

# LOS RIOS COMMUNITY COLLEGE DISTRICT



## BOARD MEETING AGENDA

Wednesday, July 9, 2014

5:30 pm

### MEETING LOCATION:

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: June 11, 2014	Brian King
B. Claim: Hester Thompson	JP Sherry
C. Resolution No. 2014-12: Department of Rehabilitation College to Career Program	Beverly A. Sandeen
D. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
E. Resolution No. 2014-13: AT&T Easement- Rancho Cordova Center	Theresa Matista
F. Acceptance of Gifts: Colleges and Foundations	Theresa Matista
G. Ratify: New Contracts and Renewals	Theresa Matista
H. Ratify: Bid Transactions	Theresa Matista
I. Disposition of Surplus Equipment	Theresa Matista
J. Purchase Orders, Warrants, Checks, and Wires	Theresa Matista
K. Classification of Contract Employees 2014-2015	Brian King
L. Regular Human Resources Transactions	Brian King

### 4. COLLECTIVE BARGAINING

A. SEIU Collective Bargaining Agreement 2014-2017 Public Disclosure and Approval	Brian King
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### 5. ACTION

A. Submission of Substantive Change Proposal: ARC Distance Education	Pamela D. Walker
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### 6. INFORMATION

A. Discussion of Future Board Study Sessions	Brian King
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### 7. BOARD MEMBER REPORTS

### 8. FUTURE AGENDA ITEMS

## 9. REPORTS and COMMENTS

- Student Association
- Classified Senate
- Academic Senate
- Other Recognized Constituencies
- Chancellor's Report

## 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 Government Code section 54957.6: Conference with Labor Negotiators:  
Designated Representatives: Brian King; Theresa Matista; JP Sherry; Ryan Cox. Employee Organizations: LRCEA.

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

## 12. ADJOURNMENT

### LOS RIOS BOARD OF TRUSTEES

<b>Robert Jones</b> President ▪ Area 2	<b>Dustin Johnson</b> Vice President ▪ Area 1	<b>Vacant</b> ▪ Area 3 <b>Ruth Scribner</b> ▪ Area 4 <b>Pamela Haynes</b> ▪ Area 5	<b>Deborah Ortiz</b> ▪ Area 6 <b>Kay Albiani</b> ▪ Area 7 <b>Omba Kipuke</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.

August 13, 2014      Regular Board Meeting ▪ Location: District Office  
September 10, 2014      Regular Board Meeting ▪ Location: American River College

Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District's website: [www.losrios.edu](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: July 9, 2014

<b>SUBJECT:</b>	Board Meeting Minutes: June 11, 2014	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 held on June 11, 2014 are attached for Board review and consideration.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the minutes of the meeting held on June 11, 2014.



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, June 11, 2014**

## **1. CALL TO ORDER**

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

***Present:***

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

Mr. Omba Kipuke, Student Trustee

Dr. Brian King, Chancellor

## **2. ORAL COMMUNICATIONS**

Laurie Jones addressed the Board of Trustees to recognize two ARC students, Tanisha Abraham and Edna Simbi, for excellent academic achievements.

Mike Barnbaum of Here We Ride addressed the Board of Trustees to recognize Deputy Chancellor Jon Sharpe for his service to the Los Rios Community College District and the partnership with Sacramento Regional Transit. Mr. Barnbaum also requested that a fall 2015 board meeting be scheduled at Cosumnes River College after the opening of the new RT light rail station in order to showcase the new station.

Kenneth Hinton addressed the Board of Trustees regarding two-sided printing of the board agenda packets.

## **3. SPECIAL ORDER OF BUSINESS**

President Jones and the Board of Trustees presented a Crystal Apple Award for outstanding services in education to Jon Sharpe, outgoing Deputy Chancellor.

President Jones administered the Oath of Office to Student Trustee Omba Kipuke.

#### **4. CONSENT CONSIDERATIONS**

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

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Motion carried; 6:0*

*A. Board Meeting Minutes: May 14, 2014*

*That the Board of Trustees approve the minutes of the meeting held on May 14, 2014.*

*B. Revised Dates of the Regular Meetings of the Board (2014 Calendar)*

*That the Board of Trustees approve the revised board meeting calendar rescheduling the October board meeting to October 15, 2014.*

*C. Naming of the Main Court of the Folsom Lake College Tennis Complex*

*That the Board of Trustees approve the naming of the main court of the Folsom Lake College Tennis Complex in honor of Broadstone Racquet Club.*

*D. Child Development Centers Program Self-Evaluation*

*That the Board of Trustees approve the program self-evaluations for CCTR-3192 and CSPP-3378 contracts for the fiscal year 2013-14.*

*E. 2013-14 Budget Revision No. 2*

*That the Board of Trustees approve the 2013-14 Budget Revision No. 2 for the General, Instructionally Related, Child Development, Capital Outlay Projects, Bond Projects Measures A and M, Bond Interest and Redemption for Measures A and M, Other Debt Service, Regional Performing Arts Center, Student Financial Aid, Student Associations, Scholarship and Loan Trust, and the Los Rios Foundation Funds shown on the schedules in the June Board agenda packet, and that the related documents be filed with the County Superintendent of Schools.*

*F. District Bank Accounts*

*That the Board of Trustees affirm the continuing need for separate bank accounts listed in the June Board agenda packet used by the District.*

G. Resolution No. 2014-10: 2014-15 Appropriation Limitation

That the Board of Trustees adopt Resolution No. 2014-10 approving the appropriation limitation of \$331,139,362 for 2014-15.

H. Resolution No. 2014-11: Five Year Construction Plan and Final Project Proposals

That the Board of Trustees adopt Resolution No. 2014-11 and approve the Five Year Construction Plan and West Sacramento Phase 2 FPP and Resolution No. 2014-11 for submission to the State on July 1, 2014.

I. Board Policy Revisions: Student Body Associations (P-2311), Supervision and Control (P-3112), Participatory Governance (P-3411), Management/Confidential Relations (P-9311)

That the Board of Trustees approve the proposed revisions to Board Policies P-2311, P-3112, P-3411 and P-9311.

J. 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 Administrator	College/Unit	Amount	Source
Center of Excellence – Labor Market Information Research <ul style="list-style-type: none"> <li>Contract to provide labor market data to members of the North/Far North Regional Consortium.</li> <li>2/20/2014 through 6/30/2014</li> <li>Walter DiMantova, Director, Workforce and Economic Development</li> </ul>	WED	\$10,000	Butte-Glenn CCD
Alternative Vehicles and Fuels (Augmentation) <ul style="list-style-type: none"> <li>Funds to develop curriculum in alternative vehicles and fuels.</li> <li>9/1/2012 through 9/30/2014</li> <li>Gabriel Meehan, Dean, Career Technical Education</li> </ul>	ARC	\$164,128	CCCCO
White-nose Syndrome Coordination and Pilot Study – Biology Department <ul style="list-style-type: none"> <li>Contract to coordinate and conduct a pilot study.</li> <li>1/27/2014 through 4/30/2014</li> <li>Rick Ida, Associate Vice President, Workforce and Economic Development</li> </ul>	SCC	\$9,999	CA Dept. of Fish and Wildlife
Rule of Law Delegation, Open World Leadership Center Award (Augmentation) <ul style="list-style-type: none"> <li>Funds to host Rule of Law delegation at SCC.</li> <li>4/30/2014 through 6/6/2014</li> <li>Frank Malaret, Dean, Behavioral and Social Sciences</li> </ul>	SCC	\$560	FHI 360

**K. 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
Construction Management ARC Student Services Addition	\$50,000.00	I	05/08/14	David Keltgen	Facilities
Architectural Fees ARC Physical Education & Athletic Fields	\$422,400.00	I	03/21/14	Verde Design, Inc.	Facilities
Market Research Service Agreement	\$25,000.00	I	04/18/14	Business On Market ST	Center of Excellence
Consultant Services to Create Industry Based Web Videos	\$28,100.00	I	04/04/14– 06/30/14	Xist Media	Center of Excellence
Vending Machines	Commission to LRCCD	R	07/01/14- 06/30/16	Compass Group USA/Canteen	General Services

**L. Ratify: Bid Transactions**

*That the Board of Trustees ratify the bid transactions/change orders for the Month of May as herein listed.*

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
12001	FLC Gymnasium	\$81,198.00	5	Flintco Pacific	\$13,451,009.22
13017	CRC Art Gallery	\$19,703.49	2	Kaler Dobler	\$1,810,825.49
13017	CRC Art Gallery	\$24,059.60	3	Kaler Dobler	\$1,834,885.09
BID AWARDS					
Bid No	Description	No. of Responses	Award Date	Awarded Vendor	Contract Total
14015	Districtwide Roof Maintenance	3	06/03/2014	Barrett's Roofing (\$5.71/sq. ft.)	\$200,000.00

**M. Disposition of Surplus Equipment**

*Pursuant to Education Code section 81452, that the Board of Trustees approve the disposition of the following surplus equipment which are valued at \$5,000 or less: 1 bookcase; 6 cabinets; 6 caddies; 1 cart; 28 chairs; 311 computers; 20 laptops; 17 monitors; 9 motorcycles; 2 pianos; 23 printers; 7 projectors; 2 servers; 1 shelf; 1 sorter; 2 stools; 6 switches; 8 tables; 2 tablets; and 30 pounds of tile segments.*

N. Purchase Orders, Warrants, Checks, and Wires

That the Board of Trustees approve the numbered purchase orders, warrants, checks, and wires issued during the period of April 16, 2014 through May 15, 2014.

PURCHASE ORDERS		
General Fund	0001076021-0001076465 B114712-B114720	\$ 16,264,377.23
Capital Outlay Fund	0003015632-0003015685	
Child Development Fund	-	
Self-Insurance Fund	0009000312-0009000315	
WARRANTS		
General Fund	698426-700137	\$ 13,486,776.34
General Fund-ARC Instructional Related	003907-003993	
General Fund-CRC Instructional Related	021371-021405	
General Fund-FLC Instructional Related	030454-030482	
General Fund-SCC Instructional Related	043104-043199	
Capital Outlay Fund	828556-828662	
Child Development Fund	953944-953959	
Self-Insurance Fund	976176-976188	
Payroll Warrants	223550-225580	\$ 18,228,847.77
Payroll-Direct Deposit	674167-678331	
May Leave Process	225581-227111	
Payroll Vendor Warrants	56319-56490	
CHECKS		
Financial Aid Disbursements	2033859-2036566	\$ 3,332,412.00
Clearing Checks	2515-2516	\$ 514,715.38
Parking Checks	2826-2826	\$ 74.00
Bookstore Fund – ARC	28244-28309	\$ 301,265.76
Bookstore Fund – CRC	025435-025467	
Bookstore Fund – FLC	8471-8499	
Bookstore Fund – SCC	046655-046659	
Student Clubs Agency Fund – ARC	4273-4300	\$ 53,132.70
Student Clubs Agency Fund – CRC	3292-3327	
Student Clubs Agency Fund – FLC	1739-1753	
Student Clubs Agency Fund – SCC	2772-2795	
Foundation – ARC	3847-3859	\$ 123,621.22
Foundation – CRC	1705-1716	
Foundation – FLC	0754-0769	
Foundation – SCC	2767-2791	
Foundation – DO	0544-0562	\$ 22,753.77
Associated Students Trust Fund – ARC	0639-0645	
Associated Students Trust Fund – CRC	0577-0588	
Associated Students Trust Fund – FLC	0484-0490	
Associated Students Trust Fund – SCC	-	\$ 419,888.85
Regional Performing Arts Center Fund	USI Check System 2386-2471	
WIRES		
Board of Equalization	-	\$ 4,000.00
PARS	-	\$ -
Vendors	-	\$ -



O. Temporary Classified and Student Help/College Work Study Salary Schedules

*That the Board of Trustees approve the salary schedules listed in the June Board agenda packet for Temporary Classified and Student Help/College Work Study effective July 1, 2014.*

P. Short-Term Temporary Employees

*That the Board of Trustees approve the anticipated districtwide short-term temporary employee classifications as listed in the June Board agenda packet, authorizing employment of short-term employees for the period July 1, 2014 to December 31, 2014. The Human Resources Department will place the names of the short-term temporary employee hires on subsequent Board agendas.*

Q. Regular Human Resources Transactions

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

## **5. COLLECTIVE BARGAINING**

A. LRCFT Collective Bargaining Agreement 2014-2017 Public Disclosure and Approval

*A motion was made by Ms. Ortiz, seconded by Mr. Johnson, that the Board of Trustees accept the disclosure information and approve the contract agreement with the Los Rios College Federation of Teachers (LRCFT) for the period July 1, 2014 to June 30, 2017.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Motion carried; 6:0*

## **6. ACTION**

A. 2014-15 District Tentative Budgets

*A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the Board of Trustees adopt the 2014-15 tentative budgets for the General Fund (Z Budget), Instructionally-Related, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Service, Fiduciary, Trust and Auxiliary Funds of the District for filing with the appropriate County/State agencies.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Motion carried; 6:0*

B. Vice Chancellor's Employment Agreement

A motion was made by Ms. Haynes, seconded by Ms. Albiani, that the Board of Trustees approve the hiring of Theresa Matista as Vice Chancellor of Finance and Administration including the material terms outlined below:

- A term of three (3) years (July 1, 2014 – June 30, 2017)
- An initial salary of \$170,958 (Step 2 of Level B – 2013-14 Interim Salary Schedule)
- Health and welfare benefits
- Allowance of \$550/month for auto

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 6:0

C. Folsom Lake College Vision and Mission Statements

A motion was made by Ms. Ortiz, seconded by Ms. Albiani, that the Board of Trustees approve the Vision and Mission Statements of Folsom Lake College.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 6:0

D. Community Colleges Pathway to Law School Initiative

A motion was made by Ms. Albiani, seconded by Ms. Haynes, that the Board of Trustees ratify the Memorandum of Understanding for the Sacramento City College Community Colleges Pathway to Law School Initiative.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 6:0

## 7. INFORMATION

### A. Big Horn Boulevard Property Update

Economic and Planning Systems, Inc. (EPS) conducted a study to determine the feasibility of developing, as well as an overall strategic plan, for the 3.3 acres of commercially zoned property near the Cosumnes River College-Elk Grove Center site on Big Horn Boulevard. Representatives from EPS presented an overview of their study, findings and recommendations.

## 8. BOARD MEMBER REPORTS

Board members attended the college commencement ceremonies as follows:

American River College: Robert Jones  
Cosumnes River College: Ruth Scribner  
Folsom Lake College: Dustin Johnson  
Sacramento City College: Deborah Ortiz and Pam Haynes

Ms. Haynes reported on her participation in the Sacramento Black Book Fair in historical Oak Park and American River College's SummerWords event honoring Poet Rita Dove. She also commented on the water bills going through the legislature that would have the state regulate wells, and expressed her concern about ARC and CRC which both have wells.

Mr. Kipuke expressed his joy, excitement and humility to serve on this Board.

## 9. FUTURE AGENDA ITEMS

No future agenda items were discussed.

## 10. REPORTS AND COMMENTS

Monica Souza, President, Sacramento City College Classified Senate  
BJ Snowden, President, Cosumnes River College Academic Senate  
Robert Perrone, LRCFT

The following constituency representatives also presented reports to the Board:

### Chancellor's Report:

**ARC:** American River College celebrated commencement on May 21 with a record number of graduates walking. ARC's graduating class of 2014, by the numbers:

- Total degrees awarded: 2,645 to 1,898 graduates
- Number of graduates who walked: more than 620
- Average age of ARC's graduates: 31

- Average GPA: 3.17
- Students who earned a 4.0 GPA: 43
- Students earning distinction: 751
- Students earning greatest distinction: 540
- Youngest graduate: 16
- Oldest graduate: 86

**CRC:** Cosumnes River College Photography Professor Jim West has been presented with a Nikon Scholarship Award, one of only two awarded nationally to photographers who are continually working and exploring the visual world. The award recognized Professor West’s body of work throughout his career and his passion for photography. He will receive a \$1,000 scholarship to be used at a workshop this fall and at speaking events throughout the year. Nikon will also be donating equipment and products for him to use and demonstrate, especially to his students.

**FLC:** The Folsom Lake College men’s golf team won its second consecutive Big 8 Conference Championship. Four Falcon golfers earned All-Conference honors. They are Dylan Neal, Brad Peil, Jace Tiller and Jordan Sato-Sterni. Although the team failed to advance to the state championship, number-six player Nick Yell, a freshman, won the Low Medalist title at regionals and was named the NorCal Champion. It was a Cinderella story of sorts for Yell who despite being pulled from the team’s top six early in the season, improved his game and worked his way back into the lineup. Coach Barry Zarecky described young Nick as the team’s “secret weapon” who always seemed to shoot a great score when the team needed it most. Congratulations to Nick, to Coach Zarecky and to the entire team!

**SCC:** On Wednesday, May 21, Interim Dean Don Palm accepted the Civic Leadership Award for Prosperity for Sacramento City College’s West Sacramento Center on behalf of the college. West Sacramento Mayor Christopher Cabaldon presented the award during his State of the City address. As for students, the SCC Work Experience & Internship Program recently shared four student success stories worth sharing: students Jonathan Shamber and Adam Voliva both interned a semester at Capital Mailing Services, a full-service printing and mailing company in Sacramento. As a result of their experience, both students were hired as full-time IT software engineers at the end of their internships! Students Igor Goncharuk and Demetrius Borris were HVAC interns at Shriner’s Hospital. Based on their exemplary work, they too have been hired fulltime – as stationary engineers at Shriner’s! And students Sarah-Michael Gaston and Ernesto Gutierrez are this year’s recipients of the SCC Distinguished Service Award! They were honored at the Commencement Ceremony, and their names will be engraved on the honor wall in the Rodda archway, where DSA recipients have been honored since 1931.

Chancellor King announced the following retirements:

Retirement			Years of Service
Flora B. Yen	Director, Institutional Research	DO	6
Carol A. Poncini	Financial Aid Officer	SCC	22+
Wei-Jen J. Harrison	Mathematics Professor	ARC	43

## 11. CLOSED SESSION

General Counsel Sherry announced closed session as listed below, noting that the subject of Closed Session Item 11.C was advised of his right to speak to the Board immediately prior to Closed Session, and he chose not to. The following board members went into closed session at 7:45 pm: Ms. Albiani, Ms. Haynes, Mr. Johnson, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

- A. Pursuant to Government Code section 54957: Public Employee Evaluation and Contract: Deputy Chancellor
- B. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators: Designated Representatives: Brian King; Jon Sharpe; JP Sherry; Theresa Matista. Employee Organization: LRCFT, LRCEA, LRSA, SEIU, LRMA, All unrepresented management and confidential personnel (excluding Chancellor and Deputy Chancellor)
- C. Pursuant to Education Code section 54957: Complain against Public Employee

*Closed Session Adjourned: 8:40 pm*

*Open Session: 8:41 pm*

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

*In Closed Session, under item 11.A, the Board of Trustees voted to deem the performance of the Deputy Chancellor for 2013-2014 to meet or exceeded his performance criteria. The Board voted to take this action by a vote of 6 to 0 with Trustee Area 3's seat vacant.*

*In Closed Session, under item 11.C, the Board of Trustees voted to reject the appeal of the student. The Board voted to take this action by a vote of 6 to 0 with Trustee Area 3's seat vacant.*

## 13. ADJOURNMENT

*A motion was made by Ms. Haynes, seconded by Mr. Jones, that the meeting be adjourned in honor of Maya Angelou.*

*Motion carried; 5:0*

President Jones adjourned the meeting at 8:43 p.m.

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### **BRIAN KING**

Chancellor and Secretary to the Board of Trustees


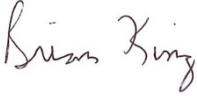
*Draft Minutes presented to the Board of Trustees: July 9, 2014*

*jd*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Claim: Hester Thompson	ATTACHMENT: None	
		ENCLOSURE: Yes	
<b>AGENDA ITEM:</b>	Consent Item B	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 Claimant and refer to the matter to the District's insurance administrators.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Resolution No. 2014-12: Department of Rehabilitation College to Career Program	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item C	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:**

The State of California, Department of Rehabilitation (DOR) is requiring contractors to provide a Board Resolution authorizing a person or position to sign and execute any and all documents required by the DOR in the execution of the "SCC College to Career Program," Contract No. 29343. The purpose of the contract is to provide services to students with intellectual disabilities at Sacramento City College that will support their success.

**STATUS:**

Sacramento City College is serving as a contractor for the DOR. The project performance period of Contract No. 29343 is July 1, 2014 through June 30, 2017.

Contract Name

SCC College to Career Program

Contract Amount

\$750,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Resolution No. 2014-12 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

№ 2014-12

### Authorizing Execution of a Contract from the California Department of Rehabilitation

**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 Rehabilitation (DOR) for the purpose of providing training, resources, and employment assistance to students with disabilities at Sacramento City College, and authorize the designated personnel to sign contract documents pursuant to Standard Agreement Contract № 29343 ("Standard Agreement"): Now, therefore,

**BE IT RESOLVED** that the Los Rios Board of Trustees hereby authorizes the execution of Contract № 29343 by and between Contractor and DOR; and

**BE IT FURTHER RESOLVED** that any individual employed by Contractor in the position(s) of: Vice Chancellor, Finance and Administration; 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 Contract № 29343 with DOR; and

**BE IT FURTHER RESOLVED** that any individual employed by Contractor in the positions of: President; Vice President; Associate Vice President; and Coordinator shall be authorized to act on behalf of Contractor with respect to this Contract № 29343 by and between Contractor and DOR and that DOR 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, 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 DOR.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution № 2014-12 this ninth day of July, 2014, by the following called vote:

AYES	NOES	ABSENT
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\_\_\_\_\_  
Robert Jones, Board President

*Attest:*

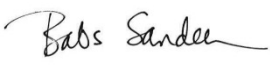
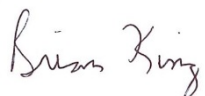
\_\_\_\_\_  
Brian King  
Chancellor and Secretary to the Board



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item D	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 June 1, 2014 and June 30, 2014, the District received executed agreements for the following grant and contract award:

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
Regional Industry Clusters of Opportunity (RICO) – Alternative and Renewable Fuels and Vehicle Program <ul style="list-style-type: none"> <li>• Contract to develop training programs to meet the evolving needs of the electric vehicle and renewable fuel industries.</li> <li>• 7/1/2013 through 12/31/2014</li> <li>• Gabriel Meehan, Dean, Career Technical Education</li> </ul>	ARC	\$50,000	SETA
Foster and Kinship Care Education (Augmentation) <ul style="list-style-type: none"> <li>• Funds to provide education and training to foster parents and relative caregivers.</li> <li>• 5/7/14 through 6/30/2014</li> <li>• Steven Boyd, Dean, Health and Education</li> </ul>	ARC	\$295	CCCCO

**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: July 9, 2014

<b>SUBJECT:</b>	Resolution No. 2014-13: AT&T Easement- Rancho Cordova Center	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item E	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

As part of the construction of the Folsom Lake College Rancho Cordova Center (RCC), the District must obtain communication services from Pacific Bell Telephone Company, a California Corporation, doing business as AT&T California (AT&T California). In order to provide these services to the property, AT&T California requires an exclusive easement to construct, maintain, operate, inspect, repair, replace and improve communications facilities and equipment on the RCC property.

