

# LOS RIOS COMMUNITY COLLEGE DISTRICT



## BOARD MEETING AGENDA

Wednesday, April 8, 2015

5:30 pm

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

|   |                    |
|---|--------------------|
| <b>1. CALL TO ORDER</b>   | Board President    |
| <b>2. ORAL COMMUNICATIONS</b>   |                    |
| <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> |                    |
| <b>3. CONSENT CONSIDERATIONS</b>  |                    |
| <i>A member of the Board may request that an item be removed for further discussion and separate action.</i>  |                    |
| A. Board Meeting Minutes: March 6-7 and 11, 2015  | Brian King         |
| B. Curriculum Proposals: ARC/CRC/SCC  | Susan L. Lorimer   |
| C. Board Policy Revisions: Title IX Requirements: P-2113, P-2423, P-2424, P-2541, P-5111, P-5172, P-5173, P-5174, P-6111, P-6161, P-6163, P-6831, P-9111, P-9152, P-9153, P-9155  | JP Sherry          |
| D. Board Policy: Awarding Honorary Degrees (P-7244)   | JP Sherry          |
| E. Board Policy Revisions: Naming of Facilities and Areas (P-8431)  | JP Sherry          |
| F. Board Policy Revisions: Complimentary Tickets (P-8621)   | JP Sherry          |
| G. Statement of Legislative Principles  | JP Sherry          |
| H. Claim: California Automobile Insurance Company on behalf of Norman Mauricio  | JP Sherry          |
| I. Ratify: Grants and Contracts Awarded   | Beverly A. Sandeen |
| J. Resolution No. 2015-08: Cooperative Purchasing Agreement – Sacramento Area Council of Governments (SACOG)  | Theresa Matista    |
| K. Ratify: New Contracts and Renewals   | Theresa Matista    |
| L. Ratify: Bid Transactions   | Theresa Matista    |
| M. Surplus Equipment Disposal- Rolling Stock  | Theresa Matista    |
| N. Disposition of Surplus Equipment   | Theresa Matista    |
| O. Purchase Orders, Warrants, Checks, and Wires   | Theresa Matista    |
| P. Special Rate Salary Schedule   | Brian King         |
| Q. 2015-16 Sabbatical and Professional Development Leaves   | Brian King         |
| R. Regular Human Resources Transactions   | Brian King         |
| <b>4. FIRST READING</b>   |                    |
| A. Board Policy Revisions: Changes to Hiring Processes re: Felony Convictions: P-5121, P-5122, P-6122, P-6123, P-9121   | JP Sherry          |

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| <b>5. ACTION</b>                         |            |
| A. 2015 CCCT Board of Directors Election | Brian King |

|                                       |            |
|---------------------------------------|------------|
| <b>6. INFORMATION</b>                 |            |
| A. Enrollment Management              | Brian King |
| B. Inmate Education/Re-Entry Students | Brian King |

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| <b>7. BOARD MEMBER REPORTS</b> |
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| <b>8. FUTURE AGENDA ITEMS</b> |
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| <b>9. REPORTS and COMMENTS</b> <ul style="list-style-type: none"> <li>▪ Student Association</li> <li>▪ Classified Senate</li> <li>▪ Academic Senate</li> <li>▪ Other Recognized Constituencies</li> <li>▪ Chancellor’s Report</li> </ul> |
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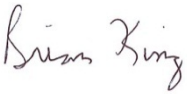
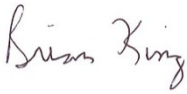
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| <b>10. ADJOURNMENT</b> |
|------------------------|

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|--|---|--|--|
| <b>LOS RIOS BOARD OF TRUSTEES</b>  |   |  |  |
| <b>Dustin Johnson</b><br>President ▪ Area 1  | <b>Deborah Ortiz</b><br>Vice President ▪ Area 6 | <b>Robert Jones</b> ▪ Area 2<br><b>John Knight</b> ▪ Area 3<br><b>Ruth Scribner</b> ▪ Area 4 | <b>Pamela Haynes</b> ▪ Area 5<br><b>Kay Albiani</b> ▪ Area 7<br><b>Omba Kipuke</b> ▪ Student Trustee |
| Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ Note: Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.   |   |  |  |
| Next Regular Board Meeting : May 13, 2015 ▪ Location: American River College   |   |  |  |
| Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: <a href="http://www.losrios.edu">www.losrios.edu</a>   |   |  |  |
| <b>Help Us Help You</b>  |   |  |  |
| 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: April 8, 2015

|                                    |   |                              |   |
|------------------------------------|---|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Meeting Minutes:<br>March 6-7 and 11, 2015  | ATTACHMENT: Yes              |   |
|                                    |   | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item A  | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | <br>Brian King | CONSENT/ROUTINE              | X |
|                                    |   | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | <br>Brian King | ACTION                       |   |
|                                    |   | INFORMATION                  |   |

**STATUS**

The minutes of the Board of Trustees meetings held on March 6-7 and 11, 2015 are attached for Board review and consideration.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the minutes of the meetings held on March 6-7 and 11, 2015.



## LOS RIOS COMMUNITY COLLEGE DISTRICT

Board of Trustees Retreat

Friday, March 6, 2015 - 5:30 pm

Saturday, March 7, 2015 - 9:00 am

### **FRIDAY, MARCH 6, 2015**

#### **1. CALL TO ORDER**

The board retreat was called to order by President Johnson at 5:30 p.m., in the Main Conference Room at Los Rios Community College District, 1919 Spanos Court, Sacramento, California.

#### ***Present:***

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

Brian King, Chancellor

#### **2. ORAL COMMUNICATIONS**

There were no oral communications.

#### **3. FUTURE DIRECTIONS DISCUSSION**

- A. State and Los Rios Budget & Enrollment Update
- B. Cosumnes River College President Hiring Process Update
- C. Succession Planning
- D. Board Process for Honorary Resolutions
- E. Board Requested Information Items and Future Agenda Items
- F. Strategic Timeline for Student Access/Success: Major Initiatives for LRCCD
- G. Board and Chancellor Midyear Achievements Update
- H. Board Self Evaluation

#### **4. CLOSED SESSION**

The Board Members went into closed session at 7:57 p.m. to consider the matter listed below:

- A. Pursuant to Education Code section 54957: Complaint Against Public Employee
- B. Pursuant to Govt Code section 54956.9; Conference with Legal Counsel – Existing Litigation; WCAB Nos. ADJ2086613, ADJ2412694

*Closed Session Adjourned: 8:05 pm*  
*Open Session: 8:07 pm*

## **5. OPEN SESSION: REPORT OF ANY ACTION AND/OR RATIFICATION TAKEN IN CLOSED SESSION**

*In closed session, under item 4A, the Board of Trustees voted to reject the appeal of a claim of discrimination filed by the student. The Board voted to reject this claim by a vote of 7 to 0.*

*In closed session, under item 4 B, the Board of Trustees authorized the settlement of the worker's compensation claims identified on the agenda with a payment of \$142,000. The Board voted to settle this matter by a vote of 7 to 0.*

## **6. ADJOURNMENT**

*A motion was made by Ms. Scribner, seconded by Ms. Albiani, that the Board of Trustees continue the meeting at 9:00 a.m. on March 7, 2015*

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

President Johnson adjourned the meeting at 8:08 p.m. until Saturday, March 7, 2015 at 9:00 a.m.

## **SATURDAY, MARCH 7, 2015**

President Johnson called the meeting to order at 9:00 am.

## **7. UPDATE AND DISCUSSION OF DISTRICT STRATEGIC PLAN:**

- **Strategic Planning & Civitas Update**

The Board of Trustees reviewed information and discussed items related to the District Strategic Plan as follows:

### **A. STUDENT SUCCESS**

1. Sacramento City College
2. American River College
3. Cosumnes River College
4. Folsom Lake College

**B. TEACHING AND LEARNING EFFECTIVENESS**

1. Accreditation Update
2. Adult Education Consortium

**C. ACCESS AND GROWTH**

1. Building/Bond Program Update

**D. COMMUNITY, ECONOMIC AND WORKFORCE DEVELOPMENT**

1. Resource & Economic Development Update – *this item was deferred to a written report.*

**E. ORGANIZATIONAL EFFECTIVENESS**

1. Annual Employee Statistics

**8. OPEN BOARD DISCUSSION**

The Board discussed a number of issues related to the future of the District and asked staff to provide information on those items at future meetings.

**9. ADJOURNMENT**

President Johnson adjourned the meeting at 12:42 pm.

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**Brian King**

Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: April 8, 2015*



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, March 11, 2015**

**1. CALL TO ORDER**

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

***Present:***

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

Mr. Omba Kipuke, Student Trustee

Dr. Brian King, Chancellor

**2. ORAL COMMUNICATIONS**

Dr. Edwin Fagin, Cosumnes River College faculty member, addressed the Board regarding access and enrollment.

**3. CONSENT CONSIDERATIONS**

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

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

- A. *Board Meeting Minutes: February 11, 2015*

*That the Board of Trustees approve the minutes of the meeting held on February 11, 2015.*

- B. *Curriculum Proposals: ARC/CRC/FLC/SCC*

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

C. Resolution No. 2015-06: Authorizing Execution of a Contract with the California Community Colleges Chancellor's Office – Work-Based Learning Infrastructure Grant

That the Board of Trustees adopt Resolution No. 2015-06 authorizing the Chancellor or his designee(s) to execute the contract and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

D. Claim: Peter Blair

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

E. Ratify: Grants and Contracts Awarded

That the Board of Trustees ratify the grant and contract awards listed herein pursuant to Board Policy 8315.

| Title, Description, Term, Project Administrator   | College/Unit | Amount  | Source             |
|---|--------------|---------|--------------------|
| Comprehensive Approaches to Raising Educational Standards (CARES) Liaisons – College Child Development Center Stipends (renewal) <ul style="list-style-type: none"> <li>• Funds to provide stipends to CARES Liaisons.</li> <li>• 7/1/2014 through 6/30/2015</li> <li>• Administrator: Steven Boyd, Dean, Health and Education</li> </ul> | ARC          | \$7,500 | Child Action, Inc. |

F. Ratify: New Contracts and Renewals

That the Board of Trustees ratify the contracts listed herein, pursuant to Board Policy 8315.

| CONTRACTS   |                  |                         |                     |                                  |                                   |
|---|------------------|-------------------------|---------------------|----------------------------------|-----------------------------------|
| Description   | Agreement Amount | Initial (I) Renewal (R) | Valid Dates         | Consultant/ Contractor           | Department Sponsor                |
| Design Engineering Services for Computer Room Cooling Unit  | \$27,600.00      | (I)                     | 02/03/15 – 12/31/15 | R & A Engineering Solutions Inc. | Facilities Management             |
| Professional Advocacy Services                              | \$16,500.00      | (R)                     | 04/01/14 – 06/30/15 | McCallum Group Inc.              | District Office Business Services |
| Testing Services for CRC Infrastructure Hydronic Renovation | \$23,995.00      | (I)                     | 02/12/15 – 12/31/17 | Wallace Kuhl Associates          | Facilities Management             |
| Inspector of Record for CRC Keying Card Access              | \$50,000.00      | (I)                     | 07/21/14 – 07/20/16 | Mark Browning                    | Facilities Management             |
| AB86 Adult Education Activities                             | \$307,650.72     | (I)                     | 11/01/14 – 06/30/15 | Sacramento County of Education   | District Office Business Services |



G. Ratify: Bid Transactions

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

| CHANGE ORDERS |   |               |               |                       |                    |
|---------------|---|---------------|---------------|-----------------------|--------------------|
| Bid No        | Description                                       | Change Amount | Change Number | Vendor                | New Contract Total |
| 13014         | ARC Security Upgrade Project – Phase 1A           | \$96,289.00   | 1             | SW Allen Construction | \$1,196,268.00     |
| 14009         | FLC – El Dorado Center Student Services Expansion | \$4,407.48    | 3             | D.G. Granade          | \$1,728,489.04     |

H. Disposition of Surplus Equipment

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

I. 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 January 16, 2014 through February 15, 2015.

| PURCHASE ORDERS                        |  |                 |                  |
|--|--|-----------------|------------------|
| General Fund                           | 0001079709-0001080115<br>B115685-B115691 | \$ 4,386,155.24 |                  |
| Capital Outlay Fund                    | 0003016049-0003016099<br>-               |                 |                  |
| Child Development Fund                 | 0006000751-0006000752<br>-               |                 |                  |
| Self-Insurance Fund                    | 0009000332-0009000332<br>-               |                 |                  |
| WARRANTS                               |  |                 |                  |
| General Fund                           | 710504-712156                            | \$ 8,646,257.69 |                  |
| General Fund-ARC Instructional Related | 004758-004831                            |                 |                  |
| General Fund-CRC Instructional Related | 021636-021685                            |                 |                  |
| General Fund-FLC Instructional Related | 030606-030637                            |                 |                  |
| General Fund-SCC Instructional Related | 043843-043899                            |                 |                  |
| Capital Outlay Fund                    | 829469-829555                            |                 |                  |
| Child Development Fund                 | 954044-954058                            |                 |                  |
| Self-Insurance Fund                    | 976226-976231                            |                 |                  |
| Payroll Warrants                       | 254659-256182                            |                 | \$ 16,775,356.86 |
| Payroll-Direct Deposit                 | 714211-718482                            |                 |                  |
| February Leave Process                 | 256183-259096                            |                 |                  |
| Payroll Vendor Warrants                | 57857-58031                              |                 |                  |
| CHECKS                                 |  |                 |                  |
| Financial Aid Disbursements            | 2095823-2123558                          |                 | \$ 27,518,529.07 |
| Clearing Checks                        | 2581-2585                                | \$ 75,605.12    |                  |
| Parking Checks                         | 2879-2885                                | \$ 435.00       |                  |
| Bookstore Fund – ARC                   | 29055-29131                              | \$ 1,347,364.26 |                  |

|                                      |  |               |
|--------------------------------------|--|---------------|
| Bookstore Fund – CRC                 | 025869-025924  |               |
| Bookstore Fund – FLC                 | 8809-8829  |               |
| Bookstore Fund – SCC                 | 047203-047315  |               |
| Student Clubs Agency Fund – ARC      | 4554-4595  | \$ 75,924.90  |
| Student Clubs Agency Fund – CRC      | 3539-3562  |               |
| Student Clubs Agency Fund – FLC      | 1866-1873  |               |
| Student Clubs Agency Fund – SCC      | 2988-3017  |               |
| Foundation – ARC                     | 4191-4255  | \$ 68,693.34  |
| Foundation – CRC                     | 1865-1873  |               |
| Foundation – FLC                     | 0879-0898  |               |
| Foundation – SCC                     | 3200-3215  |               |
| Foundation – DO                      | 0627-0629  |               |
| Associated Students Trust Fund – ARC | 0688-0692  | \$ 15,689.32  |
| Associated Students Trust Fund – CRC | 0609-0609  |               |
| Associated Students Trust Fund – FLC | 0517-0521  |               |
| Associated Students Trust Fund – SCC | -  |               |
| Regional Performing Arts Center Fund | USI Check System 2954-3028<br>Manual check 9113-9115 | \$ 518,699.43 |
| WIRES                                |  |               |
| Board of Equalization                | -  | \$ 16,435.00  |
| PARS                                 | -  | \$ 22,649.50  |
| Vendors                              | -  | \$ -          |

J. Regular Human Resources Transactions

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

**4. FIRST READING**

- A. Title IX Board Policy Revisions: P-2113, P-2423, P-2424, P-2541, P-5111, P-5172, P-5173, P-5174, P-6111, P-6161, P-6163, P-6831, P-9111, P-9152, P-9153, P-9155

Revisions to Title IX Policies were presented to the Board of Trustees as First Reading for review and discussion.

- B. Board Policy Revisions: Naming of Facilities and Areas (P-8431)

Revisions to Naming of Facilities and Areas Policy P-8431 were presented to the Board of Trustees as First Reading for review and discussion.

- C. Board Policy: Awarding Honorary Degrees (P-7244)

The Awarding Honorary Degrees Policy (P-7244) was presented to the Board of Trustees as First Reading for review and discussion.

D. Board Policy Revisions: Complimentary Tickets (P-8621)

Revisions to Complimentary Tickets Policy P-8621 were presented to the Board of Trustees as First Reading for review and discussion.

E. Statement of Legislative Principles

A draft Statement of Legislative Principles was submitted to the Board of Trustees as First Reading for review and discussion.

**5. ACTION**

A. California Community Colleges Classified Employee of the Year

A motion was made by Ms. Scribner, seconded by Ms. Haynes, that the Board of Trustees endorse the nomination of Rochelle Franco, of Folsom Lake College, for the 2015 California Community Colleges Classified Employee of the Year Award.

Roll Call Vote:

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

No: None

Motion carried; 7:0

B. Board Representatives to College Graduation Programs: May 20, 2015

A motion was made by Ms. Ortiz, seconded by Mr. Knight, that board members be appointed to attend the college graduation programs as follows:

|     |                             |
|-----|-----------------------------|
| ARC | Pam Haynes, Dustin Johnson  |
| CRC | Kay Albiani, Ruth Scribner  |
| FLC | John Knight                 |
| SCC | Robert Jones, Deborah Ortiz |

Roll Call Vote:

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

No: None

Motion carried; 7:0

C. Resolution No. 2015-07: Support for Dual Enrollment

A motion was made by Ms. Scribner, seconded by Ms. Haynes, that the Board of Trustees adopt Resolution No. 2015-07 declaring its support for the expansion of dual enrollment opportunities and urging the state legislature to pass Assembly Bill 288.

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

D. *Public Hearing: Resolution No. 2015-02A: City of Rancho Cordova Easements – Folsom Lake College Rancho Cordova Center*

**Public Hearing:** President Johnson declared a public hearing open in the matter of granting easements to the City of Rancho Cordova. There were no comments. The hearing was declared closed.

*A motion was made by Mr. Knight, seconded by Ms. Haynes, that the Board of Trustees adopt Resolution No. 2015-02A authorizing the Chancellor or designee(s) to execute deeds to the City of Rancho Cordova for the easements described in the March board agenda packet.*

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

## **6. INFORMATION**

A. *Regional Economic Development Strategy*

Barry Broome, CEO of Greater Sacramento, presented an overview of Greater Sacramento and opportunities for partnership with Los Rios Community College District.

B. *Smoking on Campus*

Staff provided an overview of the District's policies and procedures concerning smoking on campus.

## **7. BOARD MEMBER REPORTS**

Trustee Jones attended the Sacramento Central Labor Council's Salute to Labor Awards Dinner, at which Dean Murakami was recognized as the Labor Ambassador.

Trustee Haynes attended the Salute to Labor Awards Dinner, as well as the Blues for Mr. Charlie play (in which Student Trustee Omba Kipuke had a role), the El Dorado Center Student Services Building Expansion dedication, the CRC African American Honors and Awards ceremony, the Hispanic Serving Institutions Summit at UC Davis, the Black Parallel School Board's 7th anniversary meeting, and the joint CCCT and CEO board meeting on legislation.

Trustee Scribner recognized the counseling faculty and staff who work on assessment for high school seniors. She noted the upcoming Yolo School Boards Association Employee Recognition event. Administrator at SCC-West Sacramento Center administrator Janet Lake will be recognized for her contributions to education in Yolo County.

Trustee Albiani attended Folsom Lake College's Gymnasium dedication and ribbon cutting. Trustee Kipuke reported that the student advisory committee is gearing up for elections on all four campuses.

Trustee Johnson attended the Salute to Labor Awards Dinner and the El Dorado Center Student Services Building Expansion dedication.

All Trustees thanked staff for a productive board retreat and their work on a new format of the agenda.

## 8. FUTURE AGENDA ITEMS

Trustee Haynes requested a future report to the Board on textbook sales and how the colleges are balancing the high costs to students, as well as the changing technology.

## 9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

Sandeep Singh, President, Sacramento City College Student Association  
April Robinson, President, Cosumnes River College Classified Senate  
Kale Braden, President, Districtwide Academic Senate  
Dean Murakami, President, LRCFT

### Chancellor's Report:

**ARC:** American River College's men's cross-country team has been honored as a California Community College Athletics Association (CCCAA) Scholar Team. This special award emphasizes the academic achievement of all members of a particular team. The Scholar Team Award is the highest academic team achievement given annually by the CCCAA. All team members must have excelled academically with a total GPA of 3.0 or higher. And the team needs to have demonstrated better than average success in intercollegiate athletic competition. The award will be presented April 1 at a luncheon in Ontario. Regarding that athletic success, ARC's cross-country team won the Big 8 conference crown for the 9th straight year and won 12 of 14 individual awards. ARC finished 2nd in the state – for its 5th straight top-2 finish) – and three runners were selected as All-State. Congratulations to Coach Rick Anderson and his scholar-athletes!

**CRC:** Cosumnes River College Anthropology student Laura Roccucci has been honored with this year's Society for Anthropology in Community Colleges' Student Award for Academic Excellence. She wrote her award-winning paper on the ancient civilization of Pompeii as part of her course work for a World Prehistory course. She has been invited to accept the award in Hawaii.

**FLC:** Folsom Lake College's Multicultural & Diversity Committee and Associated Students presented a series of thought-provoking events in February to celebrate Black History Month and Social Justice Week. Highlights included the regional premiere of "Sacramento's Response to Ferguson," with Sacramento NAACP President Stephen Webb and Sacramento Police Lt. Roman Murrietta; Freedom Rider Karen Duncanwood describing her experiences in the Jim Crow South in the 1960s; and FLC's Annual Celebration of African-American Music featuring the Broun Fellinis, Afro-Cuban Funk, and the FLC Urban Jazz Project. This annual spotlight allows students, faculty and staff to dialogue and explore the meaning of multiculturalism and diversity at FLC.

**SCC:** More than 20 representatives of Sacramento City College attended the HSI – or Hispanic-Serving Institutions – Summit at UC Davis last month. SCC faculty, staff and administrators convened with educational leaders from throughout the state to share and refine ideas about advocating for student success at HSI-designated colleges. SCC students and alums played key roles in one of the discussion panels, co-moderated by SCC Economics Professor Sandra Camarena. They shared their experiences in seeking higher education, including how educators helped them succeed, the challenges they faced from their families and social circles, and how they are "giving back" to help other students. On one other high note, SCC stagecraft instructor Shawn Weinshenk got a glowing write-up in the Sacramento Bee on Sunday thanks to Ginger Rutland, a retired Bee editor. Rutland wrote about her experience returning to school at SCC as an older student in Weinshenk's stagecraft class.

Chancellor King announced the following retirements:

| Retirement         |   |     | Years of Service |
|--------------------|---|-----|------------------|
| Kathryn L. Smith   | Music Professor                             | CRC | 8                |
| Edgar B. Wofford   | Head Custodian                              | FLC | 14+              |
| Kimberly A. Sayles | Facilities Management Operations Supervisor | FM  | 15+              |
| Janet E. Lake      | Educational Center Supervisor               | SCC | 24+              |
| Susan M. Scott     | Biology Professor                           | CRC | 27               |

## **10. ADJOURNMENT**

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

*Motion carried; 7:0*

President Johnson adjourned the meeting at 7:50 p.m.

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### **BRIAN KING**

Chancellor and Secretary to the Board of Trustees

*Draft Minutes presented to the Board of Trustees: April 8, 2015.*

*jd*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**STATUS:**

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs; general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The enclosed curriculum was approved at the March 27, 2015 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, Rita Klahorst (student), Lisa Lawrenson; 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 and Sacramento City Colleges.



# Los Rios Community College District

## Recommendation for Adoption by the Board of Trustees

April 8, 2015

### COURSE PROPOSALS

#### Course Deletions

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#### *American River College*

1. **CISP 372 Beginning Visual Basic for Applications Programming (1.00 unit)**

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

2. **JOUR 402 College Newspaper Production (3.00 units)**

**Justification:** This course is being replaced by JOUR 410, JOUR 411 and JOUR 412.

3. **JOUR 405 Publications Production Skills Lab (0.50 - 3.00 units)**

**Justification:** This course is being replaced by JOUR 420 and JOUR 421.

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#### *Cosumnes River College*

1. **BUS 170 Introduction to Insurance: Life Agents (3.00 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

2. **BUS 171 Introduction to Insurance: Fire & Casualty (3.00 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

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

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

4. **BUS 222 Going International (1.00 unit)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

5. **BUS 490 Individualized Projects in Business (1.00 - 4.00 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

6. **CISC 320 Operating Systems (1.00 unit)**

**Justification:** CISC 320 has been replaced by CISC 323 which offers the same core concepts and learning outcomes.

7. **CISC 321 Intermediate Operating Systems (1.00 unit)**

**Justification:** CISC 321 has been replaced by CISC 324 which offers the same core concepts and learning outcomes as CISC 321.

8. **CISC 322 Advanced Operating Systems (1.00 unit)**

**Justification:** Per discussion at the CIS department meeting, CISC 322 will no longer be offered. The department has chosen to focus on CISC 323 and CISC 324 as the key courses within which to cover the core concepts of beginning and intermediate Operating Systems (primarily focusing on Linux).

9. **CISN 324 Designing Windows Networking Services (3.00 units)**

**Justification:** Based upon industry feedback, we are deleting this course. This will allow us to focus our FTE on courses that matter the most to local employers.

10. **CISP 371 Intermediate Visual Basic (4.00 units)**

**Justification:** There is not a regular demand at CRC for a second semester Visual Basic course.

11. **ECE 304 Family to Family: Introduction to Family Child Care (1.00 unit)**

**Justification:** In our recent department PrOF we stated that a review was needed to assess this course's feasibility and need. The department has decided that due to changes and demands in the Early Childhood field to focus on a different level of teaching, and not home and early care and education. This course is no longer needed.

