents who enroll from the Elk Grove/Laguna zip codes tend to be non-white (68%) and young (34% ages 18-20, 22% ages 21-24). In addition, 40% live in households that are either low income or below the poverty level and 34% are first-generation college students. In addition to the demographic mix, this is another area of Greater Sacramento that suffers from substantial traffic congestion that is extremely severe along the Highway 99 corridor and the various arteries that lead to this highway. Locating a center in the Elk Grove/Laguna area of the Cosumnes River College service area will provide students from Elk Grove/Laguna, who may very well have limited resources to travel, a convenient site to continue their education beyond high school, while alleviating at least some traffic congestion that occurs as students travel to college. Moreover, additional enrollment is likely to be generated by residents who live in one of the several communities that are adjacent to Elk Grove/Laguna, given the fact that traffic congestion in this area of Greater Sacramento is so severe.

## **B. NEW EDUCATIONAL PROGRAMS**

Not applicable – No educational programs new to CRC are associated with the Elk Grove Center. If new-to-college programs are developed at the Elk Grove Center in the future appropriate substantive change reports will be submitted.

## **C. PLANNING PROCESS DESCRIPTION**

### Relationship to Planning Process and Mission:

In 2001, the Los Rios Board of Trustees determined that educational services would be delivered to the region through four comprehensive colleges and the development of educational centers affiliated with those colleges. As a response to the 2003 accreditation visits, the District reaffirmed its commitment to center development and began developing a common set of expectations about how the District should develop and support centers.

In 2004 and 2005, a series of discussions in both the LRCCD Chancellor's Executive Staff meetings and Chancellor's retreats focused on the centers' development and the essential elements that would guide any policy development. These elements included the development of a common definition of "Center"; the relationship of the center to the college; basic tenets of staffing and budgeting based on established formulas and procedures; and the use of District discretionary funds. ACCJC was informed, via a letter from the LRCCD Chancellor, of the strategic decisions made by the District with respect to the development of college centers. The LRCCD Centers Development Guidelines were adopted by the Chancellor's Executive Council in June 2007 and subsequently revised by that body in September 2008 (Attachment 3). The LRCCD five-year construction plans covering the planning years 2006-10 and 2009-13 include Phase 1 of the Elk Grove Center, respectively (Attachment 4). The LRCCD Board of Trustees approved the construction of the new Elk Grove Center as part of the approval of the LRCCD Five-year Construction Plan.

The District submitted a Letter of Intent (LOI) to the System Office in April 2006 for a new educational center in Elk Grove. The System Office and the California Postsecondary Education Commission approved the LOI in May 2006 and June 2008 respectively, and the District was authorized to proceed with development of a *Needs Study*. In Fall 2008 the Board of Governors granted conditional approval for the Elk Grove Center and construction on the new center began in Fall 2011 (Attachment 5).

Throughout the planning for the Elk Grove Center, Cosumnes River College has emphasized the importance of meeting our College Goals as listed in our Strategic Plan, particularly regarding student access:

***Access & Growth***

*As a community-centered institution, CRC strives to be responsive to the needs of its growing and changing community. To meet the challenges of a highly competitive postsecondary educational market, CRC pursues every opportunity to enhance the student experience and increase community awareness of our teaching excellence, student success, and educational leadership. To respond to the challenges of population growth, CRC is committed to expanding capacity through outstanding facilities management, the development of new facilities, the implementation of new instructional technologies, and the development of programs and services that improve student success. To facilitate educational equity, CRC assures access by reducing barriers, promoting diversity, and offering programs and services that provide equal opportunity for all of our students.*

Institutional dialogues concerning the development of the Elk Grove Center included single-topic retreats and follow-up sessions with the College's President, Vice President of Instruction and Student Learning, Vice President of Student Services and Enrollment Management, Vice President of Administrative Services and Student Support, Director of Facilities and Administrative Services, and Deans; presentations and discussions at Student Services meetings; college-wide facilities updates during flex and convocation sessions; shared governance committee review and affirmation; and presidential agenda items incorporated into the College's constituency leadership Executive Council meetings. The Vice President of Administrative

Services and Director of Operations also maintain a current schedule of construction projects and timelines and regularly update all constituency groups via campus-wide emails, the College's website, the Health and Facilities Committee, and during informational presentations during flex. Through these local college-level planning and communication exchanges, CRC has ensured that it provides the appropriate instructional and student support systems at the Center.