**STATUS:**

To grant the easements to AT&T California, the Education Code section 81311 requires the Board of Trustees to first adopt a resolution declaring its intent to grant an easement by a vote of at least 2/3 of its members. That resolution shall describe the property to be conveyed, specify the purpose for which and the terms upon which the property will be conveyed and shall establish a date and time for a subsequent public hearing to consider granting that easement. At the subsequent meeting, a public hearing shall be conducted and the Board may adopt a resolution granting of the easement unless 10% or more of the qualified electors of the District sign a petition protesting the conveyance. Under the Education Code, a majority of the Board Members must sign the initial resolution which must be posted and published in accordance with the Education Code.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 2014-13 declaring its intent to grant to AT&T California an easement to construct, maintain, operate, inspect, repair, replace and improve communications facilities and equipment on the RCC property identified in the easement.

**EXHIBIT "A"**  
**AT&T Easement Description**

An easement on, over, under, across, and through that real property situate in the City of Rancho Cordova, County of Sacramento, State of California described as follows:

Being a portion of Parcel 7 as shown on that certain Parcel Map entitled "Portion of Carl Halversen and Gunder Kuster 186.5 Acre Tract on the Plat of Subdivision of Rancho Rio De Los Americanos", filed for record in Book 1 of Parcel Maps, at Page 24, Sacramento County Official Records, more particularly described as follows:

**BEGINNING** at the most northerly corner of said Parcel 7;

Thence, along the southwesterly line of said Parcel 7, South 22°25'40" East, 82.42 feet;

Thence, leaving said southwesterly line, North 21°56'05" East, 83.24 feet to a point on the southerly right-of-way line of El Caprice Drive as shown on said Parcel Map, said point being located on a non-tangent 148.50 foot radius curve, concave northerly, from which point the radius point bears North 13°06'04" West;

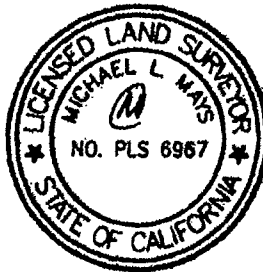
Thence, along the southerly right-of-way line of El Caprice Drive, westerly, 63.02 feet along said curve, through a central angle of 24°18'55" to the point of beginning.

Containing 2,259 square feet more or less.

The basis of bearings for the above describe property is that certain Parcel Map filed for record in Book 1 of Parcel Maps, at Page 24, Sacramento County Official Records.



NorthStar Engineering  
Michael L. Mays PLS 6967



6-11-14  
Date



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2014-13

### **Intent to Dedicate Easement to Pacific Bell Telephone Company, a California Corporation, doing business as AT&T California (AT&T California)**

**WHEREAS**, the Los Rios Community College District is the owner of all real property located at Folsom Lake College, Rancho Cordova Center and identified by Sacramento County as APNs; 076-0212-008, 076-0212-011, 076-0212-012, 076-0212-013, 076-0212-014, 076-0212-015, 076-0212-017, 076-0213-003, 076-0213-004, 076-0213-005, 076-0213-011, and 076-0213-012 (the Folsom Lake College Rancho Cordova Center Property); and

**WHEREAS**, the District will be constructing a new center on the Folsom Lake College Rancho Cordova Center Property; and

**WHEREAS**, in order to facilitate the construction Pacific Bell Telephone Company, a California Corporation, doing business as AT&T California (AT&T California) must provide communication services and therefore must encroach on the Folsom Lake College Rancho Cordova Center Property; and

**WHEREAS**, AT&T California requires an exclusive utility easement to install and complete communication services on the Folsom Lake College Rancho Cordova Center Property; and

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

**WHEREAS**, the District is required by Education Code section 81311 to declare its intention to dedicate the easement and to hold a public hearing regarding the proposed dedication: Now, therefore,

**BE IT RESOLVED**, that the Board of Trustees of Los Rios Community College District declares its intention to convey easements on the real property described in Exhibit A to AT&T California at no cost for the purposes of constructing, maintaining, operating, inspecting, repairing, replacing and improving communications facilities and equipment; and

**BE IT FURTHER RESOLVED** that a public hearing on the question of making the dedication shall be held on August 13, 2014 at the regularly scheduled Board Meeting in the Board Room (or such other room as provided for in a public notice prior to that meeting) at District Office, 1919 Spanos Court, Sacramento, California.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution No. 2014-13, this ninth day of July 2014, by the following called vote:

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

\_\_\_\_\_  
Robert Jones , President

\_\_\_\_\_  
Pamela Haynes

\_\_\_\_\_  
Dustin Johnson

\_\_\_\_\_  
Deborah Ortiz

\_\_\_\_\_  
Ruth Scribner

\_\_\_\_\_  
Kay Albiani

ATTEST:

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Acceptance of Gifts: Colleges and Foundations	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item F	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

The Los Rios Colleges, the Los Rios Foundation, and the College Foundations receive various in-kind gifts for use in the District’s instructional programs and other support areas. Annually, the Foundations transfer title for these in-kind items to the District. Per Board Policy 8254, the Board of Trustees may accept, on behalf of the District, such gifts.

**STATUS:**

The gifts received by American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College and/or the College Foundations during the 2013-14 academic year are valued at approximately \$245,295.78 per the donors’ estimated values. A schedule of the items donated is attached.

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the in-kind gifts amounting to approximately \$245,295.78 reflected on the attachment.

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

In-Kind Contributions

July 1, 2013 - June 30, 2014

Date	Donation	Donor	Estimated Value	College
5/31/2014	30 lbs R-12 Freon	John J. Djubek	\$ 1,468.79	ARC
5/31/2014	2009 GM Sierra	General Motors	8,120.00	ARC
5/31/2014	2009 Chevrolet Traverse	General Motors	9,541.00	ARC
5/31/2014	Art Supplies	Diane Jurach	2,885.95	ARC
5/12/2014	Fabric, batting, patterns and books	Karen L Cannon	1,500.00	SCC
5/9/2014	Cosmetology Service Supplies	Sherry Doran Johnson	715.00	SCC
5/9/2014	100 Tubes of Color	Monique Santes/Moski	800.00	SCC
5/6/2014	Harold M. Ward Painting, "Cyprus and Fog"	Ron Sherry and Chris Franceschi	1,600.00	SCC
5/5/2014	Miscellaneous Items		237.71	CRC
4/22/2014	Assorted fabrics, sewing items and sewing machine	Pamela Walker	1,800.00	ARC
4/4/2014	Polymer Plate Maker	Anderson and Vreeland	8,500.00	SCC
3/27/2014	Ridged Model #RP 210 Press Tool (S/N: W1309023)	Viega, LLC	2,500.00	SCC
3/5/2014	27 Pallets of Hyponex Potting Soil 8qt/6	Scotts Company	5,907.60	CRC
3/5/2014	50 soccer balls 50 soccer bibs	San Juan Soccer Club	1,000.00	FLC
2/27/2014	50 youth soccer balls, 50 youth bibs	San Juan Soccer Club	1,000.00	FLC
1/27/2014	Tennis Netting	Anonymous	2,200.00	FLC
1/17/2014	Nexstar 8" Celestron Telescope with tripod, lense and carrying case	Rick Lockmiller	500.00	ARC
1/17/2014	Five Andy Warhol prints	The Andy Warhol Foundation for the Visual Arts	96,000.00	ARC
1/13/2014	Lladro - Ceramic Couple with Parasol	Mary Willeat, Margaret Rodda and Steven Rodda	600.00	SCC
12/31/2013	New books & scripts for Theatre Arts library	Stephen Peithman	1,322.00	ARC
12/23/2013	26 art auction catalogs - 2013	Robert Aichele	1,040.00	ARC
12/19/2013	Shark measurement system	Donald Joe	4,000.00	ARC
12/19/2013	Modular desk units/storage cabinet	Donald Joe	2,253.88	ARC
12/10/2013	Mangel (Cloth Press)	Carol J. Wittich	2,000.00	SCC
11/29/2013	Wine making equipment & supplies	Jerry Cook	4,030.00	ARC
11/17/2013	Leitz Focomat 11 Copier and Encyclopedias	Walter L. Rykowski	3,270.00	SCC
11/15/2013	2004 Scion car	Don Reid	500.00	ARC
10/31/2013	IRF COM-120B Communications Service Monitor	California Office of Emergency Services	8,426.00	ARC
10/16/2013	Epson 7600 printer and stand	Ron Craig	1,500.00	ARC
10/9/2013	2005 Subaru Outback	Heather Hutcheson & Martin Mcllroy	4,250.00	CRC
10/2/2013	Fabric and Yarn	Fred and Susan Yencea	2,500.00	SCC
9/30/2013	Instructional materials for Physics and Science Dept	PASCO Scientific	16,659.00	ARC
9/30/2013	Skutt KLM818 Kiln	Gary Varner	1,000.00	ARC
9/30/2013	Vintage hats and hat boxes	Pamela Walker	2,047.50	ARC
9/12/2013	Firebricks and Ceramic Insulation	Robert Charles	4,545.00	CRC
9/10/2013	Inductively Coupled Plasma Mass Spectrometry (ICP-MS)	TestAmerica Laboratories	32,500.00	SCC
8/30/2013	Multitech systems sf400-g intelligent SMS server	SARS Software Products, Inc.	987.68	ARC
8/1/2013	HP Laptop	Dorthy Williams	800.00	CRC
7/25/2013	Display Cases (2x)	Celina Sau Lin Ing, Ed.D.	1,112.00	SCC
7/6/2013	Mounting Foam board	DeltaHK Mat & Moulding	900.00	CRC
	Miscellaneous Items		1,595.67	ARC
	Miscellaneous Items		576.00	SCC
	Miscellaneous Items		605.00	FLC
<b>TOTAL</b>			<b>\$ 245,295.78</b>	

## LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Acceptance of Gifts: Colleges and Foundations	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item F	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

The Los Rios Colleges, the Los Rios Foundation, and the College Foundations receive various in-kind gifts for use in the District's instructional programs and other support areas. Annually, the Foundations transfer title for these in-kind items to the District. Per Board Policy 8254, the Board of Trustees may accept, on behalf of the District, such gifts.

**STATUS:**

The gifts received by American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College and/or the college foundations during the 2013-14 academic year are valued at approximately \$247,495.78 per the donors' estimated values. A schedule of the items donated is attached.

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the in-kind gifts amounting to approximately \$247,495.78 reflected on the attachment.



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
In-Kind Contributions  
July 1, 2013 - June 30, 2014

Date	Donation	Donor	Estimated Value	College
5/31/2014	30 lbs R-12 Freon	John J. Djubek	\$ 1,468.79	ARC
5/31/2014	2009 GM Sierra	General Motors	8,120.00	ARC
5/31/2014	2009 Chevrolet Traverse	General Motors	9,541.00	ARC
5/31/2014	Art Supplies	Diane Jurach	2,885.95	ARC
5/12/2014	Fabric, batting, patterns and books	Karen L Cannon	1,500.00	SCC
5/9/2014	Cosmetology Service Supplies	Sherry Doran Johnson	715.00	SCC
5/9/2014	100 Tubes of Color	Monique Santes/Moski	800.00	SCC
5/6/2014	Harold M. Ward Painting, "Cyprus and Fog"	Ron Sherry and Chris Franceschi	1,600.00	SCC
5/5/2014	Miscellaneous Items		237.71	CRC
4/22/2014	Assorted fabrics, sewing items and sewing machine	Pamela Walker	1,800.00	ARC
4/4/2014	Polymer Plate Maker	Anderson and Vreeland	8,500.00	SCC
3/27/2014	Ridged Model #RP 210 Press Tool (S/N: W1309023)	Viega, LLC	2,500.00	SCC
3/5/2014	27 Pallets of Hyponex Potting Soil 8qt/6	Scotts Company	5,907.60	CRC
3/5/2014	50 soccer balls 50 soccer bibs	San Juan Soccer Club	1,000.00	FLC
2/27/2014	50 youth soccer balls, 50 youth bibs	San Juan Soccer Club	1,000.00	FLC
1/27/2014	Tennis Netting	Anonymous	2,200.00	FLC
1/17/2014	Nexstar 8" Celestron Telescope with tripod, lense and carrying case	Rick Lockmiller	500.00	ARC
1/17/2014	Five Andy Warhol prints	The Andy Warhol Foundation for the Visual Arts	96,000.00	ARC
1/13/2014	Lladro - Ceramic Couple with Parasol	Mary Willeat, Margaret Rodda and Steven Rodda	600.00	SCC
12/31/2013	New books & scripts for Theatre Arts library	Stephen Peithman	1,322.00	ARC
12/23/2013	26 art auction catalogs - 2013	Robert Aichele	1,040.00	ARC
12/19/2013	Shark measurement system	Donald Joe	4,000.00	ARC
12/19/2013	Modular desk units/storage cabinet	Donald Joe	2,253.88	ARC
12/10/2013	Mangel (Cloth Press)	Carol J. Wittich	2,000.00	SCC
11/29/2013	Wine making equipment & supplies	Jerry Cook	4,030.00	ARC
11/17/2013	Leitz Focomat 11 Copier and Encyclopedias	Walter L. Rykowski	3,270.00	SCC
11/15/2013	2004 Scion car	Don Reid	500.00	ARC
10/31/2013	IRF COM-120B Communications Service Monitor	California Office of Emergency Services	8,426.00	ARC
10/16/2013	Epson 7600 printer and stand	Ron Craig	1,500.00	ARC
10/9/2013	2005 Subaru Outback	Heather Hutcheson & Martin McIlroy	4,250.00	CRC
10/2/2013	Fabric and Yarn	Fred and Susan Yencea	2,500.00	SCC
9/30/2013	Instructional materials for Physics and Science Dept	PASCO Scientific	16,659.00	ARC
9/30/2013	Skutt KLM818 Kiln	Gary Varner	1,000.00	ARC
9/30/2013	Vintage hats and hat boxes	Pamela Walker	2,047.50	ARC
9/12/2013	Firebricks and Ceramic Insulation	Robert Charles	4,545.00	CRC
9/10/2013	Inductively Coupled Plasma Mass Spectrometry (ICP-MS)	TestAmerica Laboratories	32,500.00	SCC
8/30/2013	Multitech systems sf400-g intelligent SMS server	SARS Software Products, Inc.	987.68	ARC
8/30/2013	Wine for Special Events	Madrona Vineyards	2,500.00	FLC
8/1/2013	HP Laptop	Dorothy Williams	800.00	CRC
7/25/2013	Display Cases (2x)	Celina Sau Lin Ing, Ed.D.	1,112.00	SCC
7/6/2013	Mounting Foam board	DeltaHK Mat & Moulding	900.00	CRC
	Miscellaneous Items		1,595.67	ARC
	Miscellaneous Items		805.00	FLC
	Miscellaneous Items		576.00	SCC
<b>TOTAL</b>			<b>\$ 247,495.78</b>	

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

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

**BACKGROUND:**

During the period of June 1 - 30, 2014, the District received executed agreements and/or extensions for the following services and contracts:

<b>CONTRACTS</b>					
Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
Instructional Services for clinical portion of Nursing Classes	\$689,030.00	R	01/01/14 – 06/06/15	Sutter Health Sacramento Sierra Region	Training Source at ETW
Inspection Services for FLC Rancho Cordova Center	\$100,000.00	I	06/09/14	Jaime Derrick	Facilities
Consulting Services for Financial Aid Implementation	\$16,000.00	I	06/02/14 – 06/30/14	Ciber, Inc.	DO – Information Technology

**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: July 9, 2014

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

**BACKGROUND:**

Pursuant to Board Policy 8315 the bid transactions herein listed occurred during the period of June 1 - 30, 2014.

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
12001	FLC Gymnasium	\$120,292.00	5	Flintco Pacific	\$13,571,301.22
13015	SCC Student Services	\$56,779.29	2	Otto Construction, Inc.	\$8,839,618.29
13009	ARC Culinary Arts	\$43,035.00	3	Broward Builders	\$8,382,746.00

BID AWARDS					
Bid No	Description	No. of Responses	Award Date	Awarded Vendor	Contract Total
0001077048	Electric Vehicle Equipment and Education Curriculum	Sole Source	06/18/2014	Electric Auto Shop	\$117,930.60
15001	CRC Parking Structure Entrance Pathways	4	06/17/2014	MC White Construction	\$13,727.00
14021	Districtwide Elevator Maintenance	4	06/24/2014	Thyssen Krupp	\$87,120.00

Bid №	Description	No. of Responses	Award Date	Awarded Vendor	Contract Total
14017	District Wide Custodial Supplies	12	6/23/2014	Sac-Val Janitorial \$39,995.15  Cole Supply Company Inc. \$40,411.38  Hillyard \$42,021.28  JC Paper \$50,194.93  P And R Paper Supply Company \$5,843.48  J.C. Nelson Supply Co \$4,040.40  Unisource Worldwide, Inc. \$81,449.12  Waxie Sanitary Supply \$7,015.65  <b>Grand Total Amount</b> <b>\$270,971.39</b>	

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item I	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	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 an auction, at least annually and past auctions have generally cost more than they have netted for the District. In 1998, the District began transferring such surplus items to the State of California since the cost to store and sell such surplus items is greater than potential revenues.

**STATUS:**

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

All of the surplus items to be disposed of are either broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 5 audio players; 3 basketball hoops with poles; 10 benches; 11 bookcases; 50 cabinets; 9 carts; 51 chairs; 1 chromatograph; 60 computers; 6 copiers; 30 counter tops; 1 credenza; 8 desks; 2 display cases; 1 electrograph; 1 electrostatic generator; 2 fax machines; 200 lbs fencing supplies; 2 filters; 4 hot plates; 1 hub; 1 hutch; 25 lamps; 10 laptops; 2 photo enlargers; 1 microscope; 1 mixer; 169 monitors; 71 office panels; 1 pool lift; 25 power supply units; 16 printers; 8 projectors; 5 literature racks; 1 receiver; 3 refractometers; 1 scale; 7 scanners; 1 projector screen; 2 sets sound equipment; 3 servers; 1 spine board; 2 stands; 4 stirrers; 1 stool; 9 switches; 22 tables; 13 televisions; 4 keyboard trays; 8 trusses; 1 typewriter; and 14 video players. These items have a value of less than \$5,000.

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

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

**BACKGROUND:**

A listing of purchase orders, warrants, checks and wires issued during the period of May 16, 2014 through June 15, 2014 is on file in the District Business Services Office for review.

**RECOMMENDATION:**

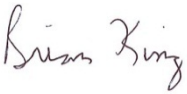
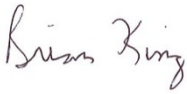
It is recommended that the Board of Trustees approve the numbered purchase orders, warrants, checks and wires that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001076466-0001076989 B114721-B114722	\$ 2,600,694.43
Capital Outlay Fund	0003015686-0003015716	
Child Development Fund	0006000741-0006000741	
Self-Insurance Fund	0009000316-0009000316	
WARRANTS		
General Fund	700138-701591	\$ 7,471,983.11
General Fund-ARC Instructional Related	003994-004103	
General Fund-CRC Instructional Related	021406-021436	
General Fund-FLC Instructional Related	030483-030497	
General Fund-SCC Instructional Related	043200-043288	
Capital Outlay Fund	828663-828757	
Child Development Fund	953960-953971	
Self-Insurance Fund	976189-976192	
Payroll Warrants	227112-229120	\$ 21,275,972.47
Payroll-Direct Deposit	678332-683249	
June Leave Process	229121-230828	
Payroll Vendor Warrants	56491-56669	
CHECKS		
Financial Aid Disbursements	2036567-2040410	\$ 2,720,628.80
Clearing Checks	2517-2518	\$ 370.80
Parking Checks	-	\$ -
Bookstore Fund – ARC	28310-28337	\$ 307,387.16
Bookstore Fund – CRC	025468-025481	
Bookstore Fund – FLC	8500-8536	
Bookstore Fund – SCC	046660-046705	
Student Clubs Agency Fund – ARC	4301-4325	\$ 65,773.56
Student Clubs Agency Fund – CRC	3328-3357	
Student Clubs Agency Fund – FLC	1754-1767	
Student Clubs Agency Fund – SCC	2796-2821	
Foundation – ARC	3860-3891	\$ 233,597.66
Foundation – CRC	1717-1722	
Foundation – FLC	0770-0772	
Foundation – SCC	2792-3038	
Foundation – DO	0563-0580	\$ 6,446.28
Associated Students Trust Fund – ARC	0646-0658	
Associated Students Trust Fund – CRC	0589-0594	
Associated Students Trust Fund – FLC	0491-0494	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 2472-2527	\$ 348,158.67
WIRES		
Board of Equalization	-	\$ -
PARS	-	\$ 22,561.24
Vendors	-	\$ -

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Classification of Contract Employees 2014-2015	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item K	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Brian King	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King	ACTION	
		INFORMATION	

**STATUS:**

Per Education Code Section 87477, governing boards of community college districts shall classify as contract employees, those faculty members who have not been classified as regular employees or as temporary employees.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached changes in certificated personnel employment status effective July 1, 2014.



**FROM FIRST-YEAR CONTRACT TO SECOND-YEAR CONTRACT STATUS**

<b>American River College</b>	<b>Cosumnes River College</b>	<b>Folsom Lake College</b>	<b>Sacramento City College</b>
Brown-Wood, JaNay de la Cruz, Damon Dillon, Vivian Haag, Brooke Hammerwold, Walter Lovering, Janay Ramones, Susan	Le, Phuong Leung, Amy Lugo, Donnisha Morgan-Nance, Kathryn Sertich, Sangchin	Fowler, Caleb Pedro, Jason	Beadles, Lynette Clark, Bonnie Gilbert-Valencia, Daniel Guzman, Sandra Hodge, Tracey Johnson, Ilana Leonard, Duane Marks, Carrie Parks, Karen Payne, Michael Quandt, Timothy Sullivan, Derek

**FROM SECOND-YEAR CONTRACT TO THIRD-YEAR CONTRACT STATUS**

<b>American River College</b>	<b>Cosumnes River College</b>	<b>Folsom Lake College</b>	<b>Sacramento City College</b>
Brock, Michelle Mitchell, Emilie Moore, Christopher O'Brien, Kathleen Owens, Rocio	Phan, Man	Collier, Julie Prelip, Angela Wallace, Ian	Camarena, Sandra Johnston Cisneros, Tami Lane, Tammie

**FROM THIRD-YEAR CONTRACT TO FOURTH-YEAR CONTRACT STATUS**

<b>American River College</b>	<b>Cosumnes River College</b>	<b>Folsom Lake College</b>	<b>Sacramento City College</b>
Birchall, Jill Heeren, Christopher Jones, Vincent Kraft, Mary Ellen	Noel, Brian Schroeder, Kristy		Fellman, Melissa



**FROM FOURTH-YEAR CONTRACT TO REGULAR CONTRACT STATUS**

<b>American River College</b>	<b>Cosumnes River College</b>	<b>Folsom Lake College</b>	<b>Sacramento City College</b>
Afonso, Paulo Agbunag, Roderic Jones, Marie Moore, Reyna Stoker, Richard	Adkins Pogue, Andrea Feindert, Kerstin Huffman, Elizabeth Weathers-Miguel, Lee		Gomez, Tracey Little, Myra Miller, Scott

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Regular Human Resources Transactions	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item L	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King 	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.