**12. ECE 334 Laboratory with Infants and Toddlers (1.00 unit)**

**Justification:** This course requires sites to do the lab, and the CRC campus Child Development Center has downsized and no longer serves infants and toddler children. Students do not have a site to perform their lab hours on campus.

**13. MGMT 240 How to Build Employee Morale and Motivate Employees (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**14. MGMT 242 Applied Motivational Practices (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**15. MGMT 244 Stress Management (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**16. MGMT 246 Improving Individual Performance, Perception and Personality (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**17. MGMT 248 Ethics, Values and Emotions in the Workplace (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**18. MGMT 250 Communicate Successfully in the Organization (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**19. MGMT 252 Building Great Teams (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**20. MGMT 254 Getting Employees Involved in Management Decisions (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**21. MGMT 256 How to Make Great Decisions (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**22. MGMT 258 Power and Politics in the Business and How to Use Them (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**23. MGMT 260 What is Conflict? (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**24. MGMT 262 Steps to Being a Great Leader (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**25. MGMT 264 Using Change to Improve an Organization (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**26. MGMT 266 The Culture of Organizations (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**27. MGMT 268 Making Employees Feel at Home (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**28. MGMT 270 Design a Winning Organizational Structure (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**29. MGMT 272 Interview, Select and Retain Good Employees (0.50 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**30. MGMT 274 Day Trading-Investing on the Internet (1.00 unit)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**31. MGMT 360 Management Communication (3.00 units)**

**Justification:** As a result of program review, the Business department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

**32. PSYC 353 Psychology of Adjustment (3.00 units)**

**Justification:** We are no longer offering this course at CRC, and this course material is covered in other parts of our curriculum.

**33. PSYC 360 Psychology of Women (3.00 units)**

**Justification:** We are no longer offering this course at CRC, and this course material is covered in other parts of our curriculum.

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*Sacramento City College*

**1. DANCE 310 Jazz Dance I (1.00 unit)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

**2. DANCE 320 Ballet I (1.00 unit)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

**3. DANCE 330 Modern Dance I (1.00 unit)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

4. **DANCE 340 Ballroom Dance (1.00 unit)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

5. **DANCE 370 Dance Composition & Production (1.50 units)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

6. **DANCE 499 Experimental Offering (0.50 - 4.00 units)**

**Justification:** The department agreed to delete dance program due to FTE restrictions and lack of faculty expertise.

7. **MATH 315 Exploratory Field Experience in Mathematics (3.00 units)**

**Justification:** We have not been able to offer this course in some time.

8. **NURSE 426 Nursing in Health Problems Through the Adult Years (4.00 units)**

**Justification:** This course was replaced by NURSE 427.

## New to District Courses

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### *American River College*

#### 1. **ARTNM 406 Design for Tablets (3.00 units)**

*Prerequisite:* ARTNM 352 and 402 with grades of "C" or better

*Advisory:* ARTNM 330

*36.00 hours lecture, 54.00 hours laboratory*

This course introduces production and design processes of tablet-based media. Various industry standard software applications are employed to create compatible websites, digital documents, PDF presentations, and pub creations. Topics include the processes and the strategies of combining text, images, animation, video, and audio elements to create compelling visual experiences for tablet-oriented mobile media.

**Justification:** This course addresses a need in the rapidly changing mobile media. This course enables us to provide students with a more complete spectrum of web design courses, so that our students can be more competitive in the design industry. This course is a part of the Art New Media degree and certificate.

#### 2. **HIST 374 History of Latin America to 1830 (3.00 units)**

*Prerequisite:* None.

*Advisory:* Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340

*54.00 hours lecture*

This course is a general historical survey of Latin American history from the pre-contact indigenous civilizations to the 19th-century nationalist movements in the region. The focus is on the influence of political, economic, cultural, and demographic factors that shaped Latin America.

**Justification:** This course fills a hole in our course offerings because of the lack of a course relating to the history of Latin America. The History department believes that such a course will allow us to better serve our students.

#### 3. **PSTC 1808 Advanced Organized Gang Investigations (1.00 unit)**

*Prerequisite:* PSTC 1200 with a grade of "C" or better

*24.00 hours lecture, 8.00 hours laboratory*

This course enhances the skill level of law enforcement officers, probation and parole officers with information vital to reduce gang violence. Topics include identification and documentation of organized gang activity, proactive investigative techniques, developing an investigative plan, case initiation and operational planning, case organization and documentation, and multi-location and multi-jurisdictional search warrants.

**Justification:** This course meets the needs identified in the Sacramento Regional Public Safety Training Center's planning document and places the former PSTC 1999 Experimental Offering into permanent course status.

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*Sacramento City College*

**1. CISC 101 Introduction to Computers (1.00 unit)**

*Prerequisite:* None.

*Advisory:* BUSTEC 300.1 or BUSTEC 100.1 with a grade of "C" or better or touch typing at 15 wpm.

*18.00 hours lecture, 18.00 hours laboratory*

This course acquaints students with how computers are used in the home and in business functions. The course emphasizes microcomputers, how they work, how they can be used, and the terminology of the computer world. Microcomputer applications using the Windows environment are presented with hands-on laboratory assignments. This course does not serve as a prerequisite to computer science programming courses, but does serve as a prerequisite/advisory for Computer Information Science application courses. The course is especially designed for students wanting a very general, non-technical, introductory course in computers. This course was formerly known as CISC 300.

**Justification:** This is a non-transferable course that will introduce students to personal computers. This one-unit course will replace CISC 300 since it was not transferable.

**2. SPORT 318 Pre-Season Conditioning for Women's Basketball (0.50 - 3.00 units)**

*Prerequisite:* None.

*Enrollment Limitation:* In order to take the SPORT 318 class, each student must: 1) be listed as a student athlete by the head coach on the official team roster; and 2) obtain medical clearance, including a physical performed by a licensed physician. Student should contact instructor for process and required forms. Once enrolled, the student must demonstrate intercollegiate athletic level skills as determined by the coaching staff to remain enrolled in this course.

*27.00 - 162.00 hour's laboratory*

This kinesiology course involves a combination of skill development and strategy tactics with an emphasis on a fitness component for the sport of basketball. The course will also offer a mental training component for peak performance. This course is designed to prepare students for intercollegiate basketball competition and may be taken for a



maximum of four units to meet California Community College Athletic Association requirements for eligibility.

**Justification:** This course provides the pre-season athlete with the necessary physical and technical training needed for conditioning during the pre-season, to prevent injury, increase muscular endurance, and provide for movement proficiency specific to the sport of women's basketball. It also fulfills the physical education requirement for graduation.

# PROGRAM PROPOSALS

## Program Deletion(s)

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### *Cosumnes River College*

#### 1. CIS - Enterprise Administrator

**Justification:** Based upon industry feedback, we are deleting this degree. This will allow us to focus our FTE on courses that matter the most to local employers.

#### 2. CIS - Enterprise Administrator

**Justification:** Based upon industry feedback, we are deleting this certificate. This will allow us to focus our FTE on courses that matter the most to local employers.

#### 3. CIS - Software Development Using Visual BASIC.NET

**Justification:** As a result of program review, the Computer Information Science department has decided that this course no longer satisfies student course needs, and is not a required or elective course.

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### *Sacramento City College*

#### 1. Correctional Services

**Justification:** We are deleting the Correctional Services degree because of a redundancy within program degree offerings. It appears that this degree created confusion with students who were seeking either a degree in Administration of Justice or a degree for transfer in Administration of Justice. This specialized degree is not needed in our program as the courses offered within it are also offered in the A.S. Administration of Justice degree and also in the AS-T Administration of Justice degree.

#### 2. Fine Arts

**Justification:** The Art Department wishes to delete the A.A. Degree in Fine Arts due to the fact that it no longer meets the criteria for professional development and/or transfer ability required by our current programs.

#### 3. Humanities

**Justification:** Student demand for this program does not justify the degree. Only 20 degrees were requested and granted over the past six years.

#### 4. **Police Services**

**Justification:** We are deleting the Police Services degree because of a redundancy within program degree offerings. It appears that this degree created confusion with students who were seeking either a degree in Administration of Justice or a degree for transfer in Administration of Justice. This specialized degree is not needed in our program as the courses offered within it are also offered in the A.S. Administration of Justice degree and also in the AS-T Administration of Justice degree.

## New Programs

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### *American River College*

#### 1. **Internet Marketing**



This certificate offers a program of study for students seeking jobs that require skills in technical marketing applications. It provides opportunities to combine traditional marketing theory with the technical skills needed in today's business environment. Courses address current technology-based business communications, marketing, Internet strategies, applications, and trends.

**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 Search Engine Optimization (SEO), mailing databases, cloud based apps, social media, video and photo share, and more. Many of the marketing graduate degrees do not have courses in this area, and more students are coming back to community colleges to pick up the technical skills required when they are working and/or looking for jobs.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Policy Revisions: Title IX Requirements:<br>P-2113, P-2423, P-2424, P-2541, P-5111,<br>P-5172, P-5173, P-5174, P-6111, P-6161,<br>P-6163, P-6831, P-9111, P-9152, P-9153, P-9155 | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item C   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | <br>JP Sherry   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | <br>Brian King  | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

In April of 2011, the Office of Civil Rights issued a Dear Colleagues letter concerning sexual violence as a form of sex-based discrimination, and in April of 2014, it significantly updated and clarified that guidance. Additionally, effective January 1, 2015, the California Legislature enacted the “Yes Means Yes” law. As a result, a number of District Policies and Administrative Regulations need to be revised.

**STATUS:**

Four (4) sets of nearly identical changes are being proposed for Policies and Regulations in the 2000, 5000, 6000, and 9000 series. Due to the requirement that the District’s actions be neutral and impartial in investigating claims of sexual misconduct, in all of the Policies and Regulations, the terms complainant and respondent have been used in place of other loaded terms such as “victim” and “perpetrator.”

Policies P-2113, P-5111, P-6111, and P-9111 clarify that “harassed” is an additional form of conduct barred by the law and District Policy. Further, three (3) types of protected classes are added: sexual identity, military status, and marital status. In addition, changes are made to make clear that sexual harassment is included as a form of prohibited discrimination. Lastly, language is added to indicate what actions the District will take when discrimination is found: the District will stop the discrimination, prevent its recurrence, and remedy any effects it may have had.

In Policies P-2423, P-5172, P-6163, and P-9152, the protected classes are rearranged to be in the same order for the sake of consistency. The Policies include both a reference and link to the General Counsel’s website where information on Title IX and Equity Officers can be found. Additionally, language is added clarifying that retaliation is, and has always been, against District Policy.

Policies P-2424, P-5173, and P-6161 reaffirm that sexual harassment and sexual violence are both forms of sexual discrimination and are barred by District Policy. Language is added repeating the steps noted above that the District will take when sexual harassment has

occurred. Language is added noting that when investigating sexual violence, the District/College will honor requests for anonymity consistent with the obligation to provide a safe and discrimination-free environment for students, faculty, staff, and the public. Additionally, language is again added reiterating that retaliation is, and has always been, against District Policy.

In Policy P-2541, the definition of sexual assault is broadened to include sexual violence, domestic violence, dating violence, and stalking, as required by the “Yes Means Yes” law. It is noted that these are also forms of unlawful discrimination and should be reported to the police as well as District officials according to District complaint procedures. Affirmative consent is defined and is required by both parties to sexual activity. Language is added noting that a respondent’s lack of knowledge of affirmative consent to sexual activity is not excusable if it arose from the intoxication or recklessness of the complainant. It is additionally noted that the complainant is unable to consent to sexual activity when they are asleep or unconscious, incapacitated, or due to their own mental or physical condition.

In section 4.1 of P-2541, a number of additional requirements required by California’s “Yes Means Yes” law are put into the Policy, including: how the District handles confidentiality and when the District/College will investigate in light of a request for confidentiality (4.1); the information to be provided to the complainant upon the initial response to a complaint (4.2); the fact that stranger sexual assault will be treated the same as non-stranger sexual assault and that less than egregious student conduct code violations of persons who have been assaulted will not result in discipline to them in this process (4.3); the training required of District/College Officers who respond to allegations of sexual assault and coordination with law enforcement (4.4); the interview process for claims of sexual assault (4.5); the notifications to the complainants about resources and services available to them (4.6); and the training required for investigators (4.7).

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the proposed revisions to the attached Policies.

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## 1.0 Goals and Objectives

- 1.1 It is the policy and primary purpose of the Los Rios Community College District to provide viable educational opportunity experiences to the citizens of the community it serves and to enhance instructional pursuits for those who wish to take advantage of the District's open door policy, regardless of previous educational background.
- 1.2 To this end, the Colleges of the District will offer comprehensive lower-division transfer and occupational education programs, as well as cultural and recreational activities designed to provide an atmosphere for lifelong learning in the community. These programs and activities will be supported by professional guidance, counseling and other student services that will enhance the educational process.

## 2.0 Equal Educational Opportunity

- 2.1 It is the policy of the District to implement policies to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be **unlawfully** discriminated against, **harassed**, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, **sexual identity**, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, **military and veteran status, or marital status**, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes. **Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#).**

### **2.2 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this Policy is found:**

- 2.2.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and**
- 2.2.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.**

## 3.0 Service Animals

- 3.1 It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities and to allow the use of Service Animals on District/College property in compliance with the Americans ~~W~~with Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act,

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and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.

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LRCCD

Policy Adopted: 1/23/74

Policy Revised: 11/19/80; 2/10/82; 3/6/91; 3/6/96; 1/15/03; 4/13/11

Adm. Regulation: [R-2113](#); [R-2426](#)

**DRAFT 10/24/14**



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1.0 Unlawful Discrimination **and Harassment**

1.1 Notwithstanding the student grievance procedures, **Los Rios Community College** District Policy (P-2412), procedures shall be adopted for the investigation and resolution of complaints of unlawful discrimination **and harassment** in compliance with Title 5, **section 59322 and all relevant state and federal laws**, to ensure that all ~~Los Rios Community College~~ District programs and activities are available to all persons without regard to **ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, and military and veteran status.**~~ethnic group identification, religion, age, gender, race, disability, marital status, or sexual orientation.~~

1.2 The District ~~will~~**shall** seek to resolve the complaints in an expeditious manner.

1.3 The Chancellor shall designate annually a District Officer responsible for insuring District compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination and harassment. **The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).**

1.4 Annual notice of this ~~District p~~Policy against unlawful discrimination **and harassment** ~~will~~**shall** be given to students, ~~to~~new employees when they commence working, and ~~to~~all current employees.

1.4.1 This notice may be in the form of posters ~~which~~**that** contain the basic legal requirements, posted in places readily accessible to students, job applicants, and present employees. **The notice may also be provided electronically.**

1.5 Formal discrimination complaints under state and federal laws and regulations may also be processed through the procedures established by applicable state and federal agencies. (Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Federal Regulations, title 29, § 1604.11; ~~Education Ed.~~ Amendments of 1972, tit. IX; the Rehabilitation Act of 1973; Ed. Code, § 200, et seq.; Gov't Code, § 11135; ~~Cal. Code Regs., tit. Title~~ 2, § 7287.6; ~~Cal. Code Regs., tit. Title~~ 5, § 53000, et seq.; the Americans with Disabilities Act; and all other applicable federal, state, and local laws.)

2.0 Non-Retaliation

2.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a**

**matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of **unlawful discrimination or harassment** shall not affect the concerned individual's future dealings with the District, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student of the District.

- 2.2 In a situation where evidence is found that an allegation of discrimination is brought solely for the purpose of vexation, the appropriate disciplinary action may be taken.

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LRCCD

Policy Adopted: 2/10/82  
Policy Revised: 6/3/92; 3/6/96; 12/12/07  
Policy Reviewed:  
Adm. Regulation: R-2423

**Draft 10/24/2014**

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## 1.0 Statement of Intent

- 1.1** It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work-place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. **Sexual harassment is a form of discrimination based on sex and is prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). Sexual harassment that takes place off campus and which has an effect on campus is covered by this policy. Inquiries and complaints about sexual discrimination and harassment may be directed to the District/College Title IX Officer or to the United States Department of Education Office of Civil Rights. The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).**
- 1.2** Where evidence of **sexual** harassment is found, ~~appropriate corrective action shall be taken.~~
- 1.2.1 The District shall take appropriate steps to halt any sexual harassment and prevent its recurrence; and**
- ~~1.1.1.2.2~~ **1.2.2 The District shall take appropriate steps to remedy the effects of any sexual harassment.**
- ~~1.2.1.3~~ **1.2.3** Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. **(Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Fed. Regs., tit. 29, § 1604.11; Ed. Amendments of 1972, tit. IX; Ed. Code, § 200, et seq.; Gov. Code, § 11135; Title 2, § 7287.6 and Title 5, § 53000, et seq.)**~~(Section 703, Title VII of the Civil Rights Act of 1964, as interpreted by Section 1604.11, Title 29, Code of Federal Regulations; Title IX, Education Amendments of 1972; Section 200, et seq., California Education Code; Section 11135, California Government Code; Section 7287.6, Title 2, and Title 5, Section 53000, et seq., California Code of Regulations.)~~

## 2.0 Definition of Sexual Harassment (~~Education~~ **Ed.** Code, § 212.5)

- 2.1** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
- 2.1.1** Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- 2.1.2** Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

2.1.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

**2.1.4** Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**2.2 Sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.**

2.3 For the purpose of further clarification, sexual harassment includes, but is not limited to:

2.3.1 Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments, or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

2.3.2 Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

2.3.3 Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary, and/or work environment, or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades, and/or learning environment of the student.

2.3.4 Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment: either suggesting or actually withholding support for an appointment, promotion, or change of assignment; or suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

2.3.5 Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments,

favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

### 3.0 Complaint Procedure

- 3.1 Any student who believes that he or she has been sexually harassed is encouraged to follow the **Discrimination and Harassment eComplaint P** procedures as set forth in the ~~Los Rios Community College-District Affirmative Action Policy and Administrative Regulations~~ ~~-(See-(P/R-2423))~~. Throughout the procedures, the College President and **Compliance Equity** Officers will ensure that confidentiality will be maintained and that due process will be followed with respect to both parties. **In matters of sexual violence, consent of the complainant shall be required prior to further action being taken by the District/College, however, the District/College may take action when the District's/Colleges' obligation to provide a safe and nondiscriminatory environment overrides the complainant's request for confidentiality.**

### 4.0 Non-Retaliation

- 4.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of sexual harassment shall not affect the concerned individual's future dealings with the ~~Los Rios Community College-District~~, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student of the ~~Los Rios Community College-District~~.
- 4.2 In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action ~~will~~ **may** be taken.

### 5.0 Administrative Regulations

- 5.1 The Chancellor shall develop such procedures as may be necessary to implement this **District p**Policy and provide a means of enforcement. The ~~Chancellor-District and each College~~ shall annually designate a **Compliance-District Equity** Officer and other appropriate District employees to administer and enforce this **District P**policy within the District **and at the Colleges**.

### 6.0 Special Assistance

- 6.1 Questions concerning the interpretation of this **District p**Policy should be referred to the **Compliance-Equity Officers, the Title IX Officers**, other designated District employees, or the Union representative. It is the responsibility of the **Compliance Equity** Officers to inform the complainant of other agencies available in pursuing a

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sexual harassment complaint. These include: the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

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LRCCD

Policy Adopted: 7/10/85

Policy Revised: 3/6/96

Policy Reviewed:

Adm. Regulation: R-2423

**DRAFT 1/26/15**

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## 1.0 Statement of Intent

1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement, at each of the eColleges in the **Los Rios Community College** District, written procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are victims of sexual assault, committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District/~~College or colleges~~, shall receive information and referrals to local community treatment centers.

## 2.0 Definitions of **Related to** Sexual Assault (~~Education~~ Ed. Code, § 67385)

**2.1** “Sexual assault” **is broader than sexual violence and** includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, **domestic violence, dating violence, stalking**, or threat of sexual assault. **Sexual assault is a form of sexual harassment and should be reported under the District’s Discrimination and Harassment Procedures Policy and Administrative Regulation (P/R-2423). It should also be reported to the District Police Department or other appropriate law enforcement.**

~~2.12.2~~ **“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.**

~~2.22.3~~ **“Complainant” is the person who alleges sexual assault occurred.**

**2.4** **“Respondent” is the person alleged to have committed sexual assault.**

## 3.0 Evaluation Standards

**3.1** **Affirmative consent must be given by both parties to sexual activity.**

**3.2** **In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:**

**3.2.1** **The respondent’s belief in affirmative consent arose from the intoxication or recklessness of the respondent.**

**3.2.2 The respondent did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.**

**3.3 In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:**

**3.3.1 The complainant was asleep or unconscious.**

**3.3.2 The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.**

~~2.2.13.3.3~~ **3.3.3 The complainant was unable to communicate due to a mental or physical condition.**

**3.04.0 Written Procedures**

**4.1 The District/Colleges shall respect the privacy of individuals involved in a report of sexual assault and shall keep the name of the complainant confidential. If compelled to reveal the complainant's name to the respondent, the District/Colleges shall inform the complainant prior to the commencement of the investigation. Complainants and third parties may make confidential reports. If the complainant requests confidentiality or asks that a complaint not be pursued, the District shall take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. At the same time, the District shall evaluate the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The request for confidentiality shall be weighed against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same respondent; and the respondent's rights to receive information about the allegations if the information is maintained by the District/College. Generally, the District/College shall conduct an investigation if:**

**4.1.1 The respondent is alleged to have committed one or more prior sexual assaults or used a weapon in the reported sexual assault, ~~the institution shall conduct an investigation; or;~~**

**4.1.2 Sexual assaults that occur repeatedly in a particular location or against a particular group.**

**4.2 In its initial response, each College shall provide the complainant with information to assist the complainant. This information shall include written**



documentation about preserving evidence and the identification and location of witnesses.

- 4.3 The District/Colleges shall respond to reports of non-stranger sexual assault in the same manner as it does to reports of stranger sexual assault. This response shall include **appropriately** reporting the matter to the police, ~~with the consent of the victim,~~ as well as engaging the discrimination **and harassment** complaint procedures. The review of the incident shall examine the role that alcohol or drugs may have played in the incident. Further, complainants and witnesses in an investigation of sexual assault shall not be subject to discipline for the student Standards of Conduct unless the violation was egregious. An egregious violation is an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
- 4.4 The complainant shall be interviewed by District/College personnel with training in responding to sexual assault. The District/College personnel shall coordinate their response with law enforcement to the extent feasible to minimize the impact of the investigation on the complainant. The Colleges shall develop a ~~victimcomplainant~~ interview protocol, which shall include a comprehensive follow-up ~~victimcomplainant~~ interview, if appropriate. The complainant shall be asked about the identities and location of witnesses. The complainant shall have the right to have the participation of ~~victimcomplainant~~ advocates and other supporting persons throughout the process.
- 4.5 The respondent shall be contacted and interviewed by the District Police Department or local law enforcement. Following those interviews, the respondent shall be interviewed by the District/College personnel with training on responding to reports of sexual assault. The respondent shall be asked about the identities and location of witnesses.
- 4.6 The complainant shall be provided with written notification about the availability of, and contact information for, on-campus and off-campus resources and services, and coordination with law enforcement, as appropriate. In addition, the complainant shall be provided with information about criminal prosecutions; civil prosecutions; the disciplinary process through the College; and the availability of mediation, academic assistance alternatives, and mental health counseling.
- 4.7 The District shall provide a comprehensive, trauma-informed, training program for District/College officials involved in investigating and adjudicating sexual assault cases.
- 3.14.8 In addition to the foregoing, ~~E~~each ~~C~~college shall develop ~~victimcomplainant-centered~~ written procedures ~~which that~~ shall contain, at a minimum, the following information:

- 3.1.14.8.1 The ~~e~~District/College ~~p~~Policy regarding sexual assault on campus.

- ~~3.1.24.8.2~~ Personnel ~~on campus at the College~~ who should be notified, and procedures for notification, with the consent of the ~~complainant~~ **victim**.
- ~~3.1.34.8.3~~ Legal reporting requirements and procedures for fulfilling them.
- ~~3.1.44.8.4~~ A description of ~~campus~~ **College** services and resources available to ~~complainant~~ **victims**, as well as appropriate off-campus services.
- ~~3.1.54.8.5~~ Procedures for ongoing case management, including procedures for keeping the ~~complainant~~ **victim** informed of the status of any student disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the ~~complainant~~ **victim** deal with academic difficulties that may arise because of the victimization and its impact.
- ~~3.1.6~~ ~~Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.~~
- ~~3.1.74.8.6~~ ~~Each victim of sexual assault should receive information about the existence of at least the following options: criminal prosecutions,; civil prosecutions,; the disciplinary process through the College,; and the availability of mediation, academic assistance alternatives, and mental health counseling.~~

#### 4.05.0 Dissemination

- ~~4.15.1~~ The **College** written procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of a sexual assault.