#### Needs and Resource Assessment

Extensive analysis of the resources and needs of the off-campus location was completed. The CRC Facilities Master Plan (Attachment 6) includes analysis of the needs and resources related to all new construction. This plan addresses any project that adds new space to the campus and is justified by projected enrollment growth, projected population growth in the College's service area and new or major changes to the College's educational programs. In order to be competitive for state funding, projects must have a favorable capacity-load ratio. Cap-load ratios for CRC are outlined in the Five-Year Construction Plan and are updated annually by the District. As indicated, the LRCCD has "Centers Development Guidelines" (Attachment 3) that outline the basic tenets of staffing and budgeting based on established formulas and procedures. The letter of intent data for the Elk Grove Center (Attachment 7) describes the history, academic justification, demographics, environmental impacts, economics, and expected demand for programs and services of the new Center location.

CRC does not have enough instructional and instructional support spaces and cannot absorb existing and increasing Elk Grove/Laguna area students. An analysis of the College's capacity/load ratios reveals that CRC needs approximately one-third more lecture space and 25 percent more lab space to accommodate existing enrollments.

Funding for the capital construction of the Elk Grove Center Phase 1 came from District General Obligation Bond Measure funds. In 2002 the LRCCD passed a General Obligation Bond in the amount of \$265 million. The ballot measure for this bond specifically included the Elk Grove Center as a facility to be developed with the bond funds. Operational costs for colleges and centers in LRCCD are allocated by the District based on several components including the number of students, square footage, and staffing. The Facilities Master Plan for the College which covers Elk Grove Center includes an overview of the project background and context, site, schedule, budget, and Master Plan process (Attachment 6).

The table below provides enrollment data and projections for WSCH and FTES through 2014 that will be generated by residents of Elk Grove who enroll in Los Rios colleges and their centers. Enrollment between 2006 and 2012 gradually increased as more adults moved to the Elk Grove/Franklin-Laguna area and participation rates will remain roughly the same. With the opening of Phase 1 of the Center in 2013, it is assumed that participation rates will increase gradually and will increase again when Phase 2 of the Center is built in 2019.

**Actual and Projected Enrollment, WSCH and FTES Generated by Students Who Reside in Elk Grove/Laguna through 2014**

Year	Enrollment	WSCH	WSCH/ Enrollment Ratio	FTES	Annual % Change in FTES
2000	4,056	37,356	9.21	1,245	
2001	4,406	40,579	9.21	1,353	8.6
2002	4,874	44,892	9.21	1,496	10.6
2003	4,913	46,215	9.41	1,541	2.9
2004	5,353	53,579	10.01	1,786	15.9
2005	5,927	59,435	10.03	1,981	10.9
2006	6,112	61,290	10.03	2,043	3.1
2007	6,302	63,192	10.03	2,106	3.1
2008	6,494	65,123	10.03	2,171	3.1
2009	6,880	67,059	10.03	2,235	5.9
2010	7,146	71,659	10.03	2,389	3.9
2011	7,469	74,898	10.03	2,497	4.5
2012	7,793	78,164	10.03	2,605	4.4
2013	8,116	84,488	10.41	2,816	8.1
2014	8,440	87,860	10.41	2,929	4.0

Source:LRCCD Office of Institutional Research from the PeopleSoft RDS Research Data Warehouse.

Although not all students who reside in Elk Grove/Laguna will move to the Center, a substantial proportion of students are likely to begin their studies at this Center. The Elk Grove Center will provide residents of Elk Grove/Laguna a convenient site to access higher education, and it will meet a vital educational need in a community that will be growing by over 30,000 adult residents over the next fifteen years.

