

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA Wednesday, December 10, 2014 5:30 pm

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

1. CALL TO ORDER	Board President
2. ORAL COMMUNICATIONS	
<i>The public may comment on any items within the board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.</i>	
3. SPECIAL ORDER OF BUSINESS: ANNUAL ORGANIZATIONAL MEETING	
A. Election Results and Seating of Elected Officials	Board President
B. Election of Officers	Board President
C. 2015 Dates of Regular Board Meetings	Board President
D. Authorization to Attend Meetings	Board President
E. Reaffirm District Policies	Board President
F. Representation to Education Associations	Board President
4. CONSENT CONSIDERATIONS	
<i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: November 12 and 19, 2014	Brian King
B. 2016-2017 Academic Calendar/Summer Session 2016	Susan L. Lorimer
C. Curriculum Proposals: ARC/CRC/FLC/SCC	Susan L. Lorimer
D. Resolution No. 2014-20: Child Development Center Designees	Theresa Matista
E. Disposition of Stale District Records	Theresa Matista
F. Ratify: Grants and Contracts Awarded	Beverly A. Sandeen
G. Ratify: Bid Transactions	Theresa Matista
H. Disposition of Surplus Equipment	Theresa Matista
I. Purchase Orders, Warrants, Checks, and Wires	Theresa Matista
J. Short Term Temporary Employees	Brian King
K. Regular Human Resources Transactions	Brian King
5. FIRST READING	
A. Board Policy Revisions: Distance Education (P-7145)	JP Sherry
B. Board Policy Revisions: Conflict of Interest Code (P-8611)	JP Sherry
C. Board Policy Revisions: Sick Leave (P-9232)	JP Sherry

6. ACTION	
A. Contract Award: CRC HVAC Infrastructure Renovation	Theresa Matista
B. 2013-14 District Audit Report	Theresa Matista

7. BOARD MEMBER REPORTS

8. FUTURE AGENDA ITEMS

<p>9. REPORTS and COMMENTS</p> <ul style="list-style-type: none"> ▪ Student Association ▪ Classified Senate ▪ Academic Senate ▪ Other Recognized Constituencies ▪ Chancellor’s Report

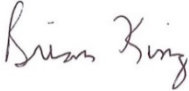
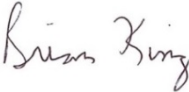
10. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
Robert Jones President ▪ Area 2	Dustin Johnson Vice President ▪ Area 1	John Knight ▪ Area 3 Ruth Scribner ▪ Area 4 Pamela Haynes ▪ Area 5	Deborah Ortiz ▪ Area 6 Kay Albiani ▪ Area 7 Omba Kipuke ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
Next Regular Board Meeting (<i>Pending Board Approval</i>): January 14, 2015 ▪ Location: District Office			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.losrios.edu			
Help Us Help You			
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).			

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Election Results and Seating of Elected Officials	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King 	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	X
		INFORMATION	

BACKGROUND:

Election Code § 15400 requires that the Board declare the results of the November 4, 2014 election. The Oaths of Office were administered to the recently elected Board members, prior to them taking office, at the December 10, 2014 organizational meeting.

STATUS:

The Registrar of Voters for the County of Sacramento and State of California has certified the election results as follows:

TRUSTEE AREA	CANDIDATE SELECTED	VOTES CAST
1	Dustin Johnson	*
2	Robert Jones	22,182
3	John Knight	14,102
6	Deborah Ortiz	34,663

**There were insufficient nominees to require an election in this trustee area, and the candidate's name did not appear on the ballot (Candidate was unopposed).*

RECOMMENDATION:

It is recommended that the Board of Trustees declare the results of the November 4, 2014 election as certified by the Sacramento County Registrar of Voters.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Election of Officers	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

STATUS:

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

RECOMMENDATION:

It is recommended that the Board of Trustees consider and take action to elect the following officers:

1. Board President
2. Board Vice-President
3. Secretary to the Board (normally the Chancellor is appointed).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	2015 Dates of Regular Board Meetings	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

STATUS:

The proposed calendar was presented to the Board for First Reading at its November meeting. After Board discussion, the dates of the regular board meetings were revised. The updated 2015 calendar with the changes is attached.

RECOMMENDATION:

It is recommended that the Board of Trustees schedule the regular meetings for the second Wednesday of the month (unless otherwise noted) at 5:30 pm, and the spring and fall retreats as noted, and approve the attached 2015 board meeting calendar.

LOS RIOS COMMUNITY COLLEGE DISTRICT

2015 Board Meeting Calendar



Regular Board meetings every 2nd Wednesday (unless otherwise noted) at 5:30 pm

JANUARY				JULY			
	14				8		
FEBRUARY				AUGUST			
	11 FLC				12		
MARCH				SEPTEMBER			
6-7*	11				9 CRC		
APRIL				OCTOBER			
	8			2-3*		21	
MAY				NOVEMBER			
	13 ARC					18 SCC	
JUNE				DECEMBER			
	10				9		

*Board Retreat Dates

Convocation Dates: January 16, 2015; August 21, 2015

Graduation: May 20, 2015

MEETING LOCATIONS:

Meetings are held in the District Office Board Room, unless otherwise noted. All meeting location addresses for 2015 are as follows:

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

American River College (ARC): 4700 College Oak Drive, Sacramento, CA 95841

Cosumnes River College (CRC): 8401 Center Parkway, Sacramento, CA 95823

Folsom Lake College (FLC): 10 College Parkway, Folsom, CA 95630

Sacramento City College (SCC): 3835 Freeport Boulevard, Sacramento, CA 95822

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Authorization to Attend Meetings	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

RECOMMENDATION:

It is recommended that the Board of Trustees reaffirm Board Policy P-3211 authorizing Board members to conduct District business and to attend meetings and conferences as representatives of the District when performing services on behalf of the Board.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Reaffirm District Policies	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

RECOMMENDATION

It is recommended that the Board reaffirm all current District policies (1000-9000) as adopted by the Board of Trustees.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Representation to Education Associations	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Special Order of Business Item F	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

In compliance with Education Code § 72000 and Los Rios Board Policy P-3211, proceedings have been developed to accommodate the annual organization of the Board of Trustees.

RECOMMENDATION

The Board President may wish to appoint or have the Board elect representatives to various offices, associations or committees listed below. Current representatives are listed.

ACTIVITY/ASSOCIATION	CURRENT REPRESENTATIVES
American Association of Community Colleges (AACC)	Dustin Johnson
Association of Community College Trustees (ACCT)	Deborah Ortiz
California Community College Trustees (CCCT)	Pam Haynes
Los Rios Foundation	Pam Haynes; Kay Albiani
Yolo County School Boards Association (YCSBA)	Ruth Scribner Alternate: Dustin Johnson

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Board Meeting Minutes: November 12 and 19, 2014	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS

The minutes of the Board of Trustees meetings held on November 12 and 19, 2014 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meetings held on November 12 and 19, 2014.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, November 12, 2014

1. CALL TO ORDER

The board meeting was called to order by President Jones at 5:30 p.m., in the Performing Arts Center, Room 106, 3835 Freeport Boulevard, 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. SPECIAL ORDER OF BUSINESS

A. *Resolution 2014-19: Honoring Councilwoman Bonnie Pannell*

The Board of Trustees adopted Resolution No. 2014-19 by accolade, which recognizes and thanks Councilwoman Pannell's contributions to the District, its colleges, and the Sacramento community.

3. ORAL COMMUNICATIONS

Dr. Eddie Fagin, Economics Professor at Cosumnes River College, addressed the Board regarding concerns he has within his department.

4. CONSENT CONSIDERATIONS

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

Roll Call Vote:

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

No: None

Motion carried; 6:0

A. Board Meeting Minutes: October 2-3 and 15, 2014

That the Board of Trustees approve the minutes of the meetings held on October 2-3 and 15, 2014.

B. Scheduling of Board of Trustees Annual Organizational Meeting

That the Board of Trustees schedule the annual organizational meeting for Wednesday, December 10, 2014.

C. Curriculum Proposals: ARC/CRC/FLC/SCC

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

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

That the Board of Trustees approve the proposed revisions to Board Policy P-8631.

E. District Quarterly Financial Status Report (311Q)

That the Board of Trustees receive the September 30, 2014 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements and authorize staff to submit the prescribed report to the Chancellor's Office and to the Sacramento County Office of Education.

F. Foundation Quarterly Investment Report

That the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended September 30, 2014.

G. 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
MESA – Fund for Student Success <ul style="list-style-type: none"> • Renewal to support the MESA program. • 7/1/2014 through 6/30/2015 • Administrator: Brandon Muranaka, Interim Dean, Science, Math, and Engineering 	CRC	\$50,500	CCCCO
Deputy Sector Navigator – Global Trade & Logistics <ul style="list-style-type: none"> • Renewal to provide key talent for the region to facilitate community college and industry partnerships that support the development of global trade/logistics training programs. • 7/1/2014 through 6/30/2015 • Administrator: Walter DiMantova, Director, Workforce and Economic Development 	WED	\$200,000	CCCCO

College to Career Program <ul style="list-style-type: none"> • Renewal to provide support services to students with intellectual disabilities. • 7/1/2014 through 6/30/2017 • Administrator: Michael Poindexter, Vice President, Student Services 	SCC	\$750,000	CCCCO
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H. 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
Engineering and Design Services for ARC Boiler	\$17,320.00	I	10/06/14 – 06/30/15	Peters Engineering	FM
Consulting Services for PeopleSoft Projects	\$20,000.00	R	07/01/14 – 06/30/15	VDefine	DO-IT
SB70 Round 6 Coordination and Technical Assistance Services	\$115,732.00	R	07/01/14 – 06/30/15	El Dorado County Office of Education	FLC
SB70 Round 6 Services to Develop Video Marketing Materials	\$39,492.00	R	07/01/14- 06/30/15	El Dorado County Office of Education	FLC

I. Ratify: Bid Transactions

That the Board of Trustees ratify the bid transactions for the month of October as herein listed.

CHANGE ORDERS					
Bid №	Description	Change Amount	Change Number	Vendor	New Contract Total
12001	FLC New Gym Complex	\$20,260.00	7	Flintco Pacific Inc.	\$13,591,561.22
13009	ARC Culinary Arts Building Expansion	\$86,554.00	5	Broward Builders	\$8,505,062.00

BID AWARDS					
Bid №	Description	№ of Responses	Award Date	Successful Vendor	Contract Amount
CMAS# 3-12-70-2247E	DO System Area Network Hardware & Support	N/A	10/24/14	Carahsoft Technology Corp	\$305,218.35
CMAS# 3-12-70-2247E	CRC System Area Network Hardware & Support	N/A	10/23/14	Carahsoft Technology Corp	\$129,525.71
RFP 15008	El Dorado Center Energy Management System Upgrades	1	10/22/14	Honeywell Building Solutions	\$321,689.00

J. Disposition of Surplus Equipment

That the Board of Trustees approve the disposal of the surplus items listed in the November board agenda packet, which are valued at \$5,000 or less, pursuant to Education Code section 81452.

K. 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 September 16, 2014 through October 15, 2014.

PURCHASE ORDERS		
General Fund	0001078142-0001078615 B115650-B115664	\$ 1,697,967.62
Capital Outlay Fund	0003015838-0003015896 -	
Child Development Fund	0006000746-0006000746 -	
Self-Insurance Fund	-	
WARRANTS		
General Fund	705585-707125	\$ 10,035,297.22
General Fund-ARC Instructional Related	004305-004419	
General Fund-CRC Instructional Related	021493-021530	
General Fund-FLC Instructional Related	030533-030556	
General Fund-SCC Instructional Related	043472-043647	
Capital Outlay Fund	829035-829173	
Child Development Fund	953993-954003	
Self-Insurance Fund	976209-976211	
Payroll Warrants	240684-242664	\$ 18,916,056.05
Payroll-Direct Deposit	697077-701314	
October Leave Process	242665-244053	
Payroll Vendor Warrants	57137-57314	
CHECKS		
Financial Aid Disbursements	2063914-2069281	\$ 5,837,651.17
Clearing Checks	2522-2523	\$ 4,362.50
Parking Checks	2864-2866	\$ 104.00
Bookstore Fund – ARC	28634-28752	\$ 2,299,641.90
Bookstore Fund – CRC	025662-025698	
Bookstore Fund – FLC	8636-8692	
Bookstore Fund – SCC	046926-047075	
Student Clubs Agency Fund – ARC	4431-4492	\$ 154,334.24
Student Clubs Agency Fund – CRC	3414-3455	
Student Clubs Agency Fund – FLC	1811-1823	
Student Clubs Agency Fund – SCC	2878-2926	
Foundation – ARC	4110-4122	\$ 93,643.22
Foundation – CRC	1803-1838	
Foundation – FLC	0810-0828	
Foundation – SCC	3103-3138	
Foundation – DO	0594-0604	
Associated Students Trust Fund – ARC	0665-0667	\$ 7,201.39
Associated Students Trust Fund – CRC	0599-0603	
Associated Students Trust Fund – FLC	0498-0501	
Associated Students Trust Fund – SCC	-	

Regional Performing Arts Center Fund	USI Check System 2681-2769 Manual Checks 9108-9108	\$ 515,379.06
WIRES		
Board of Equalization	-	\$ 4,200.00
PARS	-	\$ -
Vendors	-	\$ -

L. Sabbatical and Professional Development Leaves

That the Board of Trustees approve the sabbatical/professional development leaves listed in the November board agenda packet for the 2014-15 year.

M. Regular Human Resources Transactions

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

5. FIRST READING

A. Draft 2015 Board Meeting Calendar

A draft copy of the proposed 2015 annual board meeting calendar was presented to the Board of Trustees as First Reading for review and discussion. After Board discussion, President Jones asked that the matter be brought back for further discussion at the December meeting.

6. ACTION

A. Public Hearing: Resolution No. 2014-17A: City of Sacramento Easement - CRC

Public Hearing: President Jones conducted a public hearing in the matter of granting an easement to the City of Sacramento.

A motion was made by Ms. Haynes, seconded by Ms. Scribner, that the Board of Trustees adopt Resolution No. 2014-17A granting the City of Sacramento an easement to access Basin 69 as described in the easement, and authorize the Chancellor or designee to execute the necessary deeds, and deliver the new easement to the City in exchange for the quitclaim deed from the City.

Roll Call Vote:

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

No: None

Motion carried; 6:0

B. College Student Equity Plans

A motion was made by Ms. Haynes, seconded by Ms. Albiani, that the Board of Trustees approve the Student Equity Plans for American River, Cosumnes River, Folsom Lake and Sacramento City Colleges for submission to the Chancellor's Office.