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LRCCD

Policy Adopted: 2/20/91  
 Policy Revised: 8/21/96  
 Policy Reviewed:  
 Adm. Regulation: None

**DRAFT 1/26/15**

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## 1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an **equal opportunity** program that adheres to the equal employment opportunity policies of the **Los Rios Community College** District; and the guidelines of the Board of Governors of California Community Colleges; and complies fully with the acts of Congress; the laws of the State of California; and the rules, regulations, and guidelines pertaining thereto.
- 1.2 The Board of Trustees has the overall responsibility for insuring equal opportunity and equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and staff development, and for improving the representation of underrepresented groups in all areas where **unlawful** discrimination, **harassment**, or **exclusion** has been shown. The Board of Trustees may delegate this responsibility to the Chancellor.
- 1.3 All employees involved in the implementation of equal opportunity programs shall assume responsibilities and duties as outlined in the Administrative Regulations.
- 1.4 The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be **unlawfully** discriminated against, **harassed**, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, **sexual identity**, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, **military and veteran status**, or marital status. It is the responsibility of the Chancellor and the Presidents of the Colleges to take remedial action in the event of **unlawful** discrimination against, **harassment of**, and/or exclusion from full participation. Procedures are to be established for due process for all parties in the adjudication of accusations of **unlawful** discrimination, **harassment**, or exclusion (**Ssee R-5111**). **Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#).** It is the goal of this District to:
  - 1.4.1 Provide members of underrepresented groups with models of their own race, ethnic, and cultural background and gender with whom they can identify and whom they can recognize as examples of occupational achievement at all levels and in all departments.
  - 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement, and change of assignment.
- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:**

**1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and**

**1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.**

~~1.5~~1.6 It is the intent of this **District P**olicy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been **unlawfully** discriminated against, **harassed**, or excluded from full participation in the benefits, activities, or programs of this District.

~~1.6~~1.7 When there is an underrepresentation in a job class or classes in the District work force, the District practices and **p**olicies shall be studied to determine if there are factors contributing to the underrepresentation. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.

~~1.7~~1.8 It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities, and to allow the use of Service Animals on District/College property in compliance with the Americans **W**ith Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act, and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.

~~1.8~~1.9 The Chancellor shall assure the formation of a **S**taff **e**Equity **e**Committee at each College.

## 2.0 Staff Equity

2.1 Colleges shall establish a Staff Equity Committee.

2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.

## 3.0 Internal Dissemination

3.1 All District employees shall be made aware of the District's equal opportunity plan.

## 4.0 External Dissemination

4.1 Recruiting sources and applicants shall be notified that the District is an equal opportunity employer.

4.2 Community agencies, organizations, and educational institutions shall be notified of the **District p**Policy in order to solicit their assistance in recruiting underrepresented groups (as defined in ~~Ca. Code Regs., tit. Title~~ 5, §59300), and disabled applicants.

5.0 Staff Development

5.1 The District Office and the Colleges will provide staff development opportunities as necessary to accomplish the District's goals in accordance with collective bargaining agreements and District **p**Policy.

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LRCCD

Policy Adopted: 6/30/65

Policy Revised: 5/17/67; 1/17/68; 11/19/69; 12/16/70; 4/19/72; 1/23/74; 8/15/79; 9/3/80; 10/20/82; 10/2/85; 4/23/86; 2/21/90; 12/6/00; 10/1/03; 4/13/11

Policy Reviewed:

Adm. Regulation: [R-5111](#), [R-5178](#)

**DRAFT 10/24/14**

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## 1.0 Complaints

1.1 Employees and applicants shall have access to the procedure for handling complaints relating to **unlawful** discrimination **and harassment** (~~including the Americans with Disabilities Act~~ **which includes claims related to disabilities and sexual harassment**) ~~and sexual harassment~~ as outlined in the Los Rios Community College District's Administrative Regulations.

## 2.0 Referral to State/Federal Agencies

2.1 When complaints are not resolved to the satisfaction of the applicant/employee using the District internal process, the Director, Human Resources ~~will~~**shall** refer the individual to the appropriate State or Federal agency.

## 3.0 Report on Complaints/Grievances Related to Discrimination

3.1 A compilation of complaints relating to **unlawful** discrimination **and harassment** shall be presented to the Los Rios Community College District Board of Trustees annually.

## 4.0 Non-Retaliation

4.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of **unlawful** discrimination **or harassment** shall not affect the concerned individual's future dealings with the District, with his or her employment, or with compensation or work assignments.

4.2 In a situation where evidence is found that an allegation of discrimination is brought solely for the purpose of vexation, the appropriate disciplinary action may be taken.

(Formerly P-5117)

LRCCD

Policy Adopted: 8/15/79

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 6/3/92; 12/6/00; 12/12/07

Policy Reviewed:

Adm. Regulation: R-5172

**DRAFT 10/6/14**

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## 1.0 Statement of Intent

1.1 It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work-place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. **Sexual harassment is a form of discrimination based on sex and is prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). Sexual harassment that takes place off campus and which has an effect on campus is covered by this policy. Inquiries and complaints about sexual discrimination and harassment may be directed to the District/College Title IX Officer or to the United States Department of Education Office of Civil Rights. The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).**

1.2 Where evidence of **sexual** harassment is found: ~~appropriate corrective action shall be taken.~~

**1.2.1 The District shall take appropriate steps to halt any sexual harassment and prevent its recurrence; and**

**1.2.2 The District shall take appropriate steps to remedy the effects of any sexual harassment.**

~~1.2.3~~ Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. **(Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Fed. Regs., tit. 29, § 1604.11; Ed. Amendments of 1972, Title IX; Ed. Code, § 200, et seq.; Gov. Code, § 11135; Title 2, § 7287.6 and Title 5, § 53000, et seq.)**~~(Section 703, Title VII of the Civil Rights Act of 1964, as interpreted by Section 1604.11, Title 29, Code of Federal Regulations; Title IX, Education Amendments of 1972; Section 200, et seq., California Education Code; Section 11135, California Government Code; Section 7287.6, Title 2, and Section 53000, et seq., Title 5, California Code of Regulations.)~~

## 2.0 Definition of Sexual Harassment (~~Education~~ Ed. Code, § 212.5)

2.1 Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

2.1.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

2.1.2 Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

- 2.1.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- 2.1.4 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**2.2 Sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.**

~~2.2.3~~ For the purpose of further clarification, sexual harassment includes, but is not limited to:

~~2.2.12.3.1~~ Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments, or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

~~2.2.22.3.2~~ Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

~~2.2.32.3.3~~ Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary, and/or work environment, or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades, and/or learning environment of the student.

~~2.2.42.3.4~~ Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment: either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

~~2.2.52.3.5~~ Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable



assignments, favorable duties or shifts, recommendation, reclassifications, etc., in exchange for sexual favors.

### 3.0 Complaint Procedure

- 3.1 Any individual who believes that he or she has been sexually harassed is encouraged to follow the **Discrimination and Harassment eComplaint pProcedures** as set forth in the Los Rios Community College District Regulations. (See R-2423, R-5172, R-6163, or R-9152, as appropriate). Throughout the procedures, the College President and the College/District **Equity** Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties. **In matters of sexual violence, consent of the complainant shall be required prior to further action being taken by the District/College, however, the District/College may take action when the District's/Colleges' obligation to provide a safe and nondiscriminatory environment overrides the complainant's request for confidentiality.**

### 4.0 Non-Retaliation

- 4.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of sexual harassment shall not affect the concerned individual's future dealings with the ~~Los Rios Community College~~-District, with the individual's employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to the individual's status as a student of the ~~Los Rios Community College~~ District.
- 4.2 In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action **will may** be taken.

### 5.0 Administrative Regulations

- 5.1 The Chancellor shall develop such procedures as may be necessary to implement this **District pPolicy** and provide a means of enforcement. The ~~Chancellor-District and each College~~ shall also designate appropriate District employees to administer and enforce this policy within the District **and at the Colleges.**

### 6.0 Special Assistance

- 6.1 Questions concerning the interpretation of this **District pPolicy** should be referred to the ~~College~~**Equity** Officers, **the Title IX Offices,** ~~the District Officer,~~ other designated District employees, or the Union representative. It is the responsibility of the ~~College/District~~**Equity** Officers to inform the complainant of other agencies available in pursuing a sexual harassment complaint. These include: the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of

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Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

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(Formerly P-5118)

LRCCD

Policy Adopted: 7/10/85

Policy Revised: 12/6/00

Policy Reviewed:

| Adm. Regulation: R-5111

**DRAFT 1/26/15**

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## 1.0 Statement of Intent

1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement, at each of the ~~e~~Colleges in the **Los Rios Community College** District, written procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District ~~or/~~eColleges, shall receive ~~treatment and~~ information. ~~The procedures should provide for~~ **and** referrals to local community treatment centers.

## 2.0 Definition of Sexual Assault (Ed. Code, § 67385)

2.1 “Sexual assault” **is broader than sexual violence and** includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, **domestic violence, dating violence, stalking,** or threat of sexual assault. **Sexual assault is also a form of sexual harassment and should be reported under the District’s Discrimination and Harassment Procedures Policy and Administrative Regulation (P/R-5172). It should also be reported to the District Police Department or other appropriate law enforcement.**

## 3.0 Written Procedures

3.1 Each ~~e~~College shall develop **complainant-centered** written procedures ~~which that~~ shall contain, at a minimum, the following information:

3.1.1 The **District/e**College ~~p~~Policy regarding sexual assault on campus.

3.1.2 Personnel ~~on campus~~ **at the College** who should be notified, and procedures for notification, with the consent of the ~~victim~~ **complainant**.

3.1.3 Legal reporting requirements and procedures for fulfilling them.

3.1.4 A description of ~~campus~~ **College** services and resources available to ~~victims~~ **complainants**, as well as appropriate off-campus services.

3.1.5 Procedures for ongoing case management, including procedures for keeping the ~~victim~~ **complainant** informed of the status of any student disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the ~~victim~~ **complainant** deal with academic difficulties that may arise because of the victimization and its impact.

3.1.6 Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.

3.1.7 Each victim of sexual assault should receive information about the existence of at least the following options: criminal prosecutions; civil

prosecutions; the disciplinary process through the eCollege; and, the availability of mediation, academic assistance alternatives, and mental health counseling.

#### 4.0 Dissemination

4.1 The written procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of a sexual assault.

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LRCCD

Policy Adopted: 2/20/91

Policy Revised: 12/6/00

Policy Reviewed:

Adm. Regulation: None

**DRAFT 1/26/15**

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## 1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an equal opportunity program that adheres to the equal employment opportunity policies of the Los Rios Community College District; **and** the guidelines of the Board of Governors of California Community Colleges; and complies fully with the acts of Congress; the laws of the State of California; and the rules, regulations, and guidelines pertaining thereto.
- 1.2 The Board of Trustees has the overall responsibility for insuring equal opportunity and equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and staff development, and for improving the representation of underrepresented groups in all areas where **unlawful** discrimination, **harassment**, or **exclusion** has been shown. The Board of Trustees may delegate this responsibility to the Chancellor.
- 1.3 All employees involved in the implementation of equal opportunity programs shall assume responsibilities and duties as outlined in the Administration Regulations.
- 1.4 The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be **unlawfully** discriminated against, **harassed**, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, **sexual identity**, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, **military and veteran status**, or marital status. It is the responsibility of the Chancellor and the Presidents of the Colleges to take remedial action in the event of **unlawful** discrimination against, **harassment of**, and/or exclusion from full participation. Procedures are to be established for due process for all parties in the adjudication of accusations of **unlawful** discrimination, **harassment**, or exclusion (**Ssee R-6163**). **Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located here.** It is the goal of this District to:
  - 1.4.1 Provide members of underrepresented groups with models of their own race, ethnic, and cultural background and gender with whom they can identify and whom they can recognize as examples of occupational achievement at all levels and in all departments.
  - 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement, and change of assignment.
- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:**

**1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and**

**1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.**

~~1.5.1.6~~ It is the intent of this **District p**Policy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been **unlawfully** discriminated against, **harassed**, or excluded from full participation in the benefits, activities, or programs of this District.

~~1.6.1.7~~ When there is an underrepresentation in a job class or classes in the District work force, the District practices and **p**Policies shall be studied to determine if there are factors contributing to the unbalance. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.

~~1.7.1.8~~ It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities, and to allow the use of Service Animals on District/College property in compliance with the Americans **W**with Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.

~~1.8.1.9~~ The Chancellor shall assure the formation of a **s**Staff **e**Equity **e**Committee at each College.

## 2.0 Staff Equity

2.1 Colleges shall establish a Staff Equity Committee.

2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.

## 3.0 Internal Dissemination

3.1 All District employees shall be made aware of the District's equal opportunity plan.

## 4.0 External Dissemination

4.1 Recruiting sources and applicants shall be notified that the District is an equal employment opportunity employer.

4.2 Community agencies, organizations, and educational institutions shall be notified of the **District p**Policy in order to solicit their assistance in recruiting underrepresented groups (as defined in ~~Ca. Code Regs., tit. Title~~ 5, § 59300), and disabled applicants.

#### 5.0 Staff Development

5.1 The District Office and the Colleges will provide staff development opportunities as necessary to accomplish the District's goals in accordance with collective bargaining agreements and District **p**Policy.

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(Formerly P-6115)

LRCCD

Policy Adopted: 1/23/74

Policy Revised: 10/19/75; 8/15/79; 10/15/80; 10/20/82; 10/2/85; 4/23/86; 2/21/90, 7/16/97;  
10/1/03; 4/13/11

Policy Reviewed:

Adm. Regulation: [R-6111](#), [R-6167](#)

**DRAFT 10/24/14**

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## 1.0 Statement of Intent

- 1.1** It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work-place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. **Sexual harassment is a form of discrimination based on sex and is prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). Sexual harassment that takes place off campus and which has an effect on campus is covered by this policy. Inquiries and complaints about sexual discrimination and harassment may be directed to the District/College Title IX Officer or to the United States Department of Education Office of Civil Rights. The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).**
- 1.2** Where evidence of **sexual** harassment is found, ~~appropriate corrective action shall be taken.:~~
- 1.2.1 The District shall take appropriate steps to halt any sexual harassment and prevent its recurrence; and**
- ~~1.1.1.2.2~~ **1.2.2 The District shall take appropriate steps to remedy the effects of any sexual harassment.**
- ~~1.2.1.3~~ **1.2.3** Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. **(Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Fed. Regs., tit. 29, § 1604.11; Ed. Amendments of 1972, tit. IX; Ed. Code, § 200, et seq.; Gov. Code, § 11135; Title 2, § 7287.6 and Title 5, § 53000, et seq.)**~~(Section 703, Title VII of the Civil Rights Act of 1964, as interpreted by Section 1604.11, Title 29, Code of Federal Regulations; Title IX, Education Amendments of 1972; Section 200, et seq., California Education Code; Section 11135, California Government Code; Section 7287.6, Title 2, and Section 53000, et seq., Title 5, California Administrative Code)~~

## 2.0 Definition of Sexual Harassment (~~Education~~Ed. Code, § 212.5)

- 2.1** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
- 2.1.1** Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- 2.1.2** Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.



- 2.1.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating intimidating, hostile, or offensive work or educational environment.
- 2.1.4 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**2.2 Sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.**

~~2.2.3~~ For the purpose of further clarification, sexual harassment includes, but is not limited to:

~~2.2.12.3.1~~ Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments, or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

~~2.2.22.3.2~~ Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

~~2.2.32.3.3~~ Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary, and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades, and/or learning environment of the student.

~~2.2.42.3.4~~ Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance For example, within the work environment; either suggesting or actually withholding support for an appointment, promotion, or change of assignment; **or** suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

~~2.2.52.3.5~~ Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable

assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

### 3.0 Complaint Procedure

- 3.1 Any individual who believes that he or she has been sexually harassed is encouraged to follow the **Discrimination and Harassment eComplaint pP** Procedures as set forth in the Los Rios Community College District **Affirmative Action Policy and Administrative Regulations**. (sSee R-2423; R-5172; R-6163; or R-9152, as appropriate). Throughout the procedures, the College President and the **College/District Affirmative Action Equity** Officers will ensure that confidentiality will be maintained and that due process will be followed with respect to both parties. **In matters of sexual violence, consent of the complainant shall be required prior to further action being taken by the District/College, however, the District/College may take action when the District's/Colleges' obligation to provide a safe and nondiscriminatory environment overrides the complainant's request for confidentiality.**

### 4.0 Non-Retaliation

- 4.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of sexual harassment shall not affect the concerned individual's future dealings with the ~~Los Rios Community College~~ District, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to the individual's status as a student of the ~~Los Rios Community College~~ District.
- 4.2 In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action **will may** be taken.

### 5.0 Administrative Regulations

- 5.1 The Chancellor shall develop such procedures as may be necessary to implement this **District pP** Policy and provide a means of enforcement. The ~~Chancellor District and each College~~ shall also designate **a District Equity Office or other** appropriate District employees to administer and enforce this **District pP** Policy within the District **and at the Colleges.**

### 6.0 Special Assistance

- 6.1 Questions concerning the interpretation of this **District pP** Policy should be referred to the ~~College Affirmative Action Equity~~ Officers, **the Title IX Officers, and the District Affirmative Action Officer**, other designated District employees, or the Union representative. It is the responsibility of the ~~College/District Affirmative Action Equity~~ Officers to inform the complainant of other agencies available in

pursuing a sexual harassment complaint. These include: the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

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(Formerly P-6117)

LRCCD

Policy Adopted: 7/10/85

Policy Revised: 7/16/97

Policy Reviewed:

Adm. Regulation: R-6163

**DRAFT 1/26/15**

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## 1.0 Complaints

1.1 Employees and applicants shall have access to the procedure for handling complaints relating to **unlawful** discrimination **and harassment** (~~including the Americans with which includes claims related to~~ ~~Disabilities Act~~ ~~and sexual harassment~~) ~~and sexual harassment~~ as outlined in the Los Rios **Community College District** ~~Administrative~~ ~~Regulations~~.

## 2.0 Referral to State/Federal Agencies

2.1 When complaints are not resolved to the satisfaction of the applicant/employee using the ~~Los Rios Community College~~ District internal process, the ~~Director, Personnel Services~~ **Associate Vice Chancellor, Human Resources**, ~~will~~ **shall** refer the individual to the appropriate State or Federal agency.

## 3.0 Report on Complaints/Grievances Related to Affirmative Action

**3.1** A compilation of complaints relating to **unlawful** discrimination **and harassment** shall be presented to the **Los Rios Community College District** ~~Governing~~ Board of **Trustees** annually.

## 4.0 Non-Retaliation

**4.1 It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent. Raising a concern of unlawful discrimination or harassment shall not affect the concerned individual's future dealings with the District, with his or her employment, or with compensation or work assignments.**

~~3.14.2~~ **In a situation where evidence is found that an allegation of discrimination is brought solely for the purpose of vexation, the appropriate disciplinary action may be taken.**

(Formerly P-6119)

LRCCD

Policy Adopted: 8/15/79

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 6/3/92; 7/16/97

Policy Reviewed:

Adm. Regulation: R-6163

**DRAFT 10/6/14**

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### 1.0 Statement of Intent

1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement, at each of the eColleges in the **Los Rios Community College** District, written procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District/~~or~~ **eColleges**, shall receive ~~treatment and~~ information. ~~The procedures should provide for~~ **and** referrals to local community treatment centers.

### 2.0 Definition of Sexual Assault (Edue. Code, § 67385)

2.1 “Sexual assault” **is broader than sexual violence and** includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, **domestic violence, dating violence, stalking,** or threat of sexual assault. **Sexual assault is also a form of sexual harassment and should be reported under the District’s Discrimination and Harassment Procedures Policy and Administrative Regulation (P/R-6163). It should also be reported to the District Police Department or other appropriate law enforcement.**

### 3.0 Written Procedures

3.1 Each eCollege shall develop **complainant-centered** written procedures, which shall contain, at a minimum, the following information:

- 3.1.1 The ~~e~~**District/College** ~~p~~**Policy** regarding sexual assault on campus.
- 3.1.2 Personnel ~~on-campus~~**at the College** who should be notified, and procedures for notification, with the consent of the ~~complainant~~**victim**.
- 3.1.3 Legal reporting requirements and procedures for fulfilling them.
- 3.1.4 A description of ~~campus~~**College** services and resources available to ~~complainant~~**victims**, as well as appropriate off-campus services.
- 3.1.5 Procedures for ongoing case management, including procedures for keeping the ~~complainant~~**victim** informed of the status of any student disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the ~~complainant~~**victim** deal with academic difficulties that may arise because of the victimization and its impact.
- 3.1.6 Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.
- 3.1.7 Each victim of sexual assault should receive information about the existence of at least the following options: criminal prosecutions; civil prosecutions;

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the disciplinary process through the eCollege,; and the availability of mediation, academic assistance alternatives, and mental health counseling.

#### 4.0 Dissemination

4.1 The written procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of a sexual assault.

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LRCCD

Policy Adopted: 2/20/91

Policy Revised:

Policy Reviewed:

Adm. Regulation: None

**DRAFT 1/26/15**

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## 1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an equal opportunity program that adheres to the equal employment opportunity policies of the Los Rios Community College District; **and** the guidelines of the Board of Governors of California Community Colleges; and complies fully with the acts of Congress; the laws of the State of California; and the rules, regulations, and guidelines pertaining thereto.
- 1.2 The Board of Trustees has the overall responsibility for insuring equal opportunity and equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and staff development, and for improving the representation of underrepresented groups in all areas where **unlawful** discrimination, **harassment**, or **exclusion** has been shown. The Board of Trustees may delegate this responsibility to the Chancellor.
- 1.3 All employees involved in the implementation of equal opportunity programs shall assume responsibilities and duties as outlined in the Administrative Regulations.
- 1.4 The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be **unlawfully** discriminated against, **harassed**, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, **sexual identity**, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, **military and veteran status**, or marital status. **Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#).** It is the responsibility of the Chancellor and the Presidents of the Colleges to take remedial action in the event of **unlawful** discrimination against, **harassment of**, and/or exclusion from full participation. Procedures are to be established for due process for all parties in the adjudication of accusations of discrimination or exclusion (**S**see R-9111). It is the goal of this District to:
  - 1.4.1 Provide members of underrepresented groups with models of their own race, ethnic, and cultural background and gender with whom they can identify and whom they can recognize as examples of occupational achievement at all levels and in all departments.
  - 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement and change of assignment.

## **1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:**

**1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and**

**1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.**

~~1.5~~**1.6** It is the intent of this **District p**Policy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been **unlawfully** discriminated against, **harassed**, or excluded from full participation in the benefits, activities, or programs of this District.

~~1.6~~**1.7** When there is an underrepresentation in a job class or classes in the District workforce, the District practices and **p**Policies shall be studied to determine if there are factors contributing to the unbalance. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.

~~1.7~~**1.8** It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities and to allow the use of Service Animals on District/College property in compliance with the Americans **W**ith Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.

~~1.8~~**1.9** The Chancellor shall assure the formation of a **s**Staff **e**Equity **e**Committee at each College.

## 2.0 Staff Equity

2.1 Colleges shall establish a Staff Equity Committee.

2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.

## 3.0 Internal Dissemination

3.1 All District employees shall be made aware of the District's equal opportunity plan.

## 4.0 External Dissemination

4.1 Recruiting sources and applicants shall be notified that the District is an equal employment opportunity employer.

4.2 Community agencies, organizations, and educational institutions shall be notified of the **District p**Policy in order to solicit their assistance in recruiting underrepresented



groups (as defined in ~~Ca. Code Regs., Title~~ 5, § 59300), and disabled applicants.

#### 5.0 Staff Development

5.1 The District Office and the Colleges will provide staff development opportunities as necessary to accomplish the District's goals in accordance with collective bargaining agreements and District ~~p~~Policy.

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(Formerly P-9112 and P-9113)

LRCCD

Policy Adopted: 10/1/03

Policy Revised: 4/13/11

Policy Reviewed:

Adm. Regulation: [R-9111](#), [R-9159](#)

**DRAFT 10/24/14**

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## 1.0 Complaints

1.1 Employees and applicants shall have access to the procedure for handling complaints relating to **unlawful discrimination and harassment** (~~including the Americans with Disabilities Act~~) **which includes claims related to** ~~Disabilities Act~~ and sexual harassment) as outlined in the Los Rios **Community College District** ~~Administrative~~ **Regulations**.

## 2.0 Referral to State/Federal Agencies

2.1 When complaints are not resolved to the satisfaction of the applicant/employee using the ~~Los Rios Community College~~ District internal process, the ~~Director, Personnel Services~~ **Associate Vice Chancellor, Human Resources**, ~~will~~ **shall** refer the individual to the appropriate State or Federal agency.

## 3.0 Report on Complaints/Problem Resolution Related to Affirmative Action

**3.1** A compilation of complaints relating to **unlawful discrimination and harassment** shall be presented to the ~~Governing Los Rios Community College District~~ Board of **Trustees** annually.