### Anticipated Effect on the College

The new location will increase access for the many students in our service area, particularly in Elk Grove/Laguna, who currently have difficulty registering for G.E. courses because of the high demand. As mentioned earlier, the Center will focus primarily on offering G.E. courses to prepare students for transfer and for moving to the main campus for programs which require specialized facilities (Attachment 8).

Establishing the Center provides educational services that are more accessible and centrally located to Elk Grove/Laguna residents while alleviating pressure off CRC and allows both sites to continue developing long-term educational goals that best suit their needs.

### Intended Benefits

The Center will provide increased access and educational opportunities for students in our growing region. The Center will enhance students' opportunities to complete G.E. requirements for degree and certificate completion as well as in preparation for transfer to a four-year institution. The ability of CRC to serve students in Elk Grove/Laguna will also be greatly enhanced.

### Description of Preparation and Planning Process

As described above, the planning process for the Center has been ongoing for over a decade as part of both the College's and the LRCCD's Strategic and Facilities Master Plans.

In 2006 LRCCD began the formal process for the approval of the Elk Grove Center through the California Community College Chancellor's Office (CCCCO) and the Commission on Post-Secondary Education (CPEC). The Letter of Intent requesting official Center status for the Elk Grove Educational Center was submitted and the preliminary application for Center status was approved by the CCCCCO and CPEC.

The Elk Grove Center Site Plan (Attachment 6) addresses the construction of new facilities for the Center. The Center will be developed in three phases with Phase 1 being occupied in fall 2013. Phase 1 includes general educational and multipurpose instructional space; space for instructional staff, administration and student services; and learning resource and computer lab space. Planning included multiple meetings between LRCCD, CRC, and our Elk Grove partners. The Elk Grove Center has received enthusiastic support from the Elk Grove City Council, Elk Grove Mayor's Office, and Elk Grove Unified School District.

## **D. EVIDENCE OF ADEQUATE RESOURCES**

### Student Support Services

The full range of student services that CRC offers and which will be available to students directly or through referral include:

- Assessment – Assessment for basic skills in writing, ESL, and mathematics is currently available and will continue to be available to all students at the Center. Additional assessment is available for special needs (especially for disabilities) by appointment. As the Center grows, regular testing will be provided for disabilities and for a range of other needs.
- Counseling – The counseling program will continue to provide an effective ratio of students to counselors. Students will be able to meet with a counselor at the Center.



Students will also be able to make counseling appointments at the Center for appointments which may take place at the Center or on the main campus.

- Health Services – The Center maintains basic first aid equipment, and the Center will have access to a range of medical and emergency resources. Basic health questions and concerns will continue to be served through the health center on CRC’s main campus.
- Career Center – Students can get basic career information through the counselors. More extensive career planning and job search information will continue to be an extension of the Career Center on the CRC main campus.
- Transfer Center – Students will be able to receive basic transfer information at the Center.
- Tutoring – The Center provides regular tutoring as a part of the tutoring program developed on the main campus. That tutoring includes mathematics, English writing, and a variety of content areas, depending on resources and demand.
- EOP&S – The Elk Grove Center will provide regular EOP&S counseling by appointment.
- DSP&S – As mentioned under assessment above, we provide assessment testing by appointment at the Center, and the Center provides, through the main campus, access to a full range of support services for students with disabilities. Support technology has expanded dramatically with new computer resources for sight impaired students and faculty; we expect those resources to continue to expand with the Center.
- Financial Aid – The Center will provide basic services for financial aid applicants such as FAFSA and applications for BOG waivers.

Many student services will continue to be available online—application, registration, orientation, and student access to their unofficial transcripts. The Center maintains computers in a public area where students can access information as well as request services. That access will continue. The Center will also continue regular student service “fairs” that introduce students to the range of resources and options available to them. Overall, student services are projected to expand proportionately as the campus grows.