Roll Call Vote:

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

No: None

Motion carried; 6:0

7. INFORMATION

A. Legislative Update

General Counsel Sherry and the District's outside lobbying firm, McCallum Group, provided the Board with an update of the District's government affairs activities, the budget, key bills of the past legislative year and insight as to what to expect from the Legislature over the coming year.

B. CCSSE/NSSE Engaging Latino Students for Transfer and College Completion

Prior to the CCSSE/NSSE presentation, Sandra Camarena, Economics Professor at Sacramento City College reported on her experience at the Kiki La Gara Education Fellowship in Washington DC.

Information was presented by representatives from Sacramento City College and Sacramento State to the Board of Trustees to share highlights of the CCSSE/NSSE Engaging Latino Students for Transfer and College Completion partnership between the two institutions.

8. BOARD MEMBER REPORTS

Ms. Ortiz participated in the Phi Theta Kappa Induction Ceremony at Sacramento City College.

Ms. Haynes encouraged her colleagues to support the Los Rios Foundation's emergency fund. She also noted the Martin Luther King, Jr. March that takes place every January and includes hundreds of students as participants. She strongly encouraged the District to have representation at this event.

Ms. Scribner acknowledged the partnership between Cosumnes River College and Cosumnes Oaks High School for the College Success Course and thanked those involved in making it happen. She also congratulated her colleagues on their re-elections.

Ms. Albiani attended the Association of Community College Trustees Leadership Congress in Chicago.

Mr. Kipuke reported that the student advisory committee has begun the process of drafting lobby day initiatives. He also mentioned the holiday toy drives occurring at the colleges.

9. FUTURE AGENDA ITEMS

No future agenda items were discussed.

10. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

Sandeep Singh, President, Sacramento City College Student Association
Sandra Belmares, President, Sacramento City College Classified Senate
Alisa Shubb, Secretary, American River College Academic Senate
Dean Murakami, President, LRCFT

Chancellor's Report:

ARC: Two MESA students from American River College have been accepted into the second stage of the prestigious NASA Community College Aerospace Scholars program. They have been invited to a workshop at the Johnson Space Center in Houston later this month, based on their performance in the first round of this competitive program. Bitu Behziz and Sean Franklin completed online instruction during the first round, and each also has proposed a specific project. As many of you know, MESA engages thousands of educationally disadvantaged students each year to excel in math and science and graduate with math-based degrees. MESA partners with all segments of California higher education as well as K-12 institutions.

CRC: Cosumnes River College Counselor and Learning Disability Specialist Scott Hamilton has been honored with the Frank D. Lanterman Outstanding Service Award. The Lanterman award is given to people who have demonstrated a lifelong commitment to services and support for people who have developmental disabilities. The award was presented by the California Association for Postsecondary Education and Disability. Past recipients include state Sen. Darrell Steinberg, former state lawmakers Tom Hayden and John Burton, as well as other legislators and disability advocates.

FLC: Folsom Lake College has some award-winning news of its own in the area of support for students with developmental disabilities. The college's Disabled Students Program and Services Coordinator and Counselor, Dr. Tim McHargue, is the 2014 recipient of the Professional Recognition Award, also from the California Association for Postsecondary Education and Disability. The association recently recognized Tim for his outstanding achievements and contributions to the field of education for students with disabilities, including founding the Disability Awareness Art Week, now in its seventh year.

SCC: Sacramento City College is being recognized by the Sacramento County Tobacco Control Coalition for implementing six Designated Smoking Areas at the main campus and outreach centers this semester. College nurse Wendy Gomez will accept the award for the college at an event later this month. In addition, two SCC faculty members joined more than 100 authors as guest speakers at the first California Capital Book Festival last month at the Sacramento Convention Center. English Professor Jodi Angel, author of “You Only Get Letters From Jail,” and Psychology Professor Gayle Pitman, author of “This Day in June,” were among prize-winning authors and illustrators from across the U.S. and the world as they presented and signed their books. The festival was a free public event for book lovers. Sacramento City College’s faculty authors were joined by six faculty authors from American River College at last month’s book festival. And the Sacramento Educational Cable Consortium was there to interview our authors and videotape their presentations for a program that will air later this year on cable TV.

Chancellor King announced the following retirements:

Retirement			Years of Service
JoAnn Mendenhall	Instructional Services Assistant II	ARC	7+
Pamela L. Flaherty	Mathematics Professor	SCC	17
Lynda K. Phoenix	Grant Coordination Clerk	ARC	19+
Tomoko J. Matsubara	Student Personnel Assistant – DSPS	ARC	21+
Patricia V. Gibson	Anthropology Professor	ARC	24
Deborah J. Travis	College President	CRC	25
David N. Aagaard	Counselor	CRC	25
Thomas E. Minor	English Professor	SCC	25
Ramon Quezada	Head Groundskeeper	FM	28+
Kathy L. Champion	Librarian	ARC	36

11. CLOSED SESSION

General Counsel Sherry announced closed session. The following Board members went into closed session at 8:25 pm to consider the matter listed below: Ms. Albiani, Ms. Haynes, Mr. Johnson, Mr. Jones, Ms. Ortiz, and Ms. Scribner.

- A. Pursuant to Government Code section 54956.9, subd. (c), Conference with Legal Counsel – Anticipated Litigation; Initiation of litigation: One Case
- B. Pursuant to Government Code section 54957; Public Employee Performance Evaluation Instrument: Chancellor

Closed Session Adjourned 9:30 pm

Open Session: 9:32 pm

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

No reportable action was taken by the Board in closed session.

13. ADJOURNMENT

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

Motion carried; 4:0

President Jones adjourned the meeting at 9:35 p.m.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: December 10, 2014

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LOS RIOS COMMUNITY COLLEGE DISTRICT
Special Board Workshop Minutes
Wednesday, November 19, 2014

FRIDAY, OCTOBER 3, 2014

1. CALL TO ORDER

The special board workshop was called to order by President Jones at 5:00 p.m., in the Main Conference Room at Los Rios Community College District, 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

Brian King, Chancellor

Absent:

None

2. ORAL COMMUNICATIONS

There were no oral communications.

3. MEETING: ACCREDITATION

The Board of Trustees and district staff engaged in a discussion regarding the accreditation process in preparation for the District's comprehensive external evaluation visits in fall of 2015. The following topics were discussed:

1. Self-Evaluation Timelines from the Colleges
2. District Function Map: Accreditation at a Multi-College District
3. The October Site Visits: Perceptions from Team Chairs/Team Members
4. Standard Four: Governance and the Board Role in the Site Visit

4. ADJOURNMENT

President Jones adjourned the meeting at 6:03 p.m.

Brian King


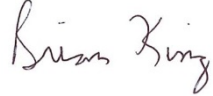
Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: December 10, 2014

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	2016-2017 Academic Calendar/Summer Session 2016	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Susan L. Lorimer 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

American River, Cosumnes River, Folsom Lake and Sacramento City colleges have participated in the development of the academic calendar for 2016-2017 through the Academic Calendar Committee. The calendar meets the requirements for instructional days, includes holidays as prescribed by the Chancellor’s Office, and balances the number of teaching days between the fall and spring semesters. It also dedicates four days for instructional improvement activities with two days prior to the opening of the fall semester and two days scheduled before the spring semester.

STATUS:

The Academic Calendar Committee, Academic Senate, LRCFT, LRCEA and Executive Staff have reviewed the proposed calendar.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the academic calendar for 2016-2017 as proposed.

**LOS RIOS COMMUNITY COLLEGE DISTRICT
2016-2017 ACADEMIC CALENDAR**

American River College - Cosumnes River College - Folsom Lake College - Sacramento City College

SUMMER SESSION 2016*

Instruction Begins	June 6	Monday
Independence Day	July 4	Monday
Instruction Ends	August 4	Thursday
Grades Due	August 8	Monday
	35 Days	

FALL SEMESTER 2016*

Instructional Improvement Days	August 18, 19	Thursday, Friday
Instruction Begins	August 20	Saturday
Labor Day Holiday	September 5	Monday
Census Date for Fall Semester Classes	September 6	Tuesday
Veterans Day	November 11	Friday
Last Day to Withdraw from Full Semester Classes	November 15	Tuesday
Thanksgiving Recess	November 24-Nov. 27	Thursday-Sunday
Finals	December 9-15	Friday-Thursday
End of Semester	December 15	Thursday
Winter Recess	Dec. 16 - Jan. 2	Friday-Sunday
Grades Due	January 3	Tuesday
Semester Break	January 3-11	Tuesday-Wednesday
	82 Days	

SPRING SEMESTER 2017*

Instructional Improvement Days	January 12, 13	Thursday, Friday
Instruction Begins	January 14	Saturday
Dr. Martin Luther King, Jr. Day	January 16	Monday
Census Date for Spring Semester Classes	January 30	Monday
Lincoln Day	February 17	Friday
Washington Day	February 20	Monday
Spring Recess	April 10-April 16	Monday-Sunday
Last Day to Withdraw from Full Semester Classes	April 16	Sunday
Finals	May 11-17	Thursday-Wednesday
End of Semester	May 17	Wednesday
Memorial Day	May 29	Monday
Grades Due	May 30	Tuesday
	82 Days	

*During all terms, classes are offered in additional formats to enhance student opportunity: 1st and 2nd eight week sessions; 1st, 2nd and 3rd five week sessions; as well as weekend only classes. Examples might include four, five, six and eight week sessions and weekend courses, as well as other session lengths.

NOTE: Classes may be scheduled on all days during the Summer term including Friday through Sunday; the count of days, though, is Monday-Thursday only as those are the primary days when instruction is offered. Both the Fall and Spring terms have scheduled instructional days, such as Saturdays, that are not included in the number of days shown above. Those additional days ensure the district is in compliance with the requirements of Title 5 of the California Code of Regulations, sections 58120 and 58142.

Draft 10/30/14

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

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

STATUS:

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs; general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The enclosed curriculum was approved at the November 21, 2014 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Julie Chung, Kirsten Corbin (Chair), Bill Simpson, Marie Schirmer, David Hylton II (student), Colleen Owings; Cosumnes River College – Michael Lawlor, Lee Weathers, Amanda Wolcott-Paskey, Whitney Yamamura; Folsom Lake College – Eric Wada, Debra Worth, Monica Pactol; Sacramento City College – Lonnie Larson, Richard Yang, Dyan Pease, Beverly Lopez (student), Mary Turner; District Senate – Kale Braden; Articulation Officer – Lynn Fowler; and District Office – Sue Lorimer.

RECOMMENDATION:

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

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

December 10, 2014

COURSE PROPOSALS

Course Deletions

American River College

1. **BUSTEC 100 Keyboarding Skills (1.00 - 3.00 units)**

Justification: This variable unit course was changed to three one-unit courses: BUSTEC 100.1, 100.2, and 100.3. This course is no longer offered or necessary. Affected certificates and degrees will be updated.

2. **BUSTEC 122 Workplace Behavior and Communication Technologies (3.00 units)**

Justification: This course is being replaced by BUS 312.

3. **CISW 307 Introduction to Web Development and Design (3.00 units)**

Justification: This course was replaced by CISW 321.

4. **PSTC 1876 Driving Under the Influence - Update (1.00 - 1.50 units)**

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

5. **WELD 101 Introduction to Welding and Cutting (1.00 unit)**

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

6. **WELD 290 Advanced Student Projects (2.00 units)**

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

Cosumnes River College

1. **HCIT 110 Introduction to Information and Computer Science for Health Care Professionals (2.00 units)**

Justification: The CIS Department is deleting HCIT 110 in favor of CISC 310 which is already listed as an alternative to HCIT 110 in all HCIT Certificates. Since the HCIT program has now moved from a previously grant-supported closed cohort format into an open access format, having students take CISC 310 frees up FTE in HCIT that will allow us to offer additional HCIT courses and enable students to complete their program more quickly.

2. **SOCSC 360 Law and Society (3.00 units)**

Justification: This course doesn't align with the current Social Science or Sociology program. Furthermore, it has no impact on our degree programs. This course content will continue to be taught as BUS 345.

Folsom Lake College

1. **ADMJ 310 Forensic Photography (3.00 units)**

Justification: Course deletion at request of the Administration of Justice Advisory Board with concurrence from ADMJ faculty members.

2. **BIOL 393 Field Experience in Biology or Heritage Interpretation (2.00 units)**

Justification: There are no plans to offer this course in the future. Students pursuing the Heritage Interpretation Certificate may obtain field experience by taking Biology field studies courses or completing related work experience.

3. **BUS 121 Business Etiquette (2.00 units)**

Justification: This is a stand-alone course which is no longer being offered.

4. **BUS 180 Introduction to the Nonprofit Sector (3.00 units)**

Justification: The non-profit program is being deleted due to lack of interest. A new course elective in the public management program will serve this need.

5. **BUS 181 Nonprofit Fundraising (3.00 units)**

Justification: The non-profit program is being deleted due to lack of interest. A new course elective in the public management program will serve this need.

6. **BUS 182 Nonprofit Governance and Financial Management (3.00 units)**

Justification: The non-profit program is being deleted due to lack of interest. A new course elective in the public management program will serve this need.

7. **BUS 210 The Business Plan (1.00 unit)**

Justification: This course is being deleted, it has not been offered in 5 years. The content of this course is included in the course topics for Bus 300 and Bus 350.

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

Justification: This course has not been taught for 5 years. The content of this course is included in the course topics for Bus 300, Bus 350 and Marketing 300.

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

Justification: This course has not been taught for 5 years. The content of this course is included in the course topics for Bus 300 and Bus 350.

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

Justification: This course has not been taught for 5 years. The content of this course is included in the course topics for Bus 300, Bus 350, and Management 362.

11. **BUS 219 Developing Your Entrepreneurial Idea (1.00 unit)**

Justification: This course is being removed from existing programs, the course has not been offered for over 5 years. The content of this course is contained within the course topics for Business 355 - Introduction to Global Entrepreneurship.

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

Justification: This course has not been taught in 5 years. The content of this course is included in the course topics for Marketing 300.

13. **BUS 354 Students in Free Enterprise (3.00 units)**

Justification: This course has not been offered in over 5 years, the SIFE program is no longer offered.

14. **MGMT 311 Introduction to Public Financial Administration (3.00 units)**

Justification: Based on advisory board and faculty recommendations, this course is being replaced with Accounting 301 in the certificate program.

15. **MKT 120 Survey of International Business (3.00 units)**

Justification: This course has never been taught at Folsom Lake College, the content of this course is included in course topics for Business 355.