## M A N A G E M E N T

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

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Munger, Teri B	Project Director, Greater Sacramento/Northern Inland Consortium CTE Pathways (B. A. University of California, Santa Barbara)	07/01/14 – 06/30/15

## APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Baird, Benjamin J. (M.S., Drexel University)	Interim Dean of Enrollment Services	02/03/14 – 07/09/14 (Revised)
Neal, Robin J. (Ed.D., University of La Verne)	Interim Vice President of Student Services	01/09/14 – 07/09/14 (Revised)
Peterson, Susan E. (M.S., University of California, San Francisco)	Interim Assistant Dean of Nursing	07/10/14 – 12/31/14
Stephenson, Jeffrey W. (M.S., Western Illinois University)	Interim Vice President of Student Services	07/10/14 – 12/31/14

## PROMOTION(S) / TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Montanez, Robert L.	Dean, Elk Grove Center From Dean, Science, Math and Engineering (Ph.D., University of California, Santa Cruz)	07/10/14
	<u>Sacramento City College</u>	
Smedley, Laduan	Vice President Administrative Services From Director III, Administrative Services (M.B.A., Golden Gate University)	07/28/14

RESIGNATION(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Marion, Michael W.	Dean, Counseling and Student Services	07/03/14 (Revised)

RETIREMENT(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Walker, Pamela D.	Vice President, Student Services (After 13 years of service)	08/04/14
	<u>District Office</u>	
Morgan, Panda J.	Director of Small Business Development Center (After 18 years of service)	10/01/14

## FACULTY

## APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Delgado, Lydia A. (M.S., California State University, Long Beach)	Counselor	07/01/14
Rust, Joseph D. (M.S., California State University, Sacramento)	Counselor	07/01/14
<u>Cosumnes River College</u>		
Reeves, Erica N. (M.A., California State University, Sacramento)	English Assistant Professor	08/21/14
Sanchez, Brett (M.S. University of California, Riverside)	Mathematics Assistant Professor	08/21/14
<u>Folsom Lake College</u>		
Ribaudo, Donald N. (M.A., California State University, Chico)	Kinesiology/Physical Education Assistant Professor/ Head Women's Soccer Coach	08/21/14
Siegfried, Daniel (M.A., California State University, Sacramento)	English Assistant Professor	08/21/14
<u>Sacramento City College</u>		
Brar, Arshpreet K. (M.S., California State University, Sacramento)	Counselor	07/01/14

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

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
Wolf, Mary E. (M.A., California State University, Sacramento)	CTEO/Pathways Coordinator	07/01/14 – 06/30/15

## APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Osterhout, Jonathan C. (B.A., California State University, Sacramento, plus M.A. Equivalence)	Kinesiology Assistant Professor/Head Football Coach (L.T.T.)	08/21/14 – 12/18/14
Register, James M. (M.A., University of California, Davis)	Mathematics Assistant Professor (L.T.T.)	08/21/14 – 12/18/14



APPOINTMENT TO TEMPORARY POSITION(S) CONTINUED

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Vasquez, Karen M. (M.A. California State University, Sacramento)	Speech Communication Assistant Professor (L.T.T.)	08/21/14 – 12/18/14
<u>District Office</u>		
Gosal, Bobby S. (M.A., California State University, Sacramento)	CaWORKS Coordinator (L.T.T.)	08/01/14 – 12/30/14

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Haflich, Gerald J.	Physical Education Professor	Medical (50%)	05/19/14 – 05/20/15
Halseth, Aileen L.	Mathematics Professor	Maternity	08/23/14 – 11/02/14
Halseth, Aileen L.	Mathematics Professor	Type C	11/03/14 – 12/18/14
McGinley, Jewell R.	Counselor	Medical	10/07/13 – 09/11/14 (Revised)
Rooney, Sue A.	Reading Professor	Medical (30%)	08/21/14 – 12/18/14
<u>Folsom Lake College</u>			
Anayah, Bernadette M.	ESL Professor	Type C	08/21/14 – 05/20/15

PRE-RETIREMENT WORKLOAD REDUCTION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>			
Womack, Jesse	Philosophy Professor	.60 to .50	08/21/14 – 05/20/15

RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Gunsauls, Darline C.	Sign Language Professor	06/01/14

RESIGNATION(S) CONTINUED
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>	
DiCicco, Anthony J.	Administration of Justice Coordinator	06/17/14
	<u>Sacramento City College</u>	
Carriere, Sue R.	Nursing Professor	05/22/14

RETIREMENT(S)
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Womack, Jesse	Philosophy Professor (After 30 years of service)	05/21/15

**TEMPORARY, PART-TIME EMPLOYEES Spring 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Goodwin,Susan F.	Counselor	35 %
Griffin,Robert C.	Counselor	24 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2014  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Chappell,Mike L.	Counselor	3 %
Garcia,Delayna F.	Counselor	6 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2014  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fishman,Wendell	Website Design and Development	10 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Adams,Jane P.	Academic Guidance	20 %
Alkhayyat,Hanadi	Physical Education	26 %
** (B5) Baker,Gregory S.	Business Management	40 %
Borders,Angela M.	English	20 %
Bradford,Aaron R.	English	27 %
Burleson,B. Kathryn	Dramatic Arts	5 %
Carlson,Erika R.	Psychology, General	20 %
** (A2) Carr,Lisa A.	Child Development/Early Care & Education	20 %
Case,Lynda R.	English	17 %
Casebeer,Derek D.	Administration of Justice	1 %
Coldiron,John L.	Health Education	20 %
** (A1) Condos,Marc A.	Small Business and Entrepreneurship	40 %
Condos,Rachna K.	Business and Commerce, General	40 %
** (A2) Connors,Valerie S.	English	20 %
Crump,Daniel J.	Librarian	13 %
** (B4) Daley, Frank L.	Administration of Justice	1 %
Daniels,Joyce Anne	Child Development/Early Care & Education	20 %
Davis,Danielle R.	History	20 %
** (B5) Davis,Donald A.	Administration of Justice	1 %
Davtian,Anna	Counselor	8 %
DeCecco,Chalmer A.	Administration of Justice	1 %
Deleon,Leonel	Mathematics, General	33 %
Delgado,Diane C.	Counselor	8 %
Delgado,Lisa M.	Adapted Physical Education	5 %
Denman,David S.	Philosophy	20 %
Diamond,Robert Vaughn	Accounting	44 %
Diaz,Pete	Administration of Justice	1 %
Dilgard,Sylvia B.	Academic Guidance	20 %
Dilgard,Sylvia B.	Counselor	24 %
Diller,Shane	Administration of Justice	1 %

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 Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Dillon,Donald E.	Physical Education	15 %
Dillon,Roger G.	Administration of Justice	1 %
Dobson,Joshua A.	Administration of Justice	1 %
Domokos,Cristina I.	Mathematics, General	33 %
Downs,Pamela R.	Dramatic Arts	20 %
Duan,Xin-Ran	Mathematics, General	47 %
Duax,Paul L.	Speech Communication	40 %
** (A2) Dumais,Laurence W.	Software Applications	20 %
** (A2) Dumais,Laurence W.	Computer Networking	18 %
Duran,James J.	Mathematics, General	20 %
Duval,Beverly K.	Librarian	5 %
Eberhardt,Claire E.	History	20 %
Echeverria,Nick V.	Administration of Justice	1 %
Econome,Jennie G.	Job Seeking/Changing Skills	7 %
Econome,Jennie G.	Academic Guidance	20 %
Eiteneer,Daria N.	Physics, General	20 %
Eklund,Justin R.	Administration of Justice	1 %
Engler,Denise M.	English	33 %
Engler,Denise M.	Reading	7 %
Engstrom,Karina H.	Biology, General	20 %
Ezenwa,Emmanuel C	Welding Technology	28 %
Farahnak,Fereydoon	Microbiology	40 %
Feely,Abigail B.	History	20 %
Felver,Lewis R.	Mathematics, General	20 %
Finney,Timothy J.	Physical Education	15 %
Fish,Melissa M.	Business and Commerce, General	20 %
Fleshman,Dane R.	Mathematics, General	33 %
Forehand,James R.	Mathematics, General	33 %
Fortman,Anita J.	Counselor	4 %
Fox,David E.	Software Applications	20 %
Frame,Ashlie	Intercollegiate Athletics	15 %
** (B5) French,Scott D.	Administration of Justice	1 %
Frenn,Tyson J.	Intercollegiate Athletics	15 %
Frew,Robert M.	English	27 %
Friedman,Sasha	Mathematics, General	27 %
Fulgham,Roietta J.	Office Technology/Office Computer Applicati	20 %
Fuller,Heidi J.	Business and Commerce, General	20 %
Fuller,Heidi J.	Software Applications	7 %
Gale,Deborah N.	Mathematics, General	33 %
Garasanin,Olivera	History	20 %
Garcia,Louie G.	Construction Crafts Technology	35 %
Garfield,Elizabeth T.	Physiology (Includes Anatomy)	35 %
Garvey,Andrea P.P.	Psychology, General	40 %
Ghuman,Maninder K.	Librarian	2 %
Giles,Gay A.	Accounting	27 %
Giorgi,Mark R.	Intercollegiate Athletics	15 %
Giusti,Anthony R.	Nutrition, Foods, and Culinary Arts	20 %
Goldbar,Christine A.	English	20 %
** (A1) Gomez,Martin	Counselor	14 %
Gonsalves,Jana L.	Nutrition, Foods, and Culinary Arts	20 %
Gonzales,Allan	Respiratory Care/Therapy	7 %
Gonzalez,Robert J.	Business Administration	40 %
Goodwin,Susan F.	Counselor	17 %
Goold,Grant B.	Paramedic	63 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gorsuch,Susan C.	Administration of Justice	1 %
Gottke,Darren J.	Chemistry, General	57 %
Gourdine,Traci L.	English	20 %
Green,Rene	Automotive Technology	53 %
** (B2) Green,Wesley P.	Computer Networking	13 %
** (A5) Green-Clark,Michelle R.	Dance	15 %
Gregson,Gary A.	Administration of Justice	1 %
Griffin,Robert C.	Academic Guidance	7 %
Griffin,Robert C.	Counselor	7 %
Griffin,Robert C.	Counselor	7 %
Grofe,Michael J.	Anthropology	20 %
Guerin,Jeanne G	English	20 %
Gunn,Kristin Anne	Librarian	2 %
Gutierrez,Jesus E.	Administration of Justice	1 %
Gutowky,Edward A.	English	20 %
Hake,Patricia L.	English	20 %
Hall,Neda Nicole	Child Development/Early Care 7 Education	20 %
** (A2) Hansen,Gina	Health Education	10 %
Hansen,Paul D.	Intercollegiate Athletics	15 %
Hanstad,Janet A.	Biology, General	20 %
Hayes,Rebecca W.	Software Applications	18 %
Hayes,Rebecca W.	World Wide Web Administration	12 %
** (B5) Henderson,Craig	Paramedic	22 %
Herrlinger,Gary D.	Drafting Technology	10 %
Hess,John F.	English	40 %
Hess,Krista E.	ESL Integrated	30 %
Hewitt,Donna J.	Child Development/Early Care 7 Education	20 %
Hijazi,Nidal	Sociology	20 %
Hoban-Higgins,Tana M.	Physiology (Includes Anatomy)	50 %
** (A5) Hollenbeck,Shelly M.	Mathematics, General	33 %
Hollis-Sachau,Shaeheha F	Counselor	21 %
Howard,Hugh H.	Geography	20 %
Howe,Susan R.	English	40 %
Hughes,Ralph E.	Music	20 %
Hughes,Tori	Administration of Justice	1 %
Hyde,James R.	Administration of Justice	1 %
Irvin,Robert A	Dramatic Arts	13 %
Jameson,Richard L	Administration of Justice	1 %
Jardine,Christian M.	History	40 %
Javier,Miriam P.	Counselor	4 %
Jay,Susan M.	General Work Experience	20 %
Johnston,Diana L.	Nursing	20 %
Jones,Robert B.	Mathematics, General	33 %
Jones,Scott	Administration of Justice	1 %
** (A5) Jumelet,Douglas A.	Physical Education	15 %
Kalman,Mikalai	Diesel Technology	35 %
Kaneyuki,Brent Y.	Administration of Justice	1 %
** (A1) Kawamoto,Walter T.	Sociology	20 %
Keene,Kristina T.	Music	9 %
Keys,Margaret Dolan	Librarian	4 %
Kiefer,Christian J.	English	40 %
Kinoshita,Rory M.	Mathematics, General	40 %
Kinuthia,F. Kamau	Economics	40 %
** (A4) Kistler,Barbara C.	Nurse	9 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Kloss,John T.	Sociology	20 %
Knirk,Brian D.	Culinary Arts	20 %
Knirk,Brian D.	Restaurant and Food Services Management	40 %
Koscheski,Frances M.	Nurse	9 %
Kraft,Mary Ellen	Registered Nursing	15 %
Lagergren,Paul C.	Speech Communication	20 %
Lapierre,Arthur	Music	40 %
Larabee,Charles	Software Applications	18 %
Larabee,Charles	Database Design and Administration	8 %
Lee,Dennis J.	English	40 %
Lee,Sara E.	History	20 %
Lege,Laura D.	Astronomy	20 %
Lehmann,Sarah R.	Librarian	12 %
Leveille,Rebecca A	Office Technology/Office Computer Applicati	9 %
Lievens,Sarah C.	Chemistry, General	50 %
Liles,Garrett C.	Natural Resources	2 %
Limmaneeprasert,Oranit	ESL Integrated	27 %
Lindgren,Erica	Physiology (Includes Anatomy)	50 %
Lingsweiler,Ryan W.	Speech Communication	20 %
Llorens,John B.	Spanish	53 %
Logan,Thomas E.	English	40 %
Lopez,David	Philosophy	40 %
Ludovina,Ceydy B.	Spanish	53 %
** (A2) Lui,Kristin D.	Mathematics, General	20 %
Maero,Raye Beth	Intercollegiate Athletics	8 %
Mahmood,Khalid	Mathematics, General	33 %
Majhail,Radhika	Business Management	20 %
Manduca,Jerry A.	Administration of Justice	20 %
Manukyan,Knarik	Mathematics, General	33 %
Marmer,Richard	Gerontology	3 %
Masseti,Thomas P.	Administration of Justice	1 %
** (B5) McCormack,John J.	General Work Experience	13 %
** (A2) McCurry,Leslie K	Mathematics, General	20 %
McCusker,David N.	Librarian	4 %
McFadden,Dennis	English	20 %
McGinnis,Marion E.	Accounting	27 %
McKaig,Sandra L.	Mathematics, General	20 %
Meadows,Dale C.	Chemistry, General	15 %
Messer,Carter-Ryan	Mathematics, General	40 %
Mickela,Anthony E.	Counselor	31 %
Miles,Robert L.	English	20 %
Miller,David W.	Psychology, General	20 %
Miller,David W.	Human Services	20 %
Miller,Nancy G	Gerontology	3 %
Mirzaagha,Mohammad E.	Mathematics, General	33 %
Mitchell,Emilie B.	Psychology, General	40 %
Mitchell,Matt J.	Mathematics, General	33 %
Mokhtarzada,Shahla	Sociology	40 %
Moore,Reyna C.	Counselor	1 %
Mueller,Robert G	Administration of Justice	1 %
Mulvihill,Shauna Marie	History	20 %
Nazareno,Randy P.	Counselor	16 %
** (A5) Nedorezov,Svetlana	Mathematics, General	33 %
** (A2) Ngai,Tsz Yan P.	Mathematics, General	33 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ngo,Tu C	Mathematics, General	33 %
Nguyen,Dung	Mathematics, General	67 %
** (B4) O'Brien,Roxanne	Culinary Arts	43 %
Osterhout,Jonathan C.	Intercollegiate Athletics	15 %
Overton,Steven T.	Counselor	4 %
** (B5) Parisius,Mark J.	Administration of Justice	1 %
Parks,Judith	Culinary Arts	22 %
Patrice,Alicia	Librarian	2 %
Pavlovich,Lorraine M.	Paralegal	10 %
Payne,Michael D	Chemistry, General	50 %
Perrault,Priscilla A.	Counselor	29 %
** (A2) Petraru,Marius	Geography	15 %
Pezone,John P.	Administration of Justice	1 %
Pfister,Nancianne	Speech Communication	40 %
** (B5) Phariss,Jess E.	Administration of Justice	1 %
Pico,Glenn A.	Mathematics, General	33 %
Pino,Josh	Administration of Justice	1 %
Plezia-Missler,Dorothy E	Counselor	21 %
Pollard,Margaret P.	Accounting	27 %
Potter,Craig P.	Administration of Justice	1 %
Powers,Matthew T	Administration of Justice	1 %
Preciado,Monica Isabel	Counselor	14 %
Preciado,Monica Isabel	Counselor	20 %
Ramos,Gabriel F	Administration of Justice	1 %
Rau,Mark J.	ESL Integrated	27 %
** (B4) Raya,Raul	Administration of Justice	1 %
Reichel,Sonya J.	Mathematics, General	20 %
Reichenberg,Dean T.	Administration of Justice	1 %
Reisner,Ronald Wayne	Dramatic Arts	15 %
Robinson,Donna L.	Administration of Justice	1 %
Robison,Bradley O.	Administration of Justice	1 %
Rogers,Andrew B.	Philosophy	20 %
Rogers,Charles W.	Administration of Justice	1 %
Rogers,Kristina S.	English	20 %
** (A1) Roltsh,Irene A.	Nutrition, Foods, and Culinary Arts	20 %
Romo,Angela S.	Chemistry, General	30 %
Rood,Blake	Counselor	22 %
Rood,Blake	Counselor	1 %
Rosario,Brian P.	Economics	40 %
** (B4) Rose,David A.	Administration of Justice	1 %
Rowe,Harold E.	Administration of Justice	1 %
Ruckels,Melynda S.	Nurse	3 %
Ruiz-Tagle,Rafael M.	Counselor	15 %
** (A3) Russell,Gail	Dramatic Arts	36 %
** (B5) Russell,Marilyn Y.	Administration of Justice	1 %
Rust,Joseph D.	Academic Guidance	20 %
Rust,Joseph D.	Counselor	40 %
Rutaganira,Thomas	Mathematics, General	47 %
Ryther,Jane E.	ESL Integrated	15 %
Sabzevary,Iraj	Information Technology, General	20 %
** (A5) Sachau,Michael T.	Counselor	7 %
** (A1) Safvi,Syed A.	Mathematics, General	27 %
Sall,Toni Lee	Administration of Justice	1 %
** (A2) Salluzzo,Michelle Anne	Child Development Administration 7 Manag	20 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Samborski,Dan W.	Fine Arts, General	20 %
Sandoval,Karen L.	Paralegal	10 %
Sardo,Patricia E.	Nurse	5 %
Scalzi-Pesola,Jennifer S.	Guidance	7 %
Scott,Bradley E	English	20 %
Scott,Margaret L.	Psychology, General	40 %
Shapiro,Lynn	English	20 %
Shearer,Kirt B	Dramatic Arts	1 %
** (A3) Shearer, Tracy F.	Dramatic Arts	17 %
Shepherd,Elden B.	Administration of Justice	1 %
Shimizu,Yujiro	Coordinator	18 %
Shoemake,Linda E.	Librarian	16 %
Silva,Nancy E.	Dramatic Arts	20 %
** (A1) Slutsky, Daniel A.	Physiology (Includes Anatomy)	50 %
Smith,Craig N.	Fine Arts, General	20 %
Smith,Craig N.	Art	28 %
Smith,Sunny	Dramatic Arts	1 %
Smith,Sunny	Dance	30 %
Sneed,Jacquelyn	Gerontology	3 %
Snook,Robert W.	Administration of Justice	1 %
Sowards,Timothy L.	Administration of Justice	1 %
Specker,Elizabeth	ESL Integrated	15 %
Spino, Frank G.	Administration of Justice	1 %
Steber,Molly J.	Administration of Justice	1 %
Steele,Hannah J.	Nursing	10 %
Stemmann,Karsten	Mathematics, General	33 %
Stevens,Briagha E.	English	20 %
** (A2) Stewart, Daniel N.	Chemistry, General	57 %
Stewart,Mark A.	Psychology, General	20 %
Stincelli,Carl A.	Administration of Justice	1 %
Stockdale,Geoffrey P.	Speech Communication	40 %
Stoker,Richard A.	Construction Crafts Technology	35 %
** (A1) Stokes,Clarence C.	Software Applications	35 %
Stylos,Danelle	Administration of Justice	1 %
Sukkary,Tamir	Political Science	40 %
Sullivan-Torrez,Kathleen E.	Physical Education	15 %
Swift,Charles A.	Administration of Justice	1 %
Theiss,William Francis	Software Applications	18 %
Thiltgen,Christine A.	Paralegal	20 %
Thompson,Steven Dean	Music	40 %
Times,Tonya N.	Counselor	20 %
Torrano,Mary	Natural History	35 %
Torres,Santos	Sociology	20 %
Truong,Binh X.	Mathematics, General	47 %
Uptegrove,Jim L.	Administration of Justice	1 %
** (B5) Urkofsky,Teresa E.	Culinary Arts	22 %
Valcu,Sanda I.	Coordinator	7 %
** (A2) Valdez,Judith	Counselor	7 %
** (A2) Valdez,Judith	Counselor	4 %
Valenzona,Deborah A.	Reading	20 %
Valle,Jesus D.	English	40 %
Vanella,John P.	Administration of Justice	1 %
VanRegenmorter,Merlyn J.	Music	20 %
Vervilos,Vasseliki	Accounting	27 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Vitaich,Jason M.	Political Science	40 %
Vlomis,Christopher M.	Administration of Justice	1 %
Voigt,Kurt D.	Horticulture	20 %
Waechter,J. Trenton	Paramedic	25 %
Walker,Eric S.	Administration of Justice	1 %
Warren,Marshall T.	Administration of Justice	1 %
Watkins,Lori J.	Child Development/Early Care 7 Education	20 %
Watters,Stephen W	Anthropology	20 %
Webb,Marni B.	English	27 %
Welter, Lee O.	Paramedic	22 %
Westre,Barbara J	Counselor	30 %
Wiggins,Christine J.	Administration of Justice	1 %
Williamson,Andrew D.	English	20 %
Willis,Tiffany D.	Economics	20 %
** (B5) Wilson,Steven	Electronics & Electric Technology	40 %
Wingard,Benjamin J.	Librarian	1 %
Wolfe,David E.	Biology, General	50 %
** (A2) Wolff,Denise M.	Child Development/Early Care 7 Education	43 %
Won,Dean K.	Physiology (Includes Anatomy)	50 %
Wong, Kim W.	Administration of Justice	1 %
Wooden,Tami D.	Physical Education	15 %
Wooden,Tami D.	Intercollegiate Athletics	15 %
Wootton,Eleanore S.	Classics-Humanities	20 %
Worley,Katrina M.	Archaeology	20 %
Wrightson,William C.	History	27 %
Yatsenko,Tatyana	Counselor	21 %
Yatsenko,Tatyana	Counselor	20 %
Youngs,Cynthia	Reading	40 %
Zarate,Victor H.	Physics, General	35 %
Zhao,Yu	Physiology (Includes Anatomy)	50 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adams,Stephen	History	20 %
Avalos,Amy M.	Fire Technology	20 %
Avalos,Amy M.	General Work Experience	40 %
Bahneman,Donna A.	Counselor	6 %
Baxter,Cassandra L.	Physical Education	15 %
** (A5) Calhoun,Ruby R.	Office Technology/Office Computer Applicati	13 %
Clanton,John A.	Reading	20 %
Degn,Frances K.	Coordinator	5 %
Dimond,Alison G.	Nutrition, Foods, and Culinary Arts	40 %
** (A2) Dimond,Iris J.	Child Development/Early Care 7 Education	40 %
** (A2) Dimond,Iris J.	Infants and Toddlers	20 %
Domek,Anna L.	Counselor	6 %
DuBray,Daniel T.	Speech Communication	40 %
Duffy,Marjorie B.	Information Technology, General	13 %
Duffy,Marjorie B.	Software Applications	13 %
Evans,Debra L.	Information Technology, General	13 %
Evans,Debra L.	Computer Support	13 %
Fagin,Edwin D.	Economics	40 %
Falloon,Matthew T.	English	47 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Farnam,Farhad	Economics	20 %
Fishman,Wendell	Website Design and Development	18 %
Fishman,Wendell	Information Technology, General	13 %
Fitz Gibbon,Linda S.	Sculpture	28 %
Fong,Hoyt S.	Human Services	20 %
Fortin,Cheri L.	Dramatic Arts	20 %
Gale,Lesley D.	English	27 %
Gale,Mark R.	Accounting	27 %
Garcia,Delayna F.	Counselor	4 %
Geissler,Markus	Information Technology, General	7 %
Geissler,Markus	Software Applications	13 %
Ghuman,Maninder K.	Librarian	24 %
Gordon,Henry P.	Librarian	11 %
Gorman,Gabriel D.	History	40 %
Granquist,Eric A.	Business Administration	20 %
Granquist,Eric A.	Real Estate	20 %
Hall,Celia F.	Librarian	14 %
Hannan,Everett J.	Psychology, General	60 %
Hansen,Priscilla S.	English	40 %
Harrington,Beverly J.	English	20 %
Hobbs,Michelle L.	Counselor	6 %
Horrell,Eldean J	Office Technology/Office Computer Applicati	13 %
Huang,Chao-Jen	Software Applications	13 %
Huang,Chao-Jen	Computer Programming	20 %
Humphrey,Lindsey B.	Business and Commerce, General	20 %
Hunter,Mark A.	Mathematics, General	33 %
Jackson,Hiram	Geology	20 %
Jagoda,Michael T.	Mathematics, General	33 %
Joseph,Erica H.	Counselor	6 %
** (B5) Kuipers,Danielle R.	Diagnostic Medical Sonography	7 %
Lal,Rajinder	Mathematics, General	33 %
Larsen,Lawrence C	Mathematics, General	27 %
Lawlor,Michael J.	Astronomy	20 %
Le,Phuong M.	Mathematics Skills	13 %
Lewis,Barbara	Counselor	6 %
Lewis,Melanie A.	English	20 %
Lopez,Veronica	Nutrition, Foods, and Culinary Arts	30 %
Lugo,Donnisha C.	Sociology	50 %
Ly,Lap T.	Mathematics, General	33 %
Mapeso,Ray	Human Services	20 %
Marchak,Taras R.	English	20 %
Martin,Mary S	Mathematics, General	27 %
Mathis,Jaqueline S.	Academic Guidance	27 %
Mathis,Jaqueline S.	Counselor	7 %
Meyers,Dennis	Economics	20 %
Mico,Don N	Physical Education	15 %
Mills,Shannon L.	Anthropology	35 %
Mnichowicz,Bernard J.	Real Estate	20 %
Morales,Martin F.	Political Science	60 %
Morales,Sylvia E.	English	27 %
Moreno,Camille	Mathematics Skills	13 %
Nelsenador,Matt B.	Mathematics, General	27 %
Ngo,Tran N	Mathematics, General	33 %
** (A5) Nguyen,Yen Thi	Vietnamese	35 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Noel,Brian E	Automotive Technology	38 %
Noel,Brian E	General Work Experience	7 %
Osman,Mohammed	Information Technology, General	27 %
Otiono,Erica N	Child Development/Early Care 7 Education	20 %
Parks,Lance M.	Information Technology, General	20 %
Parks,Lance M.	Computer Networking	31 %
Paskey,Amanda M.	Anthropology	15 %
Plaza,Joshua F.	Business and Commerce, General	20 %
Pollock,Sarah M.	Physiology (Includes Anatomy)	20 %
** (A5) Reeves,Erica N.	English	20 %
Rogan,Patrick D.	Accounting	53 %
Sage,Leslie C.	Intercollegiate Athletics	15 %
Shaver,Shelley L	English	27 %
Sigauke,Emmanuel	English	20 %
Sneed,Linda C.	English	20 %
Snowden,Robert L.	Mass Communications	20 %
Snowden,Robert L.	Academic Guidance	20 %
Spisak,John H.	Computer Networking	18 %
Stassi,Trinidad	Information Technology, General	20 %
Stewart,Lora	Mathematics, General	53 %
Tabrizi,Farough	Counselor	6 %
Tang,Max C.	Mathematics, General	27 %
** (A5) Tierney,Joan W.	Physical Education	15 %
Tittle,Matt G	English	40 %
Torres,Gabriel S.	Spanish	35 %
Treiber,Jeanette	English	20 %
Truong,Thanh V.	Mathematics, General	20 %
VanPatten,Charles R.	Philosophy	40 %
Vest,Jefferson D.	Business Management	20 %
** (B5) Visger,Robert J.	Civil & Construction Mgmt Technology	35 %
Wagner,Lauren M.	Film History and Criticism	20 %
Warman,James L.	Computer Support	13 %
** (A5) Weinshilboum,David H.	English	13 %
Wellington,Erica M.	Counselor	6 %
Wen,Michael X	Mathematics, General	27 %
** (A2) Williams-Brito,Kimberly	Mathematics, General	33 %
Wingard,Benjamin J.	Librarian	9 %
Yarbrough,Michael	Mathematics, General	33 %
Zbierski,Meganne Elaine	Health Occupations, General	20 %
Zisk,Paul	Sociology	60 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Alexander,John E.	Coordinator	20 %
** (A1) Clarke,Alan L.	Political Science	20 %
Cruz,Ronald J.	English	20 %
Curran,Timothy M.	Mathematics, General	60 %
DeVille,Rebecca A.	Classics-Humanities	20 %
DeVille,Rebecca A.	Other Humanities	20 %
Eitel,Joseph E.	Mathematics, General	50 %
Faulkner,Leisa A.	Sociology	20 %
Fox,Robert L.	Philosophy	20 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gibson,Aurelius B.	Marketing & Distribution	20 %
Hill,David H.	Counselor	1 %
Keys,Margaret Dolan	Librarian	7 %
Lester,William M.	Philosophy	20 %
Lorenzo,Gina M.	Counselor	1 %
Pittman,Jason W.	Earth Science	20 %
Plaxton,Melody J	English	20 %
Prelip,Angela N.	Speech Communication	40 %
Raines,Barbara S	Psychology, General	20 %
Raposa,Tim S.	Anthropology	20 %
Reagan,Glenn H.	Astronomy	20 %
Reese,David A.	Political Science	20 %
Ribaudo,Donald N.	Intercollegiate Athletics	15 %
Roberts,Martin Eduard	Intercollegiate Athletics	15 %
** (A1) Rodriguez,Julie L.	Psychology, General	20 %
Roundtree,Lorilie A.	Library Science, General	7 %
Roundtree,Lorilie A.	Librarian	11 %
Rush,John A.	Anthropology	20 %
Ryan,Christopher M	Administration of Justice	10 %
Siegfried,Daniel J.	English	20 %
Siwabessy,Genevieve I.D.	Student Government	15 %
** (A5) Smith,Carolyn D.	Economics	40 %
Snow,Camille D	Academic Guidance	7 %
Snow,Camille D	Counselor	1 %
Steele,Nathan James	Administration of Justice	7 %
** (A1) Telles,James W.	Librarian	28 %
Torrez,Matthew	Physical Education	15 %
Trieu,Le Le	Mathematics, General	67 %
Wai,Newton Y.	Mathematics, General	27 %
Welty,Margaret M.	Painting & Drawing	28 %
Whitt,David	Fire Technology	20 %
Wright,Cheryl A.	Business Management	20 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Allender,Julia	Intercollegiate Athletics	15 %
** (A5) Avendano,Marisa	Physical Education	15 %
Belair,Diane M.	Counselor	3 %
** (A5) Bui,Dinh N.	Job Seeking/Changing Skills	7 %
Caselli,Nancy A	Speech Communication	40 %
Cervantes,Lily M.	Business and Commerce, General	20 %
** (A5) Clark,Michelle D.	Mathematics, General	33 %
** (A5) Clark,Michelle D.	Academic Guidance	7 %
Constantine,John H	Economics	20 %
Cook,Stephen P.	English	20 %
Costello,Linda D.	Accounting	27 %
Cox,Chad L.	Nutrition, Foods, and Culinary Arts	20 %
Crawford,Robert L.	Mathematics, General	33 %
Dana,Maureen Woodard	English	47 %
Dao,Binh C.	Chemistry, General	30 %
Daunt,Jonathan G.	English	20 %
Davey,Randy L.	Dental Hygienist	7 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Davis, Tony P.	Counselor	10 %
DeMartini, Dawna L.	English	27 %
Diaz-Gastelum, Gloria	Spanish	27 %
Diehl, Nicholas J.	Philosophy	20 %
Dilley, Paul J	History	40 %
Dixon, Michael A.	Computer Programming	55 %
Doonan, William F.	Anthropology	20 %
Dunne, Michael R.	Dental Hygienist	16 %
Duvall, Melric E.	Electronics & Electric Technology	22 %
DuVernay, Tara N.	Mathematics, General	27 %
Eckley, Terri L.	Psychology, General	20 %
Edelson, Rachel G.	English	20 %
Edwinson, Shawn A.	Child Development/Early Care 7 Education	20 %
Eigenheer, Richard A.	Geography	20 %
Eskandari, Vahid	Chemistry, General	40 %
Fabionar, David E.	Speech Communication	20 %
Farrelly, Joseph T.	Sociology	20 %
Fayko, Robyn E.	Anthropology	35 %
Fellman, Melissa	Dental Hygienist	52 %
Fonda, Gioia A.	Art	28 %
Frank, Paul E.	Political Science	20 %
Fraser, Linda	English	20 %
Freas, Adam C.	Academic Guidance	20 %
Gambrell, Deborah M.	Counselor	3 %
Gambrell, Deborah M.	Counselor	5 %
Gander, Therese A.	Mathematics, General	33 %
Garner, Lyndale T.	Infants and Toddlers	20 %
Gee, Jenny A	Mathematics, General	33 %
Gifford, Christina M.	English	10 %
Gilbert, David J.	Philosophy	20 %
Gmelin, Robert P.	English	40 %
Gore, Robert W.	Technical Theater	10 %
Gould, Kelly L.	Administration of Justice	60 %
Green, Dominik J.	Chemistry, General	40 %
Greenwell, Andrea L.	Physiology (Includes Anatomy)	20 %
** (A5) Griffin, David A.	Physical Education	15 %
** (A5) Griffin, David A.	Physical Fitness and Body Movement	8 %
Grueneberger, Arthur R.	Software Applications	18 %
Gunn, Kristin Anne	Librarian	2 %
** (B5) Handy, Mae F.	Cosmetology and Barbering	7 %
Hanson, Luther E.	Dramatic Arts	25 %
Hodge, Tracey L.	Counselor	2 %
Hung, Gary W.	Counselor	1 %
Hunter, James W.	Business and Commerce, General	20 %
Hussey, Susan M.	Coordinator	14 %
Iwata, Susan J.	Spanish	27 %
Jeppeson, Marsha S	Speech Communication	40 %
Johnson, Chadwick J.	Business Administration	20 %
Johnson, Samuel D.	Speech Communication	20 %
Jones, Christine M	Dental Hygienist	7 %
Jovanovic, Angelia	Counselor	5 %
Kagan, Alexander	Counselor	1 %
Krofchok, Bryan	Coordinator-Instruct LAB	37 %
Lepe, Leonela G.	Academic Guidance	20 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Lepe, Leonela G.	Counselor	8 %
Lewis, Clare	Physical Therapy Assistant	11 %
Little, Myra M.	Information Technology, General	24 %
Lynch, Blair N.	Psychology, General	20 %
Maningo, Rita A.	Counselor	1 %
Manriquez, Paul M.	Mathematics, General	53 %
Martensen, Carol	Coordinator-Instruct LAB	7 %
McDaniel, Arrickia R.	Counselor	6 %
McDaniel, Arrickia R.	Counselor	2 %
McGuire, Patrick R.	Computer Networking	25 %
Miller, Nicholas B.	Sociology	20 %
Minter, Carol A.	Dental Hygienist	37 %
Mom, Brian W.	Business and Commerce, General	40 %
Mom, Brian W.	Business Administration	20 %
Moore, Thomas G	Information Technology, General	23 %
Moylan-Aube, Joanne	Counselor	1 %
Nacey, Donna J.	Accounting	27 %
Nasiri, Melekeh	Chemistry, General	42 %
Newman Ritchards, Toni J.	Counselor	3 %
** (A2) Ngai, Tsz Yan P.	Academic Guidance	7 %
Nguyen, Bi V.	Mathematics, General	25 %
Nguyen, Bi V.	Academic Guidance	7 %
Ocegueda, Danette R.	Dental Hygienist	18 %
Pacheco, David B.	Physical Education	8 %
Perkins, Brett T.	Academic Guidance	7 %
Peterson, Mark B.	Dental Hygienist	12 %
Phillips, Joseph H.	Mathematics, General	53 %
Piedra, Erica A.	Spanish	27 %
** (A2) Poe, Kathleen A.	Music	20 %
Polagruto, John A.	Nutrition, Foods, and Culinary Arts	20 %
Prue, Paul A.	Mathematics, General	33 %
Rangel, Makeba L.	Reading	20 %
Redmond, Patti A.	Speech Communication	40 %
Reese, Rick M.	General Work Experience	10 %
Regalado, Maria Carmen	Psychology, General	20 %
Reynolds, Linda K.	Business and Commerce, General	40 %
Richmond, Pamela R.	English	27 %
Rishard, Truman A.	Accounting	47 %
Roberts, Joshua M.	English	40 %
Robinson, Mary A.	Librarian	7 %
Rodriguez, Hector	Mathematics, General	33 %
Rodriguez, Irma S.	Counselor	2 %
Roggli, Kurt W	Philosophy	40 %
Rose, Gregory S.	Economics	40 %
Rosenberger, Randy	Mathematics, General	60 %
** (A1) Ruiz, Aracely	Counselor	11 %
** (A1) Ruiz, Aracely	Counselor	2 %
** (A2) Salazar, Rosalinda R.	English	27 %
Sanchez, Rafael	Academic Guidance	7 %
Sang, Kristy Seub	Registered Nursing	30 %
Satterlee, Don C.	English	40 %
** (A2) Schutte, Matthew L.	Mathematics, General	47 %
Segal, Jonathan E.	Academic Guidance	7 %
Selva, Marcia L.	English	40 %