#### Faculty, Management, and Support Staffing

Faculty are not hired separately for the Center, but rather some CRC faculty have all or part of their teaching load at the Center location in a given semester. CRC faculty are assigned to the Center based on course offerings. Due to increased square footage and availability of classrooms, course offerings are expected to increase at the new location. The Center administrator will work closely with the Vice President of Instruction, academic administrators, and faculty department chairs to provide a balanced core of offerings. Faculty assigned to teach at the Elk Grove Center must meet the minimum requirements for their disciplines and are hired and evaluated through authorized District procedures. Both full-time and adjunct faculty are assigned to the Center.

The College assigns an administrative position to provide oversight to each of its Centers. These positions report directly to the Vice President of Instruction. The Elk Grove Center is organized to provide basic administrative support for faculty and students. The administrative office provides staff services such as mail, reprographics, and support for faculty needs (basic human resources support). The following student-related administrative services and functions have also been developed:

- Bookstore—The CRC College Bookstore currently provides full service through an outreach store open for the first two weeks of classes. Routine student supplies ( e.g. bluebooks and scantron forms) will be available from the service counter at the Center.
- Fiscal Services—Fiscal functions will remain at the main CRC campus, but the Center will have the necessary secure facilities (safe; secure procedures) for any special services required.
- Police Services—The Cosumnes River College division of the Los Rios Police Department will continue to provide security.
- Student Business Office—Student business will continue to be managed through the Business Office on the CRC main campus. Necessary support services will be facilitated on location at the Center.
- Food Services—Limited food services (vending machines) are available for the student areas.
- Transportation—The Center has ample parking as well as access to public transportation. The infrastructure for public transportation access to the Center was recently completed. Currently, there is an E-tran bus stop at the corner of Big Horn and Whitelock Parkway adjacent to the Center. At the main campus, E-tran has a stop directly on campus, allowing students to commute between the CRC main campus and the Center via public transportation.
- Institutional Development and Technology—Computer support services and management information services will continue to be managed at the CRC main campus.
- Facilities Planning and Maintenance—Planning, construction, and maintenance will be provided as part of Los Rios District and Cosumnes River College operations.
- Human Resources—Recruiting and hiring faculty and staff will continue to be managed through Los Rios Community College District and Cosumnes River College processes.
- Public Information, Marketing, and Communications—These services will continue to be handled through the Public Information Office on the CRC main campus.

### Equipment and Facilities

*Facilities:* Funding for the project was provided through a combination of local bond and district funds. Funding for the capital construction of the Elk Grove Center came from District General Obligation Bond Measure funds. In 2002 the LRCCD passed a General Obligation Bond in the amount of \$265 million. The ballot measure for this bond specifically included the Elk Grove Center as a facility to be developed with the bond funds. Operational costs for colleges and centers in LRCCD are allocated by the District based on several components including the number of students, square footage, and staffing. A plan is in place that includes the scope, budget, proposed funding sources and schedule for the Center.

*Furniture & Equipment:* Type II equipment money was included in the construction budget for the Elk Grove Center. Appropriate furniture as well as computer and communications equipment will be provided for classrooms, faculty offices, student study and gathering areas, and staff offices.

### Initial and Long Term Fiscal Resources

Fiscal support of the Elk Grove Center, including a yearly operating budget, will be provided by the College. Computer equipment at the Center was included in the Type II budget. That equipment is incorporated into the College's IT replacement plan.

Permanent faculty and staff costs are covered by the College and District and are adjusted based upon assignments to the Center. The Center is allotted an FTEF budget for course offerings for a given term and year; that budget will be managed by the Center Dean, working cooperatively with the Vice President of Instruction and Student Learning, and area deans from the main campus. The FTEF is managed according to the overall CRC College goals and the specific guidance of the LRCCD Centers Development Guidelines.

The College will monitor the operating budget to determine if it is adequate to meet the needs of the facility. Requests for additional permanent or one-time-only funds can be submitted through the Unit Planning and Resource Allocation Process.

### Achievement Monitoring Plan

Assessment of the Elk Grove Center will be a continual process that will include the Elk Grove Center Program Plan and Unit Plan and an annual review of the Center administrator's goals. In addition, instructional programs include review of their Center program offerings during their six-year program review cycle. Program review is conducted in an integrated manner for all degree and certificates offered by the College and the review of a given academic program includes all courses offered at all locations.