16. **MKT 122 International Marketing (3.00 units)**

Justification: This course has never been taught at Folsom Lake College, the content of this course is included in the course topics for Bus 355.

17. **RE 121 Home Staging (2.00 units)**

Justification: This is a stand-alone course which is not tied to any program in Real Estate. This course has not been offered for several years.

18. TA 344 Improvisation and Theatre Games (2.00 units)

Justification: This is a stand-alone course that T&CA has no plans to offer for the foreseeable future.

Sacramento City College

1. ADMJ 326 Family Law Issues (3.00 units)

Justification: This course is being deleted because the content of this course is taught within ADMJ 304 and ADMJ 320.

2. CHEM 326 Water and Wastewater Treatment Chemistry (3.00 units)

Justification: This course was offered as part of MET's Wastewater Treatment Operator program. The program has been discontinued; therefore, this course is no longer needed.

3. ESL 53 Intermediate-Mid Integrated Reading and Writing (6.00 units)

Justification: This course is being replaced by ESL 55 in order to better align course offerings across the district.

New to College Courses

Folsom Lake College

1. **ADMJ 340 Introduction to Correctional Services (3.00 units)**

Prerequisite: None.

54.00 hours lecture

This course provides an overview of the history and trends of adult and juvenile corrections including probation and parole. It focuses on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system are examined.

Justification: Students desiring careers in criminal justice or transfer to criminal justice programs at four-year institutions need to have a basic understanding of the criminal justice system. Specifically, this course enables students to understand the function of criminal corrections programs.

2. **MATH 10 Developing Confidence in Math (1.00 unit)**

Prerequisite: None.

Advisory: Concurrent enrollment in another math course highly recommended

18.00 hours lecture

This course helps students recognize common misconceptions of mathematics, overcome math anxiety, and build confidence in math. Topics include relaxation techniques, study habits, and problem-solving strategies. This course is also useful for tutors, counselors, and teachers interested in helping others overcome their math anxiety. This course is graded on a Pass/No Pass basis.

Justification: The department believes this class will provide students with the skills and confidence needed to become more effective math students.

3. **SPORT 303 Pre-Season Conditioning for Baseball (0.50 - 3.00 units)**

Prerequisite: None.

Enrollment Limitation: Students must successfully complete a tryout held by the coaching staff.

27.00 - 162.00 hours laboratory

This course is designed to optimize sports performance and reduce risk of injury for the pre-season intercollegiate athlete in the sport of baseball. Course content includes sport-

specific skill development, sport-specific strength training, cardiovascular conditioning, agility work, plyometrics, speed training, and flexibility exercises. Students will need to provide appropriate baseball attire, cleats, a mitt, and a bat. This course may be taken up to four times for credit.

Justification: This course is being launched to meet student athlete need and increase safety for participants in intercollegiate baseball. It is also part of a district-wide agreement on the alignment of SPORT curriculum and continues support for the roll out of athletics based on the Athletics Master Plan.

4. **SPORT 351 Off-Season Conditioning for Soccer (0.50 - 3.00 units)**

Prerequisite: None.

Enrollment Limitation: The student must demonstrate intercollegiate athletic soccer skills as determined by a try-out conducted by the coaching staff to remain in the course.

27.00 - 162.00 hours laboratory

This course covers off-season training and conditioning skills and techniques specific for intercollegiate soccer. Topics include skill development, strength training, cardiovascular conditioning, and speed training. Students will need to provide appropriate soccer attire, soccer cleats, and shin guards. This course may be taken up to four times.

Justification: This course is being launched to meet student athlete need and increase safety for participants in intercollegiate soccer. It is also part of a district-wide agreement on the alignment of SPORT curriculum and continues support for the roll out of athletics based on the Athletics Master Plan. Once this curriculum is through we will launch a title revision as this OSC course will be for men. This is why the course components mirror SPORT 352 which is for women.

5. **TMACT 330 Volleyball (1.00 unit)**

Prerequisite: None.

54.00 hours laboratory

This is a beginning volleyball class. Lecture, demonstration and participation will provide the student with sufficient knowledge for continued participation in volleyball. The fundamentals of passing, setting, serving, attacking, blocking, digging, rules of play and simple strategies will be covered. Appropriate athletic attire, volleyball shoes or indoor gym shoes, kneepads, and instructor generated handouts.

Justification: The course meets the goals of the division unit plan. It provides students with the opportunity to take a variety of team activity type courses and utilize the new gymnasium facility. It also enables the student to become proficient in a specific sport. Additionally, it gives students another option for completing the team activity cluster required for the Kinesiology AA-T degree.

6. **TMACT 331 Volleyball II (1.00 unit)**

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

54.00 hours laboratory

This is an intermediate volleyball class. Lecture, demonstration and participation will provide the student with sufficient knowledge for continued participation in volleyball. This class will focus on refining basic skills, introducing more complicated techniques and teaching more advanced strategies. Appropriate athletic attire, cross-training shoes or running shoes and kneepads are required.

Justification: The course meets the goals of the division unit plan. It provides students with the opportunity to take a variety of team activity type courses and utilize the new gymnasium facility. It also enables the student to become proficient in a specific sport. Additionally, it gives students another option for completing the team activity cluster required for the Kinesiology AA-T degree. This course is also a part of a district-wide agreement on leveling of certain courses.

New to District Courses

American River College

1. **CISA 345 Technical Marketing Applications (2.00 units)**

Prerequisite: None.

Advisory: CISC 305

27.00 hours lecture, 27.00 hours laboratory

This course provides an overview of online tactical marketing tools. It includes Search Engine Optimization (SEO), analytic tools, web building and blog applications, email marketing, and other technical marketing tools.

Justification: Technical marketing skills and applications are becoming a requirement to obtain jobs in marketing. Marketing employers are increasingly looking for graduates who know how to use internet marketing strategies and tactics, including SEO, mailing databases, cloud based apps, and more. This course will be part of a new certificate in both CIS and Business (Marketing): Technical Marketing.

2. **CISA 346 Social Media Applications (1.00 unit)**

Prerequisite: None.

Advisory: CISC 305

18.00 hours lecture, 18.00 hours laboratory

This course introduces using a variety of social media applications and content platforms for marketing both small and large businesses. It includes popular applications for online social networking services, microblogging, visual bookmark boards, video-sharing websites, photoshare sites, and online image editing. It also includes tracking social media, apps and integration, link building and monetization.

Justification: Technical marketing skills and applications are becoming a requirement to obtain jobs in marketing. Marketing employers are increasingly looking for graduates who know how to use internet marketing strategies and tactics, including social media, video and photoshare, cloud based apps, and more. This course will be part of a new certificate in both CIS and Business (Marketing): Technical Marketing.

3. **FIRE 1633 Fire Command 2B (1.75 units)**

Prerequisite: FIRE 1625 and 1627

26.50 hours lecture, 13.50 hours laboratory

This course provides fire incident commanders with the skills and competency necessary to mitigate an incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach. Topics include skills and competency necessary to mitigate an incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach. This course applies to California Fire Service Training and Education system's certification program. Pass/No Pass only.

Justification: This is a contract course that is the second of a ten-course series for Chief Fire Officer Certification through California State Fire Training.

Cosumnes River College

1. **ANTH 313 Introduction to Cultural Anthropology: Medical Focus (3.00 units)**

Prerequisite: None.

Advisory: ENGWR 300; Eligibility for ENGWR 300 or the equivalent skills demonstrated through the assessment process.

54.00 hours lecture

This course is an introduction to the cultures and customs of human groups throughout the world with the aim of understanding how cultures function based on their world views. Topics include subsistence methods, religious belief systems, linguistics, economics, political organization, kinship, gender, marriage and family systems, social stratification, and globalization. This course emphasizes the intersection of culture and medical practices, perspectives on healing and health, and the notion that biology and culture matter equally in the human experience of disease. Through ethnographic examples the course stresses anthropological concepts such as culture, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, world view, culture change, fieldwork, ethics and theory. This Introduction to Cultural Anthropology course is highly recommended for students pursuing degrees in the health fields. This class is not intended for students who have already completed Anthropology 310. A field trip may be required at the discretion of the instructor.

Justification: Students in pre-nursing are required to take ANTH 310 in order to gain a cross-cultural and global perspective on human populations. This course will satisfy that requirement while also focusing examples and themes on issues relating to medical anthropology that are pertinent for career paths in the health sciences. The need for such a class was assessed through a pilot project conducted by Anastasia Panagakos in Spring 2014. Results of that study are available upon request. This course, since it is a close parallel to ANTH 310, is very likely to be an articulated transfer course required for degrees such as an Anthropology (AA-T/AS Degree); International Studies (AA Degree); Nursing, Registered (AS Degree); Occupational Therapy Assistant (AS Degree); and Sociology (AA Degree).

2. ECON 300 Survey of Economics (3.00 units)

Prerequisite: None.

54.00 hours lecture

This course introduces the purpose, terminology, and basic concepts of economic theory. It examines the fundamental economic problem of scarcity and describes how our society is organized to deal with scarcity. It considers some of the problems our economy faces (unemployment, pollution, taxes, inflation, national debt, poverty, crime, international trade, etc.) and how economic theory can be used to investigate these pressing issues.

Justification: To provide a 300 level transferable course in economics for non-economic majors that will provide students with a solid foundation in economic concepts from both macroeconomics and microeconomics. This course is expected to fulfill one of the graduation requirements for an Associate of Arts (AA) Degree. It is expected to satisfy part of the General Education Breadth Requirements for students who major in Other Social and Behavioral Sciences. It is expected to satisfy area V(b). Social and Behavioral Sciences: Other (Approved: Jul 01, 1996) Degrees and Certificates that are related to a Survey of Economics course: Business, Administrative Professional (AA Degree); Business, General (AA Degree); Finance (AA Degree); Real Estate (AA Degree)

3. SONOG 228 Advanced OB/GYN Pathology (2.00 units)

Prerequisite: SONOG 220 with a grade of "C" or better

Enrollment Limitation: This course is only available to students who have been accepted in to the CRC DMS program and remain in good standing in all SONOG courses.

36.00 hours lecture

This course builds upon lessons from SONOG 220 covering OB/GYN pathology and maternal-fetal complications. This course covers: High Risk Obstetrics in Sonography, Fetal Structural Abnormalities, Genetic Abnormalities and Syndromes. This course will also cover clinical assessments including interventional procedures and post-partum complications as well as pathology involving infertility. Topics of discussion include related clinical symptoms, sonographic appearances, scanning techniques and protocols. This course is available to students who have been accepted in to the DMS program and are concurrently enrolled in SONOG 235 Clinical Experience III.

Justification: This course will be required within the DMS AS degree and certificate and will serve the purpose of advancing the students competency in OB/GYN pathology and scanning.

1. **ADMJ 333 Computer Crime and Digital Evidence (3.00 units)**

Prerequisite: None.

Advisory: CISC 310; Students should have basic computer user skills prior to enrolling in this course.

54.00 hours lecture

This course will introduce the student to the basic principles of computer crime investigation, including the role of computer devices in various types of criminal activities, computer related criminal law, methods of collecting digital evidence and how digital evidence can assist in solving crimes. The student will learn how to properly perform and document digital evidence collection. The student will learn about court presentation and emerging case law related to computer crimes.

Justification: Students desiring careers in Criminal Justice or in transferring to a Criminal Justice program at a four-year institution need to have a basic understanding of computer crimes, digital evidence and investigative techniques. This course prepares students for entering CSU schools as Criminal Justice majors. This course has been suggested by the Law Enforcement Advisory Committee in 2013 and 2014, based on the need from law enforcement agencies for training in this area for future employees.

2. **BUSTEC 360 Beginning Word Processing with Microsoft (1.00 unit)**

Prerequisite: None.

Advisory: BUSTEC 307.1 and CISC 300

15.00 hours lecture, 9.00 hours laboratory

This course is designed to introduce students to the use of Microsoft Word. The course includes basic word processing operations: creating, editing, formatting, saving, retrieving, and printing text documents. Students should have access to a computer, the Internet, and some computer media such as a USB drive to store data files. Students must have an active Los Rios e-mail account. This course is not open to students who have completed CISA 300.

Justification: This course reflects the goals of the BUSTEC department to keep current with technology changes to meet consumer and industry needs. This course is equivalent to CISA 300 will be cross listed with CISA300. This new class is part of a joint effort between CIS and BUSTEC to move CISA classes into BUSTEC. Both the CIS and BUSTEC faculty, as well as both the deans responsible for these disciplines, have met and are in agreement in moving forward with this change.

3. **BUSTEC 363 Beginning Spreadsheets with Microsoft (1.00 unit)**

Prerequisite: None.

Advisory: CISC 300 and MATH 20

18.00 hours lecture, 18.00 hours laboratory

This course is designed to introduce the student to the use of spreadsheets with Microsoft Excel. The course will include designing a spreadsheet, developing formulas for accurate automatic calculations, using spreadsheet functions, producing charts, and developing "what-if" models based upon relative and absolute cell referencing. Students will apply mathematical concepts and skills. Students should have access to a computer, the Internet, and some computer media such as a USB drive to store data files. On-line and hybrid students must have an active Los Rios e-mail account. This course is not open to students who have taken CISA 310.

Justification: This highly successful spreadsheet course is vital to those who need to use spreadsheets in their business, organizational, or personal lives. It is a part of many certificates and is a requirement for those going into Business programs at CSUS. This course is equivalent to CISA 310 and is part of a joint effort between CIS and BUSTEC to move CISA classes into BUSTEC.

Sacramento City College

1. **ADMJ 349 Introduction to Crime, Deviance, and Social Control (3.00 units)**

Prerequisite: None.

Advisory: Completion of ENGRD 110 and ENGWR 101 or ESLW 340 and ESLR 340, with grades of "C" or better. LIBR 318 with grade of "C" or better

54.00 hours lecture

This course introduces various sociological perspectives regarding issues of crime, deviance, and social control. Particular attention is paid to the analysis of how laws and cultural norms shape the definition and meaning of crime and deviance. Topics covered include street crimes, corporate crimes, white-collar crimes, domestic violence, drugs and alcohol abuse, lifestyle crimes, prison systems, capital punishment, rehabilitation, and the trend towards privatization of prisons. Field trips may be required. Credit may be earned for ADMJ 349 or SOC 318, but not for both.

Justification: Students desiring careers in criminal justice or transfer to criminal justice programs at four-year institutions need to have a basic understanding of the criminal justice system. Students entering careers in law enforcement, the courts, and the correctional fields will benefit from understanding the various sociological perspectives regarding issues of crime, deviance, and social control.