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**TEMPORARY, PART-TIME EMPLOYEES Summer 2014  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Sherman,Tristin B.	Dental Hygienist	7 %
Shiflet,Kurt J.	Music	40 %
Sjovold,Carl-Petter	History	40 %
Slobodnik,Wendy J.	General Work Experience	10 %
Slobodnik,Wendy J.	Counselor	8 %
Smith,Andrea L.	Sociology	20 %
** (A1) Smith,Jennifer L.	Mathematics, General	33 %
Spore,Jennifer R.	Economics	20 %
** (A5) Spruce-Veatch,L Renee	English	20 %
** (B3) Steele,Marlene M.	Health Occupations, General	47 %
Steever,Joseph M.	Mathematics, General	48 %
** (B5) Stevenson,Elizabeth	Coordinator	21 %
Stone,Leila M.	Job Seeking/Changing Skills	7 %
Stone,Leila M.	Counselor	9 %
Stone,Leila M.	Counselor	20 %
Storms,Natascha	Anthropology	20 %
** (A4) Strella,Cheryl L.	Licensed Vocational Nursing	8 %
Strimling,Amy K.	Child Development/Early Care 7 Education	40 %
Stupka,Edwin H.	Counselor	18 %
** (A5) Sullivan,Derek J.	Physical Education	8 %
Suy,Shaun	Academic Guidance	20 %
Suy,Shaun	Counselor	12 %
Suy,Shaun	Counselor	5 %
** (A5) Swafford,Derek L.	Counselor	16 %
** (A5) Swafford,Derek L.	Counselor	1 %
Tabrizi,Farough	Counselor	9 %
Tabrizi,Farough	Counselor	1 %
Tambert,Roxanne R.	Cosmetology and Barbering	7 %
Taylor,Timothy K.	Computer Networking	26 %
Tedla,Dagne	Political Science	40 %
Thomas,Alysia D.	Physiology (Includes Anatomy)	50 %
Times,Kenneth J.	Academic Guidance	20 %
Tittle,Matt G	English	20 %
Tracy,Gwyneth J.	Counselor	8 %
Tracy,Gwyneth J.	Counselor	8 %
Traud,Michael B.	Aviation and Airport Management and Service	16 %
Tromborg,Chris T.	Psychology, General	40 %
** (A5) Ulrich,Walter D	Intercollegiate Athletics	15 %
Uram,Peter	Mathematics, General	33 %
Uram,Tatyana A.	Mathematics, General	33 %
Van Warmerdam,Wim L. G.	Mathematics, General	33 %
** (A2) Vaughn,Starlette L.	English	27 %
** (A2) Vaughn,Starlette L.	Academic Guidance	7 %
Waggoner,Camille A.	English	20 %
Wagner,Glennnda G.	Nursing	40 %
Wagner,Glennnda G.	Registered Nursing	13 %
Wagner,Glennnda G.	Licensed Vocational Nursing	8 %
Wallace,Genevieve P.	Philosophy	40 %
Wallace,Jason	English	20 %
Wallace,Shanda L.	Dental Hygienist	7 %
Wang,Hsiao J.	Mathematics, General	40 %
Ward-Richardson,Joycelyn M.	Child Development/Early Care 7 Education	20 %
Watson-Perez,Heather L.	Academic Guidance	7 %
Watters,Patricia	Occupational Therapy Technology	3 %

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 Summer 2014  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Weatherspoon,Lorraine	Child Development/Early Care 7 Education	20 %
Weinsheink,Shawn E.	Technical Theater	35 %
Whittaker,Jacob Tyler	History	40 %
Williams,Angelo A	Sociology	20 %
Williams,Nichelle	Counselor	2 %
Wingard,Benjamin J.	Librarian	2 %
Wiseman,Maury I.	History	40 %
Wong,Malcolm E.	Mathematics, General	33 %
** (A1) Wrenn,Robert Alan	Music	20 %
** (A1) Wright,Tatyana N.	Counselor	10 %
** (A1) Wright,Tatyana N.	Counselor	10 %
** (B5) Wydick,Derrick C.	Counselor	19 %
Wynn,Brita J.	Anthropology	35 %
Wynne,Daniel B.	Geology	20 %
Xiao,Alex H.	Political Science	40 %
Yi, Terence	Mathematics, General	27 %
Zamora, Frank	Painting & Drawing	28 %
Zeimet, Lois M	Psychology, General	20 %
Zuercher, Connie A.	Health Education	40 %

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



## 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>
Bachinsky, Valeriya	Confidential Human Resources Assistant III	DO	07/01/14
Boles, Darla W.	Counseling Clerk I	ARC	07/01/14
Cueva, Daniel A.	Confidential Financial Analyst	DO	06/16/14
Douglas, Jeanette A.	Clerk III	FLC	06/23/14
Figueroa, Denize	Admissions/Records Evaluator I	CRC	07/01/14
Flood, Margaret L.	Administrative Assistant I	SCC	06/10/14
Ivaska, Devan T.	Ticket Office/Customer Relations Assistant, 60%	FLC	07/11/14
Lim, Larry W.	Bookstore Stock Clerk	ARC	06/16/14
Moraru, Lyudmila E.	Instructional Assistant-Writing/English/Reading, 9 months, 52.5%	ARC	08/18/14
Nix, Ryan S.	Health Services Assistant	ARC	07/07/14
Simon, Andrew A.	College Police Officer	Police Services	06/16/14
Solorio, Gilbert	Information Technology Analyst I-Business Analyst	DO	06/26/14
Starbuck, Elizabeth A.	College Relations Specialist	CRC	06/16/14

<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, 8.4%	CRC	06/09/14-08/15/14
Osterhout, Jonathan C.	Physical Education/Athletic Attendant	Personal, 100%	ARC	08/21/14-12/18/14

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

<b>PROMOTION(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Chestnutt, Ramona D.	Clerk II, 75% (Child Development Center Associate Teacher, 9 months	ARC SCC)	07/01/14
Hart, Kristy L.	Communications & Public Information Officer (Public Relations Technician	FLC FLC)	06/02/14
Holland, Breanne L.	Student Services Supervisor- CalWORKs/Career & Job Opportunity Center/Re-Entry (Admissions/Records Evaluator II	ARC CRC)	07/01/14
Holloway, Antonio R.	Lead Police Communication Dispatcher (Police Communication Dispatcher	SCC SCC)	06/16/14
Racki, Tanya S.	College Police Detective (College Police Officer	DO FLC)	05/19/14

<b>REASSIGNMENT(S)/ TRANSFER(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Yang, Julie	Clerk III, 100% (Clerk III, 90%	ARC ARC)	06/02/14

<b>RESIGNATION(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bryant, Janae C.	Instructional Assistant- Campus Computer Laboratory, 11 months	CRC	06/21/14
Johnson, Joshua M.	Financial Aid Clerk II	ARC	06/14/14
Kumar, Munendra	College Receiving Clerk/Storekeeper	CRC	07/01/14