## **E. EVIDENCE OF NECESSARY INTERNAL AND EXTERNAL APPROVALS**

### Statement of Required Approvals

As stated previously in the planning process section, the Los Rios Board of Trustees determined in 2000 that educational services would be delivered to the region through four comprehensive colleges and the development of educational centers affiliated with those colleges. The Board adopted the 2006 LRCCD Strategic Plan which included a focus on development of educational centers to "provide highly accessible learning facilities and localized services and serve as gateways to the main campuses." The District's "Centers Development Guidelines" (Attachment 3) were adopted by the Chancellor's Executive Council in June 2007 and subsequently revised by that body in September 2008. The District submitted a Letter of Intent (LOI) to the System Office in April 2006 for a new educational center in Elk Grove. The System Office and the California Postsecondary Education Commission approved the LOI in May 2006 and June 2008 respectively, and the District was authorized to proceed with development of a *Needs Study*. In Fall 2008 the Board of Governors granted provisional approval for the Elk Grove Center and construction on the new center began in Fall 2011 (Attachment 10).

### Evidence of Governing Board Action

The Los Rios Community College District Board of Trustees is responsible for approval of all major construction projects undertaken within the District.

- June 1, 2005. The Board approved the construction of the new Elk Grove Center location as part of the approval of the LRCCD Five-year Construction Plan. The Five-year Construction Plan included the new Elk Grove Center location.
- June 18, 2008 – Consent Item – Five-year Construction Plan approved. The Five-year Construction Plan included the Elk Grove Center (with updated timelines).
- October 19, 2011– Action Item – Contract for Elk Grove Center Phase 1. The Board of Trustees of the LRCCD approved a motion awarding the contract for the base bid and all alternatives (Attachment 9).

The College has provisional center status from the Board of Governors. We have begun offering classes at the Center this fall starting with a morning program of 40 sections. Our enrollment projections are being confirmed, therefore we added additional sections. In line with our enrollment projections, we have plans to add additional sections in spring. Based on a memo by Fred Harris, Assistant Vice Chancellor of College Finance and Facilities Planning at the California Community Colleges Chancellor’s Office, 500 annual FTES is required to apply for full center status in California, which we plan to achieve by June 2014.

## **F. ACCREDITATION ELIGIBILITY REQUIREMENTS**

### **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 Chancellor’s Office. The College had its accreditation reaffirmed in January 2010.*

The Elk Grove Center will function under the same authority requirements as the College.

### **2. Mission**

*Cosumnes River College’s educational mission as a community college is clearly defined and published in its catalog. The educational mission is aligned with the Los Rios Community College District’s educational mission statement. The Los Rios Community College District Board of Trustees approved the College’s most recent revision to its mission statement in 2008.*

The programs and services at the Elk Grove Center support the College’s mission of serving a diverse student population through educational opportunities leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment.

### **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. The Board of Trustees functions as an independent policy-making body capable of reflecting constituent and public interest in Board activities and decisions, and is sufficient in size to fulfill its responsibilities consistent with the California Education Code. A*

*majority of the Board members have no employment, family, or personal financial interest in the institution.*

Construction of the permanent Elk Grove Center was approved by the Board through (1) adoption of the “Centers Development Guidelines,” (Attachment 3) the LRCCD Strategic Plan, Long Range Capital Needs Plan, and the LRCCD Budget, (2) acceptance of the Cosumnes River College Master Plan for Student Success and (3) awarding of the construction contract for the first phase of the Center. In addition the LRCCD Board of Trustees approved placing a local bond measure on the ballot which included funds for the Center construction.

#### **4. Chief Executive Officer**

*Cosumnes River College has a chief executive officer whose full-time responsibility is to the institution. The president is appointed by the Los Rios Community College District Board of Trustees and reports to the District Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.*

The College President and District Chancellor approve all major college facilities plans for recommendation to the Board of Trustees.