## 4.0 Non-Retaliation

**4.1 It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent. Raising a concern of unlawful discrimination or harassment shall not affect the concerned individual's future dealings with the District, with his or her employment, or with compensation or work assignments.**

**3.14.2 In a situation where evidence is found that an allegation of discrimination is brought solely for the purpose of vexation, the appropriate disciplinary action may be taken.**

(Formerly P-9119)

LRCCD

Policy Adopted: 8/15/79

Policy Revised: 2/18/81; 6/16/82; 2/21/90; 6/3/92; 12/9/98

Policy Reviewed:

Adm. Regulation: R-9152

**DRAFT 10/6/14**

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## 1.0 Statement of Intent

**1.1** It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work-place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. **Sexual harassment is a form of discrimination based on sex and is prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). Sexual harassment that takes place off campus and which has an effect on campus is covered by this policy. Inquiries and complaints about sexual discrimination and harassment may be directed to the District/College Title IX Officer or to the United States Department of Education Office of Civil Rights. The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).**

~~1.1.2~~ Where evidence of **sexual** harassment is found, ~~appropriate corrective action shall be taken:~~

**1.2.1 The District shall take appropriate steps to halt any sexual harassment and prevent its recurrence; and**

**1.2.2 The District shall take appropriate steps to remedy the effects of any sexual harassment.**

~~1.2.3~~ Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. **(Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Fed. Regs., tit. 29, § 1604.11; Ed. Amendments of 1972, tit. IX; Ed. Code, § 200, et seq.; Gov. Code, § 11135; Title 2, § 7287.6 and Title 5, § 53000, et seq.)** ~~(§ 703, Title VII of the Civil Rights Act of 1964, as interpreted by § 1604.11, Title 29, Code of Federal Regulations; Title IX, Education Amendments of 1972; § 200, et seq., California Education Code; § 11135, California Government Code; § 7287.6, Title 2, and § 53000, et seq., Title 5, California Administrative Code.)~~

## 2.0 Definition of Sexual Harassment (~~Education~~**Ed.** Code, § 212.5)

2.1 Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

2.1.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

2.1.2 Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

- 2.1.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- 2.1.4 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**2.2 Sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.**

~~2.2.3~~ For the purpose of further clarification, sexual harassment includes, but is not limited to:

~~2.2.12.3.1~~ Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments, or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

~~2.2.22.3.2~~ Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

~~2.2.32.3.3~~ Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary, and/or work environment, or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades, and/or learning environment of the student.

~~2.2.42.3.4~~ Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.

~~2.2.52.3.5~~ Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable

assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

### 3.0 Complaint Procedure

- 3.1 Any individual who believes that he or she has been sexually harassed is encouraged to follow the **Discrimination and Harassment eComplaint pProcedures** as set forth in the ~~Los Rios Community College-District Affirmative Action Policy and Administrative Regulations-~~ (~~Ssee (R-2423), (P-5172), (R-6163), or (R-9152)~~), as appropriate). Throughout the procedures, the College President and the ~~College/District Affirmative ActionEquity~~ Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties. **In matters of sexual violence, consent of the complainant shall be required prior to further action being taken by the District/College, however, the District/College may take action when the District's/Colleges' obligation to provide a safe and nondiscriminatory environment overrides the complainant's request for confidentiality.**

### 4.0 Non-Retaliation

- 4.1 **It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent.** Raising a concern of sexual harassment shall not affect the concerned individual's future dealings with the ~~Los Rios Community College-District~~, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student of the ~~Los Rios Community College-District~~.
- 4.2 In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action ~~will~~ **may** be taken.

### 5.0 Administrative Regulations

- 5.1 The Chancellor shall develop such procedures as may be necessary to implement this **District pPolicy** and provide a means of enforcement. The ~~Chancellor-District and each College~~ shall also designate **a District Equity Officer and other** appropriate District employees to administer and enforce this **District pPolicy** within the District **and at the Colleges.-**

### 6.0 Special Assistance

- 6.1 Questions concerning the interpretation of this **District pPolicy** should be referred to the ~~College Affirmative ActionEquity~~ Officers, the ~~District Affirmative Action Title IX~~ Officer, other designated District employees, or the Union representative. It is the responsibility of the ~~College/District Affirmative ActionEquity~~ Officers to inform the complainant of other agencies available in pursuing a sexual harassment

complaint. These include: the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

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(Formerly P-9117)

LRCCD

Policy Adopted: 7/10/85

Policy Revised: 2/21/90; 12/9/98

Policy Reviewed:

Adm. Regulation: R-9152

**DRAFT 1/26/15**

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### 1.0 Statement of Intent

1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement, at each of the eColleges in the **Los Rios Community College** District, written procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District ~~or e/Colleges~~, shall receive ~~treatment and~~ information ~~. The procedures should provide for~~ and referrals to local community treatment centers.

### 2.0 Definition of Sexual Assault (~~Education Ed.~~ Code, § 67385.)

2.1 “Sexual assault” **is broader than sexual violence and** includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, **domestic violence, dating violence, stalking,** or threat of sexual assault. **Sexual assault is also a form of sexual harassment and should be reported under the District’s Discrimination and Harassment Procedures Policy and Administrative Regulation (P/R-9152). It should also be reported to the District Police Department or other appropriate law enforcement.**

### 3.0 Written Procedures

3.1 Each eCollege shall develop **complainant -centered** written procedures, which shall contain, at a minimum, the following information:

3.1.1 The ~~e~~**District/College** ~~p~~**Policy** regarding sexual assault on campus.

3.1.2 Personnel ~~on campus at the College~~ who should be notified, and procedures for notification, with the consent of the ~~complainant~~**victim**.

3.1.3 Legal reporting requirements and procedures for fulfilling them.

3.1.4 A description of ~~campus~~**College** services and resources available to ~~complainants~~**victims**, as well as appropriate off-campus services.

3.1.5 Procedures for ongoing case management, including procedures for keeping the ~~complainant~~**victim** informed of the status of any student disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the ~~complainant~~**victim** deal with academic difficulties that may arise because of the victimization and its impact.

3.1.6 Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.

3.1.7 Each victim of sexual assault should receive information about the existence of at least the following options: criminal prosecutions;**;** civil

prosecutions; the disciplinary process through the eCollege; and the availability of mediation, academic assistance alternatives, and mental health counseling.

#### 4.0 Dissemination

4.1 The written procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of a sexual assault.

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(Formerly P-9131)

LRCCD

Policy Adopted: 2/20/91

Policy Revised: 12/9/98

Policy Reviewed:

Adm. Regulation: None


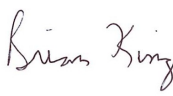
**DRAFT 1/26/15**



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Policy: Awarding Honorary Degrees (P-7244)   | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item D   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | JP Sherry   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King  | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

The Los Rios Community College District Board of Trustees asked staff to create a Policy for the awarding of honorary degrees.

**STATUS:**

The proposed Policy starts by stating that the purpose for honorary degrees is to honor persons who exemplify the Board of Trustees' ideals and traditions. Those degrees should be awarded to recipients that reflect the diversity of interests, backgrounds, and concerns reflected in the Colleges and the community served by those Colleges. The Policy provides that Associate of Arts and Associate of Science degrees may be awarded and provides a mechanism for a committee at each College to make recommendations to the College President for award candidates. Under the proposed Policy, those nominations are then forwarded to the Chancellor who will provide them to the Board of Trustees for its review and ultimate approval. Section 4 of the proposed Policy sets forth the criteria for awarding these honorary degrees and section 5 prohibits the awarding of degrees to certain persons.

Since the first reading, and at the request of the Board of Trustees, minor additions were made to sections 3.0 and 4.0 to note that the Board of Trustees retains discretion to award honorary degrees on its own and for reasons it deems appropriate.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached Policy 7244 - Awarding Honorary Degrees.

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### 1.0 Purpose

- 1.1 The Los Rios Community College District Board of Trustees honors persons who exemplify its ideals and traditions through honorary degrees.
- 1.2 The Board of Trustees recognizes that honorary degrees may be awarded by the Colleges of the Los Rios Community College District for four purposes:
  - 1.2.1 To recognize excellence and extraordinary personal or professional achievement in areas that embody the Colleges' and District's mission, vision, and values.
  - 1.2.2 To honor outstanding or meritorious public service to the District, its Colleges, and the wider society.
  - 1.2.3 To recognize persons who serve as examples for the College's student body.
  - 1.2.4 To honor academic excellence in the individual's field of endeavor.
- 1.3 The Board is committed to award honorary degrees to recipients who reflect the diversity of interests, backgrounds, and concerns reflected in the Colleges, and the community served by the Colleges and the District.

### 2.0 Types of Degrees Awarded

- 2.1 Honorary degrees shall be awarded as an Associate of Arts or Associate of Science in a particular discipline and be issued in the name of one of the four Colleges of the District.

### 3.0 Procedure for Recommendation and Approval of Board of Trustees

- 3.1 Recommendations originating from any of the College constituencies shall be submitted to the College President, who shall establish a Committee on Honorary Degrees to review recommendations. While the number of nominations is not limited, except under unusual circumstances, the Committee on Honorary Degrees shall select no more than two nominees per college per year to be forwarded to the Chancellor.
- 3.2 There shall be a Committee on Honorary Degrees at each College to review the nominees from that College. The Committee on Honorary Degrees shall be chaired by the nominating College Vice President of Instruction and include the following members:
  - 3.2.1 The College Academic Senate President;
  - 3.2.2 The Chair of the Department(s) from which the degrees will be issued;

3.2.3 The Classified Senate President; and

3.2.4 The President of the College Student Body Senate.

3.3 The Committee on Honorary Degrees shall review the nominations and make a recommendation to the College President. The Committee shall also assist in compiling material in support of the nominations forwarded to the President.

3.4 The Chancellor shall forward nominations to the Board for its review and approval.

3.5 Honorary Degrees are typically awarded at College Commencement ceremonies and conferred by the Trustee(s) present. The Chancellor, however, may approve the award of a degree outside of a commencement ceremony under special circumstances and with the approval of the Board.

3.6 The Board of Trustees may, in its discretion, award an honorary degree on its own initiative.

#### 4.0 Criteria

4.1 The Criteria for awarding of honorary degrees is as follows:

4.1.1 Honorary degrees may be awarded to recognize achievements in the advancement of knowledge, the arts, or the professions.

4.1.2 Honorary Degrees may be awarded to recognize outstanding service, achievement, and the commitment to the common good.

4.1.3 Honorary degrees may be awarded posthumously for those exceptional students who had completed a substantial portion of their degree program.

4.1.4 Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education, the College, the District, and with the highest ideals of the person's chosen fields.

4.1.5 Service or benefit to the College or District do not in themselves justify the awarding of an honorary degree. Nothing in these criteria, however, shall preclude nominees who are benefactors of the Colleges or District.

4.1.6 Honorary degrees may be awarded by the Board of Trustees based on other criteria as it deems appropriate in its discretion.

#### 5.0 Prohibited Degrees

5.1 Honorary degrees shall not be awarded to:

5.1.1 Incumbent members of the Board;

5.1.2 The existing Chancellor of the District;

- 
- 5.1.3 The incumbent Presidents of the Colleges;
  - 5.1.4 A person who has already been awarded a degree by that particular College;
  - 5.1.5 Any incumbent elected officials.

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LRCCD

Policy Adopted:

Policy Revised:

Policy Reviewed:



| Adm. Regulation:

**DRAFT 3/17/15**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Policy Revisions: Naming of Facilities and Areas (P-8431)                              | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item E   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | JP Sherry   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King  | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

The Los Rios Community College District Board of Trustees asked staff to review the current Naming of Facilities and Areas Policy P-8431.

**STATUS:**

In section 2.2, language has been added stating that the District reserves the right to remove the name of a building or area in appropriate circumstances. Section 3.2 now explicitly sets forth the process for Colleges to recommend building names to the Chancellor and ultimately to the Board of Trustees. The changes to section 3.3 are designed to allow the Board of Trustees more flexibility in naming decisions that are based on financial considerations. In section 4.2, the proposed revision removes the prescriptive directions as to how buildings should be named but requires that each campus have a uniform system for naming its facilities.

Since the first reading, and at the request of the Board of Trustees, language noting examples of College constituencies was inserted in section 3.2.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the proposed revisions to the attached Policy.

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## 1.0 Authority

- 1.1 The Los Rios Community College District Board of Trustees shall approve the naming of ~~College or District~~the facilities and areas **of the Los Rios Community College District and its Colleges**.
- 1.2 The Board **of Trustees** may seek the advice of the Los Rios Foundation in making a decision to name a particular building or area.
- 1.3 The Chancellor and the Los Rios Foundation may recommend approval of exceptions to this **District p**Policy.

## 2.0 Principles

- 2.1 Buildings and areas may be named in honor of friends, benefactors, and persons who have made significant contributions to the College, the District, or to education in California or the nation.
- 2.2 The naming of a building or place is a matter of serious, long-term commitment. The choice to give a personal name to a building implies permanence of that designation—~~---~~both in terms of the designation itself and to the maintenance and refurbishment of the building. The naming opportunity thus has both moral and financial implications. **The District reserves the right to remove the name of a building in the appropriate circumstances.**
- 2.3 Buildings and areas may be named for persons who: have rendered significant, permanent service to education in California or the nation;~~;-or~~ who have distinguished themselves in the work of a College, campus, discipline, or department within the District;~~;-or~~ who are indigenous to the area and hold a unique place in history; or ~~who~~ have made a substantial gift to the College or the District through its official fundraising arm, the Los Rios Foundation.
- 2.4 Buildings and areas may not be named for current District employees. When an area or building is proposed to be named for individuals associated with the District or California education, a period of not less than three years should elapse between the end of the individual's service to the District or California education and consideration by the Board of Trustees.
- 2.5 In all instances where the word "person," "individual," or "donor," is used in this **District p**Policy, the same shall be deemed to include corporations, foundations, or other appropriate legal entities.

## 3.0 Guidelines

- 3.1 Names of facilities or areas should lend prestige to the District/College, and to staff, students, and community. The credentials, character, and reputation of each individual for whom the naming of a building is being considered shall be carefully

scrutinized and evaluated. Nominations submitted to the Board of Trustees for consideration shall be accompanied by appropriate supporting documentation.

**3.2 The College Presidents shall consult with the appropriate College constituencies (including, but not limited to, the Academic Senate, the Classified Senate, the Student Body Associations, etc.) before bringing a recommendation to the Chancellor to name a building or an area under this District Policy. The Presidents shall also consult with the Deputy Chancellor (or, if there is no Deputy Chancellor, the Vice Chancellor, Finance and Administration) and the Vice Chancellor, Resource and Economic Development prior to presenting recommendations to the Chancellor. The Chancellor shall present recommendations for naming to the Board.**

~~3.23.3 A "substantial gift" is defined as at least 50% of the cost of the facility, up to a gift amount of \$5 million.~~ A financial gift shall not automatically result in the naming of a building for an individual. The other criteria of this **District Policy** must also be met.

~~3.33.4~~ In addition to the permanent nature of a facility named to honor an individual, shorter-term issues, such as name plaques, stationery, catalog listings, maps, ceremonial action, and publicity shall be considered.

~~3.43.5~~ A suitable plaque should be located in the lobby or other significant location, giving the full name and brief biography of the person honored.

#### 4.0 Use of Names

4.1 A uniform system of marking of buildings **and outdoor areas** should be adopted by location.

~~4.2 Buildings and areas across the District should have names that include their primary function:~~

~~4.2.1 A building that serves as classrooms and offices should be designated "hall".~~

~~4.2.2 A building primarily occupied by laboratories should be designated "laboratory".~~

~~4.2.3 Special use buildings such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with a person's name, (i.e. "Gunderson Health Center," "Kondos Gallery.")~~

~~4.2.4 Outdoor areas should bear the name of the individual and, to the extent possible, a functional description (e.g. "Lewis Grove," "Marks Pavillion").~~

~~4.34.2~~ Plaques and signage should be tasteful, discrete, and consistent with other campus signage as determined by the Associate Vice Chancellor of Facilities

Management. ~~Metallic, permanent, non-corrosive letters as approved by the Associate Vice Chancellor of Facilities Management shall be used.~~

4.44.3 To minimize exterior lettering, listings in directories, mailing addresses, and the like, as well as to ensure that the use of the new name becomes commonplace within the lexicon of the College and District, the naming of a building to honor an individual should use the surname only, as in “Raef Hall” and “Rodda Hall.”;

5.0 Portions of Buildings

5.1 Subunits of a new or existing building may be named separately to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major art feature or water feature, and the like.

5.2 In cases where the feature is named after an individual pursuant to this **District** Policy, the committee or group making such a recommendation shall identify, or provide the source for the full cost of changing the name, such cost being determined by the Associate Vice Chancellor of Facilities Management.

5.3 Small landscape features such as trees, benches, and drinking fountains are excluded from the naming requirements.

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(Formerly P-4623)

LRCCD

Policy Adopted: 1/18/67

Policy Revised: 8/10/77; 1/14/81; 6/16/82; 1/17/01; 12/15/10

Adm. Regulation: None



**DRAFT 3/17/15**



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Policy Revisions:<br>Complimentary Tickets (P-8621)                                    | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item F   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | JP Sherry   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King  | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

In 2009, the Fair Political Practices Commission (FPPC) enacted regulation 18944.1, which provided that gifts given to public agencies could be reported by the public agency if the agency created a gift policy and engaged in certain specified public disclosures. Tickets disclosed in that manner do not have to be disclosed on individual Form 700 filings, and some tickets are completely excluded from the gift limits in the Government Code. In light of that regulation, the District enacted Policy and Regulation 8621.

**STATUS:**

Changes need to be made to P-8621 to clarify rules regarding complimentary tickets. First, language has been added that explicitly delegates the authority to distribute any tickets for performances at the Harris Center to the President of Folsom Lake College or designee. Section 2.2.11 has been deleted, as it is already included in the definition of complimentary tickets. Section 4.3 has been deleted as well, as it does not apply to the complimentary ticket distribution. Language has been added in Section 5.0 to specify when public disclosures and Form 700 reporting are required. Finally, in Section 5.7, an exception is created for the distribution of tickets that do not fall within the requirements of the Policy. For example, in the instance where it would make sense to distribute more than two tickets to a single employee, the tickets are considered a gift to the person who distributes them, and therefore must be reported on that person's Form 700, if they are required to file a Form 700.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the proposed revisions to the attached Policy.

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## 1.0 Definitions

- 1.1 “Ceremonial Role” shall mean an act performed at an event by the official as a representative of the **Los Rios Community College** District/ **or its Colleges** at the request of the holder of the event or function where, for a period of time, the focus of the event is on the act performed by the official.
- 1.2 “FPPC” shall mean the California Fair Political Practices Commission.
- 1.3 “Official” shall mean every officer, agent, employee, and consultant who is required to file an Annual Statement of Economic Interests (Form 700) pursuant to State law and the District’s Conflict of Interest Code ([P-8611](#)).
- 1.4 “Ticket” shall mean: tickets or passes that provide admission to a facility or event for entertainment, amusement, recreation, or similar purposes, and are obtained by the ~~Los Rios Community College~~ District or its Colleges through one of the following means:
- 1.4.1 As owner or sponsor of a facility or event.
- 1.4.2 Received by the District/Colleges from a third party who does not earmark the use of the ticket for a specific official, and the use of the ticket is in the sole discretion of the District/College.
- 1.4.3 Purchased by the District/Colleges, or received pursuant to a sponsorship or similar contract.

## 2.0 Public and Governmental Purpose

- 2.1 The Los Rios Community College District Board of Trustees delegates the authority to distribute any tickets **in accordance with this District Policy and/or passes acquired by the District/Colleges** for use by the District’s Trustees or the Deputy Chancellor, **(or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor)** to the Chancellor. The District delegates the authority to distribute any other tickets ~~and/or passes~~ in accordance with this **District** Policy to the District’s Deputy Chancellor, **(or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor)**, or ~~his or her~~ designee. **The Los Rios Community College District Board of Trustees delegates the authority to distribute any tickets for performances at the Harris Center to the President of Folsom Lake College, or designee.**
- 2.2 ~~The District/Colleges may distribute complimentary~~ Tickets **may be distributed under this Policy** to appropriate recipients, including District/College officials, for the **public** purposes of:
- 2.2.1 Ceremonial occasions.

- 2.2.2 Official welcoming of visiting dignitaries.
- 2.2.3 Exchange programs with foreign officials and dignitaries.
- 2.2.4 Community or economic outreach and development.
- 2.2.5 Recognition for direct involvement in District/College--related projects/programs.
- 2.2.6 Advertising and promoting the ~~Los Rios Community College~~ District and its four accredited Colleges (American River College, Cosumnes River College, Folsom Lake College, **and** Sacramento City College).
- 2.2.7 Monitoring and evaluating value of District/College sponsored events to the District/College and their compliance with District/College ~~p~~**P**olicies, agreements and other requirements.
- 2.2.8 Intergovernmental relations purposes.
- 2.2.9 Supporting local nonprofit and educational activities in the community that support and complement the mission of the District/Colleges.
- 2.2.10 Sponsorship agreements involving private events where the District specifically seeks to enhance the District's/College's reputation.
- ~~2.2.11 All written contracts where the District, as a form of consideration, has required that a certain number of tickets/suites be made available for District/College use.~~
- ~~2.2.12~~**2.2.11** Employment retention programs.
- ~~2.2.13~~**2.2.12** Special outreach programs for students, veterans, faculty, teachers, staff, **and** other civil service occupations.
- ~~2.2.14~~**2.2.13** Any purpose similar to those above.
- 2.3 Receipt of consideration of equal or greater value by the District from the **official-recipient** shall be presumed if the tickets and/or passes are distributed pursuant to this **District** Policy.

### 3.0 Ticket Transfer Limitations

- 3.1 Tickets received by officials under this **District** Policy are for the purpose of having that official participate in the event.
- 3.2 An official may transfer his or her ticket to a guest, as well as the official's immediate family, solely for their attendance at the event. All other transfers are prohibited, and no such transferred tickets may be resold.

- 3.3 Each ticket recipient may be offered one additional ticket for her or his immediate family member.
- 3.4 Any official, any member of the official's immediate family, or guest of the official may return any ticket unused to the District for redistribution pursuant to this **District** Policy.

#### 4.0 Public Disclosures

- 4.1 A record of each ticket distributed under this **District** ~~p~~**Policy** shall be completed and forwarded to the ~~Fair Political Practices Commission~~**PPC** on its form.
- 4.2 The form shall be a public record and is subject to inspection and copying.
- 4.3 ~~Any District/College official who receives a ticket for an immediate family member must disclose that ticket as a gift on their his or her annual Form 700.~~

#### 5.0 Exceptions

- 5.1 Tickets provided to officials for an event at which the official plays a ceremonial role shall not constitute a gift and need not be reported on the official's Form 700, but must be reported under the Public Disclosure provision above.
- 5.2 The attendance of an official for the purposes of carrying out the employee's job duties or for the purpose of providing services on behalf of the District/College for the event shall not be considered the distribution of a complimentary ticket and need not be reported ~~under this District Policy or~~ on the official's Form 700, **nor reported under the Public Disclosure provision above.**
- 5.3 This **District** ~~P~~**policy** does not apply to tickets provided to an official by sources other than the District/College.
- 5.4 This ~~p~~**District** **P**Policy does not apply to tickets provided to the District earmarked for a particular official. Those tickets are considered gifts **or income** to that appropriate official. If these tickets are not returned unused to the donor within 30 days of receipt, the official must comply with the applicable FPPC gift limit and reporting regulations.
- 5.5 This **District** ~~P~~**policy** does not apply to tickets for which the official pays the provider of the ticket the fair market value of the ticket and those tickets need not be reported ~~under this District Policy or~~ on the ~~O~~**official's** Form 700, **nor reported under the Public Disclosure provision above.**
- 5.6 This **District** ~~p~~**Policy** does not apply to tickets to amateur events performed by the students of the District/College and those tickets need not be reported

~~under this District Policy or~~ on the ~~O~~official's Form 700, **nor reported under the Public Disclosure provision above.**

~~5.65.7~~ This **District Policy** does not apply to tickets or passes that are distributed by District/College officials outside of the requirements of this **District Policy** (i.e., by someone other than the Board's designees, providing more than two tickets to a single official, etc.). The persons who receives and distributes tickets or passes under this section is responsible for reporting the distribution on the official's Form 700, if required.

~~5.75.8~~ Any ticket or pass that is acquired by the District by purchase, contract, or because the ~~agency-District~~ controls the event and is distributed to a public official, except for an elected official or member of the Board of Trustees, for: (1) the official's personal use, (2) to support general employee morale, (3) retention, or (4) to reward public service shall be deemed to be for personal use and is not reportable on the official's Form 700, **but shall be reported under the Public Disclosure provision above.**

## 6.0 Administrative Regulations

6.1 The Chancellor shall develop ~~a~~**Administrative** ~~r~~**Regulations** to implement this **District p**Policy.

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LRCCD

Policy Adopted: 2/13/13

Policy Revised:

Policy Reviewed:


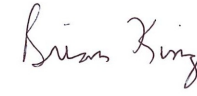
Adm. Regulation: [R-8621](#)

**DRAFT 12/18/14**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |   |                              |   |
|------------------------------------|---|------------------------------|---|
| <b>SUBJECT:</b>                    | Statement of Legislative Principles   | ATTACHMENT: Yes              |   |
|                                    |   | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item G  | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | <br>JP Sherry  | CONSENT/ROUTINE              | X |
|                                    |   | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | <br>Brian King | ACTION                       |   |
|                                    |   | INFORMATION                  |   |

**BACKGROUND:**

Last year, the Los Rios Community College District Board of Trustees revised its Legislative Matters Board Policy P-3115. One requirement of the revised Policy is that the Board annually adopt a Statement of Legislative Principles.

**STATUS:**

Staff received input from the Board of Trustees at its November 2014 meeting, and has reviewed the bills pending in the legislature at the end of the last term and those currently appearing high on the list of priorities in the current legislature. Amendments have been made to the existing Statement of Legislative Principles focused on transfer students, student financial aid, equalization of apportionment for distance education, adult education, automatic backfill of property tax shortfalls, and funding for the CalSTRS and CalPERS liabilities.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the proposed 2015 Statement of Legislative Principles.

# LOS RIOS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

## *Annual Statement of Legislative Principles*

This Statement of Legislative Principles is adopted by the Board of Trustees for the Los Rios Community College District on behalf of itself and its four separately accredited Colleges (American River College, Cosumnes River College, Folsom Lake College and Sacramento City College) under Board Policy P-3115. This Statement is intended to support the District's Strategic Goals: student success; teaching and learning effectiveness; access and growth; community, economic and workforce development; and organizational effectiveness.