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Achterberg, Kathleen A.	Financial Aid Clerk II	07/01/14	06/30/15
Andrews, Maria A.	Financial Aid Clerk I	07/01/14	06/30/15
Aquino, Antonio A.	Bookstore Clerk I	07/01/14	06/30/15
Arushanova, Nailya N.	Instructional Assistant	07/01/14	06/30/15
Avery, Gloria P.	Special Projects	07/01/14	06/30/15
Azevedo, Denise L.	Beginning Interpreter	07/01/14	06/30/15
Bageian, Vladimir	Campus Patrol	07/01/14	06/30/15
Baldwin, Megan N.	Clerk I	07/01/14	06/30/15
Battles, Avalon K. L.	Beginning Interpreter	07/01/14	06/30/15
Beltran Mendez, Barbara	Financial Aid Clerk II	07/01/14	06/30/15
Bennett, Emily M.	Beginning Interpreter	07/01/14	06/30/15
Blakemore, Eisha N.	Financial Aid Clerk II	07/01/14	06/30/15
Blanchard, Sarah E.	Advanced Interpreter	07/01/14	06/30/15
Blickle, Kelly C.	Beginning Interpreter	07/01/14	06/30/15
Boles, Darla W.	Counseling Clerk II	07/01/14	06/30/15
Brand-Payne, Suzette S.	Special Projects	07/01/14	06/30/15
Brashears, Molly Allison	Bookstore Aide	07/01/14	06/30/15
Brunton-King, Sophia R.	Instructional Assistant	07/01/14	06/30/15
Carmelat, Brenda J.	Special Projects	07/01/14	06/30/15
Calvino, Ashley N.	Intermediate Interpreter	07/01/14	06/30/15
Castorena, Kathleen M.	Beginning Interpreter	07/01/14	06/30/15
Catena, Kira A.	Instructional Assistant	07/01/14	06/30/15
Colburn, Robyn J.	Administrative Asst. I	07/01/14	06/30/15
Correnti, Kathy L.	Special Projects	07/01/14	06/30/15
Countryman, Lydian R.	Clerk I	05/27/14	06/30/14
Deacon, Trenton	Instructional Assistant	07/01/14	06/30/15
Desrochers, Jack J.	Campus Patrol	07/01/14	06/30/15
Dew, Dennis C.	Campus Patrol	07/01/14	06/30/15
Dorn, Rachel R.	Beginning Interpreter	07/01/14	06/30/15
Dzioba, Danielle M.	Special Projects	07/01/14	06/30/15
Ernst, Benjamin R	Campus Patrol	07/01/14	06/30/15
Evelt, Cody E.	Campus Patrol	07/01/14	06/30/15
Ezell, Evelyn C.	Beginning Interpreter	07/01/14	06/30/15
Fields, Aaron	Campus Patrol	07/01/14	06/30/15
Flores, Rene Marie	Beginning Interpreter	07/01/14	06/30/15
Fong, Angela J.	Asst. Financial Aid Officer	07/01/14	06/30/15
Fox, Caitlin M.	Instructional Assistant	07/01/14	06/30/15
Garcia-Canyon, Sabrina L	Special Projects	07/01/14	06/30/15
Gomes, Christal L.	Beginning Interpreter	07/01/14	06/30/15
Gonzalez Bermudez, Jorge L.	Campus Patrol	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (continued)</u>			
Grabreck, Kirsten R.	Campus Patrol	07/01/14	06/30/15
Grady, Donna L.	Advanced Interpreter	07/01/14	06/30/15
Grant, Briana N.	Beginning Interpreter	07/01/14	06/30/15
Green, Terry T.	Intermediate Interpreter	07/01/14	06/30/15
Gutierrez, Sandra G.	Student Intern	07/01/14	06/30/15
Hampton, Laura M.	Beginning Interpreter	07/01/14	06/30/15
Harmon, Harold W.	Campus Patrol	07/01/14	06/30/15
Harris, Amber S.	Beginning Interpreter	07/01/14	06/30/15
Heinel, Judy L.	Account Clerk I	07/01/14	06/30/15
Helms, Sharon E.	Special Projects	07/01/14	06/30/15
Herrick, Dawn L.	Advanced Interpreter	07/01/14	06/30/15
Heryford, Robert D.	Student Personnel Assistant	07/01/14	06/30/15
Hightower, Alecia L.	Special Projects	07/01/14	06/30/15
Hightower, Devonn L.	Custodian	07/01/14	06/30/15
Holt, Joshua R.	Advanced Interpreter	07/01/14	06/30/15
Hoohuli, Justin K.	Special Projects	07/01/14	06/30/15
Hudson, Sara M.	Intermediate Interpreter	07/01/14	06/30/15
Humphries, Angela M.	Clerk I	07/01/14	06/30/15
Hunnefeld, Terri M.	Clerk I	06/09/14	06/30/14
Hussain, Wajeha	Financial Aid Clerk II	07/01/14	06/30/15
Infante, Cherie J.	Advanced Interpreter	07/01/14	06/30/15
Israelyan, Ani	Financial Aid Clerk I	07/01/14	06/30/15
Jackson, Jeffery W.	Campus Patrol	07/01/14	06/30/15
James, Paris C	Clerk I	07/01/14	06/30/15
Jenkins, Tanisha L.	Clerk I	07/01/14	06/30/15
Jett, Vanessa V.	Beginning Interpreter	07/01/14	06/30/15
Jimenez De Valdez, Patricia	Financial Aid Officer	07/01/14	06/30/15
Jones, Hiesheena	Student Personnel Assistant	07/01/14	06/30/15
Kardos, Christina R.	Special Projects	07/01/14	06/30/15
Keller, Ashley A.	Intermediate Interpreter	07/01/14	06/30/15
Khoshfahm, Salar	Financial Aid Clerk I	07/01/14	06/30/15
Kilpatrick, Lauren R.	Campus Patrol	07/01/14	06/30/15
Lambert, Sarina E.	Advanced Interpreter	07/01/14	06/30/15
Lane, Midori	Special Projects	08/18/14	06/30/15
Lannan, Judith L.	Financial Aid Clerk II	07/01/14	06/30/15
Lee, Houa	Special Projects	07/01/14	06/30/15
Lee, Kang	Campus Patrol	07/01/14	06/30/15
Lee, Linda	Financial Aid Clerk II	07/01/14	06/30/15
Little, Jessica M.	Special Projects	07/01/14	06/30/15
Madihalli, Rukmini	Beginning Interpreter	07/01/14	06/30/15
Marsden, Petricia A.	Admissions/Records Clerk I	07/01/14	06/30/15
Medkeff, Robert T.	Recruit Training Officer	07/01/14	06/30/15
Mendoza, Maribel	Instructional Assistant	07/01/14	06/30/15
Montoya, Onanong A.	Campus Patrol	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (continued)</u>			
Mostajo, Eilyn M	Financial Aid Clerk II	07/01/14	06/30/15
Mostovaya, Liliya	Financial Aid Clerk I	07/01/14	06/30/15
Moulton, Kathryn A.	Beginning Interpreter	07/01/14	06/30/15
Muscardini, Pamela C.	Advanced Interpreter	07/01/14	06/30/15
Muto, Lindsey N.	Special Projects	07/01/14	06/30/15
Naumova, Larisa S	Financial Aid Clerk I	07/01/14	06/30/15
Neikirk, Nathan Nolan	Intermediate Interpreter	07/01/14	06/30/15
Nelson, Steffanie D.	Clerk I	07/01/14	06/30/15
Ney, Sopisty C.	Special Projects	07/01/14	06/30/15
Nixon, Barbara J.	Special Projects	07/01/14	06/30/15
Olazava-Broadbent, Clint C.	Instructional Assistant	07/01/14	06/30/15
Parrish, Elizabeth A.	Counseling Clerk II	07/01/14	06/30/15
Pecoraro, Cathie A.	Counseling Clerk II	07/01/14	06/30/15
Perevozchikov, Anna V.	Financial Aid Clerk II	07/01/14	06/30/15
Pfeffer, Andrea S.	Beginning Interpreter	07/01/14	06/30/15
Ponzo, Marcie L.	Financial Aid Clerk I	05/30/14	06/30/14
Ponzo, Marcie L.	Financial Aid Clerk I	07/01/14	06/30/15
Powers, Patricia E.	Intermediate Interpreter	07/01/14	06/30/15
Register, James M.	Student Personnel Assistant	07/01/14	06/30/15
Reid, Michael J.	Special Projects	06/26/14	06/30/14
Reitenbach, Jacqueline L.	Special Projects	07/01/14	06/30/15
Richmond, Nathan A.	Instructional Assistant	07/01/14	06/30/15
Rizk, Georges Y.	Financial Aid Clerk I	07/01/14	06/30/15
Rowley, Laurie W	Clerk III	06/01/14	06/30/14
Rowley, Laurie W	Clerk III	07/01/14	06/30/15
Royer, Michael T.	Instructional Assistant	07/01/14	06/30/15
Sagatelyan, Aykanush	Clerk I	05/15/14	06/30/14
Semograd, Sidney Lynn	Special Projects	07/01/14	06/30/15
Siniyaya, Yelena	Clerk I	06/16/14	06/30/14
Skryagina, Yekaterina	Clerk II	06/02/14	06/30/14
Skubenich, Alina S.	Asst. Financial Aid Officer	07/01/14	06/30/15
Smith, Jimmy	Campus Patrol	07/01/14	06/30/15
Smith-Elston, Cortney J.	Bookstore Clerk I	07/01/14	06/30/15
Steele, Louis G.	Student Personnel Assistant	07/01/14	06/30/15
Steele, Priscilla R	Special Projects	07/01/14	06/30/15
Stevens, Christina E.	Beginning Interpreter	07/01/14	06/30/15
Stokes, Tiffany R.	Financial Aid Clerk I	07/01/14	06/30/15
Sullivan, Fabiana D.	Clerk I	07/01/14	06/30/15
Sullivan, Ryan C.	Intermediate Interpreter	07/01/14	06/30/15
Sutryk, Michael J	Financial Aid Clerk I	07/01/14	06/30/15
Teegarden, Staci L.	Special Projects	07/01/14	06/30/15
Tereshchenko, Alex	PE/Athletic Attendant	05/17/14	06/30/14
Tereshchenko, Alex	PE/Athletic Attendant	07/01/14	06/30/15
Thompson, Stephanie R.	Financial Aid Clerk I	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (continued)</u>			
Tipton, Daniel P.	Instructional Assistant	07/01/14	06/30/15
Valdivia, Mayra	Counseling Clerk II	06/16/14	06/30/14
Vann, Kerry P	Advanced Interpreter	07/01/14	06/30/15
Villafranca, R. Veronica B.	Bookstore Aide	07/01/14	06/30/15
Vlavianos, Elizabeth J.	Counseling Clerk II	07/01/14	06/30/15
Voronina, Irina	Instructional Assistant	07/01/14	06/30/15
Watkins, Samantha H.	Laboratory Technician	08/20/14	06/30/15
Wigner, Shelby K.	Bookstore Clerk I	07/01/14	06/30/15
Williams, Megan J.	Financial Aid Clerk I	07/01/14	06/30/15
Winford, Amy Lynn	Special Projects	07/01/14	06/30/15
Wisner, Zachary R.	Beginning Interpreter	07/01/14	06/30/15
Woycheshin, Leigh A.	Counseling Clerk II	07/01/14	06/30/15
Wyatt, Kelly M.	Advanced Interpreter	07/01/14	06/30/15
Yuen, Tiffany W.	Asst. Financial Aid Officer	07/01/14	06/30/15
<u>Cosumnes River College</u>			
Abrams, Elizabeth A	Sports Program Director	07/01/14	06/30/15
Arend, Sharon M.	Swimming Instructor II	07/01/14	06/30/15
Banh, Alan J.	Financial Aid Clerk I	07/01/14	06/30/15
Baxter, Deborah	Clerk I	07/01/14	06/30/15
Bilyak, Kevin T.	Instructional Assistant	07/01/14	06/30/15
Bless, Francis E.	Bookstore Clerk I	07/01/14	06/30/15
Botsford, Bryce R.	Swimming Instructor II	07/01/14	06/30/15
Botsford, Evan W.	Swimming Instructor II	06/01/14	06/30/14
Botsford, Evan W.	Swimming Instructor II	07/01/14	06/30/15
Deibert, Coreen A.	Special Projects	07/01/14	06/30/15
Devi, Sunita	Clerk II	07/01/14	06/30/15
Dusanovic, Samir	Campus Patrol	07/01/14	06/30/15
Figuroa, Denize	Admissions/Records Evaluator I	07/01/14	06/30/15
Fisher, Eric R.	Lifeguard I	06/01/14	06/30/14
Fisher, Eric R.	Lifeguard I	07/01/14	06/30/15
Fukuda, Reid T.	Bookstore Aide	07/01/14	06/30/15
Gary, Norman L	Clerk I	07/01/14	06/30/15
Gault, Joshua M	Campus Patrol	07/01/14	06/30/15
Harris, Willie Jr	Campus Patrol	07/01/14	06/30/15
Her, Charlis Theng	Campus Patrol	07/01/14	06/30/15
Her, Paul	Campus Patrol	07/01/14	06/30/15
Hernandez, Joanna S.	Campus Patrol	07/01/14	06/30/15
Jones, Marlon D.	Campus Patrol	07/01/14	06/30/15
Jones-Hayes, Shana I.	Clerk I	05/18/14	06/30/14
Kurdoglo, Anna A.	Financial Aid Clerk II	07/01/14	06/30/15
Lagrutta, Rick V.	Art Model	07/01/14	06/30/15
Le, Timothy D.	Clerk I	07/01/14	06/30/15
Lin, Jingjing	Swimming Pool Cashier	05/30/14	06/30/14

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Cosumnes River College, (continued)</u>			
Lin, Jingjing	Swimming Pool Cashier	07/01/14	06/30/15
Lopez, Troy R.	Campus Patrol	07/01/14	06/30/15
Lopez-Gollas, Nereida G	Lifeguard I	05/30/14	06/30/14
Lopez-Gollas, Nereida G	Lifeguard I	07/01/14	06/30/15
Luong, Selena	Financial Aid Clerk II	07/01/14	06/30/15
Mack, J Hannah C.	Swimming Instructor II	07/01/14	06/30/15
Mack, Jerramiah C.	Swimming Instructor II	07/01/14	06/30/15
Mendoza, Erica D	Clerk I	07/01/14	06/30/15
Moreno, Feliz P.	Clerk I	07/01/14	06/30/15
Moreno, Quetzal S.	Clerk I	06/18/14	06/30/14
Murphy, Lekeshia M.	Clerk I	06/01/14	06/30/14
Murphy, Lekeshia M.	Clerk I	07/01/14	06/30/15
Perez, Elizabeth	Account Clerk I	07/01/14	06/30/15
Ram, Soniya D.	Clerk I	07/01/14	06/30/15
Robinson, Michal S	Instructional Assistant	07/01/14	06/30/15
Rodriguez Landeros, Dalia L.	Clerk I	07/01/14	06/30/15
Rosas, Ronnie A.	Campus Patrol	07/01/14	06/30/15
Sanchez, Gracie M.	Swimming Instructor II	07/01/14	06/30/15
Santiago, Mary Jane Vergara	Custodian	07/01/14	06/30/15
Savage, Stephen	Art Model	07/01/14	06/30/15
Shiroma, Katelyn Y.	Swimming Instructor II	07/01/14	06/30/15
Singh, Jenna J	Lifeguard I	05/30/14	06/30/14
Singh, Jenna J	Lifeguard I	07/01/14	06/30/15
Slav, Lyudmila I.	Clerk III	07/01/14	06/30/15
Sloan, Milton E.	Swimming Instructor II	07/01/14	06/30/15
Smith, Charles Fletcher	Campus Patrol	05/13/14	06/30/14
Smith, Charles Fletcher	Campus Patrol	07/01/14	06/30/15
Smithhart, Joseph M.	Campus Patrol	07/01/14	06/30/15
Solorzano, Consuelo J.	Campus Patrol	07/01/14	06/30/15
Szyrynski, Nika	Swimming Instructor II	06/01/14	06/30/14
Szyrynski, Nika	Swimming Instructor II	07/01/14	06/30/15
Tasci, Inna	Financial Aid Clerk I	07/01/14	06/30/15
Templeton, Christine R	Instructional Assistant	07/01/14	06/30/15
Thor, Lisa	Financial Aid Clerk II	07/01/14	06/30/15
Ting, Kelley D.	Financial Aid Clerk II	07/01/14	06/30/15
Waterhouse, Shaun S.	Swimming Instructor II	07/01/14	06/30/15
Yang, Janey	Admissions/Records Clerk I	07/01/14	06/30/15
Zeit, Lilia	Financial Aid Clerk II	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Freeman, Paula M.	Clerk III	07/01/14	06/30/15
Laursen, Ashley L.	Clerk II	06/13/14	06/30/14
Perez, Gloria G	Student Personnel Assistant	07/01/14	06/30/15
Ycmat, Dalisay B	Special Projects	07/01/14	06/30/15
Bianchi, Christopher H	Special Projects	06/16/14	06/30/14
Bianchi, Christopher H	Special Projects	07/01/14	06/30/15
Nguyen, Julianne M	Special Projects	06/16/14	06/30/14
Nguyen, Julianne M	Special Projects	07/01/14	06/30/15
Willis, Dane M.	Special Projects	06/16/14	06/30/14
Bonser, Marina P.	Instructional Assistant	07/01/14	06/30/15
Buchanan, Sandra L.	Special Projects	07/01/14	06/30/15
Hickey, Milena M.	Special Projects	06/23/14	06/30/14
Hutchison, Scott R.	Special Projects	08/23/14	06/30/15
Kroettinger, Bianca S.	Special Projects	08/23/14	06/30/15
Reyes, Deena L.	Special Projects	08/25/14	06/30/15
<u>Folsom Lake College</u>			
Adams, Nerissa S.	Clerk III	07/01/14	06/30/15
Atchison, Melissa A	Campus Patrol	07/01/14	06/30/15
Bahrke, Brett G.	Special Projects	07/01/14	06/30/15
Balderston, Carl Bernard	Special Projects	08/23/14	06/30/15
Bonner, Jay L	Campus Patrol	07/01/14	06/30/15
Brackenhoff, Julia S.	Clerk III	05/30/14	06/30/14
Burrage, Michael E.	Special Projects	07/01/14	06/30/15
Calloway, Christopher M.	Campus Patrol	07/01/14	06/30/15
Caster, Christine M.	Special Projects	07/01/14	06/30/15
Cullifer, Rory W	Special Projects	06/13/14	06/30/14
Cunningham, Scott J.	Special Projects	07/01/14	06/30/15
D'alamut, Daedalus A.	Special Projects	07/01/14	06/30/15
D'alamut, Daedalus A.	Special Projects	07/01/14	06/30/15
Diaz, Aurelio R	Custodian	07/01/14	06/30/15
Dubin, Ila B.	Special Projects	07/01/14	06/30/15
Ebbitt, Tyler R.	Special Projects	05/30/14	06/30/14
Finmand, Maureen A.	Special Projects	07/01/14	06/30/15
Fynes, John w.	Special Projects	07/01/14	06/30/15
Gaudy, Angela M	Special Projects	05/30/14	06/30/14
Gaudy, Angela M	Special Projects	07/01/14	06/30/15
Gilbert, Paulette A.	Special Projects	05/23/14	06/30/14
Gilbert, Paulette A.	Special Projects	07/01/14	06/30/15
Gold, Hunter F	Campus Patrol	07/01/14	06/30/15
Granier, Theodore R. E.	Special Projects	07/01/14	06/30/15
Green, Michael T	Athletic Trainer	06/02/14	06/30/14
Green, Michael T	Athletic Trainer	07/01/14	06/30/15



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College (continued)</u>			
Guzman, Fabiola	Campus Patrol	07/01/14	06/30/15
Halsell, Jared B.	Special Projects	07/01/14	06/30/15
Harrell, Courtney E.	Special Projects	08/23/14	06/30/15
Harrison, Robert A.	Campus Patrol	07/01/14	06/30/15
Hayes, Michael T.	Special Projects	07/01/14	06/30/15
Higashino, James Harry	Campus Patrol	07/01/14	06/30/15
Higgins, Heather M.	Special Projects	07/01/14	06/30/15
Hokanson, Kaylee M	Campus Patrol	07/01/14	06/30/15
Ilg, Andrew W.	Campus Patrol	07/01/14	06/30/15
Johnson, Ian M.	Special Projects	07/01/14	06/30/15
Johnson, Jennifer Louise	Campus Patrol	07/01/14	06/30/15
Kassis, Joseph G.	Custodian	07/01/14	06/30/15
Keith, Lucas McCrae	Campus Patrol	07/01/14	06/30/15
Koch, Matthew A	Campus Patrol	07/01/14	06/30/15
Kramer, Christopher S.	Special Projects	07/01/14	06/30/15
Kumar, Keaton N.	Campus Patrol	07/01/14	06/30/15
Kunz, Alex D	Campus Patrol	07/01/14	06/30/15
Lamb, Judy K	Special Projects	05/15/14	06/30/14
Larson, Niels E.	Special Projects	07/01/14	06/30/15
Leshchuk, Roman P.	Campus Patrol	07/01/14	06/30/15
Lomastro, Charmaign S.	Student Personnel Assistant	06/01/14	06/30/14
Malone, Desiree	Special Projects	07/01/14	06/30/15
McCarty, Jason S.	Special Projects	07/01/14	06/30/15
Melton, Taylor R.	Custodian	07/01/14	06/30/15
Menley, Mason T	Campus Patrol	07/01/14	06/30/15
Norton, Ryan J.	Special Projects	07/01/14	06/30/15
Oliver, Kelly L.	Student Personnel Assistant	06/01/14	06/30/14
Plaugher Smith, Jessica R.	Campus Patrol	07/01/14	06/30/15
Roberts, David W.	Special Projects	07/01/14	06/30/15
Rolls, Kate A.	Special Projects	07/01/14	06/30/15
Rolls, Luke J.	Special Projects	07/01/14	06/30/15
Ross, Ariana D	Clerk I	07/01/14	06/30/15
Salazar, Rocio	Campus Patrol	07/01/14	06/30/15
Sandberg, Julie L.	Administrative Asst. I	07/01/14	06/30/15
Serrano, Chrystal Senteney	Bookstore Clerk I	07/01/14	06/30/15
Smith, Bryan J	Special Projects	05/30/14	06/30/14
Smith, Rachel N.	Special Projects	06/19/14	06/30/14
Smith, Rachel N.	Special Projects	07/01/14	06/30/15
Spaur, Christopher L	Campus Patrol	07/01/14	06/30/15
Stroud, Carrie L.	Special Projects	07/01/14	06/30/15
Sweeney, Patrick M.	Special Projects	07/01/14	06/30/15
Tucker, Jennifer N.	Special Projects	08/19/14	06/30/15
Urquiza, Erika J	Campus Patrol	07/01/14	06/30/15
Vierra, Cory G.	Special Projects	07/01/14	06/30/15

NameTitleEffective DateEnd DateFolsom Lake College (continued)

Vincze, Robert R.	Campus Patrol	07/01/14	06/30/15
Walker, Traci L.	Special Projects	08/23/14	06/30/15
Williams, James H.	Custodian	07/01/14	06/30/15
Woodson, Linda S.	Clerk III	07/01/14	06/30/15
Woodson, Linda S.	Special Projects	07/01/14	06/30/15
Yaeger, Taylor J	Campus Patrol	07/01/14	06/30/15
Yao, Mary Yu Sui	Custodian	07/01/14	06/30/15