#### **5. Administrative Capacity**

*Cosumnes River College has sufficient academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the College mission.*

The college has 18 academic and support services administrative staff members whose responsibilities include oversight of academic and student support services on the main campus and at outreach locations. There is currently one supervisor assigned to the Elk Grove Center with plans to appoint an academic dean to the Center as it grows. The College’s organizational chart has been provided (Attachment 11).

#### **6. Operational Status**

*Cosumnes River College is operational with over 14,500 unduplicated students enrolled in fall 2013. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four year institutions.*

Courses offered at the Elk Grove Center are supported by regular College and District operating processes and procedures.

#### **7. Degrees**

*Cosumnes River College offers the Associate of Arts and Associate of Science degrees as well as Certificates of Achievement and Certificates of Completion. The majority of the College’s course offerings are in programs that lead to degrees, as described in the College Catalog. The College Catalog contains a listing of degrees offered, course credit requirements, and unit length of study for each degree program.*

The College offers courses leading to degree completion at the Elk Grove Center. Course offerings emphasize general education and transfer courses but include basic skills and career and technical education. In keeping with the District's philosophy for center development, students must take a portion of their coursework at the main campus to complete most degree or certificate programs.

## **8. Educational Programs**

*Cosumnes River College offers educational programs consistent with the missions of the College, District, and California community colleges. All associate degree programs are at least two years in length. All courses fulfill the California Code of Regulations, Title 5. Course outlines contain student learning outcomes achieved through class content, assignments and activities, and are reviewed on a regular basis. Completion of associate degree and general education requirements for the associate degree and articulation agreements with four-year institutions ensure that degree programs are of sufficient content and length and are conducted at levels of quality and rigor appropriate to degrees offered.*

It is conceivable that full time students could earn 50% of the units required for a degree over the next four semesters by fulfilling their general education requirements at the Center. Therefore the College is filing the substantive change proposal for the Center. Courses offered at the Elk Grove Center have the same requirements as those offered at the main campus.

## **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 schedules.*

All courses offered at the Center have unit (credit) values based upon these same accepted practices. All courses, including their unit values, are described in the College Catalog.

## **10. Student Learning and Achievement**

*Cosumnes River College programs and courses have defined and published student learning outcomes (SLOs) in the SOCRATES curriculum system. Programs and courses are regularly assessed through the curriculum review and program review processes.*

Program student learning outcomes are listed in the College Catalog, and course outcomes are listed in course outlines as well as in all course syllabi. Faculty ensure that their courses and programs address the approved student learning outcomes no matter where or how the courses and/or programs are offered.

## **11. General Education**

*Students must complete a minimum of 21 semester units of general education courses and demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. Courses that meet the General Education requirements complete an evaluation process through the College's Curriculum Committee, affirming their quality and rigor. General Education Learning Outcomes (GELOs) have been identified for students completing this component of their degree.*

Students taking courses at the Elk Grove Center must meet the same general education requirements as students completing their degree at the main campus.

## **12. Academic Freedom**

*Faculty and students at Cosumnes River College are free to examine and test all knowledge appropriate to their discipline or area of major study. The College Catalog contains the American Association of University Professors Statement of Principles on Academic Freedom, and also the Los Rios Colleges Federation of Teachers Statement on Academic Freedom.*

The academic freedom of faculty and students at the Elk Grove Center is supported in the same manner as at the Main Campus.

## **13. Faculty**

*Cosumnes River College maintains a sufficient core of qualified, full-time faculty to support the College's educational programs. All faculty meet the minimum qualifications for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in California Code of Regulations, Title 5. Clear statements of faculty roles and responsibilities are stipulated in the faculty collective bargaining agreement and in the Faculty Handbook. These responsibilities include, but are not limited to, participation in program review, leadership in curriculum development and review, the development of student learning outcomes, and assessment of student learning.*

Faculty assigned to teach at the Elk Grove Center must meet the minimum requirements for their disciplines and are hired and evaluated through authorized District procedures. Both full-time and adjunct faculty are assigned to the Center.