This Statement of Legislative Principles provides guidelines for the Chancellor when addressing matters before the California Legislature and Congress, and constitutes the core principles guiding the development of the District's position on legislation.

The District shall not support or oppose legislation unless the outcome will have a significant effect on the District, its students or its employees. The District will remain neutral on most matters affecting local collective bargaining. However, the District will take appropriate positions where that legislation will have a material impact on the District. The District will remain neutral on matters affecting only another single district or small group of district(s), except where policy precedents, or resource allocations, have the significant potential of affecting the Los Rios Community College District or the California Community College System generally. Where issues are raised in the budget process, the District shall seek legislative support or opposition in accordance with the principles established in this document. Where legislation is likely to impede the policy principles set forth, the District is likely to oppose that legislation unless there are significant countervailing reasons.

The Board of Trustees' Legislative Principles align with the District's Vision, Mission, Values, Goals and Strategies, as enumerated in the District's Strategic Plan, as follows, but do not reflect every strategy under each goal area:

**A. PROMOTE STUDENT SUCCESS: The District's and its Colleges' primary goal is to promote student success. This is defined as students achieving their educational goals. The District supports those legislative efforts that promote student success:**

- Close the achievement gap.
- Implement appropriate measures to improve student success.
- Support the provision of comprehensive student support services.
- Provide for realistic accountability metrics based on valid and verifiable data.
- Strengthen the academic preparation of K-12 students to support success at a community college.
- Support collaborative efforts with four-year institutions designed to provide additional transfers **for our students and legislation that promotes transfers.**
- Support ~~the~~ flexibility for ~~concurrent~~ **dual** enrollment and remove barriers as appropriate.

**B. PROMOTE TEACHING AND LEARNING EFFECTIVENESS: The District and its Colleges are committed to providing the highest quality instructional programs in transfer, vocational and general education, using the best current and emerging instructional methods and technologies. The District supports flexible teaching and learning methods to support the success of its diverse student population. The District supports those legislative efforts that promote teaching and learning effectiveness:**

- Support professional development for faculty, staff and administrators that is designed to support student success inside and outside of the classroom.
- Support high quality distance education while minimizing regulatory barriers and additional reporting requirements.
- Support the enhancement of existing educational programs and the development of needed new programs.
- Increase effective delivery of English, ESL and mathematics basic skills education.
- Support accreditation.

**C. PROMOTE ACCESS AND GROWTH: The District and its Colleges strive to be responsive to growing communities of the Greater Sacramento Region. The District and its Colleges pursue new delivery approaches that provide a high level of access to higher education and strive to provide comprehensive support services to assure access by reducing or eliminating significant barriers and promoting diversity. The District supports those legislative efforts that promote access and growth:**

- Enhance student financial aid opportunities **(including, but not limited to, Cal Grant Funding)** and reduce the overall cost of attending college for students.
- Assist students with the application process for attending a community college.
- Support the Dream Act and efforts to expand the institutional capacity for diversity.
- Support the passage of a Statewide Educational Bond.
- Support the District's educational centers.
- Enhance opportunities for underserved constituencies.
- **Support equalization of apportionment for distance education.**



**D. PROMOTE COMMUNITY, ECONOMIC AND WORKFORCE DEVELOPMENT: The District and its Colleges seek to promote the health and economic vitality of the greater Sacramento Region through partnerships, staff involvement in civic affairs and programs open to the public. Further, the District and Colleges support economic development through their occupational programs and partnerships with business, labor and industry. The District supports those legislative efforts that promote community, economic and workforce development:**

- Develop effective and relevant career and technical programs in collaboration with external partners.
- Increase efforts that align career technical education curriculum and program development among community colleges, K-12 and industry.
- Integrate community colleges in the Workforce Investment Board and provide for community college courses to qualify for state and federal funding of workforce development activities.
- Create and support a regional P-20 council.
- Support the efforts of the Los Rios Foundation in its efforts to develop additional funding resources for the District, Colleges, faculty, staff and students.
- **Support improvements to the Adult Education System with our K-12 partners.**



**E. PROMOTE ORGANIZATIONAL EFFECTIVENESS: The District and its Colleges strive to continually improve their institutional effectiveness to ensure fiscal accountability and integrity. The District supports those legislative efforts that promote organizational effectiveness:**

- Maintain local authority and control in the administration of the District and its Colleges.
- Maintain locally elected Boards of Trustee governance in the administration of the District and its Colleges.
- Promote the health, safety and welfare of students, faculty, staff and administrators.
- Support the District's and its Colleges' efforts to attract, recruit and retain the most qualified employees, and assure appropriate staffing levels.
- Support participatory decision making.
- Increase the District's efforts in sustainable practices, including energy and resource conservation, while retaining appropriate flexibility.
- Strengthen the District's ability to use its capital outlay, infrastructure bonds and property management funds efficiently.
- Support the elimination of duplicative and/or needless regulatory oversight and reporting obligations, and provide adequate funding for the oversight and reporting requirements that are necessary.
- Protect the fiscal integrity of the system.
- **Support funding sustainable mechanisms for CalSTRS and CalPERS liabilities.**
- **Support backfill of property tax shortfalls.**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Claim: California Automobile Insurance Company on behalf of Norman Mauricio                  | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item H   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | JP Sherry   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King  | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**STATUS:**

Claimant is seeking damages from Los Rios Community College District.

**RECOMMENDATION:**

It is recommended that the Board of Trustees reject the claim of Claimant and refer the matter to the District's insurance administrators.



## Claim for Damages Form

ONCE SUBMITTED, THIS IS A PUBLIC DOCUMENT

LRCCD Use Only

**Received**

**MAR 16 2015**

**Office of the General Counsel  
Los Rios Community College District**

|  |  |                                    |  |
|--|--|------------------------------------|--|
| Claimant Information   | First Name   | MI                                 | Last Name  |
|  | Date of Birth (MM/DD/YY)*  |                                    | Social Security No.*   |
|  | Driver's License No.   | License State                      | Receives or is eligible for SSDI or Medicare? * (Yes/No)   |
|  | Home Address (Number/Street)   |                                    | Business Name (if including business address)  |
|  | City   | State                              | Zip Code   |
|  | Mail Notices to which address?<br><input type="checkbox"/> Home <input checked="" type="checkbox"/> Business <input type="checkbox"/> Attorney   |                                    | City   |
|  |  |                                    | Zip Code   |
| Injury/<br>Damage<br>Information   | Date injury/damage occurred (MM/DD/YY)   | Time of day injury/damage occurred | Where did injury/damage occur? (College site, street address, intersection, other locations, etc.)                                     |
|  | 12/11/14   | 1748                               | US 50 E/B/SR 99 - Sac Ca   |
|  | How did injury /damage occur? (Describe accident or occurrence in complete detail/attach additional pages if needed)   |                                    |  |
|  | Douglas was driving LRCCD vehicle in rainy conditions without working wiper blades and collided with our insured vehicle   |                                    |  |
|  | Name(s) of Los Rios employees involved   |                                    | Police Report No.  |
|  | Susan Douglas  |                                    | 2014 12 0213   |
|  | What action or inaction of Los Rios employee(s) causes your injury/damages?  |                                    |  |
| Your employee was driving at unsafe speed for the conditions   |  |                                    |  |
| What injuries/damages did you suffer?  |  |                                    |  |
| Mercury Ins Group paid out \$8602.04 for damages sustained to the 2004 Mitsubishi Galipse,   |  |                                    |  |
| State the amount of the claim, if less than \$10,000   |  |                                    |  |
| \$8602.04  |  |                                    |  |
| Include the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time the claim is presented, and list the basis for the computation of the amount claimed    |  |                                    |  |
| If the dollar amount of the claim is more than \$10,000, no dollar amount will be stated, but please indicate whether the claim is a limited civil case claim (total dollar amount less than \$25,000) |  |                                    |  |
| <input type="checkbox"/> Yes, it is a limited civil case claim <input type="checkbox"/> No, it is not a limited civil case claim   |  |                                    |  |
| Certification  | By signing below, I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that the presentation of a false claim is a felony (refer to CA Penal Code Sec 72).<br>Note: If the signer is not the Claimant, indicate the relationship of the signer to the Claimant (parent, attorney, etc.) and address. |                                    |  |
|  | Signature  | Date                               | Relationship and address (if not Claimant)   |
| Directions for Submission  | Attach and include with this form any bills for medical treatment or expenses/estimates for personal property damage.<br><br>Once submitted, this form becomes a public document. However, please note that Claimant's Date of Birth, Social Security No., and Driver's License No. <u>WILL REMAIN CONFIDENTIAL.</u>   |                                    | Return completed form to:<br>Los Rios Community College District<br>ATTN: General Counsel<br>1919 Spanos Court<br>Sacramento, CA 95825 |

\*Responses REQUIRED for Federal Medicare Secondary Payer Reporting

0014-020786

P.O. BOX 997195  
 SACRAMENTO CA 95899  
 (800) 827-1570

3-16-15  
 TO: JP  
 From: [Signature]

LRCCD

MAR 12 2015

GENERAL SERVICES

03/10/2015

Mailed to:  
 LOS RIOS CCD  
 ATTN: GENERAL COUNSEL  
 1919 SPANOS CRT  
 SACRAMENTO CA 95825

ATTENTION: AUDRY BORRERO  
 OUR INSURED: NORMAN MAURICIO  
 OUR FILE NO: 2014 0014 009061-50  
 DATE OF LOSS: 12/11/2014  
 YOUR INSURED: LOS RIOS CCD  
 YOUR FILE NUMBER:

Dear LOS RIOS CCD

We have obtained information regarding the above date of loss suggesting that damages incurred were caused by your insured's negligence.

Enclosed for your review please find copies of our supporting documentation. The breakdown of our payments is as follows:

|                         |                 |
|-------------------------|-----------------|
| Initial Repairs         | 8,212.04        |
| Deductible              | 500.00          |
| Supplements             |                 |
| Rental Expense          | 390.00          |
| Out of Pocket Expense   |                 |
| Other                   |                 |
| Salvage +               |                 |
| VLF, if applicable      |                 |
| <b>Total</b>            | <b>9,102.04</b> |
| <b>Total Amount Due</b> | <b>8,602.04</b> |

Our insured's version of the loss is as follows:

Your driver struck our insured's vehicle

**Please return a copy of this form with your payment, to ensure proper credit.**

*If we receive a payment that is less than the amount shown above, that payment will be processed and applied as a partial payment only. This will not indicate any acceptance of liability or agreement to compromise the claim amount. Full or final settlement or similar wording, whether on the payment itself or on accompanying correspondence, does not function as a release.*

Should you have any questions or need additional information, please contact me. Thank you for your cooperation.

Sincerely,



Theresa Wochnick  
 (800) 827-1570 Ext 22318

Enclosures

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**BACKGROUND:**

Pursuant to Board Policy 8315, executed agreements for the following grant and/or contract awards are hereby presented for approval and/or ratification.

| Title, Description, Term, Project Administrator   | College/Unit | Amount    | Source                               |
|---|--------------|-----------|--------------------------------------|
| Child Development Training Consortium – Campus Coordinator and Instructional Agreement (renewal) <ul style="list-style-type: none"> <li>• Funds to support coordination of and instruction in the Child Development Training Program.</li> <li>• 9/1/2014 through 6/30/2015</li> <li>• Administrator: Monica Pactol, Vice President, Instruction</li> </ul> | FLC          | \$11,900  | Yosemite CCD                         |
| Prop 39 Program Improvement Fund – Subaward <ul style="list-style-type: none"> <li>• Funds to enhance green/clean technology programs.</li> <li>• 3/5/2014 through 3/31/2015</li> <li>• Administrator: Jamey Nye, Associate Vice President, Instruction</li> </ul>  | CRC          | \$14,680  | Mendocino College                    |
| Faculty Entrepreneurship Mini Grant <ul style="list-style-type: none"> <li>• Funds to enhance the Small Business Management program.</li> <li>• 2/5/2015 through 5/15/2015</li> <li>• Administrator: Brian Bedford, Dean, Business and Family Science</li> </ul>  | CRC          | \$5,000   | Woodland College, Small Business DSN |
| CTE Enhancement Fund – 60% Local Share <ul style="list-style-type: none"> <li>• Funds to enhance Career Technical Education (CTE) programs.</li> <li>• 1/1/2015 through 6/30/2015</li> <li>• Administrator: Gabriel Meehan, Associate Vice President, Workforce and Economic Development</li> </ul>   | SCC          | \$360,922 | CCCCO (Shasta College Fiscal Agent)  |

|   |     |           |   |
|---|-----|-----------|---|
| <p>CTE Enhancement Fund – 60% Local Share</p> <ul style="list-style-type: none"> <li>• Funds to enhance Career Technical Education (CTE) programs.</li> <li>• 1/1/2015 through 6/30/2015</li> <li>• Administrator: Jerome Countee, Associate Vice President, Workforce Development</li> </ul> | ARC | \$586,045 | CCCCO<br>(Shasta College<br>Fiscal Agent) |
|---|-----|-----------|---|

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Resolution No. 2015-08: Cooperative Purchasing Agreement- Sacramento Area Council of Governments (SACOG) | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item J   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | Theresa Matista <i>Theresa Matista</i>   | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i>   | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

Los Rios Community College District is authorized to use Public Contract §20652 to “piggyback” on bid proposals properly advertised and awarded by other entities for the purchase of items specified in the code. Campus locations are currently conducting business with multiple vendors to meet operational needs. Several existing District vendors participate in competitive solicitations conducted through purchasing cooperatives which leverage the purchasing volume of its members to obtain favorable pricing.

**STATUS:**

The Purchasing Department has applied for membership to the following purchasing cooperative:

- Sacramento Area Council of Governments (SACOG)

This cooperative purchasing arrangement will provide additional options to the District to secure supplies and equipment at the best possible pricing and service.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the attached resolution authorizing the use of the following purchasing cooperative: Sacramento Area Council of Governments (SACOG).





# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

No 2015-08

### Cooperative Purchasing Agreement- Sacramento Area Council of Governments (SACOG)

**WHEREAS**, the Los Rios Community College District in accordance with its Purchasing Guidelines may purchase goods and services from suppliers to satisfy operational and educational requirements; and

**WHEREAS**, the District has applied to be a Participating Agency with Sacramento Area Council of Governments (SACOG) to access contract purchasing benefits in accordance with terms and conditions of applicable contracts granted by SACOG: Now, therefore,

**BE IT RESOLVED**, it is in the best interest of the District that the Board of Trustees approves the Participating Agency sub agreement and use of the contracts awarded by SACOG as a source of supply effective April 2015.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution No. 2015-08 on this eighth day of April 2015, by the following called vote:

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

\_\_\_\_\_  
Dustin Johnson, President

ATTEST:

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**BACKGROUND:**

Pursuant to Board Policy 8315, the following agreements and/or extensions for the following contracts are hereby presented for approval and/or ratification:

| CONTRACTS                              |                  |                            |               |                                   |                       |
|--|------------------|----------------------------|---------------|-----------------------------------|-----------------------|
| Description                            | Agreement Amount | Initial (I)<br>Renewal (R) | Valid Dates   | Consultant/<br>Contractor         | Department<br>Sponsor |
| Student Record Format Conversion       | \$20,000.00      | I                          | 03/15 – 06/16 | BMI Imaging System                | SCC Instruction       |
| CRC Infrastructure Inspection Services | \$25,000.00      | I                          | 07/14 – 07/16 | Nielsen Inspection Services, Inc. | Facilities Management |
| Closed Captioning Services             | \$30,000.00      | I                          | 09/13 – 06/16 | Aegis Rapid Text                  | SCC DSPS              |

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify and/or approve the contracts herein listed.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**BACKGROUND:**

Pursuant to Board Policy 8315, the bid transactions herein listed are presented for approval and/or ratification.

| CHANGE ORDERS |                               |               |               |                       |                    |
|---------------|-------------------------------|---------------|---------------|-----------------------|--------------------|
| Bid No        | Description                   | Change Amount | Change Number | Vendor                | New Contract Total |
| 14019         | ARC Student Services Addition | \$34,784.00   | 3             | SW Allen Construction | \$2,961,893.00     |

| BID AWARDS |                                 |                 |            |   |                              |
|------------|---------------------------------|-----------------|------------|---|------------------------------|
| Bid No     | Description                     | No of Responses | Award Date | Successful Vendor   | Contract Amount              |
| 15003R     | SCC TAP F Lot Entry Sidewalk    | 4               | 03/11/15   | All-American Construction, Inc.                               | \$43,000.00                  |
| 15024      | ARC Hardware & Cylinder Upgrade | 2               | 03/18/15   | Opening Technologies, Inc.                                    | \$37,900.00                  |
| 15030      | SCC Microscopes                 | 3               | 3/23/15    | JH Technologies Inc. and I. Miller Precision Instruments Inc. | \$216,748.40<br>\$114,837.05 |
| 15016      | LRPD Dispatch Software          | 2               | 03/27/15   | Sun Ridge Systems, Inc.                                       | \$213,629.00                 |
| 15028      | District Catalog Printing       | 2               | 03/23/15   | Delta Web Printing  | \$33,029.00                  |
| 15023      | District EMS Upgrade            | 1               | 03/31/15   | Honeywell Building Solutions                                  | \$365,588.00                 |
| 15033      | LRCCD Marketing Campaign        | 5               | 03/31/15   | 3Fold Communications  | \$250,000.00                 |

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify and/or approve the bid transactions herein listed.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |   |                              |   |
|------------------------------------|---|------------------------------|---|
| <b>SUBJECT:</b>                    | Surplus Equipment Disposal- Rolling Stock | ATTACHMENT: None             |   |
|                                    |   | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item M                            | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | Theresa Matista <i>Theresa Matista</i>    | CONSENT/ROUTINE              | X |
|                                    |   | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i>              | ACTION                       |   |
|                                    |   | INFORMATION                  |   |

**BACKGROUND:**

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 81450-81450.5 provides that the governing board may, sell for cash, exchange for value or donate any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the District for not less than two weeks.

**STATUS:**

The District has two (2) vehicles, one (1) single axle trailer, three (3) off-road vehicles, one (1) off-road vehicle accessory, one (1) pressure washer and two (2) tire changers. The District intends to sell to the highest bidder via auction to dispose of the surplus property.

The above listed items for disposal have an estimated value less than \$5,000.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the disposal of the listed items per Education Code section 81450-81450.5.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | Disposition of Surplus Equipment       | ATTACHMENT: None             |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item N                         | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | Theresa Matista <i>Theresa Matista</i> | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i>           | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

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

**STATUS:**

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

All of the surplus items to be disposed of are either broken and/or not working, obsolete, in poor condition, or not needed for district/college operations: 10 AED training units; 1 audio recorder; 1 audio switcher; 32 cabinets; 1 calibrator; 2 cameras; 5 carts; 5 chairs; 116 computers; 1 computer stand; 2 copiers; 4 desks; 2 embossers; 2 enlargers; 3 facsimile machines; 1 folding machine; 2 hutches; 34 laptops; 1 lighting controller; 54 monitors; 1 oven; 15 printers; 16 projectors; 3 projector screens; 8 receivers; 1 shredder; 1 sound mixer; 1 sound system; 1 suitcase; 4 tables; 2 televisions; 1 television stand; 4 video players; and 2 whiteboards. These items have a value of less than \$5,000.

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**BACKGROUND:**

A listing of purchase orders, warrants, checks and wires issued during the period of February 16, 2015 through March 15, 2015 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                           | 0001080116-0001080502<br>B115692-B115712             | \$ 2,028,435.78  |
| Capital Outlay Fund                    | 0003016100-0003016147<br>-                           |                  |
| Child Development Fund                 | 0006000753-0006000753<br>-                           |                  |
| Self-Insurance Fund                    | 0009000333-0009000333<br>-                           |                  |
| WARRANTS                               |  |                  |
| General Fund                           | 712157-713480  | \$ 10,067,017.58 |
| General Fund-ARC Instructional Related | 004832-004937  |                  |
| General Fund-CRC Instructional Related | 021686-021739  |                  |
| General Fund-FLC Instructional Related | 030638-030658  |                  |
| General Fund-SCC Instructional Related | 043900-044044  |                  |
| Capital Outlay Fund                    | 829556-829642  |                  |
| Child Development Fund                 | 954059-954071  |                  |
| Self-Insurance Fund                    | 976232-976237  |                  |
| Payroll Warrants                       | 259097-261119  | \$ 18,821,758.60 |
| Payroll-Direct Deposit                 | 718483-722858  |                  |
| March Leave Process                    | 261120-262640  |                  |
| Payroll Vendor Warrants                | 58032-58202  |                  |
| CHECKS                                 |  |                  |
| Financial Aid Disbursements            | 2123559-2127186                                      | \$ 3,628,343.77  |
| Clearing Checks                        | 2586-2590  | \$ 631.87        |
| Parking Checks                         | -  | \$ -             |
| Bookstore Fund – ARC                   | 29132-29280  | \$ 1,413,366.22  |
| Bookstore Fund – CRC                   | 025925-025969  |                  |
| Bookstore Fund – FLC                   | 8830-8882  |                  |
| Bookstore Fund – SCC                   | 047316-047401  |                  |
| Student Clubs Agency Fund – ARC        | 4596-4608  | \$ 62,023.28     |
| Student Clubs Agency Fund – CRC        | 3563-3583  |                  |
| Student Clubs Agency Fund – FLC        | 1874-1894  |                  |
| Student Clubs Agency Fund – SCC        | 3018-3045  |                  |
| Foundation – ARC                       | 4256-4271  | \$ 53,081.70     |
| Foundation – CRC                       | 1874-1877  |                  |
| Foundation – FLC                       | 0899-0912  |                  |
| Foundation – SCC                       | 3216-3227  |                  |
| Foundation – DO                        | 0630-0633  |                  |
| Associated Students Trust Fund – ARC   | 0693-0701  | \$ 7,040.58      |
| Associated Students Trust Fund – CRC   | 0610-0610  |                  |
| Associated Students Trust Fund – FLC   | 0522-0526  |                  |
| Associated Students Trust Fund – SCC   | -  |                  |
| Regional Performing Arts Center Fund   | USI Check System 3029-3096<br>Manual check 9116-9116 | \$ 591,102.26    |
| WIRES                                  |  |                  |
| Board of Equalization                  | -  | \$ -             |
| PARS                                   | -  | \$ 14,481.45     |
| Vendors                                | -  | \$ -             |
| Backup Withholding                     | -  | \$ 1,032.60      |

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |                              |                              |   |
|------------------------------------|------------------------------|------------------------------|---|
| <b>SUBJECT:</b>                    | Special Rate Salary Schedule | ATTACHMENT: Yes              |   |
|                                    |                              | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item P               | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | Brian King <i>Brian King</i> | CONSENT/ROUTINE              | X |
|                                    |                              | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i> | ACTION                       |   |
|                                    |                              | INFORMATION                  |   |

**BACKGROUND:**

The District has difficulty in attracting and retaining temporary Police Communication Dispatcher employees. The District’s temporary Dispatcher hourly salary rate was below that of other comparable agencies.

The title and position qualifications of temporary Sports Athletic Trainer has been updated to reflect needed qualifications and be consistent with the permanent position.

**STATUS:**

Effective March 25, 2015, the Special Rate Salary Schedule will be updated to include the new temporary Police Communications Dispatcher hourly rate of \$16.84 and the title of the temporary Sports Athletic Trainer shall be changed to temporary Athletic Trainer.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached salary schedule effective March 25, 2015, to increase the hourly rate for temporary Police Communication Dispatchers and change the title of the temporary Sports Athletic Trainer to temporary Athletic Trainer.



**Los Rios Community College District**  
**Salary Schedule for Special Rate - Temporary Classified Employees**  
**Effective July 1, 2014**

| Job Code<br>Number                        | Miscellaneous Services   | Part Time<br>Hourly<br>Rate |
|---|--|-----------------------------|
| 0068                                      | Bookstore Aide   | \$9.00                      |
| 0070                                      | Education Services Aide  | \$9.00                      |
| 0078                                      | Facilities Aide  | \$9.00                      |
| 0085                                      | Game Timer   | \$21.00                     |
| 0071                                      | Office Aide  | \$9.00                      |
| 0066                                      | Photographer   | \$9.00                      |
| 0042                                      | Police Communication Dispatcher*                               | \$16.84                     |
| 0045                                      | Reader/Tutor   | \$9.00                      |
| 0073                                      | Registration Aide  | \$9.00                      |
| <b>Community Swimming/Sports Programs</b> |  |                             |
| 0025                                      | Asst. Sports Program Director                                  | \$15.25                     |
| 0030                                      | Lifeguard I (Lifeguard Training)                               | \$10.25                     |
| 0035                                      | Lifeguard II (Community Water Safety)                          | \$11.25                     |
| 0048                                      | Official I   | \$12.00                     |
| 0049                                      | Official II (Certified or licensed)                            | \$14.00                     |
| 0050                                      | Specialty Coach (maximum 50 hrs. per sport)                    | \$21.00                     |
| 0041                                      | Athletic Trainer *   | \$21.00                     |
| 0046                                      | Sports Instructor I  | \$9.75                      |
| 0047                                      | Sports Instructor II (Sport certified or licensed)             | \$13.25                     |
| 0020                                      | Sports Program Director  | \$26.25                     |
| 0005                                      | Swimming Instructor I (CPR, First Aid, Community Water Safety) | \$9.75                      |
| 0010                                      | Swimming Instructor II (Lifeguard Training)                    | \$13.25                     |
| 0040                                      | Swimming Pool Cashier  | \$9.00                      |
| <b>Art Model/Special Projects</b>         |  |                             |
| 0080                                      | Art Model  | \$15.00                     |
| 0077                                      | Special Projects**   | \$9.00 to \$28.00           |
| <b>Assistant Coach</b>                    |  |                             |
| 0086                                      | Baseball   | \$4,500                     |
| 0087                                      | Basketball (Men's)   | \$4,500                     |
| 0088                                      | Basketball (Women's)   | \$4,500                     |
| 0051                                      | Cross Country (Men's and Women's)                              | \$4,000                     |
| 0089                                      | Football   | \$4,500                     |
| 0090                                      | Soccer (Men's)   | \$4,500                     |
| 0091                                      | Soccer (Women's)   | \$4,500                     |
| 0092                                      | Softball   | \$4,500                     |
| 0093                                      | Swimming (Men's)   | \$4,000                     |
| 0094                                      | Swimming (Women's)   | \$4,000                     |
| 0069                                      | Swimming (Men & Women)   | \$4,000                     |
| 0074                                      | Tennis (Men's)   | \$4,000                     |
| 0067                                      | Tennis (Women's)   | \$4,000                     |
| 0065                                      | Tennis (Men & Women)   | \$4,000                     |
| 0095                                      | Track & Field (Men's)  | \$4,500                     |
| 0096                                      | Track & Field (Women's)  | \$4,500                     |
| 0064                                      | Track & Field (Men & Women)                                    | \$4,500                     |
| 0097                                      | Volleyball (Men's)   | \$4,500                     |
| 0098                                      | Volleyball (Women's)   | \$4,500                     |
| 0099                                      | Water Polo (Men's)   | \$4,000                     |
| 0100                                      | Water Polo (Women's)   | \$4,000                     |
| 0063                                      | Water Polo (Men & Women)                                       | \$4,000                     |
| 0076                                      | Wrestling  | \$4,000                     |

\* Position is subject to the minimum qualifications as noted on the job description.