2. **BIOL 321 Advanced Field Botany (3.00 units)**

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

Advisory: ENGWR 101 with a grade of "C" or better

36.00 hours lecture, 54.00 hours laboratory

This course is designed for both science and non-science students to broaden and deepen their knowledge of plant taxonomy. Students will learn the technical aspects of the dynamic nature of the classification of flowering plants and expand their ability to identify plant families, genera, and species in the field. Students will become familiar with additional native and non-native plants of California as well as their ecological relationships and conservation status. The role of herbaria in the conservation of plant taxa and plant communities will be addressed and students will practice mounting and labeling plant specimens for inclusion in a herbarium collection. A plant collection and a minimum of seven (7) field trips are required. Field trip locations may include Table Mountain, Marin Headlands, Jepson Prairie, Traverse Creek, and other locations where plants can be observed in their natural surroundings.

Justification: Advanced Field Botany will allow students that have been introduced to the field identification of plants, to the use of dichotomous keys, and to plant families to broaden and deepen their knowledge of California plants by practicing the use of professional taxonomic keys and becoming familiar with more challenging plant families and their subgroups. The course will give students a deeper understanding of the ecological roles of California native plants and plant communities, as well as of their conservation status. Students will learn and practice mounting and labeling plant specimens so that they are appropriate for inclusion in a herbarium collection. The course will be useful for students completing their Field Ecology Certificate, as well as for students who have completed their Field Ecology Certificate and wish to gain more extensive practice and skill in plant identification and collection, in order to advance in their profession and employment.

3. **BIOL 394 Natural History Field Study: Mojave Desert (2.00 units)**

Prerequisite: None.

Advisory: Students must be in good health and be able to hike moderate distances through a desert environment with uneven ground and in temperatures often above 100 degrees.

Enrollment Limitation: This course requires completion of a course application.

18.00 hours lecture, 54.00 hours laboratory

This field course explores the plants, animals, and geological features of the Mojave Desert. Two to three lectures will occur at Sacramento City College with a mandatory field trip of eight days to the Mojave Desert in Southern California. Accommodations are in a combination of outdoor tent camping for two or three nights and four or five nights at the Desert Studies Center. Students will provide their own tents, personal items, and personal field equipment. The course involves moderately strenuous hikes over uneven ground in the desert environment in temperatures that usually exceed 100 degrees. A field station expense fee is due up to four weeks before the first day of class to cover the cost

of accommodations, the cost of meals while at the Center, entrance fees to parks, and transport to the Center.

Justification: This multi-day course provides the opportunity for students to learn and understand numerous biological and environmental concepts in the xeric environment of the Mojave Desert. Direct experience and direct observation of ecological processes and organism life histories are the primary learning vehicles for the students. This course was previously taught under the BIOL 390 heading and provided our primarily urban student population with the opportunity to experience and learn from an environment otherwise unknown to them. In addition, the actual applied, hands-on experience is highly desired by resource agencies - as confirmed by discussions and surveys conducted with federal, state, and local agencies and with private environmental consulting companies and non-profit non-governmental organizations. This course provides elective units involving field experience for students in the Field Ecology Certificate program.

4. **BIOL 395 Natural History Field Study: Advanced Mojave Desert (2.00 units)**

Prerequisite: BIOL 394 with a grade of "B" or better

Advisory: BIOL 305 with a grade of "C" or better; students must be in good health and be able to hike moderate distances through a desert environment with uneven ground and in temperatures often above 100 degrees.

Enrollment Limitation: This course requires completion of a course application.

18.00 hours lecture, 54.00 hours laboratory

This multi-day field course provides an advanced opportunity for students to understand in greater detail ecological concepts associated with the xeric environment of the Mojave Desert. Examples of advanced research topics include: interspecific interactions, relationships between a species and their physical environment, desert resource management concerns, and effects of climate change on desert environments. BIOL 395 is an extension of BIOL 394, Natural History Field Study Mojave Desert, and provides the student with opportunities to mentor new students in BIOL 394 and serve in leadership roles during group learning exercises. These applied experiences and mentoring opportunities are highly desirable to natural resource agencies and to private environmental consultants. Prior completion of BIOL 394 (or equivalent) with an A or B grade is a pre-requisite for this course. This course provides elective units involving field experience for students in the Field Ecology Certificate program.

Justification: This advanced multi-day field course provides our students with further applied experiences beyond those gained from taking the BIOL 394: Natural History Field Study course. In prior years, BIOL 390 served as a vehicle for three different field studies courses and allowed course repeats for further exploration of advanced topics in the course. Due to the new requirements removing course repeatability from this course (BIOL 390), the three courses are now receiving their own unique course numbers. This course (Advanced Mojave Desert) is being developed to accommodate students that would normally repeat the course to obtain more advanced field experience. Direct experience, such as these field courses, is highly desired by the natural resources industry for prospective employees. The advanced-level course provides further refinement of the student's abilities.

5. **BIOL 398 Natural History Field Study: Sierra Nevada Plants (2.00 units)**

Prerequisite: None.

Advisory: Students must be in good health and able to hike moderate distances in a high elevation environment with uneven ground and variable temperatures.

Enrollment Limitation: This course requires completion of a course application.

18.00 hours lecture, 54.00 hours laboratory

This field course explores the plants of the Sierra Nevada and surrounding areas. Two to three lectures will occur at Sacramento City College with a mandatory field trip of eight days to the Sierra Nevada. No previous plant identification experience is required, yet intermediate as well as beginning students will benefit from this course. Topics include the identification and keying of plant species, plant adaptations and communities, and uses of plants. Accommodations will be primarily at field research stations (dorms or cabins), but may include outdoor tent camping, as needed. Students will provide their own sleeping bags and field gear. This course involves moderately strenuous hikes in the mountains and desert environments. A field station fee is due before the first pre-trip meeting to cover the cost of accommodations, meals, entrance fees, and transportation.

Justification: This multi-day course was a topic under the BIOL 390 heading. Under the new heading, this course will continue to provide the opportunity for students to learn about Sierra Nevada plants and communities in situ. As students will be immersed in what they are studying, they will be able to make direct observations and comparisons of the plants and communities of the Sierra Nevada. Many of our students come from primarily urban backgrounds and are not familiar with the natural world. For those students, this course provides an in-depth exposure to nature that may stimulate some to follow a field studies or related career path. In addition, this course provides hands-on experience that benefits all involved students and is highly desired by resource agencies (as confirmed by discussions with various agencies). This course provides elective units involving field experience for students in the Field Ecology Certificate program. After the new BIOL 398 is in place, the Sierra Nevada Plants topic will be removed from BIOL 390.

6. **CISW 281 Web Professional Essentials I (1.00 unit)**

Prerequisite: None.

Corequisite: CISW 320 and GCOM 330

18.00 hours lecture

The purpose of this course is to guide students toward professional development and provide the tools, essential knowledge, and skills needed to become successful in the web, graphic design, and computer science industries. Students would use industry standard methods for planning, customer management, time management, project analysis, problem solving, and web security. These business practices include web marketing, conflict resolution and critical thinking. This course will build a "cohort" team of students who move through the group of classes together for two years. They will

support each other in their classes and through to the degree or certificate completion. Students may earn credit for CISW 281 or GCOM 281, but not for both.

Justification: The purpose of this course is to unify web professional education through interdisciplinary approaches and programs and to build community, and improve education and skills for web professionals. At SCC, the Computer Information Science and Graphic Communication departments have developed this program with our industry partners.

7. **CISW 282 Web Professional Essentials II (1.00 unit)**

Prerequisite: CISW 281 (Web Professional Essentials I) or GCOM 281 (Web Professional Essentials I) with a grade of "C" or better

18.00 hours lecture

This course will have students incorporate effective tools to guide them toward further professional development models for their success in the Web, Graphic Design, and Computer Science industries. Collaborative projects will be utilized for effective techniques in planning, customer management, time management, project analysis, problem solving, and Web marketing, in addition to conflict resolution and critical thinking techniques. Students are also required to apply for a web professional internship. Students may earn credit for CISW 282 or GCOM 282, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

8. **CISW 283 Web Professional Essentials III (1.00 unit)**

Prerequisite: CISW 282 (Web Professional Essentials II) or GCOM 282 (Web Professional Essentials II) with a grade of "C" or better

18.00 hours lecture

This course will teach effective research techniques for educational and career planning to continue working toward higher educational goals. Students will establish mentor relationships with new students in the program and develop group communication and presentation skills. Students may earn credit for CISW 283 or GCOM 283, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

9. **CISW 284 Web Professional Essentials IV (1.00 unit)**

Prerequisite: CISW 283 or GCOM 283 with grade of "C" or better.

18.00 hours lecture

Students will utilize current technology tools to research industry related issues. They will implement industry standard solutions to those issues. The course provides experience in the production of quality documents and publications for professional presentation to Web industry leaders. Students may earn credit for CISW 284 or GCOM 284, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

10. CISW 323 Survey of Internet Technologies (4.00 units)

Prerequisite: Students must have completed CISW 320 and GCOM 360 with grades of "C" or better.

54.00 hours lecture, 54.00 hours laboratory

This course delivers a survey of advanced website techniques to experienced students and Web professionals. Topics include dynamic HTML, form validation and processing, client-side programming with JavaScript or other languages, server-side programming with hypertext pre-processor (PHP) and Common Gateway Interface (CGI) scripting with Perl, and database driven Web development. Mobile development and new Web languages will be discussed. Students will enter provided code in a variety of languages to learn the basics of how they work and potential advantages of each language. In addition, modern Web creation tools will be discussed, used, and compared.

Justification: This course is designed to expose Web developers to many languages and methods of interacting with a database on the World Wide Web. Most E-Commerce is conducted with database tables on the Web, and our students should have the rudimentary tools to develop Web sites with database interactivity.

11. ESL 37 Novice-High Integrated Reading and Writing (6.00 units)

Prerequisite: None.

108.00 hours lecture

This course focuses on learning academic reading and writing skills at the novice-high level, with an emphasis on vocabulary, reading comprehension, and the writing process. Students will develop simple and compound sentence control and will practice writing short paragraphs with a clear beginning, middle, and end.

Justification: This course will combine two courses (ESLR 30 and ESLW 30) into one course (ESL 37). Having the combined ESL 37 will align lower level ESL courses with upper level combined courses (ESL 53, 315, and 325).

12. ESL 38 Novice-High Integrated Grammar, Listening and Speaking (6.00 units)

Prerequisite: None.

108.00 hours lecture

This course focuses on developing basic language accuracy and fluency in spoken and written English. Students will identify and use grammatical structures in appropriate contexts. Students will also learn listening and speaking strategies that will help them succeed in college courses.

Justification: Second language learners from other countries often study English primarily in written form. As a result, these students have difficulty understanding and producing spoken English. Conversely, second language learners who have grown up in the United States often learn English primarily in spoken form. These students frequently have difficulty producing accurate written English. The integration of grammar and listening and speaking gives students of both backgrounds the opportunity to improve their fluency and accuracy in written and spoken English.

13. **ESL 47 Intermediate-Low Integrated Reading and Writing (6.00 units)**

Prerequisite: ESL 37 with a grade of "C" or better; or ESLR 30 and ESLW 30 with a grade of "C" or better; or, for students not previously enrolled in ESL courses within the Los Rios District, placement through the assessment process.

Advisory: Concurrent enrollment in ESLR 90 (ESL Center: Intermediate-Low Reading Skills in ESL.) ESL 47 and ESLR 90 are both prerequisites for ESLR 50 and ESL 53.

108.00 hours lecture

This course focuses on developing academic reading and writing skills at the intermediate-low level with an emphasis on vocabulary, reading comprehension, critical thinking, and the writing process. Students will write paragraphs with a clear beginning, middle, and end.

Justification: As reading and writing skills complement and reinforce one another, similar skills are currently taught in ESLR 40 and ESLW 40. This course will combine the two current courses (ESLR 40 and ESLW 40) into one course (ESL 47). This new combined course aligns with the new upper level combined courses (ESL 53, 315, and 325) and accelerates students through the ESL program.

14. **ESL 48 Intermediate-Low Integrated Grammar, Listening and Speaking (6.00 units)**

Prerequisite: ESLL 30 and ESLW 30 with a grade of "C" or better; or ESL 38 with a grade of "C" or better; or, for students not previously enrolled in ESL courses within the Los Rios District, placement through the assessment process.

Advisory: Concurrent enrollment in ESLL 90 (ESL Center: Intermediate-Low Listening Skills in ESL.) ESL 48 and ESLL 90 are both prerequisites for ESLL 50.

108.00 hours lecture

This course focuses on developing language accuracy and fluency in spoken and written English at the Intermediate-Low level. Students will identify and use grammatical structures in a variety of contexts. They will also improve their academic listening and speaking skills.

Justification: Second language learners from other countries often study English primarily in written form. As a result, these students have difficulty understanding and producing spoken English. Conversely, second language learners who have grown up in the United States often learn English primarily in spoken form. These students frequently have difficulty producing accurate written English. The integration of grammar and listening and speaking gives students of both backgrounds the opportunity to improve their fluency and accuracy in written and spoken English.

15. GCOM 281 Web Professional Essentials I (1.00 unit)

Prerequisite: None.

Corequisite: CISW 320 and GCOM 330

18.00 hours lecture

The purpose of this course is to guide students toward professional development and provide the tools, essential knowledge, and skills needed to become successful in the web, graphic design, and computer science industries. Students would use industry standard methods for planning, customer management, time management, project analysis, problem solving, and web security. These business practices include web marketing, conflict resolution and critical thinking. This course will build a "cohort" team of students who move through the group of classes together for two years. They will support each other in their classes and through to the degree or certificate completion. Students may earn credit for CISW 281 or GCOM 281, but not for both.

Justification: The purpose of this course is to unify web professional education through interdisciplinary approaches and programs and to build community, and improve education and skills for web professionals. The Computer Information Science and Graphic Communication departments have developed this program with their industry partners.