Sacramento City College

Acosta, Ruben	Clerk I	07/01/14	06/30/15
Alvarez, Aldel J.	Financial Aid Clerk II	07/01/14	06/30/15
Andresen, Miesha Hoyt	Special Projects	06/16/14	06/30/14
Brazelton, Victor L.	Clerk I	07/01/14	06/30/15
Calvino, Ashley N.	Beginning Interpreter	07/01/14	06/30/15
Castorena, Kathleen M.	Beginning Interpreter	07/01/14	06/30/15
Chen, Zhen Hui	Clerk I	07/01/14	06/30/15
Cisneros, Michael	Financial Aid Clerk II	07/01/14	06/30/15
Cofresi, Vanessa M	Campus Patrol	07/01/14	06/30/15
Dang, Tina G	Student Personnel Assistant	05/27/14	06/30/14
Dang, Tina G	Student Personnel Assistant	07/01/14	06/30/15
Darzins, Anna T.	Clerk I	07/01/14	06/30/15
Delgado, Erick R.	Campus Patrol	07/01/14	06/30/15
Diaz, Olga L.	Special Projects	06/16/14	06/30/14
Dorokhin, Julie	Clerk I	07/01/14	06/30/15
Dzioba, Danielle M.	Special Projects	07/01/14	06/30/15
Figueroa, Betty	Financial Aid Clerk I	07/01/14	06/30/15
Fiorino, Brendon A.	Campus Patrol	07/01/14	06/30/15
Firestone, Harley M	Campus Patrol	07/01/14	06/30/15
Frazier, Melanie A.	Student Personnel Assistant	07/01/14	06/30/15
Geisser, Elizabeth C.	Instructional Assistant	07/01/14	06/30/15
Gregory, Robin L.	Instructional Assistant	07/01/14	06/30/15
Grissom-Kaur, John B.	Campus Patrol	07/01/14	06/30/15
Gudino, Joaquin S.	Clerk I	07/01/14	06/30/15
Gutierrez, Alicia I.	Student Personnel Assistant	07/01/14	06/30/15
Gutierrez-oropeza, Jairo	Campus Patrol	07/01/14	06/30/15
Hang, Kevin K.	Campus Patrol	07/01/14	06/30/15
Harris, Jazmine G	Financial Aid Clerk I	04/25/14	06/30/14
Harris, Jazmine G	Financial Aid Clerk I	07/01/14	06/30/15
Harris, Samuel A. V.	Counseling Clerk I	07/01/14	06/30/15
Henry, Anissa K.	Special Projects	07/01/14	06/30/15
Hightower, Alecia L.	Special Projects	07/01/14	06/30/15
Hottman, Brandon	Campus Patrol	07/01/14	06/30/15
Huang, Allan	Financial Aid Clerk II	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College, (continued)</u>			
Ilili, Lakea C	Campus Patrol	07/01/14	06/30/15
Imatong, Ralph Vin B.	Financial Aid Clerk I	07/01/14	06/30/15
Keller, Ashley A.	Beginning Interpreter	07/01/14	06/30/15
Kramp, Lauren C.	Student Personnel Assistant	07/01/14	06/30/15
Kurudimova, Lyubov S.	Financial Aid Clerk II	07/01/14	06/30/15
Lapinig, Irene Luna	Clerk I	07/01/14	06/30/15
Lau, Jason D.	Financial Aid Clerk II	04/25/14	06/30/14
Lau, Jason D.	Financial Aid Clerk II	07/01/14	06/30/15
Lee, Eva J	Clerk I	07/01/14	06/30/15
Lee, Matthew G.	Clerk I	07/01/14	06/30/15
Lee, Matthew G.	Special Projects	07/01/14	06/30/15
Lee, Pao	Financial Aid Clerk II	07/01/14	06/30/15
Macshafi, Raliyat N.	Beginning Interpreter	07/01/14	06/30/15
Mathews, Mona M.	Special Projects	07/01/14	06/30/15
Matveychuk, Inna A.	Student Personnel Assistant	07/01/14	06/30/15
Muto, Lindsey N.	Special Projects	07/01/14	06/30/15
Nelson, Dale L.	Instructional Assistant	07/01/14	06/30/15
Nelson, Julie A.	Bookstore Clerk I	07/01/14	06/30/15
Nurse-Williams, Marquise L.	Campus Patrol	07/01/14	06/30/15
Ram, Divya D.	Clerk I	07/01/14	06/30/15
Ramirez, Lehlani M.	Clerk I	05/13/14	06/30/14
Rea, Eduardo F.	Special Projects	07/01/14	06/30/15
Rodriguez, Nicholas V.	Instructional Assistant	07/01/14	06/30/15
Rybikov, Andrey	Financial Aid Clerk I	07/01/14	06/30/15
Sayson, Edwin V.	Campus Patrol	07/01/14	06/30/15
Seremai, Dj-Lou	Financial Aid Clerk I	07/01/14	06/30/15
Sharma, Sharat C.	Campus Patrol	07/01/14	06/30/15
Shaw, Stacy S.	Educational Services Aide	07/01/14	06/30/15
Sieng, Sophanna	Clerk I	07/01/14	06/30/15
Sieng, Sophanna	Special Projects	07/01/14	06/30/15
Singh, Neha N.	Campus Patrol	07/01/14	06/30/15
Smith, Tiara J.	Clerk I	07/01/14	06/30/15
Sobers, Nicole E.	Clerk I	05/07/14	06/30/14
Steele, Joan R.	Special Projects	07/01/14	06/30/15
Sylvia, Alexander Ernest	Financial Aid Clerk II	07/01/14	06/30/15
Thomas, Zelly Y.	Clerk I	07/01/14	06/30/15
Tiapula, Thomas S	Campus Patrol	07/01/14	06/30/15
Tuaeva, Alevtina V.	Instructional Assistant	07/01/14	06/30/15
Vendetti, Lisa Marie	Beginning Interpreter	07/01/14	06/30/15
Vidal, Monica Gabriela	Clerk I	07/01/14	06/30/15
Vyakhk, Natalya	Student Personnel Assistant	07/01/14	06/30/15
Walker, Stephanie N.	Police Comm Dispatcher	07/01/14	06/30/15
Whitenight, Carrie B.	Special Projects	07/01/14	06/30/15
Wilson, Monica R.	Financial Aid Clerk II	07/01/14	06/30/15

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College, (continued)</u>			
Windia, Danielle L.	Financial Aid Clerk II	07/01/14	06/30/15
Yang, Xee	Clerk I	07/01/14	06/30/15
Young, Kyreona D.	Police Comm Dispatcher	07/01/14	06/30/15

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	SEIU Collective Bargaining Agreement 2014-2017 Public Disclosure and Approval	ATTACHMENT: None	
		ENCLOSURE: SEIU Contract	
<b>AGENDA ITEM:</b>	Collective Bargaining Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King <i>Brian King</i>	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	<input type="checkbox"/>

**BACKGROUND/STATUS:**

Per Section 3547.5 of the Government Code, prior to entering into a written agreement with an exclusive representative covering matters within the scope of representation, all public school employers are required to disclose the major provisions of the agreement, including but not limited to, the costs associated with the agreement. Although the State Chancellor’s Office has stated community colleges are not covered by this statute, we are required on the quarterly financial reports to the Chancellor’s Office (1102 Q Street) to disclose agreements entered into and an estimate of the costs resulting there from. Given the significance of these agreements, public disclosure, even if not specifically required, is still appropriate and prudent.

In Spring 2014, the Service Employees International Union Local 1021 (SEIU) and District representatives met to discuss the establishment of a new collective bargaining contract for the next three year period (2014-17). Negotiations were conducted in accordance with Government Code 3457, regulations of the Public Employment Relations Board, and Los Rios Board policies and administrative regulations.

The District has reached a tentative agreement with SEIU for the contract effective July 1, 2014 through June 30, 2017. Throughout the agreement, references to dates have been updated, as well as clarification to language when necessary. In addition, provisions from memorandums of understanding (MOUs) agreed to during the current contract term have been incorporated. A summarization of the major provisions of the agreement, including estimated costs to implement, where applicable is as follows:

**Article 2: Union Rights**

Article 2.3.2, Employee Information – Employees will not be able to opt out of providing SEIU Local 1021 their home contact information, with the exception of those that completed the appropriate request prior to July 1, 2014.

Article 2.5.3, Shop Steward – Police will be represented by one shop steward per shift, districtwide.

Article 2.6, Printing of Agreement – One copy of the agreement will be provided, upon request by the employee, per bargaining cycle, in addition to new members.

Article 2.9, Release Time – When mutually agreed to, a subject matter expert from the Blue Collar unit may be added to at-table contract negotiations during the issue under discussion.

### **Article 6: Personnel Policies**

Article 6.4.1.7, Transfers – Clarification was provided that should SEIU request to meet and confer over the negotiable effects of any position modification changes, SEIU shall identify any negotiable effects in its request.

### **Article 8: Work Schedules and Overtime**

Article 8.3, Compensation for Overtime – Use of compensatory time off for College Police Officers was extended so that it is either used or paid out by August 31<sup>st</sup> each year.

Article 8.4.3, Assignment of Overtime – Overtime for Police Officers will be offered on a rotational basis districtwide, rather than by work site.

### **Article 9: Leaves With Pay**

Article 9.1.3, Advance Notice – Police Officers will notify Dispatch of their absences.

Article 9.6, Other Sick Leave – Absences for illness may be less than five days to qualify for Five Month Law leave.

### **Article 11: Compensation**

Language is updated to reflect the combining of Appendices A and B into Appendix A.

Article 11.4, Longevity – The twenty year longevity increment was modified to provide two percent after twenty years of service; the cost of this is estimated at \$21,000. The twenty-five year longevity increment of one percent was modified to be provided when specified unit funding levels are met.

Article 11.5, Police Compensation – Police Officer, Sergeant, and Detective compensation will all be increased four ranges with the district funding the step one differential for the positions. Incumbents will retain their current step placement on the new range, with the additional cost for this placement shared equally by the District and SEIU. The total cost of the differential is estimated to be \$136,000. However, that cost will be shared between general purpose and restricted (parking) funds. The step placement differential is estimated to be less than \$30,000.

### **Article 12: Fringe Benefits & Insurance Programs**

Language is updated to reflect the combining of Appendices A and B into Appendix A.

Article 12.1, Medical/Dental Insurance – Language was updated to reflect an MOU from April 2013 providing the full District contribution for medical and dental to employees regularly assigned to work fifty percent of the year. Language added to reflect the process for determining changes in the District contribution toward medical premiums.

**Article 15: Uniforms**

Article 15.2, Police Uniforms – Equipment provided to police officers is expanded to include two ballistic vest carriers, a patrol bag, a posse box, a citation book holder, a traffic safety vest, and rain gear for bike patrol officers. The current uniform replacement policy is expanded to include the police uniform jacket. Following probation, police officer shall receive a pro-rated amount of the annual uniform allowance for the remainder of the fiscal year.

**Article 16: Miscellaneous Provisions**

Article 16.4, Job Description Study – SEIU and the District will conduct a review of all job descriptions, commencing with the Police Officer job descriptions in Fall 2014.

**Appendix A: Salary and Benefits**

Combined Appendix A and B into Appendix A. Language and terminology was updated to reflect current budgetary programs and procedures as well as current health plans and district contribution levels. Modification of the base amount of Lottery funds utilized as a continuing resource vice one-time-only. This shift of lottery funds from one-time to continuing results in no net increased cost to the District or SEIU bucket. Added language regarding the State funded Mandate Block Grant, if received by the District, as a one-time resource.

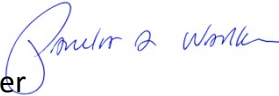
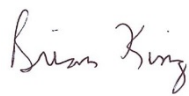
**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the disclosure information and approve the contract agreement with the Service Employees International Union (SEIU) for the period July 1, 2014 – June 30, 2017.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Submission of Substantive Change Proposal: American River College Distance Education	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Action Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Pamela D. Walker	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King	ACTION	X
		INFORMATION	

**BACKGROUND:**

To improve access, American River College (ARC) has offered Distance Education (DE) courses since 1998. From fall 2008 to spring 2013, the percentage of ARC online course sections has increased from 8.3% to 11.5%. As a result, students have the opportunity to complete a number of certificates or degrees with 50% or more DE courses. To assure the quality of ARC online courses, all DE instructors must complete the eight-week ARC Online Teaching Institute. In addition, to provide a foundation for future strategic planning, ARC created a Distance Education Master Plan that will be updated in fall 2014.

**STATUS:**

The Accrediting Commission for Community and Junior Colleges requires that a Substantive Change Proposal be submitted when 50% or more courses required for a certificate or degree are offered online. A recent internal audit of ARC courses indicates that the number of degrees and certificates meeting this 50% threshold increased from 34 to 83 programs since the previous ARC DE Substantive Change Proposal was approved in 2008. ARC is submitting a proposal for the additional courses.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the submission of the proposal to the Accrediting Commission for Community and Junior Colleges. The Commission will act upon the attached Substantive Change Proposal in their November 6, 2014 meeting.



# **Substantive Change Proposal**

## **American River College: Programs with 50% or more of the units in courses approved for a Distance Education Modality**

**American River College  
4700 College Oak Drive  
Sacramento, CA 95823**

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

**Submitted August 2014**

**Judy Beachler, Consultant and  
Kenneth Kubo, Interim Dean of Planning Research & Technology  
and Interim Accreditation Liaison Officer**

**Substantive Change Proposal**  
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Appendix A: ARC Degree (A-1) and Certificate (A-2) programs that can be offered through 50% or more via Distance Education (DE). (Arranged by the proportion of units approved for DE modalities) ..... 33

Appendix B - ARC GE Requirement Analysis ..... 38

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**Attachments**

Attachment 1: Instructional Technology Center (ITC) Program Review

Attachment 2: Educational Master Plan

Attachment 3: Enrollment and Success Rates for DE and Face-to-Face Course Offerings Sample: XXXX Program

Attachment 4: FAQ for Faculty on Information Security

Attachment 5: Technology Master Plan

Attachment 6: LRCCD DE Strategic Plan Options

Attachment 7: ARC Guidelines for Web-Based Instruction

Attachment 8: Curriculum Committee DE Guidelines

Attachment 9: Course Outline of Record, DE Approval Sample: PSYC 300, General Principles of Psychology

Attachment 10: Information Technology (IT) Program Review

Attachment 11: Distance Education Master Plan

Attachment 12: LRCCD Board of Trustees Approval of This DE Substantive Change Proposal

## **A. Description of proposed change and rationale for the change**

American River College (ARC) is a large urban college that primarily serves residents of the six-county Greater Sacramento region. The College serves approximately 30,700 day and evening students (Fall 2013, Los Rios Community College District, *First Census Enrollment Report*, 09/09/2013). As the largest college in the Los Rios Community College District, ARC has a very diverse student body.

### **Description of the Change**

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

In 2008 ARC reported programs for which 50% of the courses in the core requirements of the program had been approved for a DE modality to ACCJC via a Substantive Change Proposal. Those programs that were expected to reach the 50% threshold in the near future were also included in that proposal. The programs included in the 2008 Proposal, as well as those which have been added since that time, are listed in [Appendix A1 and A2](#).

Recently, in order to provide clear and accurate information to the College and to ACCJC, the former Dean of Planning and Research and staff conducted an audit of ARC’s curriculum database and realized that a significant number of courses had been approved for DE since 2008. As a result, it became apparent that additional programs were now close to or beyond the 50% threshold outlined in the July 2013 ACCJC substantive Change Manual, which defines a DE program as one in which DE “courses make up 50% or more of the credits required for a program”.

It is important to note that many of these degrees and certificates meet the DE definition due to their GE and/or elective requirements. GE requirements make up close to (or in some cases more than) half of the units required for most degrees. An audit of GE offerings ([Appendix B](#)) found that students could potentially complete 90% of their ARC GE requirements using courses that have been approved for DE (if they were offered in this mode). The same audit of the CSU GE requirements (the GE requirements for the new transfer degrees) indicated a CSU GE availability of 92% ([Appendix C](#)).

ARC has reviewed all degree and certificate program requirements to establish each program's DE status based on the ACCJC definition. This Substantive Change Proposal includes the results of that review and an up-to-date listing of programs for which more than 50% of the total program units (combined core, General Education, and electives) are in courses that have been approved for DE. It is important to note that not all ARC courses that have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs listed in this proposal as "DE programs" may not have the courses offered in a pattern that allows students to complete the program at 50% or more through DE. However, in future semesters, courses could be offered in a format that does allow 50% or more of the units in these programs to be completed in a DE modality.

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

## **Relationship of Change to Stated Mission**

**ARC Mission Statement:** *American River College is a public community college granting certificates and associate degrees. The college primarily serves residents of the six-county Greater Sacramento region who are capable of benefiting from community college instruction. This service is provided through traditional classroom instruction, off-campus centers, and distance education.*

ARC exists to: 1) assure students identify their educational goals and needs; and 2) successfully accomplish learning in the four educational areas, listed below in alphabetical order:

- **Career and technical education** to achieve employment or enhanced career skills for job advancement.
- **Developmental education** to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- **General education** to achieve knowledge, skills and attitudes for post-secondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.
- **Lower division post-secondary education** to achieve transfer to and success in obtaining a degree at a four-year post-secondary education institution.

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

## **Rationale for Change**

ARC began piloting distance education courses in 2000 using Blackboard, which is the learning management system (LMS) secured by the District for use by all of the Los Rios colleges. Subsequently, ARC continued to offer more distance education courses each semester (Appendix D). In 2008, the Los Rios colleges moved to D2L (Desire2Learn) as the platform for DE courses and supplemental web enhancement for face-to-face courses. D2L students authenticate access using their unique district issued username (student ID) and password. Faculty who wish to use other learning platforms as part of a DE course are encouraged to use D2L as the entry point to those courses so that students must still log in using their authentication credentials before being directed to other sites.

The College has included Distance Education fully in its planning processes. The Instructional Technology Center Program Review for 2009-2010 (Attachment 1) and the Educational Master Plan (Attachment 2) outline the overall plans for the resource needs for DE at the College. For each department that offers Distance Education courses, the college's program review processes require that departments review enrollment, success rates, and compare and contrast success rates for distance education sections for the same face-to-face sections, so that faculty can make adjustments to teaching methodologies to ensure consistent learning through all modalities (Attachment 3). In addition, the Technology Committee's Technology Master Plan for 2009-2012 addresses the college's growth in distance education and states, "This committee believes that growth in the number of online courses should continue to be strategic throughout future cycles." The Technology committee is currently working on the 2013-2015 Technology Master Plan and anticipates that it will be completed in Fall 2014.

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

American River College is requesting a substantive change to permit the offering of the DE degrees and certificates that meet the ACCJC DE Program definition, which were not included in the 2008 ARC Distance Education Substantive Change Proposal. The complete description of these programs is available in the College catalog, which can be found at the following link: <http://www.arc.losrios.edu/catalog.htm>

As previously mentioned, it is important to note that not all ARC courses that have been approved for DE are offered in a DE modality in any given academic year. Thus, the programs listed in this proposal as “DE programs” may not have the courses offered in a pattern that allows students to complete the program at 50% or more through DE. However, in future semesters, courses could be offered in a format that does allow 50% or more of the units in these programs to be completed in a DE modality.

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

The tables on the subsequent pages (Tables 1 and 2) show the certificate and degree programs which were not included in the 2008 ARC Substantive Change Proposal. A full listing of all programs meeting the DE definitions (both those reported here and those reported previously in 2008) is included as Appendix A.

**Table 1: ARC Certificate programs that could be offered 50% or more via DE that were NOT included in the 2008 ARC Distance Education Substantive Change Proposal.**

(Arranged by the percent of units approved for DE modalities)

Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.

Distance Education certificate programs = those certificate programs for which more than 50% of the units are in courses that meet the DE course definition above.

*Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this Proposal as “DE programs” may not have the courses offered in a pattern that allows students to complete the program at 50% or more through DE. However, in future semesters, courses could be offered in a format that does allow 50% or more of the units in these programs to be completed in a DE modality.*

Certificate Title	Number of units in the program that are in courses approved for DE	Total units in required program	Proportion of units that are in course approved for DE
Accounting Clerk	18	18	100%
CIS: Computer Networking Management	21	21	100%
CIS: Database Management	24	24	100%
Computer Information Security Essentials	12	12	100%
Design Technology	38	38	100%
Information Systems Security	23	23	100%
Introduction to Leadership in Action	15	15	100%
Leadership	27	27	100%
Network Administration Essentials - Windows	12	12	100%
Small Business Management	24	25	96%
Engineering Technology	40	43	93%
Early Childhood Education Management Specialist	20	24	83%
School Age	18	22	82%
Site Supervisor	49	60	82%
Gerontology: Health Care	29	36	81%
Master Teacher	42	53	79%
Infant Specialist	18	23	78%
Teacher	34	45	76%
Leadership Development	12	17	71%
Associate Teacher	9	13	69%
Taxation	9	13	69%
ECE: Culture and Diversity Specialist	15	22	68%



Gerontology: Case Management/Social Services	24	36	67%
Dietary Manager/Dietary Service Supervisor	13	20	65%
Digital Repair and Upgrade Technician	11	17	65%
Commercial Music: Business	21	33	64%
Legal Assisting	18	30	60%

**TABLE 2: ARC Degree programs that could be offered 50% or more via DE that were NOT included in the 2008 ARC Distance Education Substantive Change Proposal.**

(Arranged by the percent of units approved for DE modalities)

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

*Note: Not all courses approved for DE are offered in a DE modality in any given academic year. Thus, the programs that are listed in this Proposal as “DE programs” may not have the courses offered in a pattern that allows students to complete the program at 50% or more through DE. However, in future semesters, courses could be offered in a format that does allow 50% or more of the units in these programs to be completed in a DE modality.*

The current proposal assumes that math, reading and writing competencies are met with courses, not exams, and that the multicultural requirements is met with a course that also counts in another GE area – this gives a total of 30 GE units required.

<b>Degree Title</b>	<b>Degree Type</b>	<b>Total Units (required program, GE and elective units)</b>	<b>Number of total units that are in courses <u>approved</u> for DE</b>	<b>Proportion of units that are in course <u>approved</u> for DE</b>
Human Services	AA	64	37	58%
Psychology	AA	60	36	60%
Sociology	AAT	60	36	60%
Kinesiology	AAT	60	36	60%
International Studies AA Degree	AA	60	36	60%
Sign Language Studies: Human Services	AA	70	42	60%
Sign Language Studies: Business	AA	70	44	63%
Chemical Dependency Studies	AA	67	43	64%
Early Childhood Education	AA	74	48	65%
Recreation Management	AA	60	41	68%

Early Childhood Education for Transfer	AST	60	42	70%
Computer Science	AS	62	45	73%
Anthropology	AS	60	44	73%
History of the Creative Arts	AA	60	45	75%
The Individual and Society	AA	60	45	75%
Legal Assisting	AA	60	45	75%
Gerontology: Case Management/Social Services	AA	66	50	76%
Commercial Music: Business	AA	63	48	76%
Funeral Service Education	AS	94.5	73	77%
CIS: Computer Programming	AS	60	47	78%
Sports Medicine	AS	60	48	80%
Technical Communications	AA	62	51.5	83%
Accounting	AA	66	55	83%
Gerontology: Health Care	AA	66	55	83%
Speech- Language Pathology Assistant Program	AS	72	60	83%
Leadership	AA	60	51	85%
Administrative Professional	AA	62	53	85%
Information Systems Security	AS	63	60	95%
Small Business Management	AA	64	61	95%
Design Technology	AS	68	65	96%
Engineering Technology	AS	73	70	96%

## **C. Description of the planning process**

### **District Planning**

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

The LRCCD Educational Technology (ET) Committee is actively involved in coordinating DE planning across the district. The ET Committee created Strategic Options (Attachment 6) for the Los Rios colleges in 2004, which has served as the catalyst for discussion of the future of distance education for the Los Rios Community College District. The ET Committee is currently discussing additional ways to strengthen student authentication in DE courses beyond the authentication by unique student username and password already required. They are also planning to update the District's DE Instructional Resources document next year.

The LRCCD Board of Trustees approved policies and regulations regarding the release of student information to ensure that the College and District are FERPA compliant. These policies and regulations are published in the Student Rights and Responsibilities section of the College Catalog ([http://www.arc.losrios.edu/Support\\_Services/Center\\_for\\_Leadership\\_and\\_Development/Student\\_Rights\\_and\\_Responsibilities.htm](http://www.arc.losrios.edu/Support_Services/Center_for_Leadership_and_Development/Student_Rights_and_Responsibilities.htm)). The College and District also have many practices in place to ensure that our students' privacy is protected. Student login to D2L assures they are the only ones who can access their course records. Faculty contact students via their district provided email, which requires student login. In addition, the District carefully researches all of the third-party software external to D2Luse, such as Turnitin, in order to further ensure adherence to FERPA regulations. The District's Information Security Officer's Committee has developed information security awareness training and an FAQ for faculty to further assure students' right to privacy (Attachment 4).