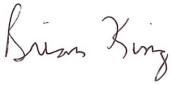
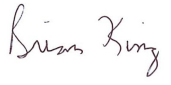
\*\* Must be approved by the Vice President of Administration.

Board Approved:

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |  |                              |   |
|------------------------------------|--|------------------------------|---|
| <b>SUBJECT:</b>                    | 2015-16 Sabbaticals/Professional Development Leaves  | ATTACHMENT: Yes              |   |
|                                    |  | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | Consent Item Q   | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | <div style="text-align: center;"> <br/>                     Brian King                 </div> | CONSENT/ROUTINE              | X |
|                                    |  | FIRST READING                |   |
| <b>APPROVED FOR CONSIDERATION:</b> | <div style="text-align: center;"> <br/>                     Brian King                 </div> | ACTION                       |   |
|                                    |  | INFORMATION                  |   |

**BACKGROUND:**

The agreement with the Los Rios College Federation of Teachers (LRCFT) provides that at least ten (10) Type A sabbaticals and 2.1 FTE of Type B professional development leaves be granted each year. Type A leaves are leaves of one semester at full pay or one year at half pay. Type B leaves are reassigned time for up to 100% and for up to one year in duration.

The agreement with the LRCFT permits the Professional Standards Committee at each college to recommend the conversion of one or more Type A sabbaticals into equivalent FTE of Type B leaves.

Sabbatical/professional development leave recommendations are presented to the Board in April and November of each year.

The criteria for leaves, as stated in the LRCFT agreement are as follows:

1. Retraining of applicant to allow for future new assignment(s) in a needed area as determined by College and District priorities.
2. Studies, projects or activities that provide staff with opportunities to upgrade academic, technical, and vocational skills and knowledge for current or future assignments.
3. Studies, projects, or activities for the improvement of curriculum, educational delivery systems, student personnel services, or other support services.
4. Studies, projects, or activities for development or revision of certificate or degree programs.
5. Studies, projects, or activities related to feasibility or revision of new or existing programs.
6. Studies, projects, or activities for the enhancement of student access and success at the course, program or institutional levels.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached sabbatical/professional development leaves for the 2015-16 year.

**Spring 2015 Board Agenda  
Sabbatical Leaves**

**American River College**

**Type A Leave:           One (1) Type A Leave requested  
                                  One (1) Type A Leave converted to .500 Type B Leave**

**Type B Leave:           .975 FTE Type B Leave(s) requested**

|                                 |                          |
|---------------------------------|--------------------------|
| <b><u>Type A Leave Time</u></b> | <b><u>Annual FTE</u></b> |
|---------------------------------|--------------------------|

|                           |  |             |                  |                 |
|---------------------------|--|-------------|------------------|-----------------|
| <b>Michael L’Estrange</b> | <b>Business &amp; Computer<br/>Science Professor</b> | <b>100%</b> | <b>Fall 2015</b> | <b>.500 FTE</b> |
| <i>“Parallel Upgrade”</i> |  |             |                  |                 |

**Proposal:** The purpose of this proposal is to upgrade and expand the professor’s ICT skills and knowledge to current technology and, using that newly-gained knowledge, upgrade and expand the CISC, CISN and CISS programs in an effort to reverse the stagnation of the programs. Industry driven and rapid major technological advances as well as the need to collaborate across our region require that the programs align themselves with current ICT industry standards and regional focuses.

**Two (2) Type A Leaves unused during 2014/15**

**1.00 FTE Type A Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**

|                                 |                          |
|---------------------------------|--------------------------|
| <b><u>Type B Leave Time</u></b> | <b><u>Annual FTE</u></b> |
|---------------------------------|--------------------------|

|                                      |                          |            |                  |                 |
|--------------------------------------|--------------------------|------------|------------------|-----------------|
| <b>Deb Aucoin-Ratcliff</b>           | <b>Nursing Professor</b> | <b>40%</b> | <b>Fall 2015</b> | <b>.200 FTE</b> |
| <i>“Nursing Curriculum Phase II”</i> |                          |            |                  |                 |

**Proposal:** The goal of this proposal is to continue the development of a new or largely revised nursing curriculum. The Nursing Department has been using curriculum that was developed over two decades ago using concepts from a 1970’s nurse theorist which are now recognized as not being culturally competent. The new/revised curriculum will incorporate the current needs in the field of nursing.

|   |                          |            |                  |                 |
|---|--------------------------|------------|------------------|-----------------|
| <b>Joan Brenchley-Jackson</b>                         | <b>Biology Professor</b> | <b>25%</b> | <b>Fall 2015</b> | <b>.125 FTE</b> |
| <i>“Biology Teaching Collection Curation: Part 2”</i> |                          |            |                  |                 |

**Proposal:** The purpose of this project is to continue the professor’s work started with a Spring 2015 Type B Leave. The ARC Biology Department is fortunate to have a university-level teaching collection of over 1,000 specimens including birds, mammals, reptiles, insects, nests, shells, skulls, bones and more. Using museum-quality curation techniques, the professor is requesting release time to complete much needed and significant repairs to particular specimens which are currently out of service to the biology students.



**Spring 2015 Board Agenda  
Sabbatical Leaves**

**Cosumnes River College**

**Type A Leave: Two (2) Type A Leave(s) requested**

**Type B Leave: .250 FTE Type B Leave requested**

**Type A Leave Time**

**Annual FTE**

|                      |                        |             |                    |                 |
|----------------------|------------------------|-------------|--------------------|-----------------|
| <b>Kurt Erickson</b> | <b>Music Professor</b> | <b>100%</b> | <b>Spring 2016</b> | <b>.500 FTE</b> |
|----------------------|------------------------|-------------|--------------------|-----------------|

*“New Work for Soprano & Orchestra: A Multi-State and International Performance Consortium”*  
**Proposal:** My Sabbatical plans involve a unique professional growth opportunity to create a new 10-14 minute work for soprano soloist and orchestra to be premiered by a consortium of 7-10 orchestras from within the US and internationally. The work will be written during the sabbatical (spring 2016) and premiered during the 2016-17 season by Ohio based soprano Laura Portune and San Francisco based soprano Heidi Moss. I am currently in the process of building the consortium and am receiving assistance from music professionals in the field.

|                   |  |             |                    |                 |
|-------------------|--|-------------|--------------------|-----------------|
| <b>Ron Preble</b> | <b>Kinesiology Professor and<br/>Head Men’s Soccer Coach</b> | <b>100%</b> | <b>Spring 2016</b> | <b>.500 FTE</b> |
|-------------------|--|-------------|--------------------|-----------------|

*“Internship with the Sacramento Republic F.C.”*  
**Proposal:** During the 2016 spring semester I would like to do an internship with the Sacramento Republic F.C. (Professional Soccer Franchise) to get hands on and behind the scenes look at coaching and managing at the professional level. The opportunity would allow me to get experience at the USL First Division level or MLS level depending upon what level the Sac Republic would be competing at. This is an opportunity to develop new coaching ideas, team management ideas, sports psychology ideas, and to be exposed to the overall management of the professional franchise. Included would be the development of a detailed notebook of coaching (technical, tactical, physical, and psychological) periodization concepts, player management practices, and observations of the franchise management.

**Zero (0) Type A Leave unused during 2014/15**

**Zero (0) FTE Type A Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**

**Spring 2015 Board Agenda  
Sabbatical Leaves**

| <u>Type B Leave Time</u> |  |            |                  | <u>Annual FTE</u> |
|--------------------------|--|------------|------------------|-------------------|
| <b>Dana Wassmer</b>      | <b>Nutrition, Careers and<br/>Technology Professor</b> | <b>50%</b> | <b>Fall 2015</b> | <b>.250 FTE</b>   |

*“Plant-Based Nutrition Certificate Program – a Farm to Fork Curriculum”*

**Proposal:** This proposal is to create an online Plant-Based Nutrition Certificate Program that emphasizes the nutritional and environmental benefits of eating plant-based foods. The Program will encompass three new courses: 1. a 3-unit plant based nutrition course, 2. a 3-unit plant based cooking course, and 3. a one to three unit sustainable agriculture class. The goal of this program is to meet the needs of our students as well as our community. Students will learn how best to sustainably grow their food, what foods to eat to promote health, and how to prepare these foods. The establishment of the Plant-Based Nutrition Certificate Program was identified in the Department of Nutrition and Foods Program Outcome Assessment as an area of interest and need.

**.563 FTE Type B Leave unused during 2014/15**

**.563 FTE Type B Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**

**Spring 2015 Board Agenda  
Sabbatical Leaves**

**Folsom Lake College**

Type A Leave:       Zero (0) Type A Leave requested  
                          One (1) Type A Leave converted to .500 Type B Leave

Type B Leave:       .500 FTE Type B Leave requested

**Type A Leave Time** **Annual FTE**

**Zero (0) Type A Leave unused during 2014/15**

**Zero (0) FTE Type A Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time** **Annual FTE**

|                      |                           |            |                    |                 |
|----------------------|---------------------------|------------|--------------------|-----------------|
| <b>Carolyn Smith</b> | <b>Business Professor</b> | <b>60%</b> | <b>Fall 2015</b>   | <b>.300 FTE</b> |
|                      |                           | <b>40%</b> | <b>Spring 2016</b> | <b>.200 FTE</b> |

*“Global Entrepreneurship Certificate Program Development Program”*

**Proposal:** I am requesting a sabbatical leave to re-train in the area of global entrepreneurship and global business operations in order to teach courses in the new certificate area. I will develop course materials and a marketing plan to launch this new certificate program at Folsom Lake College. I will also use this training to improve my ability to teach global concepts in the courses I currently teach (business and economics).

**.355 FTE Type B Leave unused during 2014/15**

**.355 FTE Type B Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**





**Spring 2015 Board Agenda  
Sabbatical Leaves**

|                     |   |              |                  |                 |
|---------------------|---|--------------|------------------|-----------------|
| <b>Brett Thomas</b> | <b>English As A Second<br/>Language Professor</b> | <b>26.7%</b> | <b>Fall 2015</b> | <b>.134 FTE</b> |
|---------------------|---|--------------|------------------|-----------------|

*“ESL Placement Test Validation”*

**Proposal:** The purpose of this project is to revalidate the ESL essay placement test. This assessment test was locally developed and must be revalidated every six years in order to receive continued approval from the State Chancellor’s Office to utilize the test for student placements.

|                     |                      |            |                    |                 |
|---------------------|----------------------|------------|--------------------|-----------------|
| <b>Frank Zamora</b> | <b>Art Professor</b> | <b>40%</b> | <b>Fall 2015</b>   | <b>.200 FTE</b> |
|                     |                      | <b>40%</b> | <b>Spring 2016</b> | <b>.200 FTE</b> |

*“Campus Enrichment Through Public Art Work”*

**Proposal:** The purpose of this project is to continue the current public art project underway at the College. The initial phase of this project began in 2012-13. By the end of the current academic year, an additional 20 to 25 large student-created paintings will be installed on campus, including in the new Student Services Building and at the Outreach Centers. This next phase of this project will enhance College efforts to prepare for the Centennial Celebration. These medium to large scale public art works will be placed strategically around the campus to supplement work completed from 2012 to 2014.


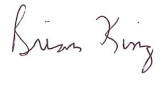
**.006 FTE Type B Leave unused during 2014/15**

**.006 FTE Type B Leave remains available for 2015/16 (per LRCFT Section 11.6.8.5)**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

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

**RECOMMENDATION:**

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

MANAGEMENT

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

| <u>Name</u>   | <u>Subject/Position</u>  | <u>Effective Date(s)</u> |
|---|--|--------------------------|
|   | <u>American River College</u>  |                          |
| Munger, Teri B<br>(B. A. University of California, Santa Barbara) | Project Director, Greater Sacramento/Northern Inland Consortium CTE Pathways Program | 07/01/15 – 06/30/16      |

**APPOINTMENT TO TEMPORARY POSITION(S)**

| <u>Name</u>                                   | <u>Subject/Position</u>                                     | <u>Effective Date(s)</u>         |
|---|---|----------------------------------|
|   | <u>Cosumnes River College</u>                               |                                  |
| Winter, Dionne B.<br>(M.S., DeVry University) | Interim Diagnostic Medical Sonography(DMS) Program Director | 04/21/14 – 04/30/15<br>(Revised) |

**RETIREMENTS)**

| <u>Name</u>        | <u>Subject/Position</u>   | <u>Effective Date(s)</u> |
|--------------------|---|--------------------------|
|                    | <u>Sacramento City College</u>  |                          |
| Licciardi, Anne E. | Dean of Mathematics, Science and Engineering<br>(After 17 years of service) | 07/11/15                 |

|   |
|---|
| <b>APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)</b> |
|---|

| <u>Name</u>  | <u>Subject/Position</u>            | <u>Effective Date(s)</u>         |
|--|------------------------------------|----------------------------------|
| <u>District Office</u>                               |                                    |                                  |
| Orosco, Delia B.<br>(M.A., Arizona State University) | CalWORKs District-Wide Coordinator | 01/20/15 – 06/30/15<br>(Revised) |

|                            |
|----------------------------|
| <b>LEAVE(S) OF ABSENCE</b> |
|----------------------------|

| <u>Name</u>                    | <u>Subject/Position</u>     | <u>Type</u>   | <u>Effective Date(s)</u>         |
|--------------------------------|-----------------------------|---------------|----------------------------------|
| <u>American River College</u>  |                             |               |                                  |
| Bates, Brian F.                | Humanities Professor        | Type C        | 08/20/15 – 12/17/15              |
| Halseth, Andrew W.             | Mathematics Professor       | Type C        | 08/20/15 – 05/18/16<br>(Revised) |
| Herrlinger, Gary D.            | Design Technology Professor | Type C        | 08/20/15 – 05/18/16              |
| Nelson, Elizabeth L.           | Psychology Professor        | Medical       | 03/11/15 – 04/12/15              |
| <u>Folsom Lake College</u>     |                             |               |                                  |
| Trieu, Le Le                   | Mathematics Professor       | Type C        | 08/20/15 – 12/17/15              |
| Tyler, Erica A.                | Anthropology Professor      | Maternity     | 01/29/15 – 05/18/15              |
| <u>Sacramento City College</u> |                             |               |                                  |
| Cirrone, Steve F.              | English Reading Professor   | Medical (40%) | 02/23/15 – 03/27/15              |
| Johnston-Cisneros, Tami L.     | Nursing Professor           | Medical       | 02/13/15 – 03/21/15              |

|  |
|--|
| <b>PRE-RETIREMENT WORKLOAD REDUCTIONS(S)</b> |
|--|

| <u>Name</u>                   | <u>Subject/Position</u>                             | <u>FTE</u> | <u>Effective Date(s)</u>         |
|-------------------------------|---|------------|----------------------------------|
| <u>American River College</u> |   |            |                                  |
| Thiltgen, Christine A.        | Legal Assisting Professor, 60%/<br>Coordinator, 40% | .800       | 07/01/12 – 06/30/16<br>(Revised) |
| <u>Cosumnes River College</u> |   |            |                                  |
| Violett, Linnell G.           | Early Childhood Education Professor                 | .850       | 08/20/15 – 05/18/16              |

FACULTY

**PRE-RETIREMENT WORKLOAD REDUCTIONS(S) continued**

| <u>Name</u>                | <u>Subject/Position</u> | <u>FTE</u> | <u>Effective Date(s)</u> |
|----------------------------|-------------------------|------------|--------------------------|
| <u>Folsom Lake College</u> |                         |            |                          |
| Hegner, Paula E.           | Accounting Professor    | .751       | 08/20/15 – 05/30/20      |

**RETIREMENT(S)**

| <u>Name</u>                    | <u>Subject/Position</u>   | <u>Effective Date(s)</u> |
|--------------------------------|---|--------------------------|
| <u>American River College</u>  |   |                          |
| Keller, Robert A.              | Computer Information Science Professor<br>(After 17 years of service)     | 05/21/15                 |
| Miller, David W.               | Human Services/Psychology Professor<br>(After 23 years of service)        | 05/21/15                 |
| <u>Sacramento City College</u> |   |                          |
| Feder, Sandra H.               | Computer Information Science Professor<br>(After 17 years of service)     | 05/21/15                 |
| Flaherty, Pamela L.            | Sociology Professor, 60% /Coordinator, 40%<br>(After 17 years of service) | 06/30/15<br>(Revised)    |
| Warrell, Patricia L.           | Nursing Professor<br>(After 18 years of service)                          | 05/21/15                 |

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

| <u>Name</u>         | <u>Subject</u>           | <u>FTE</u> |
|---------------------|--------------------------|------------|
| Gonzales,Allan      | Respiratory Care/Therapy | 6 %        |
| Ilaga,Lisa Hunsaker | Respiratory Care/Therapy | 13 %       |

**TEMPORARY, PART-TIME EMPLOYEES Spring 2015**  
**American River College**

| <u>Name</u>                  | <u>Subject</u>                    | <u>FTE</u> |
|------------------------------|-----------------------------------|------------|
| ** (A1) Adams,Jane P.        | Counselor                         | 22 %       |
| Alkhayat,Hanadi              | Physical Education                | 26 %       |
| Appel,Wanda C.               | Other Health Occupations          | 10 %       |
| Arai,Elizabeth L.            | ESL Writing                       | 13 %       |
| Bagley,Patricia M.           | Registered Nursing                | 55 %       |
| Bailey,Katherine A.          | Dance                             | 15 %       |
| Ball,Kimberly A.             | Job Seeking/Changing Skills       | 7 %        |
| Bautista,Kelly L.            | Registered Nursing                | 40 %       |
| ** (A5) Belton,Linda V.      | Physical Education                | 15 %       |
| Boal,Keith F.                | Counselor                         | 11 %       |
| Boling,Patrick V.            | Diesel Technology                 | 63 %       |
| Borders,Angela M.            | English                           | 42 %       |
| Bowles,Christy M.            | Natural Resources                 | 28 %       |
| Brown,Heather M.             | Coordinator                       | 50 %       |
| Burke-Polana,Sharon R        | Drafting Technology               | 2 %        |
| Campas,Steven                | Administration of Justice         | 1 %        |
| Campos,David A               | Counselor                         | 4 %        |
| Cannon,Christina M.          | Sociology                         | 20 %       |
| Charles-Tollerup,Jennifer J. | Horticulture                      | 12 %       |
| Cheshire,Tamara C.           | Coordinator-Instructional         | 40 %       |
| ** (A4) Chevraux,Renee M.    | Gerontology                       | 27 %       |
| Clifford,Kathryn L.          | Psychology, General               | 36 %       |
| Cooke,Lorell M.              | Counselor                         | 4 %        |
| Crain,Michael R.             | Music                             | 3 %        |
| Davtian,Anna                 | Counselor                         | 9 %        |
| de Leon,Leilani P.           | Registered Nursing                | 40 %       |
| Dela Pena,Michael S.         | Electronics & Electric Technology | 15 %       |
| Dexheimer,Steven K.          | Administration of Justice         | 1 %        |
| Dixon,Julian C.              | Music                             | 3 %        |
| Dorris,Tamara L.             | Real Estate                       | 40 %       |
| Dyer,Daniel P.W.             | English                           | 52 %       |
| Econome,Jennie G.            | Counselor                         | 20 %       |
| Evans,Merle L.               | Registered Nursing                | 8 %        |
| Farias,Imelda                | Counselor                         | 39 %       |
| ** (A1) File,Jason           | Classics-Humanities               | 20 %       |
| Frenn,Tyson J.               | Physical Education                | 15 %       |
| Freund,Laura                 | English                           | 50 %       |
| Funderburg,Kelly L.          | Guidance                          | 13 %       |
| Galbraith,Jason A.           | Music                             | 5 %        |
| Garasanin,Olivera            | History                           | 40 %       |
| Graham,Heather M.            | English                           | 27 %       |
| ** (A5) Grasso,Matthew A.    | Music                             | 5 %        |
| Griffin,Robert C.            | Counselor                         | 23 %       |
| Gutierrez,Julio S.           | Automotive Technology             | 10 %       |
| Hall,Neda Nicole             | Infants and Toddlers              | 20 %       |

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
American River College**

| <u>Name</u>                  | <u>Subject</u>                              | <u>FTE</u> |
|------------------------------|---|------------|
| Hauschildt,Sean              | Sign Language                               | 45 %       |
| Haven,Edward F.              | Philosophy                                  | 40 %       |
| Haywood,Laura C.             | Physical Education                          | 30 %       |
| Hein,Randall D.              | Paramedic                                   | 10 %       |
| ** (B5) Henderson,Craig      | Emergency Medical Services                  | 30 %       |
| Hendrickson,Kenneth W.       | Computer Graphics and Digital Imagery       | 27 %       |
| Herman,Kathryn M.            | Counselor                                   | 41 %       |
| Hoffman-Barger,Dale          | Anthropology                                | 15 %       |
| ** (A5) Hollenbeck,Shelly M. | Mathematics Skills                          | 7 %        |
| Hughes,Heather V.            | Counselor                                   | 60 %       |
| Irvin,Robert A.              | Cross Term                                  | 12 %       |
| Jay,Susan M.                 | General Work Experience                     | 20 %       |
| Jones,Erica Leigh            | Geography                                   | 15 %       |
| Jones,Jenny L.               | Counselor                                   | 4 %        |
| Kalman,Mikalai               | Diesel Technology                           | 62 %       |
| Kientz,Michelle L.           | Counselor                                   | 4 %        |
| Klar,Janice E.               | Counselor                                   | 60 %       |
| Konstantynov,Dmytro          | Counselor                                   | 4 %        |
| Lam,Chanthou                 | Dance                                       | 30 %       |
| Lawrence,Aaron Preston Sakai | Counselor                                   | 4 %        |
| Lenaghan,Alice Elizabeth     | Music                                       | 3 %        |
| Leveille,Rebecca A.          | Office Technology/Office Computer Applicati | 9 %        |
| Limon,Kimberly T.            | Coordinator-Instructional                   | 40 %       |
| Longhitano,Amber L.          | Counselor                                   | 47 %       |
| Malik,Jamil I.               | Job Seeking/Changing Skills                 | 7 %        |
| Malik,Jamil I.               | Academic Guidance                           | 20 %       |
| Mar,James K.                 | Counselor                                   | 18 %       |
| Maurino,Molly A.             | Physical Education                          | 30 %       |
| Mendez,Shannon M.            | English                                     | 40 %       |
| Merchant,Sylviove            | Business and Commerce, General              | 13 %       |
| Mirmobiny,Shadieh            | Fine Arts, General                          | 40 %       |
| Mitchell,Christopher B.      | Fire Technology                             | 1 %        |
| Mizerski,Rosa M.             | English                                     | 1 %        |
| Naylor,William Lee           | Horticulture                                | 7 %        |
| Nguyen,Anh H.                | Counselor                                   | 4 %        |
| Nichelson,David L.           | Reading                                     | 23 %       |
| Norton,Michael Theodore      | Geography                                   | 11 %       |
| ** (A2) Olson,Kimberly J.    | Geography                                   | 4 %        |
| Orcutt,Kathleen S.           | Spanish                                     | 67 %       |
| Palaspas,Candice             | Counselor                                   | 4 %        |
| Parker,John S.               | Administration of Justice                   | 1 %        |
| ** (A5) Penwell,Robyn S.     | Physical Education                          | 30 %       |
| ** (A2) Petraru,Marius       | Geography                                   | 15 %       |
| ** (B5) Phariss,Jess E.      | Administration of Justice                   | 1 %        |
| Powell,Thomas S.             | Fine Arts, General                          | 20 %       |
| Preciado,Monica Isabel       | Counselor                                   | 10 %       |
| Preciado,Monica Isabel       | Counselor                                   | 50 %       |
| ** (A5) Rankins,Willie D.    | Physical Education                          | 15 %       |
| Ridley,Michael A.            | Fire Technology                             | 21 %       |
| Robinson,Clinton J.          | Physical Education                          | 15 %       |
| Rochford,Jeffrey A.          | Multimedia                                  | 7 %        |
| Ruckels,Melynda S.           | Registered Nursing                          | 13 %       |
| Rybka,Lucille A              | Coordinator                                 | 37 %       |
| Sakakihara,Paul              | General Work Experience                     | 27 %       |