16. GCOM 282 Web Professional Essentials II (1.00 unit)

Prerequisite: CISW 281 (Web Professional Essentials I) or GCOM 281 (Web Professional Essentials I) with a grade of "C" or better

18.00 hours lecture

This course will have students incorporate effective tools to guide them toward further professional development models for their success in the Web, Graphic Design, and Computer Science industries. Collaborative projects will be utilized for effective techniques in planning, customer management, time management, project analysis, problem solving, and Web marketing, in addition to conflict resolution and critical thinking techniques. Students are also required to apply for a web professional internship. Students may earn credit for CISW 282 or GCOM 282, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

17. GCOM 283 Web Professional Essentials III (1.00 unit)

Prerequisite: CISW 282 (Web Professional Essentials II) or GCOM 282 (Web Professional Essentials II) with a grade of "C" or better

18.00 hours lecture

This course will teach effective research techniques for educational and career planning to continue working toward higher educational goals. Students will establish mentor relationships with new students in the program and develop group communication and presentation skills. Students may earn credit for CISW 283 or GCOM 283, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

18. GCOM 284 Web Professional Essentials IV (1.00 unit)

Prerequisite: CISW 283 or GCOM 283 with a grade of "C" or better.

18.00 hours lecture

Students will utilize current technology tools to research industry related issues. They will implement industry standard solutions to those issues. The course provides experience in the production of quality documents and publications for professional presentation to Web industry leaders. Students may earn credit for CISW 284 or GCOM 284, but not for both.

Justification: The purpose of this course is to unify Web professional education through interdisciplinary approaches and programs, build community, and improve education and skills for Web professionals.

19. GCOM 305 History of Graphic Design (3.00 units)

Prerequisite: None.

54.00 hours lecture

This course surveys the history of visual communication, design's sociopolitical and cultural contexts, and the artistic and technological characteristics of various movements. Students gain a broad understanding of design and its dynamic past to discover inspiration for the present. Students conduct research and propose and create a project inspired by the designers and movements studied.

Justification: This course prepares students pursuing a career in the graphic communication fields with an in-depth exploration of the historical development of visual communications. Specific focus will be on understanding the history of graphic design,

design's sociopolitical and cultural contexts, and the artistic and technological characteristics of various movements.

20. HIST 381 Modern Palestinian History and Culture (3.00 units)

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

54.00 hours lecture

This course is an introduction to modern Palestinian history and culture. After establishing the ancient historical context of Palestine at the crossroads of Asia, Africa, and the Mediterranean and as an early center of agriculture and civilization, this course focuses mainly on the period from 16th century Ottoman control to the present. The course covers the impacts of Ottoman rule, the pressures of the rise of British and French imperialism, the British Mandate over Palestine, the establishment of the state of Israel, and the effects of the ongoing Palestine-Israel conflict. Palestine's social and cultural (including religious) diversity, as well as its place in the cultural imagination of people and movements outside the region, is an important part of its history. Students should expect to write a minimum of 3,000 words.

Justification: This course adds to SCC's regional history offerings, joining courses such as History of Mexico and History of Russia, offering the history of specific historical units and supporting the History Department's goal of increasing such global offerings. In addition, it joins courses in the broader Middle East topic area, which includes courses in the disciplines of history, political science, languages, and potentially other areas. These courses could one day be grouped into a Middle East Studies Program. This course has civic value because it is relevant to a highly important area of US & global interest. As such, it is similar to Coastline College's "Modern Iraqi History and Culture" course in its importance.

21. INDIS 351 Italian Life and Culture in Study Abroad (3.00 units)

Prerequisite: None.

Enrollment Limitation: The student must complete the pre-enrollment process in the Los Rios Community College District Study Abroad program.

54.00 hours lecture

This course is designed to allow students to acquire a level of global competence with an emphasis on Italian life and culture while enrolled in the Los Rios Study Abroad program. Global competence is a continuing process of acquiring specific economic, historical, and geo-political knowledge, which supports the intercultural communication skills and authentic lived experiences that allow a person to function in another culture and result in attitudes of cultural appreciation and interdependence. While participating in a specific Study Abroad program the student will have opportunities to study and generally survey the host country's historical, cultural, and geopolitical influences, as well as the societal structures, to develop an understanding and appreciation of the host culture as different from U. S. American culture.

Justification: This course is a required course for students enrolled and participating in the Los Rios Community College District's "Study Abroad Program" in Italy. The course will be proposed to meet the general education requirement of Life Skills. As this course is designed for the study abroad program in the district, the instructor of the course will be a professor that is participating by teaching abroad, and the assigned professor will be from a discipline each time. Thus the "faculty discipline list" provides the disciplines that are most likely to pertain to the courses that an assigned professor may teach in the study abroad program, and the program is genuinely interdisciplinary.

22. **INDIS 353 Spanish Life and Culture in Study Abroad (3.00 units)**

Prerequisite: None.

Enrollment Limitation: This course is only available to students participating in Study Abroad programs in Spain and is, therefore, not available to all students during open enrollment. The student must complete the pre-enrollment process in the Los Rios Community College District Study Abroad program.

54.00 hours lecture

This course is designed to allow students to acquire a level of global competence, with an emphasis on Spanish life and culture, while enrolled in the Los Rios Study Abroad program. Global competence is a continuing process of acquiring specific economic, historical, and geo-political knowledge, which support the intercultural communication skills and authentic lived experiences that allow a person to function in another culture and result in attitudes of cultural appreciation and interdependence. While participating in a specific Study Abroad program, the student will have opportunities to study and generally survey the host country's historical, cultural, and geopolitical influences, as well as the societal structures, to develop an understanding and appreciation of the host culture as different from U. S. American culture.

Justification: This course is a required course for students enrolled and participating in the Los Rios Community College District's "Study Abroad Program" in Spain. The course will be proposed to meet the general education requirement of Life Skills. As this course is designed for the study abroad program in the district, the instructor of the course will be a professor that is participating by teaching abroad, and the assigned professor will be from a different discipline each time. Thus the "faculty discipline list" provides the disciplines that are most likely to pertain to the courses that an assigned professor may teach in the study abroad program, and the program is genuinely interdisciplinary.

23. **SOC 481 Social Problems - Honors (3.00 units)**

Prerequisite: None.

Advisory: LIBR 318 and SOC 300 with grades of "C" or better; ENGWR 101 and ENGRD 110 or ESLW 340 and ESLR 340, with grades of "C" or better.

Enrollment Limitation: Eligibility for the Honors Program with a GPA of 3.0 or higher.

54.00 hours lecture

This course examines current social problems at the global, national, regional, and local level from a sociological perspective. This honors section uses an intensive seminar style of instructional methodology with extensive research projects on social problems designed to challenge motivated students.

Justification: SOC 481 provides an intensive background in the study of social problems to enable the student to discuss and analyze social problems related to class, race, gender, sex, sexuality, aging, health, crime, the workplace, politics, technology, social change, etc. from a sociological perspective.

24. **SOC 482 Sociology of Race, Ethnicity, and Inequality - Honors (3.00 units)**

Prerequisite: None.

Advisory: LIBR 318 and SOC 300 with grades of "C" or better; ENGWR 101 and ENGRD 110 or ESLW 340 and ESLR 340, with grades of "C" or better.

Enrollment Limitation: Eligibility for admission to the Honors Program.

54.00 hours lecture

This course examines patterns of ethnic relations. Topics include discrimination, prejudice, social stratification, inequality, racism, sexism, ageism, homophobia, and related subjects. This honors section uses an intensive seminar style of instructional methodology with extensive research projects on race and ethnicity designed to challenge motivated students.

Justification: SOC 482 provides an intensive background in the study of race, ethnicity, and inequality. This course provides theoretical background and sociological contexts. Students completing this course will be able to understand the contribution of minorities to the United States as well as the sociological reasons for inequality.

PROGRAM PROPOSALS

Program Deletion(s)

American River College

1. **Driving Under The Influence Update**

Justification: This program no longer meets the needs of our students.

Folsom Lake College

1. **Non-Profit Organization Management**

Justification: This program has had two program completers, at this time courses which are specific to the program have low enrollment and are cancelled each semester. It is recommended, based on a similar program at CSU Dominguez Hills, that a transferable course in Management for Non-Profits be added to the Public Management Certificate Program as a program elective to support those desiring to train in this career area.

New Programs

Cosumnes River College

1. Economics

The Associate in Arts Degree in Economics for Transfer provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system. The Associate in Arts Degree in Economics for Transfer (AA-T) may be obtained by the completion of 60 transferable, semester units with a minimum 2.0 GPA, including (a) the major or area of emphasis described in the Required Program outlined below (earning a C or better in these courses) and (b) either the Inter-segmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.

Justification: This new degree is part of CRC's effort to offer ADT degrees to prepare students for transfer to CSUs and other four-year schools.

Sacramento City College

1. Web Professional

This program provides a foundation of web design and development skills for students interested in web professional careers including web developers, web designers, and webmasters. The students completing this program will position themselves for employment in web industries by acquiring tangible skills needed for planning, creating, developing, and maintaining websites for small to medium businesses. Students will be presented with various web technologies and administrative techniques, which provide well-rounded skills for increasing their employment potential.

Justification: This comprehensive program between Computer Information Science and Graphic Communication departments was developed to meet changing industry needs based on feedback from our industry advisory committees.

2. Web Professional

This program provides a foundation of web design and development skills for students interested in web professional careers including web developers, web designers, and webmasters. The students completing this program will position themselves for employment in web industries by acquiring tangible skills needed for planning, creating, developing, and maintaining websites for small to medium businesses. Students will be presented with various web technologies and administrative techniques, which provide well-rounded skills for increasing their employment potential.

Justification: This comprehensive program between Computer Information Science and Graphic Communication departments was developed to meet changing industry needs based on feedback from our industry advisory committees.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Resolution No. 2014-20: Child Development Center Designees	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

The Los Rios Community College District operates Child Development Centers at three of the colleges - American River College, Cosumnes River College, and Sacramento City College. All three child development centers are required to be licensed in compliance with the California Code of Regulations through the Department of Social Services Community Care Licensing Division. The Centers are also required to provide the Licensing Division with the names of the persons who are authorized to act on behalf of the District with regards to the Child Development Centers, to sign the licensing applications and to represent the Board of Trustees in all other matters regarding the Centers' licensing. The California Department of Social Services and Licensing requires that the District name the specific individuals approved by the Board as the "designee" for each center. The current resolution passed by the Board lists only titles of those authorized persons.

STATUS:

Resolution No. 2014-20 lists the specific names of the current supervisors for each of the Child Development Centers and grants them explicit Board authorization to act on behalf of the District with regards to the Child Development Centers, to sign the licensing applications and to represent the Board of Trustees in all other matters regarding the Centers' licensing.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Resolution No. 2014-20 and designate Michelle Matias, Jennifer Patrick, Lisa Garcia, and Laurie Perry to be its designees for the Child Development Centers.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2014-20

Child Development Center Designees

WHEREAS the Los Rios Community College District operates Child Development Centers at three of the Colleges (American River College, Cosumnes River College, and Sacramento City College); Now therefore,

BE IT RESOLVED that the following personnel are authorized on behalf of and in the name of the Los Rios Community College District and as its act and deed to sign applications for licensing and represent the Board of Trustees in all other matters for the California State Department of Social Services, Community Care Licensing:

American River College

Michele Matias, Child Development Center Supervisor

Cosumnes River College

Jennifer Patrick, Child Development Center Supervisor

Sacramento City College

Lisa Garcia, Child Development Center Supervisor

District-Wide

Laurie Perry, Program Director

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2014-20 this tenth day of December, 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: December 10, 2014

SUBJECT:	Disposition of Stale District Records	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

Per Title 5, the Board of Trustees is required to approve the destruction of Class 3 (Disposable) records. Accordingly, the District presents to the Board a listing of items recommended for destruction.

STATUS:

In accordance with Title 5, Section 59027, documents listed on the attached lists have been classified as Class 3 records and are submitted to the Board for recommendation to be destroyed by the required manner of shredding, burning or pulping (Section 59029). It is hereby certified that all records included in the list are not in conflict with the record retention and destruction requirements of Title 5.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the destruction of the documents referenced on the attached lists.

**Los Rios Community College District
American River College**

Fiscal Year Documents Originated	Department	Box #	Documents	Fiscal Year Eligible for Destruction
2011-2012	Business Services		Parking Decal Logs	2014-2015
2011-2012	Business Services		Daily Parking	2014-2015
2011-2012	Business Services		Enrollment Fees & SRF Receipts	2014-2015
2011-2012	Business Services		Counter Files (CDC Parent Fees, Fines, etc)	2014-2015
2011-2012	Business Services		Visa and Deposit Slips	2014-2015
2011-2012	Business Services		Bank Reconciliation	2014-2015
2011-2012	Business Services		Journal and Budget Entries	2014-2015
2011-2012	Business Services		Daily Summary Report (DSR)	2014-2015
2011-2012	Business Services		Voided Revolving and Stale Dated Checks	2014-2015
2011-2012	Business Services		Campus Based Requisitions/PO's	2014-2015
2009-2010	Business Services		Payroll Worksheets	2014-2015
2008-2009	Beaver Bookstore		Bank Reconciliations	2011-2012
2008-2009	Beaver Bookstore		AP Vouchers	2011-2012
2008-2009	Beaver Bookstore		AR Invoices	2011-2012
2008-2009	Beaver Bookstore		Sales Reports	2011-2012
2008-2009	Beaver Bookstore		Buyback Reports	2011-2012
2008-2009	Beaver Bookstore		Buyback & Refund Receipts	2011-2012
2008-2009	Beaver Bookstore		Credit Card & Deposit Receipts	2011-2012
2008-2009	Beaver Bookstore		CARE/EOPS Vouchers	2011-2012
2009-2010	Beaver Bookstore		Bank Reconciliations	2012-2013
2009-2010	Beaver Bookstore		AP Vouchers	2012-2013
2009-2010	Beaver Bookstore		AR Invoices	2012-2013
2009-2010	Beaver Bookstore		Sales Reports	2012-2013
2009-2010	Beaver Bookstore		Buyback Reports	2012-2013
2009-2010	Beaver Bookstore		Buyback & Refund Receipts	2012-2013
2009-2010	Beaver Bookstore		Credit Card & Deposit Receipts	2012-2013
2009-2010	Beaver Bookstore		CARE/EOPS Vouchers	2012-2013


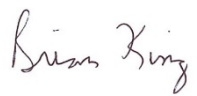
**Los Rios Community College District
Sacramento City College**