### **College Planning**

Distance Education is integrated into the planning processes of the College. American River

College provides a coordinated and academically rigorous approach to distance education courses.

The ARC Goals and Objectives Number 2.1 is to increase profession development activities to improve teaching and learning effectiveness, with a particular emphasis on basic skills, distance education, and cultural responsive instruction.

The Distance Education Master Plan (Appendix 11) is the main planning document for the implementation of quality distance education at the College. The plan includes four key strategic components:

- Course and Program Development
- Instructional Quality and Professional Development
- Student Success and Support Services
- Funding, Governance and Management

Planning for DE is also integrated into the College's other planning processes. The DE Coordinator, the Technology Committee and the College through planning documents provide direction and guidelines for web-based instruction at the College. These plans address the following goals:

- The College is committed to ensuring comparable quality education, effective support services, and accessible learning materials in its distance education courses and services as it does in all of its courses and services.
- The learning outcomes of distance education offerings are the same as those of traditional offerings.
- Through distance education, American River College strives to expand the delivery of quality education by:
  1. utilizing technology to create an educational opportunity that is independent of time and place,
  2. expanding access for students challenged by distance and schedule,
  3. increasing accessibility for students with physical limitations,
  4. enabling students who prefer to learn through non-traditional instructional methods,
  5. integrating distance education into the existing college processes, systems, and structures, and
  6. ensuring that the Distance Education infrastructure is capable of supporting on-line degrees and certificates. (Attachments 2, 5 and 11)

Planning in support of DE is also integrated into the College's planning processes through its program review process. The data provided to instructional programs for program review include program enrollment and student success data disaggregated by a variety of measures

including delivery methods. College-wide enrollment and student success DE data is also provided for comparative purposes (Attachment 3). This data supports the assessment of and planning for DE at the instructional program level. In addition, the Instructional Technology Center (ITC) and Informational Technology (IT) Department specifically support the evaluation and improvement of the College's support for its DE programs.

American River College DE courses must be approved by the American River College Curriculum Committee to ensure equivalent learning experiences and academic rigor to those offered on ground. The Distance Education Subcommittee of the Curriculum Committee performs a separate review of all courses containing a distance education modality. In particular, the subcommittee reviews six sections of the curriculum outline to ensure that academic standards and learning outcomes are equivalent to those of the traditional in-person modality, and that regular, effective instructional contacts are included (Attachment 8). This intensive review and approval process for our DE offerings ensure the academic integrity of all of the College's offerings.

As previously indicated, College planning data includes information on enrollment and success in DE courses. The data in Table 3 (from the State Chancellor's Office) records the change in enrollment in DE courses at ARC. It shows an increasing trend in online enrollment through 2011-12 and a decreasing trend overall as American River's Total FTES. It should be noted that the decrease in Internet-based instruction in 2012-13 reflects FTE reductions at the College in response to the state budget cuts.

TABLE 3 Full Time Equivalent Student (FTES) Distance Education (DE) Summary Report

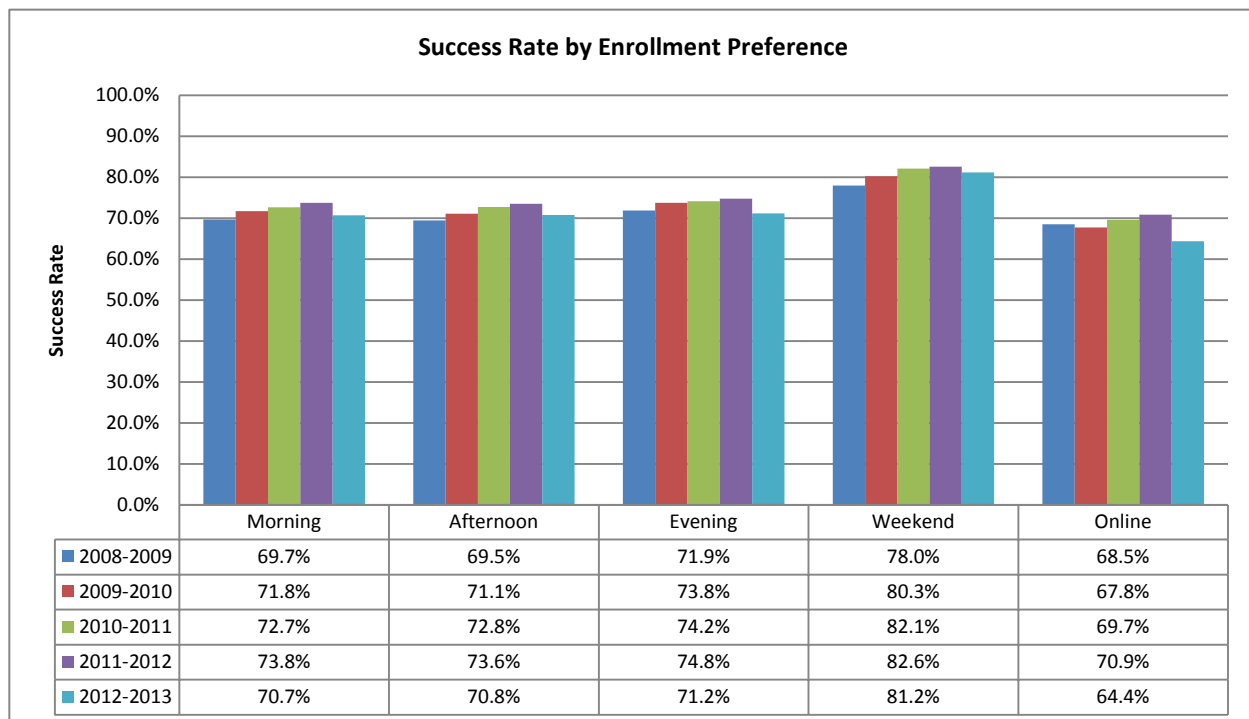
	Annual 2009-2010	Annual 2010-2011	Annual 2011-2012	Annual 2012-2013
	Total FTES	Total FTES	Total FTES	Total FTES
American River Total	26,341.37	24,511.54	22,399.94	21,827.09
Delayed Interaction (Internet Based)	2,540.04	2,886.22	2,823.70	2,714.46
Non Distance Education Methods	23,796.60	21,625.32	19,576.24	19,112.63
Simultaneous Interaction (Internet Based)	4.73			

Source: CCCCO Data Mart FTES by Distance Education Status

More detailed college planning data includes information on enrollment in DE courses. The number of courses offered through DE has increased from 8.6% in fall 2008 to 12.1% in fall 2012. Actual enrollment in DE courses has also increased from 8.6% in fall 2008 to 13.5% in fall 2012. Students who enroll in DE courses have slightly lower than but relatively close success rate to the face-to-face modality. Knowing this, faculty modify course content and assignments to ensure better understanding for improved success.

Table 4 provides summary information about student success by time of day for on-ground classes and for those taken online. Student success in online courses closely mirrored those offered on ground in the morning, afternoon and evening through 2011-12. There was a drop in online student success rates in 2012-13. Review indicates that at least some of this drop occurred because of a district business practice change initiated in Summer 2012, which set the last date students can officially withdraw from a class without a grade notation to be the same date as Census, whereas prior to this, it was a week after Census. This change has effected online enrollments more dramatically than on ground enrollments. As such, college faculty members have now been taking additional steps to ensure that online students understand the new deadlines regarding official withdrawals from a class.

TABLE 4: Success Rate by Enrollment Preference



Note: Student Course Success data reflect the business practice change effective in Summer 2012 forward where the last date students can officially withdraw from a class without a grade notation is now the same date as Census (in the past there was at least a one week differential); this change has impacted the overall student course success rate resulting in a decrease starting with Summer 2012 forward.

ARC DE courses utilize a unique username (student ID) and password for each student; this provides authentication of the DE students. In addition, many DE courses require students to come to onsite orientation sessions or assessment activities (e.g., final exams). ARC is participating in discussions at the LRCCD Educational Technology Committee related to ways to further strengthen our approach toward student authentication in DE courses.

## **D. Provision of Adequate Resources**

### **Human and Administrative Resources**

All full-time and adjunct faculty members are hired in accordance with the district hiring policies and procedures, and comply with relevant local, state and federal laws and regulations as well as with the current collective bargaining agreements. When hiring new faculty, the College places a strong emphasis on the ability of the new hires to teach distance learning through the position announcement and interview process. Instructional Deans assign classes to faculty based on their interests, availability and expertise. The Technology Committee's Guidelines for Web-Based Instruction (Attachment 7) includes responsibilities for Area Deans for ensuring instructors teaching in a DE format have adequate preparation; only those faculty members with DE experience and/or training are assigned to DE classes.

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

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

Through the Instructional Technology Center (ITC) faculty are offered training in all aspects of the design and implementation of online courses. The Distance Education Coordinator is available for individual consulting, workshops, or department-specific workshops regarding distance education and educational technology. The Online Teaching Institute (<http://itc.arc.losrios.edu/online-teaching-institute-overvie/>), an eight-week intensive course introduces faculty to all aspects of online pedagogy including transitioning a course to the online environment, designing effective student-centered learning activities, ADA compliancy, assessment, authentication, regular effective contact, and other tools and methodologies for effective distance education teaching and learning. The ITC website (<http://itc.arc.losrios.edu>) provides resources for faculty including support documentation for D2L, the learning management system. Other resources include information and registration for upcoming workshops and drop-in labs, as well as online training tutorials and current support issues. For example, the Fall 2013 Flex day workshops included the following workshops: Desire2Learn for Beginners, iPad for Beginners, and What's New with D2L 10.1.

The ARC Curriculum Committee provides clear guidelines related to the provision of DE courses. The implementation of these principles and practices is overseen by the DE Subcommittee of the Curriculum Committee, which rigorously reviews the Instructional Delivery Modalities, Instructional Methods, Typical Homework Assignments, Evaluation and Assessment Methods, Allocation of Instructional Time and Regular Instructional Contact sections of the Course Outline to inform their recommendation regarding DE approval to the Curriculum Committee (Attachment 8).

### **Services to Students:**

Comprehensive information about the College's support services is available online. The College provides a variety of student support services to facilitate access and success, with essential services available online.

- **Application:** Students are able to apply to ARC online via [http://www.losrios.edu/lrc/lrc\\_app.php](http://www.losrios.edu/lrc/lrc_app.php).
- **Assessment:** Students can identify and prepare for assessment tests by accessing materials online via links at [http://www.arc.losrios.edu/Support\\_Services/Assessment.htm](http://www.arc.losrios.edu/Support_Services/Assessment.htm). Because assessment test scores are portable across the LRCCD, students can take their assessment tests at any LRCCD campus. Students who cannot come to an LRCCD campus can work through Sacramento City College to take their assessment test at a remote location ([http://www.scc.losrios.edu/Current\\_Students/From\\_Enrollment\\_to\\_Graduation/MatriculationStudent\\_Support\\_Services\\_and\\_Student\\_Development/Assessment\\_Center/Out-of-State\\_Testing\\_Request.htm](http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/MatriculationStudent_Support_Services_and_Student_Development/Assessment_Center/Out-of-State_Testing_Request.htm)).
- **Bookstore:** Students may order required textbooks online. It also has eBooks textbooks available from certain publishers for downloading at <http://books.arc.losrios.edu/home.aspx>.
- **Career Center.** The Career Center has many online services. They include career assessment sites, internship referral services, and documents and links to websites to help in the job-finding process at [http://www.arc.losrios.edu/Support\\_Services/Career\\_Center.htm](http://www.arc.losrios.edu/Support_Services/Career_Center.htm).
- **Class Schedule:** The College schedule of classes is available online at <http://www.losrios.edu/class-schedules.php>.
- **College Orientation:** Students can complete the college orientation online at <http://orientation.arc.losrios.edu/>
- **College Catalog:** The College Catalog is available online at <http://www.arc.losrios.edu/Catalog.htm>.
- The College Website also contains an online Steps to Success Guide that helps online students with the matriculation steps at [http://www.arc.losrios.edu/New\\_students.htm](http://www.arc.losrios.edu/New_students.htm).
- **Counseling:** The Counseling Center provides updates on important information, *getting started at ARC, when do I see a counselor etc.* *Counseling Staff* are also available via email at [http://www.arc.losrios.edu/Support\\_Services/Counseling.htm](http://www.arc.losrios.edu/Support_Services/Counseling.htm).



- **Disabled Student Programs & Services (DSPS).**  
Students who are eligible for services through DSPS may download the proper forms that must be completed to authorize accommodations at [http://www.arc.losrios.edu/Support\\_Services/DSPS.htm](http://www.arc.losrios.edu/Support_Services/DSPS.htm).
- **eLearning:** Several online services are available to students through the eLearning website, which is accessible from the ARC Homepage, including a information and a video on Skills for Online Success to help students develop the skills needed to succeed in an online course, as well as an online orientation to the Learning Management System (D2L). They can be found at [http://www.arc.losrios.edu/Distance\\_Education.htm](http://www.arc.losrios.edu/Distance_Education.htm).
- **Financial Aid:** Students can apply for financial aid and view resources to help them understand the types of awards that are available. This web page includes a workshop link that helps students complete the FAFSA as well as a link to the online FAFSA website at [http://www.arc.losrios.edu/Support\\_Services/Financial\\_Aid.htm](http://www.arc.losrios.edu/Support_Services/Financial_Aid.htm).
- **Faculty Office Hours:** According to the LRCFT Contract, faculty who teach online may schedule one online office hour weekly per .2 FTE taught online during the given semester up to a maximum of two online office hours each week per semester. Some faculty use CCC Confer, the web conferencing platform supported by the Chancellor's Office, for their online office hours so that a synchronous component is available for DE students. Faculty members also communicate and assist online students via email. In addition, many faculty create and post short instructional videos in response to student questions and most faculty include discussion board FAQ's to facilitate peer assistance in class. Finally, many faculty teaching online have selected course materials that have a variety of online support (including tutorial assistance)
- **My ARC Aid:** Students are able to review the status of their financial aid package, distribution dates, and manage and submit required documents for the financial aid process at <https://netpartner.arc.losrios.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fnetpartnerstudent%2fpageHome.aspx>.
- **Learning Resource Center: Home to several learning labs, centers and other academic support services,** the Learning Resource Center offers online resources for students on study skills, test anxiety, and time management at <http://www.arc.losrios.edu/LRC.htm>.
- **Library:** The ARC Library offers many services for distance learners. Through the online Library Catalog, the currently registered students, as well as staff and faculty, may request books from other Los Rios libraries, place holds on books currently checked out (except for Reserve books), obtain copies of pages from books on reserve, renew the books they have checked out (one time only online) and access the electronic databases. All subscription databases may be accessed from off-campus. A variety of library materials and course reading may be accessed electronically through electronic reserves. Additional services include online chat at <http://libguides.arc.losrios.edu/distance>.
- **Pay Fees:** Students can pay fees for classes and purchase parking permits online

at [http://www.losrios.edu/lrc/lrc\\_feepay.php](http://www.losrios.edu/lrc/lrc_feepay.php).

- **Transcripts:** Students can request transcripts online via <https://lrccd-web.losrios.edu/transcript.aspx>.
- **Tutorial Center:** As part of the Learning Resource Center, the Tutorial Center offers online tutoring in college level algebra, biology calculus, chemistry, geometry, pre-calculus, statistics and trigonometry beginning in Summer 2014 through a partnership with the Sacramento Library; this service includes free live tutoring available Sunday through Saturday, 1:00-11:00pm for homework help. In addition, classes to train tutors are offered online on an ongoing basis. Center services are available at [http://www.arc.losrios.edu/Support\\_Services/Tutorial\\_Center.htm](http://www.arc.losrios.edu/Support_Services/Tutorial_Center.htm).
- **Writing Across the Curriculum (WAC):** This service includes an online tutoring resource currently available as a pilot project; plans are to provide this service widely to students enrolled in WAC
- **Sample Classes for Potential Online Students:** Students can enroll in the Desire2Learn Free Sample Class at [http://www.arc.losrios.edu/Distance\\_Education/Desire2Learn\\_Free\\_Sample\\_Class.htm](http://www.arc.losrios.edu/Distance_Education/Desire2Learn_Free_Sample_Class.htm). This no-grade, no-credit, no-fee course helps them to learn how to use Desire2Learn (D2L), the online learning management system. Through eight quick and easy self-paced modules, students learn how to successfully use D2L's online tools and strategies to employ for success in the online learning environment. Once they have finished the course, they receive the D2L Free Sample Class Certificate of Completion.

Services developed for support of online students are viewed as an opportunity to better serve not only online students, but all students more efficiently and effectively. Students can access online course guidelines and an FAQ via the [eLearning](#) Link on the ARC Homepage (<http://www.arc.losrios.edu>) Students also have access to a D2L resources website at <http://d2lresources.losrios.edu/>. This website contains resources to help students navigate the tools and features in D2L. Of particular note is the link to the Help Desk where students can get live assistance with D2L, Los Rios Gmail and eServices issues, various FAQ documents, videos and A Quick Start Guide.

### **Financial Resources:**

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

services funded through the district are a reflection of the District's Strategic Plan, statutory obligations, and the requirements of the ACCJC.

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

### **IT Resources**

The Instructional Technology Center (ITC) provides faculty and staff with educational technology support services and college-wide coordination for distance / online education. Through the ITC, faculty are offered training in all aspects of the design and implementation processes of their DE courses in order to create a positive learning environment that fosters student success. The Campus DE Coordinator provides support and training for faculty in the use of the LMS and other educational technologies to enhance their DE endeavors.

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

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

Assistance with D2L is also available in ARC general computer labs. These labs are staffed by Instructional Assistants and student tutors who can assist with basic computer use, D2L, and other common computer applications (such as Microsoft Word, Excel, PowerPoint, Internet Explorer).



## **E. Internal and External Approvals**

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

At ARC, all courses are reviewed and approved through the established curriculum process governed by both the ARC Curriculum Committee and by the Los Rios Community College District as defined in Board Policies and Regulations and established by the District Curriculum Coordinating Committee with District Academic Senate Approval

(<http://www.losrios.edu/legal/Regulations/R-3000/R-3412.pdf>). This process applies to additions, deletions, and both substantive and technical revisions. DE courses require a separate review and approval by the Distance Education Subcommittee of the Curriculum Committee prior to their vote of approval by the full College Curriculum Committee. All courses taught at ARC, without regard to delivery modality, maintain the same goals, objectives, learning outcomes, academic rigor and include regular and substantive interactions between faculty and students.

When a faculty member submits a course that includes a request to teach the course through one or more DE mode(s), the faculty member must include additional information as justification for and in support of DE approval. Title 5 requires that the approval of courses offered in DE modalities must be approved separately from the normal curriculum approval process. To accommodate this, the ARC Curriculum Committee has a Distance Education subcommittee that reviews the DE sections of a course outline and then makes a recommendation that informs the review and approval of the course by the full Curriculum Committee; a sample course outline is attached. (Attachment 9)

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

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

In addition to the above information, Distance Education approval requires the following

information:

- Instruction methods and in-class activities, which describe how the instruction methods will be employed for the particular DE modality.
- Typical homework assignments, which describe how the typical homework assignments will be employed for the particular DE modality.
- Evaluation methods, which describe how the evaluation and assessment methods will be employed for the particular DE modality.
- Allocation of instructional time, which describes how the hours of instruction for the course will be allocated for the particular DE modality.
- Regular instructional contact, which describes the number and type of contacts the student, can typically expect to have with the professor for the particular modality. This could include onsite contacts such as orientation meetings as well as online contacts such as discussions, e-mails, chats, phone calls, etc.

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

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

This DE Substantive Change Proposal was approved by the Los Rios Board of Trustees at its July 2014 meeting (Attachment 12).

## F. Evidence that the Eligibility Requirements Are Met

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

- 1. Authority:** American River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges.
- 2. Mission:** American River College's educational mission as a community college is clearly defined and published in the College Catalog. It includes a vision as well as the mission, which defines four educational areas, followed by fourteen values. Distance Education (DE) course offerings assist in meeting two important values – student access to classes as well as innovation to achieve the educational mission. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The current ARC Mission Statement was developed by the College Planning Coordination Committee and approved through the college's shared governance processes. It was approved by the Los Rios Community College Board of Trustees on October 24, 2012 and will be reviewed three years from this date as part of ongoing regular review cycle.
- 3. Governing Board:** American 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, which also includes a non-voting student trustee. None of the board members has any employment, family, or personal financial interest in the institution. The Board approves all new educational programs as well as all new courses, including those taught through DE.
- 4. Chief Executive Officer:** The American River College President is appointed by the Los Rios Community College District Board of Trustees and reports to the Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.
- 5. Administrative Capacity:** American River College has 32 academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college's mission and purpose. An Associate Vice President of Instruction and Learning Resources oversees the work of the Distance Education Coordinator who works directly with faculty members to coordinate and/or provide individual training, workshops, an Online Teaching Institute, and general support for DE classes.

- 6. Operational Status:** American River College is operational with approximately 30,700 students enrolled. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four-year institutions. In the past, DE course offerings grew slightly each year to meet demand, following a planned and responsible expansion that ensured that only those faculty members with DE experience and/or training are assigned to DE classes. The online teaching and learning environment is well supported by college and district services, ensuring high pedagogical and technological standards.
- 7. Degrees:** American River College offers the Associate of Arts, Associate of Arts for Transfer, Associate of Science, and Associate of Science for Transfer degrees. It has 107 degree programs as outlined in the 2014-15 College Catalog. A majority of students are enrolled in courses that are part of a certificate program, degree program, and/or required for transfer to four-year institutions. Certificates and degrees offered through distance education have the same requirements as on-campus programs.
- 8. Educational Programs:** American River College's degree programs are congruent with its mission and are based on recognized higher education fields of study. The Curriculum Committee, a committee of the Academic Senate, ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degrees and certificates offered. The College Curriculum Committee, the District Curriculum Coordinating Committee and the Los Rios CCD Board of Trustees approve all new programs and courses, including those taught through a DE modality. The degree programs meet California Code of Regulations, Title 5 curriculum requirements, and when combined with the general education component, represent two years of full-time academic work. In addition to its degree programs, the College also offers 200 certificate programs as outlined in the 2014-15 College Catalog (which includes under-18 unit certificates that are locally but not state approved).
- 9. Academic Credit:** American River College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the College Catalog and Class Schedules and applies to all course offerings, including those offered through a DE modality.
- 10. Student Learning Achievement:** Student learning outcomes for each American River College degree program are published in the College Catalog. Student learning outcomes for courses are presented in the course outlines filed in the instruction office and available online through SOCRATES, the district-wide on-line curriculum database. Courses that can be offered both on ground and in a DE modality carefully define hours, methods and evaluation strategies for the achievement of learning outcomes.
- 11. General Education:** Students must complete a minimum of 21 semester units of general



education courses and demonstrate competency in reading, written expression, and mathematics to receive an Associate Degree. The general education units include an introduction to major areas of knowledge. There is also an ethnic/multicultural studies requirement that can be satisfied within the general education requirements. The general education units include an introduction to some of the major areas of knowledge. General education outcomes are available online and are included in the College Catalog. All GE courses, regardless of teaching modality, meet the high quality standards as defined in the course outline.

**12. Academic Freedom:** American River College embraces academic freedom and defends the principle as fundamental to an educational institution that cherishes freedom of inquiry, exposition, and discussion. This commitment is included in the LRCFT contract and stated in the College Catalog.