## **14. Student Services**

*Cosumnes River College provides a variety of services to students that meet the education support needs of its diverse student population. Student Services has clearly defined program outcomes related to student development within the context of the College mission.*

The CRC College Catalog, Schedule of Classes, application, and enrollment processes are available online to all students. Students have access to computers at the Elk Grove Center to complete their college enrollment process and may seek assistance with enrollment issues from staff.

## **15. Admissions**

*Cosumnes River College adheres to admissions policies consistent with its mission and with the California Code of Regulations, Title 5, and facilitates the registration of students in classes. Information about admissions requirements is available in the College Catalog, Schedule of Classes, and on the College's web page.*

Students submit their application to Cosumnes River College; there is no separate process for the Elk Grove Center. Thus, admission policies for students taking classes at the Elk Grove Center are the admission policies of the main campus.

## **16. Information & Learning Resources**

*Cosumnes River College has sufficient print and electronic resources (including full-text books and journals) to meet the educational needs of its students and to support all programs. Additional materials can be borrowed from any Los Rios library, and via interlibrary loan from libraries throughout the country. Internet access is provided via a wireless network and a number of computer labs.*

The library web site provides access to all library services. Additionally, the Elk Grove Center maintains a reserve book collection specific to courses taught at the Center. Books can be checked out from any library collection in LRCCD and delivered via inter-campus mail to the Center.

## **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.*

The College has the resources in place to support and sustain the Elk Grove Center. College and District processes incorporate the Center.

## **18. Financial Accountability**

*Cosumnes River College demonstrates financial accountability through the findings of an independent public agency secured by the Board of Trustees to perform regular audits. In all fiscal matters, the College adheres to specific Board-approved policies and procedures governing the responsible allocation of funds to support educational programs and support services.*

Information regarding the Elk Grove Center is included in the appropriate financial documents and audits.

## **19. Institutional Planning & Evaluation**

*Cosumnes River College assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. The College's Strategic Planning Framework provides a "feedback loop" through which the College demonstrates accomplishment of college goals and student achievement. Program review is conducted on a regular basis by all departments, the results of which are used to make decisions regarding improvements. Student learning and institutional effectiveness data are used to develop objectives for the next planning cycle.*

The Elk Grove Center is included in the College's regular planning process under the Vice President of Instruction. The Center's needs will be planned through the existing planning processes. Whether on the main campus or at the Center, courses offered at the Center are included in the program review process of the instructional department.



## **20. Public Information**

*Cosumnes River College publishes in its catalog, college website, and other appropriate places general information about the College including the vision and mission statement; information about courses, programs, and degrees; the academic calendar and program length; admission requirements and procedures; college and academic regulations; student development programs and services; policies on the rights of individuals including academic freedom; major policies affecting students including student rights and responsibilities; names of Governing Board members; and, academic credentials of faculty and administrators.*

Information about programs and courses is available in the College Catalog and class schedule. Course locations are provided in the class schedule.

## **21. Relations with the Accrediting Commission**

*Cosumnes River College and the Los Rios Community College District Board of Trustees provide assurance that the College adheres to the eligibility requirements, accreditation standards, and policies of the Commission. The College describes itself in identical terms to all accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The College agrees to comply with Commission requests, directives, decisions, and policies and to make complete, accurate, and honest disclosure.*

Operation of the Elk Grove Center is integrated into the overall college mission and operations and is subject to all Accrediting Commission eligibility requirements, accreditation standards, and policies.

## **G. ACCREDITATION STANDARDS AND RELEVANT COMMISSION POLICIES**

### ***Standard I: Institutional Mission and Effectiveness***

- **Mission:** The mission statement for CRC addresses its educational purpose, its intended student population, and its commitment to student learning. Processes are in place to align programs and services to the College's mission and to continue to assess changes in the community that the College serves that impact academic programs, student services, and the methods used to meet student needs. College processes integrate student learning into curriculum and student services development and delivery through program review, curriculum management, and relationships with community partners. Establishment of a permanent educational center in Elk Grove directly supports the institutional mission.
- **Improving Institutional Effectiveness:** The planning processes associated with the College strategic planning process have a long college history (unit plans, outcome measures, resource requests, program review, categorical program plans). The processes themselves are broad-based and designed to involve a broad spectrum of the College community. Resource allocation decisions are made as a result of planning processes. This information is broadly distributed to the College community. The Elk Grove Center is integrated seamlessly into the College's strategic planning process as a recognized entity within instruction, student services and administrative services.