Fiscal Year Documents Originated	Department	Box #	Documents	Fiscal Year Eligible for Destruction
2010-2011	Kinesiology	KINES050813001	Student Tests	2013-2014
2010-2011	Kinesiology	KINES050813002	Student Tests	2013-2014
2010-2011	Kinesiology	KINES050813003	Student Tests	2013-2014
2010-2011	Business Division	BUS1220120001	Exams	2013-2014
2010-2011	Math/Science/English	MSE06022014001	Spring 2010 exams	2013-2014
2010-2011	Math/Science/English	MSE06022014002	Math 27 materials w/student info	2013-2014
2010-2011	Math/Science/English	MSE06022014003	Math 27 materials w/student info	2013-2014
2010-2011	Math/Science/English	MSE06022014004	Math 27 materials w/student info	2013-2014
2010-2011	Business Division	BUS0110214002	Student Exams/Syllabi	2013-2014
2010-2011	Dental Health	SAH11072013002	Scantrons, Student Work Papers, Clinic Room Schedules	2013-2014
2010-2011	Business Services	2014-01	Daily Sales Reports	2013-2014
2010-2011	Business Services	2014-02	Travel & Partial Receipts	2013-2014
2010-2011	Business Services	2014-10	Campus Based Accounts Payable	2013-2014
2010-2011	Business Services	2014-11	Campus Based Accounts Payable	2013-2014
2010-2011	Business Services	2014-12	Campus Based Accounts Payable	2013-2014
2010-2011	Business Services	2014-16	College Store/Graphic Impressions Journal Entries	2013-2014
2010-2011	Business Services	2014-17	Absence Reports	2013-2014
2010-2011	Business Services	2014-18	Check Request	2013-2014
2010-2011	Business Services	2014-18	Limited Purchase Order	2013-2014
2010-2011	Business Services	2014-18	District Requisitions	2013-2014
2010-2011	Business Services	2014-18	Purchase Orders	2013-2014
2010-2011	Business Services	2014-19	Blanket Orders	2013-2014
2010-2011	Business Services	2014-19	Paper Work Errors	2013-2014
2010-2011	Business Services	2014-19	Financial Aid Overpayments	2013-2014
2010-2011	Business Services	2014-20	Revolving Fund Account Checks	2013-2014
2010-2011	Business Services	2014-22	Parking Deposit Vouchers	2013-2014
2009-2010	Science/Allied Health	SAH1012007003	Nursing Student Enrollment Files	2013-2014
2009-2010	Science/Allied Health	SAH1012007003	Nursing Student Enrollment Files	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201301	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201302	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201303	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201304	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201305	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201306	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201307	Old applications, verifications and medical records	2013-2014
2009-2010	Disabled Students Programs/Services	DSPTS0808201308	Old applications, verifications and medical records	2013-2014
2009-2010	College Advancement	ADV102113002	Scholarship information, payroll deduction forms, donor information	2012-2013
2009-2010	Business Division	BUS01102014001	Student Exams/Syllabi	2013-2014
2009-2010	Dental Health	SAH11072013002	Scantrons, Student Work Papers, Clinic Room Schedules	2012-2013
2009-2010	Dental Health	SAH08042014004	Requisitions, Budget Entries, Budget Notes	2013-2014
2009-2010	Business Services	2013-05	District Requisitions	2012-2013
2009-2010	Business Services	2013-05	Check Request	2012-2013
2009-2010	Business Services	2013-05	Limited Purchase Order	2012-2013
2009-2010	Business Services	2013-06	Blanket Orders	2012-2013
2009-2010	Business Services	2013-06	District Purchase Orders	2012-2013
2009-2010	Business Services	2013-07	Campus Based Accounts Payable	2012-2013
2009-2010	Business Services	2013-08	Campus Based Accounts Payable	2012-2013
2009-2010	Business Services	2013-09	Campus Based Accounts Payable	2012-2013
2009-2010	Business Services	2013-10	Revolving Cash Claims	2012-2013
2009-2010	Business Services	2013-10	Instant Cash Claims	2012-2013
2009-2010	Business Services	2014-20	Student Intents	2013-2014
2009-2010	Business Services	2014-20	Blanket Orders A-G	2013-2014
2008-2009	Science/Allied Health	SAH1012007003	Nursing Student Enrollment Files	2012-2013
2008-2009	Science/Allied Health	SAH1012007003	Nursing Student Enrollment Files	2012-2013
2008-2009	Child Development Center	CDC07232013011	Material Safety Data Sheets, Financial Records, Program Budget Invoices, Program invoices	2013-2014
2008-2009	Matriculation/Student Development	MSD06162014002	Employee records	2012-2013
2008-2009	Languages and Literature	LL082112002	Student Info, Tests, Faculty Documents	2013-2014
2008-2009	Business Services	2012-05	Campus Based Accounts Payable	2011-2012
2008-2009	Business Services	2012-06	Campus Based Accounts Payable	2011-2012
2007-2008	Disabled Students Programs/Services	DSPTS0626201401	Old proctor testing logs	2011-2012
2007-2008	Disabled Students Programs/Services	DSPTS0626201402	Old proctor testing logs	2011-2012
2007-2008	Disabled Students Programs/Services	DSPTS0626201403	Old proctor testing logs	2011-2012
2007-2008	Science/Allied Health	SAH1012007001	Nursing Student Enrollment Files	2011-2012
2007-2008	Science/Allied Health	SAH1012007002	Nursing Student Enrollment Files	2011-2012
2007-2008	Science/Allied Health	SAH1012007003	Nursing Student Enrollment Files	2011-2012
2007-2008	Matriculation/Student Development	MSD06162014001	Employee records	2010-2011
2005-2006	Learning Resource Center	LRC082212001	Student Rosters and Grade Sheets	2013-2014
2005-2006	Dental Health	SAH11072013002	Scantrons, Student Work Papers, Clinic Room Schedules	2008-2009
2004-2005	Business Division	BUS04142014002	Student Exams/Reports	2013-2014
2004-2005	Business Division	BUS04142014003	Student Exams/Reports	2013-2014
1993-1994	Science/Allied Health	SAH03143014003	Student Nursing Enrollment Files	2013-2014
1993-1994	Science/Allied Health	SAH03143014003	Student Nursing Enrollment Files	2013-2014

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

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

BACKGROUND:

During the period of November 1, 2014 and November 30, 2014, the District received executed agreements for the following grant and contract awards:

Title, Description, Term, Project Administrator	College/ Unit	Amount	Source
CA Early Childhood Mentor Program <ul style="list-style-type: none"> • Renewal to provide coordination, stipends, and professional development support to aspiring ECE teachers or administrators. • 8/1/2014 through 7/31/2015 • Administrator: Brian Bedford, Dean, Business Science and Family Science 	CRC	\$33,112	Chabot-Las Positas CCD
Child Development Training Consortium – Campus Coordinator and Instructional Agreement (renewal) <ul style="list-style-type: none"> • Funds to support coordination of and instruction in the Child Development Training Program. • 9/1/2014 through 6/30/2015 • Administrator: Frank Malaret, Dean, Behavioral and Social Sciences 	SCC	\$20,400	Yosemite CCD
Child Development Training Consortium – Campus Coordinator and Instructional Agreement (renewal) <ul style="list-style-type: none"> • Funds to support coordination of and instruction in the Child Development Training Program. • 9/1/2014 through 6/30/2015 • Administrator: Steven Boyd, Dean, Health and Education 	ARC	\$28,900	Yosemite CCD

Youth Empowerment Strategies for Success (YESS) Independent Living Program <ul style="list-style-type: none"> • Renewal to provide mentoring, tutoring, and life-skills training to transitioning foster youth. • 7/1/2014 through 6/30/2015 • Administrator: Steven Boyd, Dean, Health and Education 	ARC	\$22,500	Foundation for CA Community Colleges
SB 1070 Linked Learning Pilot Program <ul style="list-style-type: none"> • Contract to serve as fiscal agent for the CCCCCO and Foundation for CA Community Colleges Linked Learning Pilot Program. • 5/1/2014 through 12/31/2016 • Administrator: Theresa Matista, Vice Chancellor, Finance and Administration 	District	\$1,800,000	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: December 10, 2014

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

BACKGROUND:

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
14013	FLC Rancho Cordova Center Construction	\$65,790.88	2	Roebbelen Contracting	\$11,511,578.88
13003	FLC Athletics Fields Construction, Phase II	<16,995.25>	2	C&C Construction	\$3,159,867.75

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
BID 15014	ARC Bookstore Furnishings Replacement	3	11/25/14	Fon-Seca Cabinet & Fixture Co.	\$183,549.00
BID 15005	ARC Audio Visual Upgrade	2	11/26/2014	Better Presentation Systems	\$305,494.80

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	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: 3 amplifiers; 1 analog interface; 5 antennas; 6 audio players; 1 battery charger; 2 bookcases; 7 cabinets; 8 cameras; 2 camera mounts; 1 card reader; 7 carts; 87 chairs; 1 coin machine; 224 computers; 8 computer drives; 1 controller; 6 converters; 1 copier; 2 dental mixers; 5 desks; 3 display racks; 1 drape; 1 fax machine; 1 freezer; 9 golf bags; 88 keyboards; 20 keyboard trays; 1 kiln; 6 laptops; 1 microscope; 1 modem; 184 monitors; 23 pianos; 11 power supplies; 3 pressure gauges; 24 printers; 36 projectors; 1 projector lamp; 2 projector mounts; 2 projector screens; 1 projector tray; 2 radios; 1 receiver; 1 refrigerator; 3 routers; 1 satellite dish; 4 scanners; 1 sensor switch; 6 servers; 3 shelves; 1 shredder; 3 sound systems; 2 speaker mounts; 3 speakers; 1 spectrometer and trap; 1 sterilizer; 2 stools; 40 switches; 4 tables; 1 tank stand; 2 telephones; 13 televisions; 1 television mount; 1 timer; 1 typewriter; 1 vacuum; 2 valves; 1 video interface; 9 video players; 2 video switches; 1 water bath; and 1 yoke bracket. These items have a value of less than \$5,000.00.

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: December 10, 2014

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

BACKGROUND:

A listing of purchase orders, warrants, checks and wires issued during the period of October 16, 2014 through November 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	0001078616-0001079089 B115665-B115675	\$ 2,415,310.71
Capital Outlay Fund	0003015897-0003015935 -	
Child Development Fund	0006000747-0006000747 -	
Self-Insurance Fund	0009000327-0009000328	
WARRANTS		
General Fund	707126-708395	\$ 9,512,650.61
General Fund-ARC Instructional Related	004420-004546	
General Fund-CRC Instructional Related	021531-021579	
General Fund-FLC Instructional Related	030557-030578	
General Fund-SCC Instructional Related	043648-043713	
Capital Outlay Fund	829174-829295	
Child Development Fund	954004-954017	
Self-Insurance Fund	976212-976218	
Payroll Warrants	244054-246100	\$ 19,299,903.09
Payroll-Direct Deposit	701315-705550	
November Leave Process	246101-247776	
Payroll Vendor Warrants	57315-57496	
CHECKS		
Financial Aid Disbursements	2069282-2091114	\$ 20,996,396.54
Clearing Checks	-	\$ -
Parking Checks	-	\$ -
Bookstore Fund – ARC	28753-28906	\$ 939,867.45
Bookstore Fund – CRC	025699-025774	
Bookstore Fund – FLC	8693-8762	
Bookstore Fund – SCC	046076-047112	
Student Clubs Agency Fund – ARC	4493-4513	\$ 79,275.79
Student Clubs Agency Fund – CRC	3456-3482	
Student Clubs Agency Fund – FLC	1824-1839	
Student Clubs Agency Fund – SCC	2927-2952	
Foundation – ARC	4123-4137	\$ 30,748.52
Foundation – CRC	1839-1849	
Foundation – FLC	0829-0842	
Foundation – SCC	3139-3158	
Foundation – DO	0605-0613	
Associated Students Trust Fund – ARC	0668-0671	\$ 8,935.94
Associated Students Trust Fund – CRC	0604-0604	
Associated Students Trust Fund – FLC	0502-0508	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 2770-2842 Manual Checks 9108-9111	\$ 310,586.09
WIRES		
Board of Equalization	-	\$ 2,381.00
PARS	-	\$ 24,085.10
Vendors	-	\$ -

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Short-Term Temporary Employees	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

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

STATUS:

The District continues to have a need for short-term temporary employees. The attached document estimates the District's need for temporary employees from January 1, 2015 to June 30, 2015, based on the highest number of temporary employees utilized in any of the preceding three years.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached list of districtwide anticipated short-term temporary employee classifications, authorizing employment of short-term employees for the period January 1, 2015 to June 30, 2015. The Human Resources Department will place the names of the short-term temporary employee hires on the subsequent board agendas.

Los Rios Community College District
Temporary Classified Staff Anticipated Districtwide Need
January 1, 2015 through June 30, 2015

Temporary Classified Position:	Anticipated Number of Temporary Classified Staff:
Account Clerk I	2
Account Clerk II	4
Administrative Asst. I	6
Admissions/Records Clerk I	2
Admissions/Records Clerk III	2
Admissions/Records Evaluator I	2
Advanced Interpreter	10
Art Model	5
Asst Sports Program Director	2
Asst. Coach - Track&Field (M)	3
Asst. Coach-Baseball	3
Asst. Coach-Basketball (M)	1
Asst. Coach-Soccer (W)	1
Asst. Coach-Softball	6
Asst. Coach-Swimming (M&W)	2
Asst. Coach-Swimming (M)	1
Asst. Coach-Swimming (W)	1
Asst. Coach-Tennis (M&W)	1
Asst. Coach-Track&Field (W)	2
Asst. Financial Aid Officer	2
Beginning Interpreter	8
Bookstore Aide	2
Bookstore Clerk I	2
Bookstore Clerk II	4
Bookstore Stock Clerk	1
Buyer III	1
Campus Patrol	60
Clerk I	47
Clerk II	7
Clerk III	10
College Dvlpt Officer	1
College Recv Clerk/Storekeeper	1
College Reserve Police Officer	8
Counseling Clerk I	4
Counseling Clerk II	3
Custodian	23

Temporary Classified Position:	Anticipated Number of Temporary Classified Staff:
DSP&S Clerk	2
Educational Media Design Spec	2
Educational Services Aide	2
Financial Aid Clerk I	16
Financial Aid Clerk II	5
Financial Aid Officer	1
Game Timer	2
Grant Coordination Clerk	1
Graphic Designer	3
Groundskeeper	5
Health Services Assistant	1
Instructional Assistant	59
Instructional Svcs Assist. II	1
Intermediate Interpreter	3
IT Technician I	2
Laboratory Technician	4
Library/Media Tech Assistant	2
Lifeguard I	3
Maintenance Technician I	1
Outreach Specialist	4
PE/Athletic Attendant	2
Police Comm Dispatcher	8
Printing Services Operator II	1
Public Relations Technician	1
Recruit Training Officer	1
Special Projects	121
Specialty Coach	9
Sports Athletic Trainer	3
Sports Instructor I	2
Sports Program Director	4
Student Personnel Assistant	18
Swimming Instructor II	5
Swimming Pool Cashier	2
TANF/CalWORKs Specialist	1
Toolroom Equip Attendant	2
Tutorial Services Assistant	2

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

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

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)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Aasted, Jon A. (M.B.A., University of Phoenix)	Director of General Services	01/05/15
	<u>Cosumnes River College</u>	
Muranaka, Brandon I. (M.A., University of California, Davis)	Dean of Science, Mathematics and Engineering	12/11/15

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Maryatt, Victoria A. (M.A., University of Phoenix)	Interim Dean of English	06/16/14 – 06/30/15 (Revised)
Peterson, Susan E. (M.S., University of California, San Francisco)	Interim Director, Nursing Academic Program	07/28/14 – 06/30/15 (Revised)
Reitz, Nancy C. (M.S., University of California, Davis)	Interim Dean of Mathematics (<i>Not to exceed \$38,658.80</i>)	01/12/15 – 05/31/15
	<u>Cosumnes River College</u>	
Muranaka, Brandon I. (M.A., University of California, Davis)	Interim Dean of Science, Mathematics and Engineering	08/18/14 – 12/10/14 (Revised)
Yamamura, Whitney I. (M.A., California State University, Sacramento)	Interim President	01/01/15 – 05/31/15
	<u>Folsom Lake College</u>	
Robinson, Brian C. (M.A., California State University, Sacramento)	Interim Dean of Language and Literature	01/02/15 – 06/30/15

M A N A G E M E N T

INTERJURISDICTIONAL EXCHANGE (per Government Code Section 19050.8)

<u>Name</u>	<u>Position</u>	<u>Effective Dates(s)</u>
Di Mantova, Walter D.	Interjurisdictional Exchange, To California Community Colleges Chancellor's Office From Director I, Workforce and Economic Development	01/02/15 – 12/31/15

Whitney I. Yamamura, Interim President

Significant Contract Terms:

Salary: \$192,189.62 – Step 1, Level B, includes longevity, 2014 – 2015 Interim Management Salary Schedule

Health/Welfare Benefits: Selection of any District offered Medical Plan at the contribution level for the District plan which majority of employees are enrolled (currently Kaiser HMO).