**13. Faculty:** All faculty members meet the minimum requirements for their disciplines based on regulations for the minimum qualification for the California community college faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, which is available to faculty via the LRCCD website at <http://www.losrios.edu>. The College's faculty statement of professional ethics is also available in the College Catalog, which is available online at <http://www.arc.losrios.edu/>. DE courses are taught by faculty who meet the minimum requirements for their disciplines and are evaluated through authorized procedures for online class evaluations. The Technology Committee has published guidelines for Distance Education offerings; this document states that appropriate training of individual faculty for distance education modality is recommended before an individual faculty member teaches in that modality.

**14. Student Services:** American River College provides a comprehensive array of student services for all its students, as well as basic skills courses for those students requiring better preparation for college level work. Students may apply to ARC and enroll for classes by going online to eServices through the ARC website ([www.arc.losrios.edu](http://www.arc.losrios.edu)). The College Catalog and Class Schedule are also available online. Both on-ground and online course faculty members utilize Desire2Learn, the LRCCD Course Management System, to support students with online access to course assignments and resources to ensure student success.

**15. Admissions:** American River College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5.

**16. Information and Learning Resources:** American River College provides specific long-term access to sufficient print and electronic information and learning resources through its library and academic support services to meet the educational needs of students and programs. Many

student services are also provided online, including the student enrollment application, orientation to college, online tutoring, access to the class schedule and college catalog, and other important resources to help students succeed.

- 17. Financial Resources:** American 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. Both the financial and technical resources necessary to support online education are evaluated and upgraded to support high quality education to students.
- 18. Financial Accountability:** The Los Rios Community College District regularly undergoes and makes available an annual external financial audit for the District and its colleges by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The LRCCD annual audit encompasses all operating units of the District and colleges.
- 19. Institutional Planning and Evaluation:** American River College has an established institutional planning process and works with the Los Rios Community College District to plan for the development of the College, including integrating resource allocations for academic personnel and other staff, learning resources, facilities, and financial development. The College's planning process also includes procedures for program review and institutional improvement. The College and District systematically evaluate how well and in what ways the College is accomplishing its purpose, including the assessment of student learning and documentation of institutional effectiveness in on-ground and online classes.
- 20. Public Information:** American River College publishes in its College Catalog, College website, and other appropriate places accurate and current information describing its purposes and objectives, admission requirements and procedures, rules and regulations directly affecting students, programs and courses, degrees offered and the degree requirements, costs and refund policies, grievance procedures, academic credentials of faculty and administrators, and other items relative to attending the College and withdrawing from it. All public information is available online through the ARC website.
- 21. Relations with the Accrediting Commission:** The Los Rios Community College District Board of Trustees provides assurance that American River College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the College in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities

## **G. Evidence that the Accreditation Standards are met**

### **Standard 1: Institutional Mission and Effectiveness**

#### ***Mission***

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

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

#### ***Institutional Effectiveness***

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

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

(ITC) have expanded opportunities for advancing the learning of faculty and staff. Further, the addition of a oversight of institutional research and planning has led to a more fully developed framework planning, student learning outcomes and resource allocation and what can be done to improve the success of ARC's mission and students.

*Standard 2: Student Learning Programs and Services*

**Instructional Programs:** On a six-year cycle, program review is in place to systematically assess the currency of curriculum and teaching methodologies and revise programs when necessary, utilizing the College's Educational Master Plan (EMP) process. However, the ARC Research Office generates program review data annually, should faculty need to update any portion of their review more often and are encouraged to review the data each year. ARC's educational programs are congruent with its mission, are based on recognized fields of study, are of sufficient content and length and maintain appropriate levels of quality and rigor for the programs offered. Distance Education courses and programs are subject to program review in the same manner as on-campus courses and programs.

When curriculum is revised to include a DE delivery mode, the request is reviewed by the DE subcommittee of the Curriculum Committee to ensure that the same course quality is maintained for all delivery modes. The DE Subcommittee reviews instructional methods, typical homework assignments, evaluation and assessment methods, allocation of instructional time, and regular instructional contact to ensure that the quality is maintained in the DE versions of the course, with recommendations for revisions and/or approval prior to course approval by the full Curriculum Committee. Student Learning Outcomes must be adhered to in each course, regardless of delivery modality. The overall goal of distance education is to provide students with additional access to educational opportunities while ensuring that the educational experience they receive is comparable to that of students who come to the campus for their course(s).

**Student Support Services:** The College provides a variety of student support services to facilitate access and success and all the essential services are available online. The College Catalog and schedule of classes are available online and students may apply to ARC and register for classes by going online to eServices through the ARC Web site ([www.arc.losrios.edu](http://www.arc.losrios.edu)). In addition, students are able to add and drop classes, pay for classes and purchase parking permits online.

Comprehensive information about all of the College's support services is available online. Both counseling and academic tutoring are available to students via email and phone and responsibilities for these duties are rotated among staff. All Financial Aid information and application materials are available online. Students can identify and prepare for the assessment tests they need using materials that are available online. Because LRCCD assessment test results are portable across the district, assessment tests can be taken at any of the LRCCD Colleges.

Students who cannot come to an LRCCD College to take an assessment test can work through Sacramento City College to take their Assessment Tests at a remote location.

([http://www.scc.losrios.edu/Current\\_Students/From\\_Enrollment\\_to\\_Graduation/MatriculationStudent\\_Support\\_Services\\_and\\_Student\\_Development/Assessment\\_Center/Out-of-State\\_Testing\\_Request.htm](http://www.scc.losrios.edu/Current_Students/From_Enrollment_to_Graduation/MatriculationStudent_Support_Services_and_Student_Development/Assessment_Center/Out-of-State_Testing_Request.htm))

Students have access to the “Desire2Learn Free Sample Class

([http://www.arc.losrios.edu/Distance\\_Education/Desire2Learn\\_Free\\_Sample\\_Class.htm](http://www.arc.losrios.edu/Distance_Education/Desire2Learn_Free_Sample_Class.htm)), which helps them learn the skills needed to successfully navigate the online learning environment.

The ARC Distance Education Web site ([http://www.arc.losrios.edu/Distance\\_Education.htm](http://www.arc.losrios.edu/Distance_Education.htm)) provides students with information about online courses, as well as resources for success in these courses.

Services developed for support of online students are viewed as an opportunity to better serve not only online students, but all students more efficiently and effectively.

Students at ARC have access to academic support through the Math Center, the Reading and Writing Center, and the general Tutoring Center and the CIS Lab. These professionally staffed facilities offer students a personal approach to academic success through independent study, individualized tutoring, group tutoring, and alternative modes of learning. The computer labs provide additional tutorial support for students who need assistance navigating their online courses. Students can either email or call the D2L Help Desk, which is also available to help with technical issues DE students might be experiencing.

### Standard 3: Resources

**Human Resources:** All full-time and adjunct faculty members who teach at the College meet state and district Minimum Qualifications. Academic Deans assign classes to faculty based on their interests, availability and areas of expertise. All personnel are treated equitably, evaluated regularly and systematically, and are provided opportunities for professional development. The Center for Teaching and Learning (CTL) and the ITC provide seminars and workshops and disseminate information to enhance teaching and learning for all of our students. The ITC program particularly supports instructors who teach via a DE modality or want to provide their students with web-based instructional materials through the Online Teaching Institute, hands-on workshops, self-paced training, and online workshops (<http://itc.arc.losrios.edu/>). Faculty can also create virtual orientations for their DE courses. Information to support online students, including FAQs and a sample online class are also available at this site. Finally, the College has courses designed to develop students’ skills for success in both the face-to-face and DE environments.

**Physical Resources:** The College and District have in place the required physical and technology infrastructure to support all College programs and services. Facility and equipment planning and

evaluation are conducted on a regular basis at the District through a Five-Year Capital Outlay Plan and at the College through its Capital Outlay and Instructional Technology Multimedia Budgeting processes which integrate with and respond to college-wide and program level planning processes. Relevant program plans that particularly inform the college's resource allocation processes include the IT and ITC Program Reviews (Attachments 10 and 1) and Educational Master Plans (Attachment 2). The College also has several computer labs that students can use to complete work related to their DE classes.

The Instructional Technology Center provides ongoing workshops and training programs for all ARC staff, including those utilizing DE.

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

IT needs for ARC courses and programs are integrated into the IT Program Review, the IT Strategic Plan and the Educational Master Plan. IT resources for DE are adequately supported and continue to be updated. IT needs are also addressed as part of participatory decision making through the work of the Educational Master Planning process.

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

The Distance Education Master Plan details the resources needed to support an effective DE program (Attachment 11). Program Plans are developed by departments in support of program and college-wide activities and initiatives. These plans link directly to resource allocation through college level funding processes. They are resourced as individual plans by the institution and reviewed annually. The DE Master Plan is prepared by a special task force under the leadership of the DE Coordinator. Funding to support the DE program is provided through the Annual Operating Budget Process and the College's Capital Outlay and Instructional Technology and Media Budgeting processes which allocate resources in response to the College's planning processes.

#### Standard 4: Leadership & Governance

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

Faculty, administrators, classified staff, and students actively participate in the appropriate College and District Governance and operational committees and processes to support their programs and services. All constituency groups on campus have significant roles and a voice in institutional governance and in matters of institutional policies, planning, and budget and work together for the good of the College. The ARC Technology Committee (TC), which is a shared governance committee, provides input on college-wide technology decisions, facilitates communication on technology issues and represents ARC interests on district-wide technology decisions. The ARC Distance Education Coordinator is an active member of this committee, keeping members updated regarding DE needs, issues and concerns. Similar to several of ARC's planning and program review cycles, a DE Task Force is created to update the DE Plan every six years; the Task Force work is coordinated by the DE Coordinator who keeps the TC informed about the update process and takes comments and recommendations back as input into it. The DE Plan will be updated in Fall 2014, at which time it will be approved through the shared governance process in 2014-15, to include Academic Senate and President's Coordinating Council approvals. Additional guidance for DE is provided by the Los Rios Educational Technology Committee, which provides a forum for district-wide discussion and collaboration regarding educational technology and distance education issues.

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

# APPENDICES



## Appendix A-1: ARC Degree programs that can be offered with 50% or more courses through DE. (Arranged by the proportion of units approved for DE modalities)

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

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

The current proposal assumes that math, reading and writing competencies are met with courses, not exams, and that the multicultural requirements is met with a course that also counts in another GE area – this gives a total of 30 GE units required.

\* = Programs included in the ARC 2008 Substantive Change Proposal

Degree Title	Degree Type	Total Units (required program, GE and elective units)	Number of total units that are in course approved for DE	Percent of units that are in course approved for DE
Human Services	AA	64	37	58%
Psychology	AA	60	36	60%
Sociology	AAT	60	36	60%
Kinesiology	AAT	60	36	60%
International Studies AA Degree	AA	60	36	60%
Sign Language Studies: Human Services	AA	70	42	60%
Sign Language Studies: Business	AA	70	44	63%
Chemical Dependency Studies	AA	67	43	64%
Early Childhood Education	AA	74	48	65%
Recreation Management	AA	60	41	68%
Early Childhood Education for Transfer	AST	60	42	70%
Gerontology: Recreation *	AA	66	47	71%
Computer Science	AS	62	45	73%
Anthropology	AS	60	44	73%
History of the Creative Arts	AA	60	45	75%
The Individual and Society	AA	60	45	75%

<b>Degree Title</b>	<b>Degree Type</b>	<b>Total Units (required program, GE and elective units)</b>	<b>Number of total units that are in course approved for DE</b>	<b>Percent of units that are in course approved for DE</b>
Legal Assisting	AA	60	45	75%
Gerontology: Environmental Design *	AA	66	50	76%
Gerontology: Case Management/Social Services	AA	66	50	76%
Commercial Music: Business	AA	63	48	76%
Funeral Service Education	AS	94.5	73	77%
CIS: Computer Programming	AS	60	47	78%
Sports Medicine	AS	60	48	80%
Gerontology: Social Policy/Advocacy *	AA	66	53	80%
Advertising and Sales Promotion *	AA	70	57	81%
Technical Communications	AA	62	51.5	83%
Accounting	AA	66	55	83%
Gerontology: Health Care	AA	66	55	83%
Speech- Language Pathology Assistant Program	AS	72	60	83%
Gerontology: Business *	AA	66	56	85%
Management *	AA	60	51	85%
Leadership	AA	60	51	85%
Administrative Professional	AA	62	53	85%
Marketing *	AA	72	66	92%
Retail Management *	AA	72	66	92%
CIS: PC Support Management *	AS	61	56	92%
Information Systems Security	AS	63	60	95%
Business Transfer *	AA	64	61	95%
Small Business Management	AA	64	61	95%
CIS: Computer Networking Management *	AS	65	62	95%
General Business *	AA	65	62	95%
Real Estate *	AA	65	62	95%
CIS: Microcomputer Applications *	AA	67	64	96%
Design Technology	AA	68	65	96%
CIS: Database Management *	AS	70	67	96%
Engineering Technology	AS	73	70	96%

## Appendix A-2: ARC Certificate programs that can be offered with 50% or more courses through DE. (Arranged by the proportion of units approved for DE modalities)

- Distance Education courses = those courses for which more than 50% of the instructional time is approved for delivery in any DE modality.
- Distance Education certificate programs = those certificate programs for which more than 50% of the units) are in courses that meet the DE course definition above.

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

\*= Programs included in the ARC 2008 Substantive Change Proposal

Certificate Title	Number of units in the program that are in courses approved for DE	Total units in required program	Percent of units that are in course approved for DE
Green Building and Sustainable Design for Interiors	6	11	55%
Gerontology: Environmental Design*	20	36	56%
Legal Assisting	18	30	60%
Commercial Music: Business	21	33	64%
Dietary Manager/Dietary Service Supervisor	13	20	65%
Digital Repair and Upgrade Technician	11	17	65%
Gerontology: Case Management/Social Services	24	36	67%
ECE: Culture and Diversity Specialist	15	22	68%
Associate Teacher	9	13	69%
Taxation	9	13	69%
Leadership Development	12	17	71%
Gerontology: Social Policy/Advocacy*	20	27	74%
Gerontology: Recreation*	26.5	36	74%
Gerontology: Business*	27	36	75%
Law Office Clerical Assistant*	12	16	75%
Teacher	34	45	76%
Infant Specialist	18	23	78%
Accounting*	28	36	78%
Master Teacher	42	53	79%
Fashion Entrepreneur Certificate	11	14	79%
Fashion Retailing Certificate	12	15	80%
Gerontology: Health Care	29	36	81%
Office Technology*	17	21	81%

<b>Certificate Title</b>	<b>Number of units in the program that are in courses approved for DE</b>	<b>Total units in required program</b>	<b>Percent of units that are in course approved for DE</b>
School Age	18	22	82%
Site Supervisor	49	60	82%
Virtual Office Professional*	14	17	82%
Early Childhood Education Management Specialist	20	24	83%
Technical Communications*	19.5	22.5	87%
CIS: PC Support*	22	25	88%
Family Child Care	9	10	90%
Retail Management (WAFC)*	29	32	91%
Engineering Technology	40	43	93%
Small Business Management	24	25	96%
General Business*	24	25	96%
Accounting Clerk	18	18	100%
Assistant Teacher	6	6	100%
CIS: Computer Networking Management	21	21	100%
CIS: Database Management	24	24	100%
CIS: Mobile Programming	16	16	100%
Computer Information Security Essentials	12	12	100%
Dementia Care	2	2	100%
Design Technology	38	38	100%
Designed 4 Life	9	9	100%
Elder Care Certificate	2	2	100%
Ethnicity and Aging Certificate	2	2	100%
Homeland Security	9	9	100%
Information Systems Security	23	23	100%
Introduction to Leadership in Action	15	15	100%
Leadership	27	27	100%
Leadership in Action: Psychology and Team Facilitation	9	9	100%
Leadership in Action: Systems Thinking	9	9	100%
Leadership in Action: Theory of Knowledge/Prediction	9	9	100%
Leadership in Action: Variation and Statistics	6	6	100%
Leadership in Assisted Living Communities	1.5	1.5	100%
Network Administration Essentials - Windows	12	12	100%
Activity Coordinator Certification*	6.5	6.5	100%
CIS: Computer Programming*	21	21	100%
CIS: Microcomputer Applications*	21	21	100%
Management*	15	15	100%

<b>Certificate Title</b>	<b>Number of units in the program that are in courses approved for DE</b>	<b>Total units in required program</b>	<b>Percent of units that are in course approved for DE</b>
Real Estate*	24	24	100%
Web Developer*	27	27	100%
Web Publishing*	19	19	100%

## Appendix B - ARC GE Requirement Analysis

Area	Number of Units Required	Courses in the Area approved for DE
Written Expression Competency	3	BUS 310, ENGWR 300, 480
Reading Competency	3	
Math Competency	3	MATH 120, 125, 133, STAT 300
Humanities	3	ART 320, 339; ARTH 302, 333; ARTNM 310, 331; ENGLT 370, 494; HIST 307; HUM 310, 330; MUFHL 300, 308, 315, 321, 330; SPAN 401
Language and Rationality	3	BUS 310; ENGWR 300; ESLW 340
	3	BUS 105; CISA 305, 315, 320; CISP 300, 315, 320, 350, 360, 400, 440, 480; ENGCW 400; ENGRD 310, 312; ENGWR 301, 302; ESL 350; GEOG 375; JOUR 300; MGMT 360; MATH 120, 125, 133; STAT 300
Living Skills	1	DANCE 498; FTNS 400
	2	BIOT 308; BUS 312, 320; ECE 330; ECON 320; GERON 300; HCD 310, 330; HEED 300, 352; LIBR 310, 318, 325; NUTRI 300, 302; PSYC 342, 354, 356, 359, 370; SOC 335
Natural Sciences	3	ANTH 300, 303, 480; ASTR 300, 310, 320, 330; BIOL 102, 103, 115, 116, 300, 305, 430, 431; CHEM 305; GEOG 300, 306; GEOL 342, 345; HEED 308; NUTR 300, 302; PHYS 310; PS 300
Social/Behavioral Sciences	3	HIST 310, 311, 330; POLS 301
	3	ANTH 310, 320, 330, 333, 334; BUS 110, 300, 320, 330, 345; ECE 312, 314; ECON 302, 304, 320; GERON 302; HIST 307, 340, 341; MGMT 374; POLS 332; PSYC 300, 320, 370, 372, 373, 374, 383; SOC 318
Ethnic/Multicultural Studies	3	ANTH 310, 330, 333, 334; BUS 330; HIST 307, 330; HUM 330; MUFHL 315, 330
<b>TOTAL</b>	<b>30</b>	

## Appendix C - CSU GE Requirement Analysis

Area	Number of Units Required	Courses in the Area approved for DE
English Language Communication & Critical Thinking	3	
	3	ENGWR 300; ESLW 340
	3	ENGRD 310; ENGWR 301, 302; ESL 350
Scientific Inquiry & Quantitative Reasoning	3	ASTR 300, 310, 320, 330; CHEM 305, 401; GEOG 300, 306; GEOL 342, 345; PHYS 310; PS 300
	3	ANTH 300, 303, 480; BIOL 305, 430; CHEM 305, 401
	1 (Lab)	BIOL 430
	3	CISP 440; STAT 300
Arts & Humanities	3	ART 320; ARTH 302, 333; ARTNM 310; MUFHL 300, 315, 321, 330, 480; MUVI 370; MUP 310, 320, 330, 340, 350, 360, 400
	3	ENGLT 370, 494; HIST 307, 340, 341; HUM 330
	3	HUM 310
Social Sciences	3	ANTH 310, 320, 330, 333, 334; BUS 330, 345; ECE 314; ECON 302, 304, 320; HIST 307, 310, 311, 330, 340, 341; POLS 301, 332; PSYC 300, 320, 356, 370, 372, 373, 383; SOC 300, 318
	3	BUS 320
	3	ECE 312
Lifelong Learning & Self Development	3	ECE 312; GERON 300, 302; HCD 310; HEED 300, 352; NUTRI 300; PSYC 342, 354, 356, 359, 370, 372, 373, 374; SOC 335
<b>TOTAL</b>	<b>40</b>	

# Appendix D - Student Counts and Enrollment by Term for Distance Education

## 2A-College Level Online and Onground Student Count and Course Enrollment by Term 2008-2009 to 2012-2013

Fall and Spring Terms

Summer Terms

Group	Modality	F2008	S2009	F2009	S2010	F2010	S2011	F2011	S2012	F2012	S2013	U2008	U2009	U2010	U2011	U2012
Student Counts	All Online	13.5%	14.5%	14.5%	17.9%	17.9%	18.8%	18.8%	18.8%	20.8%	20.4%	15.5%	16.3%	18.9%	20.0%	19.7%
		5,087	6,085	5,568	7,625	6,702	7,790	6,713	7,297	7,542	7,636	2,546	2,761	3,073	2,475	2,158
	All Onground	86.5%	85.5%	85.5%	82.1%	82.1%	81.2%	81.2%	81.2%	79.3%	79.6%	84.5%	83.7%	81.1%	80.0%	80.4%
		32,551	35,929	32,817	35,030	30,768	33,702	28,996	31,425	28,802	29,876	13,911	14,182	13,202	9,873	8,823
Course Enrollments	All Online	8.6%	10.1%	8.8%	12.5%	11.5%	13.1%	12.3%	12.7%	13.5%	13.5%	14.4%	14.8%	17.5%	18.7%	19.0%
		7,526	9,511	8,029	11,721	9,666	11,760	9,622	10,569	10,866	11,163	3,136	3,401	3,852	3,051	2,642
	All Onground	91.4%	89.9%	91.2%	87.6%	88.5%	86.9%	87.7%	87.3%	86.5%	86.5%	85.6%	85.3%	82.6%	81.3%	81.0%
		80,407	84,713	83,096	82,390	74,223	77,987	68,677	72,584	69,564	71,693	18,697	19,664	18,219	13,235	11,276
Course Sections	All Online	8.3%	9.6%	8.4%	11.9%	10.8%	12.1%	11.6%	11.6%	12.1%	11.5%	12.5%	13.4%	15.4%	14.8%	13.7%
		270	326	275	396	340	387	334	344	341	340	107	113	124	90	69
	All Onground	91.7%	90.4%	91.6%	88.1%	89.2%	87.9%	88.4%	88.4%	88.0%	88.5%	87.5%	86.6%	84.6%	85.3%	86.3%
		2,996	3,071	3,002	2,927	2,801	2,804	2,552	2,618	2,490	2,620	750	732	681	520	436

### Modality

**All Online:** Courses with 51% to 100% of instruction time online. Many of these students also enrolled in Onground courses in the term shown. (Only Online enrollments shown)

**All Onground:** Face-to-face courses. Many of these students also enroll in Online courses in the term shown. (Only Onground enrollments shown to compare with All Online)

**Course Sections:** Number of Course Sections in term.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 9, 2014

<b>SUBJECT:</b>	Discussion of Future Board Study Sessions	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Information Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King <i>Brian King</i>	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
<b>APPROVED FOR CONSIDERATION:</b>	Brian King <i>Brian King</i>	ACTION	<input type="checkbox"/>
		INFORMATION	<input checked="" type="checkbox"/>

**STATUS:**

At recent meetings, the Board of Trustees expressed an interest in the possibility of Board Study Sessions to allow for a more in-depth exploration of specific topics impacting the future of the District.

**RECOMMENDATION:**

The Board of Trustees will discuss possible future Board Study Session topics and the timing for such meetings.