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2015**  
**American River College**

| <u>Name</u>            | <u>Subject</u>                    | <u>FTE</u> |
|------------------------|-----------------------------------|------------|
| Schmid,Melody Paula    | Biology, General                  | 60 %       |
| Shapiro,Lynn           | English                           | 64 %       |
| Silvestri,Lorella      | Italian                           | 9 %        |
| Slovak,Jeffrey T.      | Accounting                        | 27 %       |
| Stead,Joni M.          | Speech Communication              | 40 %       |
| Stein,Rodger L.        | Psychology, General               | 6 %        |
| Stout,Reed K.          | Intercollegiate Athletics         | 49 %       |
| Sukkary,Tamir          | Political Science                 | 40 %       |
| ** (A5) Taheri,Mansour | Mathematics, General              | 20 %       |
| Teerlink,Jennifer      | Geology                           | 20 %       |
| Thomas,Johnny          | Automotive Technology             | 19 %       |
| Thomas,Michael A.      | Intercollegiate Athletics         | 49 %       |
| Vasquez,Karen M.       | Speech Communication              | 60 %       |
| Veligan,Igor V         | Music                             | 5 %        |
| Voigt,Kurt D.          | Horticulture                      | 15 %       |
| Waterson,Michael C.    | Mathematics, General              | 20 %       |
| Welter, Lee O.         | Paramedic                         | 13 %       |
| ** (B5) Wilson,Steven  | Electronics & Electric Technology | 14 %       |
| Wooden, Tami D.        | Physical Education                | 39 %       |
| Yeung,Esther E.        | General Work Experience           | 20 %       |
| Yount,George H.        | Gerontology                       | 7 %        |
| Yuen,Tiffany W.        | Counselor                         | 21 %       |
| Zimny,Paul L.          | Dance                             | 15 %       |

**TEMPORARY, PART-TIME EMPLOYEES Spring 2015**  
**Cosumnes River College**

| <u>Name</u>                  | <u>Subject</u>                | <u>FTE</u> |
|------------------------------|-------------------------------|------------|
| Ahearn,Thomas T.             | English                       | 47 %       |
| Anderson,Lauren G.           | Physical Education            | 30 %       |
| Babka,Cary M.                | Dramatic Arts                 | 15 %       |
| Colby,Shannon R.             | Psychology, General           | 20 %       |
| Davtian,Anna                 | Counselor                     | 2 %        |
| Doan,Diep N.                 | Counselor                     | 2 %        |
| Elston,Tyler M.              | Sociology                     | 40 %       |
| Faucett,Jillian E.           | Psychology, General           | 20 %       |
| Garcia,Yolanda D.            | Counselor                     | 2 %        |
| Geary,Parrish J.             | Academic Guidance             | 20 %       |
| Gilbert,Scott W.             | Dramatic Arts                 | 30 %       |
| Huynh,Sandra                 | Pharmacy Technology           | 27 %       |
| Jones,Jenny L.               | Counselor                     | 2 %        |
| Kim,Steve                    | Health Information Technology | 64 %       |
| Lawrence,Aaron Preston Sakai | Counselor                     | 2 %        |
| Le,Richard B.                | Economics                     | 5 %        |
| Lee-Keller,Derek L.          | Music                         | 20 %       |
| Lowe,Aisha N.                | Psychology, General           | 20 %       |
| Malik,Jamil I.               | Counselor                     | 11 %       |
| McGuire,Karin                | Counselor                     | 2 %        |
| Meyer,Melanie Ann            | Health Information Technology | 48 %       |
| Mico,Don N                   | Physical Education            | 30 %       |
| Mizerski,Rosa M.             | English                       | 20 %       |
| Mostafa,Nazia                | Counselor                     | 2 %        |
| Navarro,Sirdon S.            | Counselor                     | 2 %        |
| Palaspas,Candice             | Counselor                     | 2 %        |

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
Cosumnes River College**

| <u>Name</u>             | <u>Subject</u>        | <u>FTE</u> |
|-------------------------|-----------------------|------------|
| Palomares,Carmelita     | Counselor             | 6 %        |
| Redic,Lanisha A.        | Counselor             | 2 %        |
| Rosales,Lurdes          | Counselor             | 2 %        |
| ** (A5) Shih,Ernest     | Software Applications | 7 %        |
| ** (A5) Shih,Ernest     | Computer Networking   | 7 %        |
| Song,Kur                | Computer Programming  | 35 %       |
| Stern,Bradley A.        | Psychology, General   | 40 %       |
| Tavares,Tyrone Michael  | Counselor             | 20 %       |
| Tavares,Tyrone Michael  | Counselor             | 6 %        |
| Tavares,Tyrone Michael  | Counselor             | 6 %        |
| Tavares,Tyrone Michael  | Counselor             | 20 %       |
| Taylor,Unity L.         | Fine Arts, General    | 20 %       |
| ** (A5) Tierney,Joan W. | Physical Education    | 20 %       |
| Tittle,Matt G           | English               | 6 %        |
| Welty,Ann E.            | Counselor             | 3 %        |
| Wildie,Kevin J.         | History               | 20 %       |

**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
Folsom Lake College**

| <u>Name</u>                  | <u>Subject</u>                 | <u>FTE</u> |
|------------------------------|--------------------------------|------------|
| Bauer,Christian A.           | Philosophy                     | 3 %        |
| Beese,Michelle A.            | Counselor                      | 36 %       |
| Buch,Dipali D                | Business and Commerce, General | 20 %       |
| Church,Bryan P.              | Business Administration        | 26 %       |
| Church,Bryan P.              | Real Estate                    | 14 %       |
| Church,Bryan P.              | Law, General                   | 9 %        |
| Coronado Barraza,Victor A.   | Spanish                        | 5 %        |
| Darr-Glynn,Kristina D.       | Counselor                      | 32 %       |
| Davtian,Anna                 | Counselor                      | 5 %        |
| Garbett,Rick T.              | Business Management            | 31 %       |
| Ghamami,Omid                 | Business Management            | 11 %       |
| Ghamami,Omid                 | Marketing & Distribution       | 11 %       |
| Ghamami,Omid                 | Purchasing                     | 40 %       |
| Gregory,Richard C.           | Intercollegiate Athletics      | 42 %       |
| Johnson,Lewis E.             | Music                          | 35 %       |
| Kientz,Michelle L.           | Study Skills                   | 20 %       |
| Kientz,Michelle L.           | General Work Experience        | 13 %       |
| Lawrence,Aaron Preston Sakai | Counselor                      | 18 %       |
| Lorenzo,Gina M.              | Counselor                      | 34 %       |
| Mabry,Morice L.              | Business and Commerce, General | 11 %       |
| Mabry,Morice L.              | Marketing & Distribution       | 11 %       |
| Mansfield,Amanda M.          | General Work Experience        | 27 %       |
| Mansfield,Amanda M.          | Counselor                      | 1 %        |
| McConnell,Joel E.            | Counselor                      | 23 %       |
| Palomares,Carmelita          | Counselor                      | 29 %       |
| Pechenova,Mariia             | Music                          | 5 %        |
| ** (A2) Perez,Craig S.       | Physical Education             | 15 %       |
| ** (A2) Perez,Craig S.       | Intercollegiate Athletics      | 50 %       |
| Pettit,Alesha                | Anthropology                   | 20 %       |
| Raposa,Tim S.                | Anthropology                   | 22 %       |
| Raposa,Tim S.                | Archaeology                    | 11 %       |
| Repetto,Deanne R.            | Political Science              | 23 %       |
| Roehr,Rebecca S.             | English                        | 20 %       |

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
Folsom Lake College**

| <u>Name</u>         | <u>Subject</u>                 | <u>FTE</u> |
|---------------------|--------------------------------|------------|
| Rush,John A.        | Anthropology                   | 28 %       |
| Snow,Camille D      | Counselor                      | 33 %       |
| Sundermier,Matthew  | Real Estate                    | 14 %       |
| Swanson,James K.    | Emergency Medical Services     | 19 %       |
| Tully,David D.      | Computer Programming           | 3 %        |
| Walker,Malina L.    | History                        | 2 %        |
| Waterson,Michael C. | Mathematics, General           | 17 %       |
| White,Daniel E.     | Business and Commerce, General | 10 %       |
| Woodward,James R.   | Fire Technology                | 20 %       |

**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
Sacramento City College**

| <u>Name</u>              | <u>Subject</u>                     | <u>FTE</u> |
|--------------------------|------------------------------------|------------|
| Abbott,Kate E.           | English                            | 40 %       |
| Ahlenstorf,Tracy         | Interpersonal Skills               | 3 %        |
| Altmann,John M.          | Music                              | 10 %       |
| Andrews,Dean S.          | Accounting                         | 20 %       |
| Beuttel,Michelle         | English                            | 47 %       |
| Brough,Michelle I.       | English                            | 60 %       |
| Castillo,David C.        | Drafting Technology                | 57 %       |
| Cheung,Joseph L.         | Computer Networking                | 26 %       |
| Christenson,Sandra L.    | English                            | 7 %        |
| Clemens,Jennifer         | Physiology (Includes Anatomy)      | 2 %        |
| Crail,Charr P.           | Applied Photography                | 57 %       |
| Davatz,Holly C.          | English                            | 60 %       |
| Dobbs,Charles K.P.       | English                            | 60 %       |
| Durosko,Susan L          | English                            | 20 %       |
| Eberhardt,Claire E.      | Classics-Humanities                | 20 %       |
| Fraser,Linda             | English                            | 40 %       |
| Goehring,Kevin S         | Aeronautical & Aviation Technology | 63 %       |
| Guzzetta,Elizabeth A.    | Licensed Vocational Nursing        | 10 %       |
| Hung,Gary W.             | Counselor                          | 2 %        |
| Jones,Christine M        | Dental Hygienist                   | 60 %       |
| Kehl,Anthony J.          | Study Skills                       | 5 %        |
| Kelkar,Poonam S.         | General Work Experience            | 60 %       |
| Keller,Mary F.           | Natural History                    | 1 %        |
| Kellogg,Cynthia          | English                            | 60 %       |
| Korp,Norbert Gunter      | Dental Hygienist                   | 6 %        |
| ** (A5) Krumm,Helen T.   | Reading                            | 26 %       |
| Logan,Jason K.           | Sociology                          | 20 %       |
| Lucas,Norman J.          | Railroad and Light Rail Operations | 26 %       |
| Madden,Daniel Fitzgerald | Aeronautical & Aviation Technology | 38 %       |
| Maningo,Rita A.          | Counselor                          | 2 %        |
| Mansourirad,Ehsanollah   | Mathematics, General               | 25 %       |
| Martinez,Jesus R.        | History                            | 40 %       |
| Martinez,Manuel J        | Computer Electronics               | 2 %        |
| McGrath,William A        | Business Administration            | 20 %       |
| McLearn,Susan H.         | Dental Hygienist                   | 60 %       |
| Mitchell,Robin S.        | Licensed Vocational Nursing        | 18 %       |
| Moore,Thomas G           | Software Applications              | 12 %       |
| Mortimer,Tristin Becca   | Dental Assistant                   | 64 %       |
| Mukherjee,Sharmila       | Chemistry, General                 | 30 %       |
| Munger,Kelly A.          | Journalism                         | 21 %       |

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**TEMPORARY, PART-TIME EMPLOYEES Spring 2015  
Sacramento City College**

| <u>Name</u>                | <u>Subject</u>                            | <u>FTE</u> |
|----------------------------|---|------------|
| Nacey, Donna J.            | Accounting                                | 1 %        |
| Nguyen, Alfonso K.         | Counselor                                 | 2 %        |
| Noonan, Richard N.         | Railroad and Light Rail Operations        | 26 %       |
| Paden, Sylvia S            | Nursing                                   | 45 %       |
| Partido, Brian B.          | Dental Hygienist                          | 30 %       |
| Perreault, Diane M.        | Software Applications                     | 12 %       |
| Peterson, Mark B.          | Dental Hygienist                          | 32 %       |
| Pettler, Janelle S.        | Information Technology, General           | 38 %       |
| Pettler, Janelle S.        | Software Applications                     | 8 %        |
| Quiggle, Dexter            | Dental Hygienist                          | 39 %       |
| Reach, Lorna               | Counselor                                 | 3 %        |
| Reddy, Seetha N.           | Anthropology                              | 20 %       |
| Rokke, Carolyn M.          | Library Technician (Aide)                 | 13 %       |
| ** (B5) Rood, Harold D.    | Music                                     | 38 %       |
| Rued, Phillip H            | Aeronautical & Aviation Technology        | 63 %       |
| Sachdev, Poonam            | English                                   | 20 %       |
| Silveira, Matthew W.       | Computer Networking                       | 20 %       |
| Sodergren, Kit             | Aeronautical & Aviation Technology        | 63 %       |
| Suy, Shaun                 | Academic Guidance                         | 5 %        |
| Sweezey, Michelle L.       | Reading                                   | 5 %        |
| Tabrizi, Farough           | Academic Guidance                         | 9 %        |
| Tanner, Judith L.          | Child Development/Early Care and Educatio | 7 %        |
| Treon, Caron L.            | English                                   | 40 %       |
| Warnes, Mathias            | Classics-Humanities                       | 20 %       |
| Wheeldon, Sandra M.        | Dental Assistant                          | 30 %       |
| ** (A1) Wright, Tatyana N. | Counselor                                 | 2 %        |
| Yanez, Israel              | Librarian                                 | 40 %       |
| Yaroshevich, Nataliya      | Counselor                                 | 2 %        |
| Yaroshevich, Nataliya      | Counselor                                 | 2 %        |

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
American River College**

| <u>Name</u>                 | <u>Subject</u>                      | <u>FTE</u> |
|-----------------------------|-------------------------------------|------------|
| Andronas, Jennifer L.       | Automotive Technology               | 40 %       |
| Antos, Damon M.             | Computer Programming                | 15 %       |
| Antos, Damon M.             | Computer Programming                | 27 %       |
| Arrieta, Corinne L.         | Spanish                             | 15 %       |
| Bates, Brian F.             | Other Humanities                    | 20 %       |
| Bertoglio, Nancy A.         | Reading                             | 10 %       |
| Burleson, B. Kathryn        | Technical Theater                   | 15 %       |
| Burleson, B. Kathryn        | Dramatic Arts                       | 45 %       |
| Casale, Kristin G.          | Chemistry, General                  | 20 %       |
| Casper-Denman, Kristina E.  | Anthropology                        | 15 %       |
| Casper-Denman, Kristina E.  | History                             | 20 %       |
| Chou, Susan S.              | Nutrition, Foods, and Culinary Arts | 40 %       |
| Chung, Julie Tzu C.         | Mathematics, General                | 33 %       |
| Condos, Marc A.             | Business and Commerce, General      | 40 %       |
| Duan, Xin-Ran               | Mathematics, General                | 40 %       |
| Duax, Paul L.               | Speech Communication                | 40 %       |
| ** (A2) Dumais, Laurence W. | Computer Infrastructure and Support | 14 %       |
| ** (A2) Dumais, Laurence W. | Computer Networking                 | 32 %       |
| Eifertsen, Dyne C.          | Music                               | 40 %       |

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|   |
|---|
| <b>REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015</b> |
| <b>American River College</b>                               |

| <u>Name</u>                | <u>Subject</u>                              | <u>FTE</u> |
|----------------------------|---|------------|
| Engler,Denise M.           | English                                     | 13 %       |
| Engler,Denise M.           | Reading                                     | 17 %       |
| Fox,Kathleen A.            | Other Health Occupations                    | 17 %       |
| Fuller,Heidi J.            | Office Technology/Office Computer Applicati | 15 %       |
| Garcia,Ines M.             | Spanish                                     | 15 %       |
| Gonzalez,Robert J.         | Business Administration                     | 40 %       |
| Hammerwold,Walter          | Journalism                                  | 28 %       |
| Hartin,Robert G.           | Coordinator                                 | 12 %       |
| Hayes,Rebecca W.           | Software Applications                       | 17 %       |
| Hicks,Diana                | English                                     | 10 %       |
| Howard,Hugh H.             | Geography                                   | 20 %       |
| Howard,Hugh H.             | Geographic Information Systems              | 20 %       |
| Johnston,Diana L.          | Registered Nursing                          | 3 %        |
| Kleemann,Joann C.          | Registered Nursing                          | 3 %        |
| Kraft,Mary Ellen           | Non Instructional Assignment                | 20 %       |
| Lapierre,Arthur            | Music                                       | 40 %       |
| Larabee,Charles            | Software Applications                       | 27 %       |
| Lee,Dennis J.              | English                                     | 10 %       |
| Lehmann,Sarah R.           | Library Science, General                    | 13 %       |
| L'Estrange,Michael A.      | Computer Networking                         | 43 %       |
| Lovering,Janay N.          | English                                     | 7 %        |
| Ludovina,Ceydy B.          | Spanish                                     | 27 %       |
| Magri,Kenneth J.           | Fine Arts, General                          | 20 %       |
| Marchi,Annemarie A.        | Registered Nursing                          | 5 %        |
| Martin,Eric E.             | Emergency Medical Services                  | 11 %       |
| Mattson,Sarah S.           | Art   | 15 %       |
| McCaffrey,Eileen T.        | Sign Language Interpreting                  | 15 %       |
| McCaffrey,Eileen T.        | Sign Language Interpreting                  | 13 %       |
| McCarroll,Sharleen M.      | Mathematics, General                        | 40 %       |
| Messer,Carter-Ryan         | Mathematics, General                        | 40 %       |
| Moore,Reyna C.             | Type C Non-Instructional                    | 6 %        |
| Moore,Reyna C.             | Job Seeking/Changing Skills                 | 7 %        |
| Morgan,Roxanne             | Reading                                     | 20 %       |
| Morgan,Roxanne             | Reading                                     | 20 %       |
| Nobles,Gloria J.           | Software Applications                       | 28 %       |
| ** (B1) Nordell,Randall L. | Office Technology/Office Computer Applicati | 16 %       |
| Padgett,Christopher D.     | History                                     | 20 %       |
| Payne,Michael D.           | Chemistry, General                          | 40 %       |
| Ramirez,Richard A.         | Guidance                                    | 33 %       |
| Rust,Joseph D.             | Academic Guidance                           | 40 %       |
| Ryther,Christopher T.      | Emergency Medical Services                  | 15 %       |
| Scalzi-Pesola,Jennifer S.  | Interpersonal Skills                        | 7 %        |
| Schneider,Harold L.        | English                                     | 20 %       |
| Scott,Margaret L.          | Psychology, General                         | 40 %       |
| ** (A2) Shimizu,Yujiro     | Psychology, General                         | 40 %       |
| Shoemake,Linda E.          | Library Science, General                    | 20 %       |
| Smith,Craig N.             | Fine Arts, General                          | 30 %       |
| Smith,Phil A.              | Mathematics, General                        | 20 %       |
| Stokes,Tiffany R.          | Coordinator                                 | 59 %       |
| Thompson,Steven Dean       | Music                                       | 60 %       |
| Thomsen,Charles E.         | Geography                                   | 15 %       |
| ** (B5) Urkofsky,Teresa E. | Culinary Arts                               | 7 %        |
| Watson,Phyllis R.          | Reading                                     | 7 %        |
| ** (B5) Weckman,Craig R    | Diesel Technology                           | 20 %       |

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

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 Spring 2015  
American River College**

| <u>Name</u>              | <u>Subject</u>                          | <u>FTE</u> |
|--------------------------|---|------------|
| ** (B5) Weckman, Craig R | Diesel Technology                       | 45 %       |
| Williams, Samuel W.      | Dramatic Arts                           | 42 %       |
| Wolf, Mary E.            | Coordinator                             | 10 %       |
| Young, Jiayi             | Computer Graphics and Digital Imagery   | 13 %       |
| Young, Shih-Wen M.       | Physics, General                        | 30 %       |
| Zajic, Kristina L.       | Speech-Language Pathology and Audiology | 20 %       |
| Zarzana, Linda           | Biology, General                        | 8 %        |

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
Cosumnes River College**

| <u>Name</u>                 | <u>Subject</u>                   | <u>FTE</u> |
|-----------------------------|----------------------------------|------------|
| Basheer, Allah-Mi C.        | Counselor                        | 5 %        |
| ** (A5) Beyrer, Gregory M.  | History                          | 33 %       |
| Bills, Jena M.              | Biology, General                 | 20 %       |
| Burns, Cori B.              | Health Occupations, General      | 20 %       |
| Calamar, Jeanne M.          | Physical Education               | 35 %       |
| Calamar, Jeanne M.          | Adapted Physical Education       | 10 %       |
| Cranston, Monica L.         | Counselor                        | 3 %        |
| Crosier, Scott J.           | Geography                        | 30 %       |
| Crosier, Scott J.           | Geography                        | 31 %       |
| Degn, Frances K.            | Academic Guidance                | 40 %       |
| Duffy, Marjorie B.          | Software Applications            | 44 %       |
| Fagin, Edwin D.             | Economics                        | 34 %       |
| Feindert, Kerstin           | English                          | 27 %       |
| Francisco, Jennifer R.      | ESL Reading                      | 15 %       |
| Geissler, Markus            | Information Technology, General  | 20 %       |
| Geissler, Markus            | Information Technology, General  | 20 %       |
| ** (A5) George, Nyenbeku C. | Sociology                        | 40 %       |
| Impinna, Christopher R.     | Veterinary Technician (Licensed) | 40 %       |
| Kagan, Alexander            | Counselor                        | 2 %        |
| Lee, S. Mark                | Chemistry, General               | 15 %       |
| Lugo, Donnisha C.           | Sociology                        | 20 %       |
| Martin, Mary S              | Mathematics, General             | 27 %       |
| Morales, Martin F.          | Political Science                | 20 %       |
| Moreno, Camille             | Mathematics Skills               | 13 %       |
| Neff, Eric S.               | Biology, General                 | 20 %       |
| Noel, Brian E               | Automotive Technology            | 16 %       |
| Panagakos, Anastasia N.     | Anthropology                     | 20 %       |
| Parks, Lance M.             | Computer Networking              | 48 %       |
| Pereira, Michael J.         | Automotive Technology            | 66 %       |
| Phan, Man                   | Business and Commerce, General   | 40 %       |
| Rogers, Kevin M.            | Automotive Technology            | 27 %       |
| Salmi, Andrea K.            | Biology, General                 | 9 %        |
| Sanchez, Brett Aaron        | Mathematics, General             | 67 %       |
| Stewart, Lora               | Mathematics, General             | 33 %       |
| Torres, Gabriel S.          | Spanish                          | 17 %       |
| VanPatten, Charles R.       | Philosophy                       | 30 %       |

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
Folsom Lake College**

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|-------------|----------------|------------|
|-------------|----------------|------------|

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

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**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
Folsom Lake College**

| <u>Name</u>          | <u>Subject</u>       | <u>FTE</u> |
|----------------------|----------------------|------------|
| Abraham,Linda D.     | Microbiology         | 20 %       |
| Aldrich,Christina D. | Psychology, General  | 20 %       |
| Boylan,Catherine A.  | Speech Communication | 40 %       |
| Danner,Lisa A.       | English              | 20 %       |
| Fannon,Sean P.       | Psychology, General  | 20 %       |
| Gibson,Aurelius B.   | Business Management  | 9 %        |
| Hale,Daniel R.       | Astronomy            | 30 %       |
| Haug,Paula R.        | Mass Communications  | 40 %       |
| Lopez,Carlos J.      | Spanish              | 4 %        |
| Oberth,Christine H.  | Chemistry, General   | 20 %       |
| Prelip,Angela N.     | Speech Communication | 40 %       |
| Siegfried,Daniel J.  | English              | 47 %       |
| Tinoco,Diana Chang   | ESL Integrated       | 20 %       |
| Tryhane,Gerald H.    | Accounting           | 27 %       |