Auto Expenses: \$550/month for In-District Travel

FACULTY

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>	
Javier, Miriam P. (M.S., National University)	Athletic Counselor (70%)/Counselor (30%)	12/11/14
Morrison, Jill (M.S., San Diego State University)	Counselor	12/18/14

APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Stokes, Tiffany R. (B.A., University of the Pacific)	Career Technical Education (CTE) Transition Coordinator	01/01/15 – 06/30/15
Wolf, Mary E. (M.A., California State University, Sacramento)	Career Technical Education (CTE) Coordinator	12/01/14 – 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>	
Burke, John P. (M.A., University of Colorado)	Mathematics Assistant Professor (L.T.T.)	08/01/14 – 05/20/15 (Revised)
Byrd, Steven D. (Welding Certificate, Victorville Community College)	Welding Technology Assistant Professor (L.T.T.)	01/15/15 – 05/20/15
Finn-Romero, Deborah (B.S.N., California State University, Chico)	Nursing Assistant Professor (L.T.T.)	01/15/15 – 05/20/15
Osterhout, Jonathan C. (B.A., California State University, Sacramento, plus M.A. Equivalence)	Kinesiology Assistant Professor/Head Football Coach (L.T.T.)	01/15/15 – 05/20/15
Register, James M. (M.A., University of California, Davis)	Mathematics Assistant Professor (L.T.T.)	08/01/14 – 05/20/15 (Revised)

FACULTY

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Etgen, Benjamin M.	Mathematics Professor	Type C	08/20/15 – 12/17/15
Rooney, Sue A.	Reading Professor	Medical (30%)	01/15/15 – 05/20/15
Shoemake, Linda	Librarian	Medical	11/04/14 – 12/18/14
<u>Cosumnes River College</u>			
Miller, Billie	Business Professor	Type C	01/15/15 – 05/20/15
<u>Sacramento City College</u>			
Bahhur, Riad N.	History Professor, 40%/Coordinator, 60%	Type C	01/15/15 – 05/20/15
Deglow, Annette M.	Mathematics Professor	Medical	09/22/14 – 12/18/14 (Revised)
Piscopo, Holly A.	History Professor	Personal (20%)	01/15/15 – 05/20/15
Strella, Cheryl L.	Nursing Professor	Medical (14%)	11/04/14 – 12/03/14

RECISION OF TYPE C LEAVE

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Halseth, Aileen L.	Mathematics Professor	11/03/14 – 12/18/14

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Gillogly, Barbara	Gerontology Professor (After 29 years of service)	05/21/15
Richey-Ward, Diane L.	Art Professor (After 19 years of service)	05/21/15
Shoemake, Linda	Librarian (After 22 years of service)	05/21/15

FACULTY

RETIREMENT(S) CONTINUED

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
Young, Judy A.	Nursing Professor (After 24 years of service)	05/21/15
	<u>Cosumnes River College</u>	
Gamble, Balbina P.	Counselor (After 21 years of service)	07/01/15
	<u>Sacramento City College</u>	
Flaherty, Pamela L.	Sociology Professor (60%)/Coordinator (40%) (After 17 years of service)	07/01/15 (Revised)
Steward, Mary M.	English Professor (After 17 years of service)	05/21/15

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Arai, Elizabeth L.	ESL Reading	11 %
Bagley, Patricia M.	Registered Nursing	63 %
Chang, Lilian	Engineering, General	26 %
Dixon, Julian C.	Music	3 %
Fagiolo, Catherine E.	Music	17 %
** (B5) French, Scott D.	Administration of Justice	1 %
Ghasemiyeh, Soraya Z.	Chemistry, General	49 %
Hansen, Henrik J.	Music	16 %
Hein, Randall D.	Emergency Medical Services	1 %
Jenkins, James C.	Administration of Justice	1 %
Little, Halley S.	Librarian	11 %
Ridley, Michael A.	Fire Technology	20 %
Schindler, Craig R.	Applied Photography	46 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Decker, Stephen F.	Dramatic Arts	30 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Sporov, Evgeniy V.	Music	15 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Anderson, Karin L.	Child Development/Early Care and Educatio	11 %
** (A1) Anderson, Karin L.	Family Studies	22 %
Bella, Cheryl B.	Sign Language	5 %
Cochran, Miles	Speech Communication	10 %
Edwinson, Shawn A.	Child Development/Early Care and Educatio	51 %
** (A5) Ferrara-Jones, Julie D.	Intercollegiate Athletics	17 %
Goehring, Kevin S	Aeronautical & Aviation Technology	61 %
Greenstone, Myron G.	Sign Language	2 %
** (B3) Hillenbrand, Collin D.	Sign Language	14 %
Kasle, Sydne E.	Speech Communication	18 %
** (A5) Krumm, Helen T.	English	60 %
Turck, Wanda A.	Cosmetology and Barbering	62 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2014
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Engler, Denise M.	Reading	20 %
Enshai, Azin	Mathematics, General	1 %
Hanstad, Janet A.	Physiology (Includes Anatomy)	15 %
Hartin, Robert G.	Counselor	11 %

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

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

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2014
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Hayes,Rebecca W.	Software Applications	5 %
Hicks,Diana	English	7 %
Hooker,Jodie E.	Applied Photography	1 %
** (B5) McCormack,John J.	Automotive Technology	33 %
Scalzi-Pesola,Jennifer S.	Job Seeking/Changing Skills	13 %
** (B2) Sjolund,Joe P.	Counselor	2 %
** (B2) Sjolund,Joe P.	Coordinator	1 %
Specker,Elizabeth	ESL Reading	6 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Basheer,Allah-Mi C.	Counselor	2 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2014
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Greene,Calvin D.	Mathematics, General	27 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2014
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Rosenberger,Randy	Mathematics Skills	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

C L A S S I F I E D

APPOINTMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Day, Michael R.	Information Technology Application Systems Supervisor, Step 5	DO	12/15/14
Dodge, Tammi N.	Student Personnel Assistant-Davis Outreach Program	SCC	11/19/14
Fleischer, Jennifer L.	Instructional Assistant-Writing/English/Reading, 9 months, 37.5%	ARC	11/12/14
Geisser, Elizabeth C.	Instructional Assistant-Writing/English/Reading, 9 months, 50%	ARC	12/08/14
Harris, Paul J.	Confidential Internal Auditor	DO	12/01/14
Jimenez de Valdez, Patricia	Financial Aid Officer	ARC	11/12/14
Lee, Linda	Clerk III	SCC	12/01/14
Lepper, Haley L.	Instructional Services Assistant II	SCC	11/17/14
Lopez, Amber D.	Admissions/Records Clerk III, 10 months, 60%	CRC	11/19/14
McAnelly, Blair C.	Student Personnel Assistant-Extended Opportunity Programs And Services	SCC	12/08/14
Njoku, Portia O.	Instructional Assistant-Music, 9 months	ARC	11/13/14
Stevens, Richard V.	Equipment Mechanic II	FM	12/05/14
Thaten, Kristeena B.	Instructional Assistant-Sign Language Studies, 9 months, 25%	ARC	11/18/14

PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Lutz, Siegfried F.	Police Officer	DO	11/10/14

C L A S S I F I E D

REASSIGNMENT(S)/ TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to _____</u>	<u>Effective Date(s)</u>
Villalobos, Julia	Grant Coordination Clerk, 11 months, 60% (Clerk III 12 months, 50%)	CRC CRC)	11/24/14

RETIREMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to _____</u>	<u>Effective Date(s)</u>
Ogle, Martin D.	Custodian (After 34+ years)	ARC	12/31/14
Whitney, Deborah A.	Counseling Clerk II (After 12+ years of service)	FLC	01/10/15

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



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Berry, Amber R.	Laboratory Technician	11/17/2014	06/30/2015
Callaway, Justin W.	Special Projects	10/08/2014	06/30/2015
Claunch, Brandon A.	Campus Patrol	10/26/2014	06/30/2015
Hart, Jeffery R.	Specialty Coach	11/03/2014	06/30/2015
Johnson, Flora L.	Administrative Asst. II	11/07/2014	06/30/2015
Kim, Esther H.	Clerk I	11/01/2014	06/30/2015
Kirkwood, Clay A.	Special Projects	10/05/2014	06/30/2015
Marlowe, Amanda N	Instructional Assistant	10/06/2014	06/30/2015
McAllister, Jarvis H.	Special Projects	11/12/2014	06/30/2015
Reid, Michael J.	Asst. Coach - Track&Field (M)	01/01/2015	06/30/2015
Rennert, Kathryn A.	Instructional Assistant	08/27/2014	06/30/2015
Sparman, Gwen L.	Library/Media Tech Assistant	10/28/2014	06/30/2015
Sullivan, Joshua J.	Campus Patrol	11/05/2014	06/30/2015
Vakuliuk, Natalie	Clerk II	11/25/2014	06/30/2015
Vivian, Kaela	Clerk I	11/19/2014	06/30/2015
<u>Cosumnes River College</u>			
Akpo, Evans I.	Instructional Assistant	10/15/2014	06/30/2015
Burdekin, Robert C.	Clerk I	10/25/2014	06/30/2015
Carder, Paul G.	Instructional Assistant	07/01/2014	06/30/2015
Clark-Lamb, Dawn J.	Game Timer	09/23/2014	06/30/2015
Doughty, Denise S.	Admissions/Records Clerk III	10/29/2014	06/30/2015
Ellis, Keith	Student Personnel Assistant	10/21/2014	06/30/2015
Hurts, Cedric DC.	Special Projects	10/10/2014	06/30/2015
Lewis Jr., Leroy O.	Clerk II	10/20/2014	06/30/2015
Montes Grisales, Diana C.	Clerk I	10/27/2014	06/30/2015
Nguyen, Hoang Oanh T.	Clerk I	11/17/2014	06/30/2015
Osuna, Jeffrey S.	Special Projects	09/25/2014	06/30/2015
Pedretti, Sara L	Groundskeeper	09/23/2014	06/30/2015
Pewitt, Shawn J.	Special Projects	07/01/2014	06/30/2015
Podesta, Nicholas J.	Sports Program Director	12/19/2014	06/30/2015
Thao, Joey Ger	Campus Patrol	10/25/2014	06/30/2015
Thomas, Shantel N	Asst. Coach-Basketball (W)	11/01/2014	06/30/2015
Wilder, Candice A	Game Timer	09/23/2014	06/30/2015
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Jackson, Taurus R	Special Projects	09/29/2014	06/30/2015

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College</u>			
Allen, Michael J.	Art Model	01/01/2015	06/30/2015
Angelucci, Dominac V.	Campus Patrol	11/14/2014	06/30/2015
Bagdis, Gabrielle M.	Clerk II	10/25/2014	06/30/2015
Bartley, Erin L.	Sports Athletic Trainer	11/17/2014	06/30/2015
Brown, Jennifer A.	Special Projects	10/03/2014	06/30/2015
Coburn, Jay T.	Campus Patrol	11/18/2014	06/30/2015
Densmore, Vanessa A	Clerk I	09/25/2014	06/30/2015
Haydn, Gerald A.	Special Projects	11/05/2014	06/30/2015
Kirlin, Richard K.	Special Projects	11/25/2014	06/30/2015
Kramer, Christopher S.	Special Projects	10/25/2014	06/30/2015
Leshchuk, Yekaterina P.	Clerk I	10/06/2014	06/30/2015
McDoniels, Lee Ray	Special Projects	11/06/2014	06/30/2015
Pulley, David S.	Campus Patrol	11/18/2014	06/30/2015
Savage, Kathleen A.	Clerk II	10/25/2014	06/30/2015
<u>Sacramento City College</u>			
Allen, Michael J.	Art Model	11/19/2014	06/30/2015
Chiu, Michael	Asst. Coach-Tennis (M&W)	01/01/2015	06/30/2015
Firestone, Harley M	Custodian	11/10/2014	06/30/2015
Marsant, Stanislav P.	Clerk I	11/07/2014	06/30/2015
Melnik, Tatyana V.	Clerk II	11/12/2014	06/30/2015
O'Neil, Daniel J	Clerk I	11/25/2014	06/30/2015
Pair, Jacqueline S.	Custodian	11/10/2014	06/30/2015
Stanley, Emily M.	Counseling Clerk I	11/01/2014	06/30/2015
Virgil, Maureen G.	Instructional Assistant	11/12/2014	06/30/2015
Wartan, Anna L.	Special Projects	11/17/2014	06/30/2015

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Board Policy Revisions: Distance Education (P-7145)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

Federal and state laws, along with the Accrediting Commission for Community and Junior Colleges (Western Association of Schools and Colleges) (“Commission”) standards and policies, require the District to have a policy on distance education. The Commission requires that Colleges maintain oversight over the courses taught at their institutions. The Family Educational Rights and Privacy Act (“FERPA”) and the Education Code require the District to protect its student data. The Americans with Disabilities Act (“ADA”) and the California equivalent require distance education courses to be accessible to our students. The Higher Education Opportunities Act and other laws require that the Colleges ensure that: the students taking distance education courses are in fact the students that registered for those courses; the Colleges provide instruction only in states they are authorized to do business in; and courses include regular substantive and effective faculty-initiated contact with the students.