### ***Standard II: Student Learning Programs and Services***

- **Instructional Programs:** Students and prospective students receive clear and accurate information about educational courses and program and transfer policies through the College Catalog, Schedule of Classes, and Student Guide. Additional course and program information is provided to students by faculty members through course syllabi and student information sheets that specify student learning objectives. The College accurately describes its degrees and certificates, including purpose, course requirements, and learning objectives, in its annual Catalog and through SOCRATES. Course offerings and information at the Elk Grove Center are clearly communicated to students and are delivered according to the standards established by the College.
- **Student Support Services:** The College recruits and admits diverse students who can benefit from all its programs. CRC has a broad variety of student support services to create a supportive learning environment for all students. Services may be accessed online as well as on-ground at the main campus and Elk Grove Center. Student services programs have identified student learning outcomes. Outcome assessments are included in their regular program review processes, and assessment results are used to further improve services.
- **Library and Learning Support Services:** The College has the necessary library and learning support services to support its programs, including course offerings at the Elk Grove Center. An increased number of services and materials are now available online to better serve Center students. The increased number of electronic books and full-text databases also provides a wealth of materials that are fully available online. In addition, materials from any Los Rios library can be delivered to students at Elk Grove Center. The library's collection and services at CRC are evaluated regularly and thoroughly in order to ensure that both meet the needs of students and staff and contribute to the achievement of student learning outcomes.

### ***Standard III: Resources***

- **Human Resources:** All full-time and adjunct faculty, regardless of the college location at which they teach, meet state and district minimum qualifications to be eligible to teach their respective discipline courses. Academic, student services, technology, and facilities support staff are qualified to provide support services to the programs. Sufficient permanent staffing is available at the College and District to maintain the needed organizational infrastructure to support programs and services both at the main campus and at the Center. All personnel are treated equitably, evaluated regularly and systematically, and are provided opportunities for professional development.
- **Physical Resources:** The College and District have in place the required physical and technology infrastructure to support programs and services both on the main campus and at the Center. Facility and Equipment planning and evaluation are conducted on a regular basis at the District through a Five-Year Capital Outlay Plan and the College's Facilities Master Plan.

- **Technology Resources:** The use of technology at CRC is vital to its operation and extends into nearly all programs, services and locations. Campus networks connect all buildings to a central network point that integrates the College's capabilities with those of the outreach centers, other LRCCD colleges, and the District Office. The College faculty, administration, and staff are committed to providing technology services, professional support, facilities, hardware, and software that are designed to enhance the operation and effectiveness of the institution. IT needs for the Center are integrated into the College's existing processes through the Distance Education and Information Technology (DEIT) Committee that informs the Instructional Technology Multimedia Budget process (ITMB).
  
- **Financial Resources:** The College and District's financial planning and budget processes provide sufficient and stable support for operation of a permanent Elk Grove Center. Processes allow for program growth as increased resources become available. 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 their comprehensive accreditation visits in fall 2009 for the District's plan to address the state budget crisis, while keeping programs, services, and full-time employee positions intact.

***Standard IV: Leadership and Governance***

- **Decision-Making Roles and Processes:** Faculty, administrators, classified staff, and students are encouraged to 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. Groups that bring the campus together to work on shared issues include the Associated Student Government, the Classified Senate, the Academic Senate, and College Planning Committee. Faculty, administrators, classified staff, and students at the Elk Grove Center are active participants in College decision-making process.
  
- **Board and Administrative Organization:** The College operates within the required District governing board policies and regulations, which apply to all programs, services, students, and personnel in all locations.