STATUS:

The centerpiece of the proposed Policy P-7145 is the accreditation policy requirement that the Colleges control the development, implementation, and evaluation of all courses and programs offered in the Colleges’ names. Other accreditation standards are included in the intent language and the language that specifies that the Colleges must obtain approval of the substantive change when fifty percent (50%) or more of a degree or certificate program are offered by distance education.

Further, the proposed Policy states that College distance education courses must meet all accreditation standards, federal and state laws and regulations, and the District’s Policies and Administrative Regulations. For example, the proposed Policy requires that distance education courses meet the FERPA student records and privacy protections, disability access laws, and student identification standards. Because the District is not currently authorized to teach courses outside the boundaries of the State of California, the proposed Policy prohibits students who do not reside within California from taking courses unless and until the Colleges are authorized to provide instruction in the students’ state of residence. The proposed Policy states that course quality and approval are academic and professional matters that are to be developed through the Academic Senates. The proposed Policy requires that distance education courses meet the same standards as face-to-face courses. The proposed Policy

requires that distance education courses include regular substantive and effective contact between the instructor and the students and that the instructors possess the required minimum qualifications to teach the courses. Finally, the proposed Policy requires that the Colleges provide distance education students equivalent access to online student and support services.

RECOMMENDATION:

This Policy is presented for first reading.

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1.0 Intent

- 1.1 Recognizing that faculty make use of the growing range of modalities for the delivery of instructional and educational programs and services, including various electronic means, the Los Rios Community College District Board of Trustees adopts this policy based on principles of good practice to help ensure that distance education is characterized by the same expectations for quality, integrity, and effectiveness that apply to more traditional modes of instruction. This policy reflects the federal, state, regulatory requirements and accreditation standards regarding distance education.

2.0 Definitions

- 2.1 “Distance education” means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology, and may take one of the following forms, which collectively are referred to as “distance education courses”:
 - 2.1.1 Online courses. Online courses offer all instruction online and do not require regularly scheduled instruction time on campus. Students in online courses may be required to attend face-to-face orientations or test proctoring; or
 - 2.1.2 Hybrid courses. Hybrid courses are defined as any course that has some face-to-face instruction time replaced by some online instruction time.
 - 2.1.3 Interactive Television. Interactive television courses are those that originate at a College and are simultaneously available at several remote locations, allowing students at all sites to interact with the instructor (and one another) in real time. These courses are streamed live, recorded and archived on a password protected server. Students can access these recordings on demand via the Internet to review specific content throughout the semester.

3.0 General

- 3.1 All distance education and all distance education courses are subject to the general requirements of the District Policies and Administrative Regulations as well as the requirements of federal law, California Law, the Education Code, Title 5, and all applicable accreditation standards.

These requirements include, but are not limited to, the laws, regulations and standards concerning curriculum development and approval, admission and entrance requirements, fees, attendance, academic calendar, text books, articulation, transfer of credit, grievance procedures, student rights and responsibilities, discrimination complaint processes, Americans with Disabilities Act (42 U.S.C., § 12100 et seq) access standards, course content, class size,

student record and privacy protections, catalog rights, grading practices and standards, course repetition, academic progress and probation, student conduct rules and due process, student and academic support services, financial aid, and computer use policies and other applicable laws, rules and regulations. The Colleges control the development, implementation, and evaluation of all courses and programs offered in the Colleges' names.

- 3.2 Students who reside outside of the state of California shall not be allowed to be enrolled in any distance education courses unless the College or District is legally authorized to engage in teaching in the state in which the student is residing while enrolled in the distance education course.
- 3.3 Instruction provided as distance education shall provide equal educational opportunity as required by District Policies and is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C., § 12100 et seq) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C., § 794d). (Title 5, § 55200)
- 3.4 Course curriculum quality and approval processes are matters of an academic and professional nature and shall be developed through the Academic Senates and ultimately approved by the Los Rios Community College District Board of Trustees. Distance education courses shall meet the same standards as are applied to face-to-face courses. Determinations and judgments about the quality of distance education shall be made with the full involvement of faculty. (Title 5, §§ 55002, 55202)
- 3.5 Any portion of a course conducted through distance education shall include regular substantive and effective faculty initiated contact with students. The determination of regular substantive and effective contact is an academic and professional matter. (34 C.F.R. § 602.3; Title 5, § 55204, subd. (a))
- 3.6 Any portion of a course provided through distance education shall be conducted consistently with guidelines issued by the State Chancellor. (Title 5, § 55204, subd. (b))
- 3.7 Any portion of the instruction in a proposed or existing course that is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student shall be separately reviewed and approved according to the District's adopted course approval procedures. (Title 5, § 55206)
- 3.8 Instructors of distance education courses shall be selected by the same procedures used to determine all instructional assignments. Distance education faculty shall possess the appropriate state minimum qualifications for the discipline in which they teach. (Title 5, § 55208(a))
- 3.9 The Colleges shall implement processes through which the Colleges establish that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit. (34 C.F.R., § 602.17 (g))

-
- 3.10 The Colleges shall implement processes through which the Colleges establish that the student who registers in a distance education course has equivalent access to online student and academic support services.
- 3.11 Where 50% or more of courses for a degree or certificate program are offered by distance education, the Colleges shall obtain accrediting commission approval of the substantive change prior to offering the program through distance education.

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LRCCD

Policy Adopted:

Policy Revised:

Policy Reviewed:



| Adm. Regulation: R-7145

DRAFT 12/2/14

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Board Policy Revisions: Conflict of Interest Code (P-8611)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

Every two years, the Fair Political Practices Commission (FPPC) requires the District to review its Conflict of Interest Code Policy P-8611 and update it with new positions and job title changes.

STATUS:

In compliance with our required biennial review, non-substantive revisions have been made to this Conflict of Interest Code Policy P-8611. These changes have been approved by the FPPC. The position formerly titled “Vice Chancellor, Finance” has been changed to “Vice Chancellor, Finance and Administration.” All other changes in the Policy are related to style and formatting.

RECOMMENDATION:

This Policy is presented for first reading.

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1.0 General Provisions

1.1 The Political Reform Act (~~Government Gov. Code, §Sections~~ 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (~~2 Cal. Code of Regulations, [(CCR), §Section~~ 18730), that contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 CCR, ~~§section~~ 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code for the Los Rios Community College District.

1.2 Individuals holding designated positions shall file Statements of Economic Interests (Form 700) with the District's Office of General Counsel, which shall make the statements available for public inspection and reproduction. (~~Government Gov. Code, §~~ 81008.) All statements will be retained by the District.

LRCCD

Policy Adopted: 8/12/92

Policy Revised: 10/5/94; 3/3/99; 10/6/04; 5/17/06; 12/13/06; 10/15/08; 11/16/11; 3/13/13

Policy Reviewed:

Adm. Regulation: None

DRAFT 9/30/14

APPENDIX A
DESIGNATED POSITIONS

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

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

The Chancellor or designee may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this ~~conflict of interest~~ Conflict of Interest Code.

(Gov. Code, § 81008)

Officials Who Manage Public Investments

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

Members of the Board of Trustees

Chancellor

Deputy Chancellor

~~Vice Chancellor/Finance and Administration~~

College Presidents

~~Vice Presidents/Administration~~

~~Vice Chancellor/~~Associate Vice Chancellor/Finance

Vice Chancellor, Resource and Economic Development

~~Vice Presidents/Administration~~

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

APPENDIX B
DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

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

Category 2

Designated positions assigned to this category must report:

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

Category 3



Designated positions assigned to this category must report:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Board Policy Revisions: Sick Leave (P-9232)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry 	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King 	ACTION	
		INFORMATION	

BACKGROUND:

Over the past few series of negotiations, the District has agreed with LRCFT, SEIU, and LRCEA to remove the requirement that employees must be ill for five (5) consecutive days or more before they can use the five-month-law benefit. The five-month-law benefit provides 50% of salary for up to 100 days for extended absences and is used when all other leaves have been exhausted. The restriction was most recently removed from the SEIU contract during this year's negotiations. Thus, only supervisors (by contract) and managers and confidential employees (by Board Policy) remain subject to this limitation.

STATUS:

The proposed Policy change removes the requirement of five (5) consecutive days of illness before managers and confidential employees are entitled to use the five-month-law benefit.

RECOMMENDATION:

This Policy is presented for first reading.

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1.0 Accrual of Sick Leave

- 1.1 Management employees shall earn paid sick leave at the rate of one (1) day for each calendar month in which the employee is on pay status. (~~Education-Ed. Code, §§ 87781, and~~ 88191)
- 1.2 Unused portions of paid sick leave shall be cumulative as provided for in the Education Code. When employment with the [Los Rios Community College District](#) is terminated, unused sick leave will not be compensated in terminal pay. (~~Education-Ed. Code, §§ 87781 and,~~ 88191)
- 1.3 Management employees on unpaid leaves of absence will maintain accumulated sick leave rights. (~~Education-Ed. Code, §~~ 88193)

2.0 Transfer of Accrued Sick Leave (~~Education-Ed. Code, §§ 87782 and,~~ 88202)

- 2.1 A management employee who has completed at least one (1) year of service in another public school or community college district in California shall be able to have accumulated sick leave transferred to this District. Such transferred sick leave will be used before that which is accrued while a District employee.
- 2.2 A management employee who has completed at least one (1) year of service in another public school or community college district outside of California shall be able to have accumulated sick leave from the last previous employment transferred to the District. Such transferred sick leave will be used before that which is accrued while a District employee.
- 2.3 A management employee previously employed other than as specified in Section 2.1 or 2.2 above shall be able to have up to three years (36 days-) of accumulated sick leave from the last previous employment transferred to this District. Such sick leave shall not be credited to the employee's retirement system. Such transferred sick leave will be used before that which is accrued while a District employee.

3.0 Entitlement to Other Sick Leave (~~Education-Ed. Code, §~~ 88196)

- 3.1 Every regular management and confidential employee shall once a year be credited with a total of one hundred (100) days of other sick leave including the sick leave provided in Education Code ~~§, section~~ 88191. Each day of other sick leave shall be compensated at the rate of fifty percent (50%) of the employee's regular salary. The paid sick leave provided for in this section shall be in addition to any other paid leave, and shall be used after the exhaustion of the leaves provided in Education Code, ~~sections §§~~ 88191 and 88192. Allowable other sick leave shall not be cumulative from year to year. One hundred (100) days of other sick leave is the maximum amount extended in a given fiscal year, and an employee will be extended not more than one hundred (100) days of other sick leave for a single illness or injury.

3.2 If an employee leaves the service of the District having used more sick leave than has been earned, a deduction for excess leave shall be made from the final salary payment. If no salary is due the terminating employee, the employee will be billed by the District for the amount of overpayment.

~~3.3 Entitlement to other sick leave is restricted to long term illnesses of five (5) consecutive days or more, except that follow up medical treatments related to the original illness may be credited to sick leave under this section on an hour per hour basis.~~

~~3.43.3~~ Use of ~~O~~ther ~~S~~sick ~~L~~leave requires submission of a physician's statement.

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LRCCD

Policy Adopted: 1/4/78

Policy Revised: 2/18/81; 6/16/82; 12/4/85; 12/9/98; 1/18/06

Policy Reviewed:

Adm. Regulation: R-9232

DRAFT 10/9/14

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	Contract Award: CRC HVAC Infrastructure Renovation	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

The Long Range Capital Plan includes funds to improve HVAC underground infrastructure. Wood Rodgers Engineering was hired to work with College and District staff to design this project. The CRC HVAC Infrastructure Renovation project will improve the heating and energy efficiency of several buildings at Cosumnes River College. The work entails replacing large sections of underground hydronic lines between the central plant and the buildings. It also provides for new control valves and filters on the hydronic lines. The estimated total construction cost for this project was \$2,484,000. The project is funded from local bond Measure M and State scheduled maintenance and special repairs (SMSR) funds.

STATUS:

The plans and specifications were publicly advertised for bids. Bidders were asked to provide a lump sum bid amount. A total of five (5) bids were received.

<u>Contractor</u>	<u>Total Bid</u>
Diede Construction, Inc.	\$2,118,500.00
American River Construction	\$2,209,000.00
Bobo Construction, Inc.	\$2,527,000.00
TNT Industrial Contractors, Inc.	\$2,602,384.00
Kinetics Mechanical Service, Inc.	NON-RESPONSIVE

The lowest responsive, responsible bidder was determined by adding the sum of the base bid and four (4) alternates.

RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for Bid #15007 to Diede Construction, Inc. for the base bid and four (4) alternates, for a total contract amount of \$2,118,500.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2014

SUBJECT:	2013-14 District Audit Report	ATTACHMENT: None	
		ENCLOSURE: Yes	
AGENDA ITEM:	Action Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Theresa Matista <i>Theresa Matista</i>	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King <i>Brian King</i>	ACTION	X
		INFORMATION	

BACKGROUND:

Per Education Code § 84040, the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy. Pursuant to Title 5 CCR § 59104, each district governing board shall review the annual audit at a public meeting and the audit report filed with the California Community College Chancellor’s Office no later than December 31st. The audit consists of the examination of the District’s financial statements, a review of the systems of internal accounting controls, and a review of state and federal compliance areas mandated by the Single Audit Act and the State Department of Finance Guide.

Recently, Gilbert Associates, Inc. completed their annual audit of District funds; including a review of Measure ‘A’ and Measure ‘M’ bond funds as required by Proposition 39, and of the Foundation for the year ending June 30, 2014. The audit was successfully completed without any significant deficiencies or material weaknesses. There were no findings reported for the 2013-14 fiscal year and the recommendation in response to the finding from the 2012-13 fiscal year was implemented and considered resolved.

A representative from Gilbert Associates, Inc. will be present to comment and respond to questions concerning the annual audit.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the audited financial statements for the 2013-14 fiscal year.