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
Sacramento City College**

| <u>Name</u>                       | <u>Subject</u>                        | <u>FTE</u> |
|-----------------------------------|---------------------------------------|------------|
| Allred,Mary-Susan                 | Counselor                             | 1 %        |
| Bacod,Maristella A.               | Counselor                             | 1 %        |
| Barfield,Annette C.               | Academic Guidance                     | 27 %       |
| ** (A5) Bauduin,Lisa A.           | Physical Education                    | 30 %       |
| ** (A5) Bauduin,Lisa A.           | Coaching                              | 13 %       |
| Beadles,Lynette R.                | Occupational Therapy Technology       | 7 %        |
| Belair,Diane M.                   | Academic Guidance                     | 27 %       |
| Belair,Diane M.                   | Counselor                             | 1 %        |
| Bennett,Dianne A.                 | Chemistry, General                    | 27 %       |
| Blair,Deborah J.                  | Study Skills                          | 37 %       |
| Bomberry,Deskaheh D.              | Study Skills                          | 5 %        |
| ** (B5) Bonawitz,Marcia C.        | Cosmetology and Barbering             | 43 %       |
| Capaletti,Thomas D.               | Computer Graphics and Digital Imagery | 8 %        |
| Capaletti,Thomas D.               | Computer Graphics and Digital Imagery | 13 %       |
| Chubbic,Dena J.                   | Chemistry, General                    | 13 %       |
| Davis,Tony P.                     | Academic Guidance                     | 7 %        |
| Davis,Tony P.                     | Counselor                             | 1 %        |
| Douglass,Bruce M.                 | Software Applications                 | 23 %       |
| ** (B5) Estabrook,Paul H.         | Applied Photography                   | 15 %       |
| ** (B5) Estabrook,Paul H.         | Applied Photography                   | 13 %       |
| Gilbert-Valencia,Daniel H.        | Academic Guidance                     | 7 %        |
| ** (A5) Gilley,Shannon R.         | Counselor                             | 1 %        |
| Gonzalez,Mauricio                 | Academic Guidance                     | 14 %       |
| Guzman,Sandra G.                  | Counselor                             | 1 %        |
| Haag,Janis L.                     | Journalism                            | 33 %       |
| Harvey,Jonathan P.                | Counselor                             | 1 %        |
| Huang,Ling                        | Chemistry, General                    | 35 %       |
| Iley,William H.                   | Physics, General                      | 20 %       |
| Jackson,Brenda L.                 | Licensed Vocational Nursing           | 20 %       |
| Janssen,Kristine M.               | Counselor                             | 1 %        |
| ** (B3) Johnston Cisneros,Tami L. | Licensed Vocational Nursing           | 20 %       |
| Jovanovic,Angelia                 | Counselor                             | 1 %        |
| Lane,Tammie R.                    | Dental Assistant                      | 28 %       |
| Marchi,Annemarie A.               | Licensed Vocational Nursing           | 8 %        |
| ** (B5) Masterson,Patricia J.     | Sign Language                         | 27 %       |

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**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2015  
Sacramento City College**

| <u>Name</u>                | <u>Subject</u>              | <u>FTE</u> |
|----------------------------|-----------------------------|------------|
| Minter,Carol A.            | Dental Hygienist            | 2 %        |
| Newman,Forrest L.          | Physics, General            | 28 %       |
| Nuss,Linda                 | Chemistry, General          | 27 %       |
| ** (A1) Oh,Jang-Ha         | Study Skills                | 5 %        |
| ** (B3) Randolph,Melodi L. | Dental Assistant            | 30 %       |
| Ruedas,Sandra R.           | Counselor                   | 1 %        |
| Sah,Tasneem K.             | Counselor                   | 38 %       |
| Sapp,Sylvia J.             | Licensed Vocational Nursing | 20 %       |
| Scott,Geraldine            | Job Seeking/Changing Skills | 3 %        |
| Scott,Geraldine            | Academic Guidance           | 27 %       |
| Scott,Geraldine            | Counselor                   | 1 %        |
| Sheppard,Laurie C.         | Nursing                     | 7 %        |
| ** (A2) Stanton,Kathryn J. | Geology                     | 1 %        |
| ** (A4) Strella,Cheryl L.  | Licensed Vocational Nursing | 8 %        |
| Thompson,Irwin S.          | Physical Therapy Assistant  | 10 %       |
| Times,Kenneth J.           | Counselor                   | 2 %        |
| Villanueva,Maria C.        | Counselor                   | 1 %        |
| ** (A5) Walker,Dannie E.   | Study Skills                | 8 %        |
| Warrell,Patricia L.        | Licensed Vocational Nursing | 13 %       |
| Woolley,Nicole B.          | Study Skills                | 13 %       |
| Wyatt,David T.             | Environmental Science       | 20 %       |
| Zenner,Bruce D.            | Biology, General            | 8 %        |

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

**APPOINTMENT(S)**

| <u>Name</u>           | <u>Position</u>  | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|-----------------------|--|--------------------|--------------------------|
| Ernst, Benjamin R.    | Police Officer   | DO                 | 03/04/15                 |
| Furtado, Kasaundra    | Counseling Clerk II  | FLC                | 03/18/15                 |
| Maxwell, Ryan         | Police Officer   | DO                 | 03/09/15                 |
| Ramirez, Alexandra    | Outreach Clerk   | SCC                | 03/30/15                 |
| Ross, Ariana D.       | Clerk II   | FLC                | 03/27/15                 |
| Solorio, Stephanie M. | Counseling Clerk II  | SCC                | 03/19/15                 |
| Stojadinovic, Petar   | Senior Information Technology<br>Systems/Database Administrator<br>Analyst | DO                 | 03/23/15                 |
| Thiele, Joseph D.     | Police Officer   | DO                 | 03/04/15                 |
| Yang, Janey           | Admissions/Records Clerk II  | CRC                | 03/09/15                 |

**LEAVE(S) OF ABSENCE**

| <u>Name</u>        | <u>Position</u>                   | <u>Type of Leave</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|--------------------|-----------------------------------|----------------------|--------------------|--------------------------|
| Kimbrow, Sherry L. | Laboratory Technician-<br>Science | Child Care,<br>100%  | ARC                | 04/16/15-05/03/15        |

**PROMOTION(S)**

| <u>Name</u>         | <u>New Position<br/>(Current Position)</u>                                   | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|---------------------|--|--------------------|--------------------------|
| Allison, Clinton D. | Student Personnel Assistant-<br>Student Services<br>(Financial Aid Clerk II) | ARC<br>ARC)        | 03/06/15                 |
| Brazil, Brad L.     | Information Technology<br>Business/Technical Analyst II<br>(Research Analyst | DO<br>CRC)         | 04/13/15                 |
| Elliott, Julie A.   | Administrative Assistant I<br>(Printing Services Operator III)               | CRC<br>CRC)        | 04/01/15                 |
| English, Amanda M.  | Admissions/Records Evaluator I<br>(Admissions/Records Clerk I                | ARC<br>ARC)        | 03/16/15                 |



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

**PROMOTION(S), CONTINUED**

| <u>Name</u>            | <u>New Position<br/>(Current Position)</u>                 | <u>Assigned<br/>to</u> | <u>Effective<br/>Date(s)</u> |
|------------------------|--|------------------------|------------------------------|
| Hernandez, Eulalia     | Admissions/Records Clerk III<br>(Clerk II)                 | FLC<br>FLC)            | 03/23/15                     |
| Lee, Ka P.             | Admissions/Records Evaluator I<br>(Financial Aid Clerk II) | ARC<br>CRC)            | 03/23/15                     |
| Martinez, Christina M. | Clerk III<br>(Clerk II)                                    | CRC<br>CRC)            | 03/16/15                     |

**REASSIGNMENT(S)/TRANSFER(S)**

| <u>Name</u>        | <u>New Position<br/>(Current Position)</u>  | <u>Assigned<br/>to</u> | <u>Effective<br/>Date(s)</u> |
|--------------------|---|------------------------|------------------------------|
| Petcan, Viorica    | Clerk III, 10 months, 100%<br>(Clerk III, 12 months, 50%)   | ARC<br>SCC)            | 03/30/15                     |
| Robinson, Stacy A. | Instructional Services Assistant I, 50%<br>(Confidential Human Resources<br>Specialist III, 100%) | FLC<br>DO)             | 04/16/15                     |

**RESCISSION OF PLACEMENT ON  
39- MONTH RE-EMPLOYMENT LIST**

| <u>Name</u>       | <u>Position</u> | <u>Assigned<br/>to</u> | <u>Effective<br/>Date(s)</u> |
|-------------------|-----------------|------------------------|------------------------------|
| Bates, Raymond J. | Custodian       | FLC                    | 03/23/15                     |

**RETIREMENT(S)**

| <u>Name</u>         | <u>Position</u>  | <u>Assigned<br/>to</u> | <u>Effective<br/>Date(s)</u> |
|---------------------|--|------------------------|------------------------------|
| Burkes, Dustin L.   | Printing Services Operator II<br>(After 5+ years of service)   | CRC                    | 07/01/15                     |
| Farrand, Suzanne L. | Clerk II, 50%<br>(After 6+ years of service)   | ARC                    | 06/06/15                     |
| Huttner, Marlene    | Senior Information Technology<br>Technician-Lab/Area Microcomputer<br>Support, 10 months<br>(After 16+ years of service) | ARC                    | 05/22/15                     |
| Ochoa, Ruth M.      | Student Personnel Assistant-<br>Assessment/Testing, 80%<br>(After 16+ years of service)                                  | SCC                    | 04/04/15                     |

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

**RETIREMENT(S), CONTINUED**

| <u>Name</u>       | <u>Position</u>   | Assigned<br>to _____ | <u>Effective<br/>Date(s)</u> |
|-------------------|---|----------------------|------------------------------|
| Seavers, Craig F. | Printing Services Operator II<br>(After 27+ years of service)             | CRC                  | 05/30/15                     |
| Sprinkel, Beth A. | Confidential Administrative Assistant III<br>(After 18+ years of service) | FLC                  | 05/30/15                     |

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

| <u>Name</u>                   | <u>Title</u>                  | <u>Effective Date</u> | <u>End Date</u> |
|-------------------------------|-------------------------------|-----------------------|-----------------|
| <u>American River College</u> |                               |                       |                 |
| Aguirre, Samia                | Special Projects              | 02/23/2015            | 06/30/2015      |
| Aldridge, Daniel T.           | Special Projects              | 02/11/2015            | 06/30/2015      |
| Bessonov, Vasilij M.          | Laboratory Technician         | 07/01/2014            | 06/30/2015      |
| Bonales, Amanda N.            | Instructional Assistant       | 01/26/2015            | 06/30/2015      |
| Cammack, Sharifa D.           | Custodian                     | 03/11/2015            | 06/30/2015      |
| Dean, Heidi A                 | Clerk I                       | 03/04/2015            | 06/30/2015      |
| Fua, Timothy D                | Asst. Coach-Track&Field (M&W) | 02/01/2015            | 06/30/2015      |
| Glenn, Cynthia M.             | Special Projects              | 03/18/2015            | 06/30/2015      |
| Hart, Melanie J.              | Special Projects              | 03/18/2015            | 06/30/2015      |
| Helms, Shelby C.              | Special Projects              | 02/18/2015            | 06/30/2015      |
| Hunnefeld, Terri M.           | Admissions/Records Clerk II   | 03/04/2015            | 06/30/2015      |
| Knight, Edward E.             | Intermediate Interpreter      | 02/11/2015            | 06/30/2015      |
| Konopitski, James L.          | Admissions/Records Clerk II   | 03/04/2015            | 06/30/2015      |
| Powell, Melanie L.            | Admissions/Records Clerk III  | 03/16/2015            | 06/30/2015      |
| Smith, Shavonn T.             | Clerk I                       | 02/03/2015            | 06/30/2015      |
| Tollette, Terri L.            | Asst. Financial Aid Officer   | 01/26/2015            | 06/30/2015      |
| Villafranca, Renee Fatima     | Bookstore Aide                | 02/05/2015            | 06/30/2015      |
| Williams, Megan J.            | Financial Aid Clerk I         | 07/01/2014            | 06/30/2015      |
| Williams, Megan J.            | Financial Aid Clerk II        | 03/11/2015            | 06/30/2015      |
| Zolnikov, Lilly A.            | Special Projects              | 02/25/2015            | 06/30/2015      |
| <u>Cosumnes River College</u> |                               |                       |                 |
| Anaya, Kayla C.               | Student Personnel Assistant   | 02/19/2015            | 06/30/2015      |
| Brandt, Justin A.             | Instructional Assistant       | 02/25/2015            | 06/30/2015      |
| Cameron, Dawn C               | Account Clerk II              | 02/25/2015            | 06/30/2015      |
| Coleman, Robert J.            | Instructional Assistant       | 03/16/2015            | 06/30/2015      |
| Dismukes, Aujonique P.        | Clerk III                     | 03/02/2015            | 06/30/2015      |
| Galati, Carissa G.            | Art Model                     | 02/01/2015            | 06/30/2015      |
| Gary, Norman L                | Clerk I                       | 02/27/2015            | 06/30/2015      |
| Martinez, Fabiola             | Custodian                     | 03/12/2015            | 06/30/2015      |
| McCoy, Cynthia A.             | Special Projects              | 02/02/2015            | 06/30/2015      |
| Parsley, Della L.             | Clerk II                      | 02/10/2015            | 06/30/2015      |
| Wescoatt, Erika K             | Special Projects              | 03/06/2015            | 06/30/2015      |
| Yang, Wyler                   | Instructional Assistant       | 03/16/2015            | 06/30/2015      |



| <u>Name</u>   | <u>Title</u>                | <u>Effective Date</u> | <u>End Date</u> |
|---|-----------------------------|-----------------------|-----------------|
| <u>District Office / Business and Economic Development Center / Facilities Management</u> |                             |                       |                 |
| Aasted, Carina M.   | Special Projects            | 03/09/2015            | 06/30/2015      |
| Lagunas, Sergio Armando   | Student Personnel Assistant | 03/01/2015            | 06/30/2015      |
| <u>Folsom Lake College</u>  |                             |                       |                 |
| Adkins, Elaine C.   | Instructional Assistant     | 02/25/2015            | 06/30/2015      |
| Alexandre, Celina M.  | Instructional Assistant     | 03/03/2015            | 06/30/2015      |
| Benzon, Courtney M  | Special Projects            | 02/10/2015            | 06/30/2015      |
| Braun, Regina J   | Student Personnel Assistant | 03/17/2015            | 06/30/2015      |
| Campbell, Lindsey M.  | Clerk II                    | 03/20/2015            | 06/30/2015      |
| Dugan, Richard J.   | Special Projects            | 02/25/2015            | 06/30/2015      |
| Fathi, Mahsa  | Instructional Assistant     | 02/23/2015            | 06/30/2015      |
| Ganas, Grant N.   | Campus Patrol               | 03/19/2015            | 06/30/2015      |
| Garza, Sandra C.  | Instructional Assistant     | 01/30/2015            | 06/30/2015      |
| Hannaford, Kathryn L.   | Instructional Assistant     | 02/05/2015            | 06/30/2015      |
| Hicks, Jessica K.   | Instructional Assistant     | 01/25/2015            | 06/30/2015      |
| Jovel, Felicia A  | Instructional Assistant     | 02/25/2015            | 06/30/2015      |
| Koch, Jonathan H.   | Instructional Assistant     | 02/26/2015            | 06/30/2015      |
| Kramer, Christopher S.  | Special Projects            | 04/06/2015            | 06/30/2015      |
| Luu, Andy   | Instructional Assistant     | 01/25/2015            | 06/30/2015      |
| Maclean, Jillian L.   | Clerk I                     | 02/25/2015            | 06/30/2015      |
| Madrigal, Cyndy A.  | Instructional Assistant     | 02/19/2015            | 06/30/2015      |
| Mae, Doni   | Instructional Assistant     | 02/02/2015            | 06/30/2015      |
| Mahan, Ava M  | Instructional Assistant     | 02/25/2015            | 06/30/2015      |
| Martin, Troy L  | Special Projects            | 03/17/2015            | 06/30/2015      |
| Murray, Landon D.   | Special Projects            | 01/30/2015            | 06/30/2015      |
| Naresh, Trisha R  | Clerk II                    | 01/21/2015            | 06/30/2015      |
| Padash, Nooshin N   | Student Personnel Assistant | 01/25/2015            | 06/30/2015      |
| Parham, Carrie A  | Instructional Assistant     | 02/25/2015            | 06/30/2015      |
| Pedrosa, Sabrina I.   | Instructional Assistant     | 03/03/2015            | 06/30/2015      |
| Perebikovskiy, Tatyana L.   | Administrative Asst. I      | 02/02/2015            | 06/30/2015      |
| Rahman, Ferdousi  | Instructional Assistant     | 01/25/2015            | 06/30/2015      |
| Ramirez Medina, Isua  | Instructional Assistant     | 03/03/2015            | 06/30/2015      |
| Ray, Jonathan E   | Asst. Coach-Baseball        | 02/09/2015            | 06/30/2015      |
| Solem, Bryan W.   | Special Projects            | 03/20/2015            | 06/30/2015      |
| Toney, James J.   | Special Projects            | 02/25/2015            | 06/30/2015      |
| Villamayor, Jemma F.  | Campus Patrol               | 03/19/2015            | 06/30/2015      |
| Wilson, Consuelo G.   | Bookstore Clerk I           | 03/09/2015            | 06/30/2015      |
| Wilson, Kirsten M   | Special Projects            | 02/05/2015            | 06/30/2015      |
| Wilson, Kirsten M   | Special Projects            | 03/04/2015            | 06/30/2015      |
| Yemane, Absalom T.  | Special Projects            | 01/26/2015            | 06/30/2015      |

| <u>Name</u>                    | <u>Title</u>                 | <u>Effective Date</u> | <u>End Date</u> |
|--------------------------------|------------------------------|-----------------------|-----------------|
| <u>Sacramento City College</u> |                              |                       |                 |
| Bartley, Erin L.               | Sports Athletic Trainer      | 03/06/2015            | 06/30/2015      |
| Bowker, Christine M.           | Admissions/Records Clerk III | 01/12/2015            | 06/30/2015      |
| Brill, Sally A.                | Instructional Assistant      | 02/05/2015            | 06/30/2015      |
| Cooper, Ruth E                 | Custodian                    | 02/18/2015            | 06/30/2015      |
| Hart, Justin T                 | Clerk I                      | 02/18/2015            | 06/30/2015      |
| Hofmeister, Stephanie D.       | Police Comm Dispatcher       | 02/25/2015            | 06/30/2015      |
| Hogan, Jeffrey B.              | Sports Athletic Trainer      | 02/10/2015            | 06/30/2015      |
| Milgrim, Melissa D.            | Sports Athletic Trainer      | 03/15/2015            | 06/30/2015      |
| Morrison, Colleen M.           | Clerk I                      | 03/20/2015            | 06/30/2015      |
| Nelson, Julie A.               | Bookstore Clerk I            | 02/25/2015            | 06/30/2015      |
| Ortiz, Rodion B.               | Custodian                    | 03/24/2015            | 06/30/2015      |
| Prince-Lubawy, Amanda M.       | Art Model                    | 02/09/2015            | 06/30/2015      |
| Sabater, Joanna M.             | Instructional Assistant      | 03/16/2015            | 06/30/2015      |
| Stanley, Emily M.              | Counseling Clerk I           | 02/05/2015            | 06/30/2015      |
| West, Megan R.                 | Special Projects             | 02/09/2015            | 06/30/2015      |

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |   |                              |   |
|------------------------------------|---|------------------------------|---|
| <b>SUBJECT:</b>                    | Board Policy Revisions: Changes to Hiring Processes re: Felony Convictions: P-5121, P-5122, P-6122, P- 6123, P-9121 | ATTACHMENT: Yes              |   |
|                                    |   | ENCLOSURE: None              |   |
| <b>AGENDA ITEM:</b>                | First Reading Item A  | TYPE OF BOARD CONSIDERATION: |   |
| <b>RECOMMENDED BY:</b>             | JP Sherry                          | CONSENT/ROUTINE              |   |
|                                    |   | FIRST READING                | X |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King                         | ACTION                       |   |
|                                    |   | INFORMATION                  |   |

**BACKGROUND:**

The Los Rios Community College District’s current Board Policies ban anyone with a felony conviction from employment with the District. The Equal Employment Opportunity Commission (EEOC) believes that an absolute bar on hiring convicted felons has a disparate effect on hiring practices and is discriminatory unless the employer evaluates each applicant individually to determine if his or her disqualification based on a felony conviction is job-related and consistent with business necessity.

**STATUS:**

Given the EEOC’s stance on this issue, the District has turned to an individualized assessment of each applicant with a felony conviction. The proposed Board Policies provide that applicants shall individually be evaluated to determine if their disqualification based on felony conviction is job-related and consistent with business necessity. This individualized assessment does not apply to those with the enumerated drug and sex crimes defined in the Education Code because state law bars the District from hiring individuals with those felony convictions.

The Administrative Regulations under each of these Policies have also been amended to include the three factors that Human Resources (HR) will consider in determining whether a particular applicant shall be disqualified: (1) the nature and gravity of the offense(s); (2) the amount of time that has passed since the offense(s) or conviction(s) occurred; and (3) the nature of the job held or sought. Finally, the Regulations provide that an applicant with a felony conviction will be given notice and an opportunity to present evidence as to why he or she should not be disqualified under this standard.

**RECOMMENDATION:**

These Policies are presented for first reading.

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### 1.0 Building the Applicant Pool

1.1 The **Los Rios Community College District** Director, Human Resources, shall take those measures ~~which-that~~ are legally permissible to build an applicant pool ~~which-that~~ includes underrepresented groups and disabled persons.

### 2.0 Qualifications

2.1 An applicant must possess the minimum qualifications established for the position class; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.

2.2 An applicant or candidate shall be disqualified for any of the following reasons:

2.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code,  ~~§§ sections~~ 87010 and 87011, respectively, or of any felony or determination that the individual is a sexual psychopath ~~(as defined in Education Code, section § 87406; (Ed Code, § 87405)~~

**2.2.1.1** Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (~~Education-Ed.~~ Code, § ~~88022~~**87405**)

~~2.2.1.1~~**2.2.1.2** **Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, or 87406, shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.**

2.2.2 Falsification or attempted deception in statement on the application;

2.2.3 Previous dismissal ~~-from District service~~ **or nonrenewal of employment** by the **Los Rios Community College District** Board of Trustees;

2.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.

### **3.0** Selection of Applicants

~~2.33.1~~ Persons interested in employment with the ~~Los Rios Community College-~~ District shall complete the District application form and appear for a personal interview, if requested.

~~3.04.0~~ Interviewing Applicants

~~3.14.1~~ Processes to assure that equal treatment is afforded to all applicants shall be followed in the interview and selection of candidates.

~~4.05.0~~ Internal Candidates

~~4.15.1~~ The District may fill a vacancy by considering only internal applicants where such appointment is not in conflict with equal opportunity requirements.

~~5.06.0~~ Selection of Candidates

~~5.16.1~~ A process to assure that equal treatment is afforded to all applicants shall be followed in the interview and selection of candidates.

~~5.26.2~~ The Chancellor will recommend to the Board of Trustees that candidate, whether within or outside the District, whose education, experience, accomplishments, and skill qualifications best equips the individual to fulfill the demands of the position.

~~6.07.0~~ Appointment to Positions

~~6.17.1~~ The appointment of candidates to regular positions shall be made by the Board of Trustees. (~~Education Ed.~~ Code, § 88003).

~~6.27.2~~ The authority to make all other appointments is delegated to the Chancellor.

~~7.08.0~~ Police Records

~~7.18.1~~ Fingerprinting (~~Education Ed.~~ Code, § 88024)

~~7.1.18.1.1~~ All applicants shall be fingerprinted prior to employment with the District.;

~~7.1.28.1.2~~ The Chancellor shall adopt appropriate **Administrative** ~~Regulations~~.

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### 1.0 Hiring of Adjunct Faculty:

- 1.1 The interests of students and the community are best served by selecting from the available pool of persons in the community those individuals who have special expertise and diverse backgrounds to serve in various adjunct faculty positions.
- 1.2 By encouraging diversity in the pool of adjunct faculty members, the **Los Rios Community College** District can increase diversity among tenured faculty.

### 2.0 Police Records

- 2.1 All applicants shall be fingerprinted prior to employment with the District.
  - 2.1.1 This **District** ~~Policy~~ and the corresponding **Administrative** ~~Regulation~~ shall not apply to any California or Federal Peace Officer currently employed and paid as such.
- 2.2 The Chancellor shall adopt appropriate **Administrative** ~~Regulations~~.

### 3.0 Qualifications

- 3.1 An applicant must possess the minimum qualifications established for the position; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.
- 3.2 An applicant or candidate shall be disqualified for any of the following reasons:
  - 3.2.1 Conviction of a misdemeanor involving ~~sex offenses, controlled or illegal substances as defined in Education Code, sections §§ 87010 and 87011 respectively, or of any felony, or determination that the individual is a sexual psychopath (as defined in Education Code, section § 87406). (Ed. Code, § 87405)~~
    - 3.2.1.1 Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (~~Education Code, § 88022~~ **87405**)
    - 3.2.1.2 **Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, or 87406, shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.**
  - 3.2.2 Falsification or attempted deception in statement on the application;
  - 3.2.3 Previous dismissal from District service by the **Los Rios Community College District** Board of Trustees;

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3.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.

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(Formerly P-5119)

LRCCD

Policy Adopted: 2/13/80

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 2/4/98; 12/6/00; 10/1/03; 3/21/07

Policy Reviewed:

Adm. Regulation: [R-5122](#)

**DRAFT 10/10/14**

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### 1.0 Building the Applicant Pool

1.1 The **Los Rios Community College District** Director, Human Resources, shall take those measures ~~which-that~~ are legally permissible to build an applicant pool ~~which-that~~ includes significantly underrepresented groups and persons with disabilities.

### 2.0 Qualifications

2.1 An applicant must possess the minimum qualifications established for the position class; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.

2.2 An applicant or candidate shall be disqualified for any of the following reasons:

2.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, ~~§§-sections~~ 87010 and 87011, respectively, or of any felony, or a determination that the individual is a sexual psychopath **as defined in** (Education Code, ~~§-sections 8802387406~~ **or 88023. (Ed. Code, §§ 87405, 88022)**);

**2.2.1.1** Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (~~Education-Ed. Code, §§ 8802287405, 88022~~)

~~2.2.1.1~~**2.2.1.2** **Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406, 88022 or 88023 shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job--related and consistent with business necessity.**

2.2.2 Falsification or attempted deception in statement on the application;

2.2.3 Previous dismissal from District service **or nonrenewal of employment** by the **Los Rios Community College District** Board of Trustees;

2.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.

### 3.0 Selection of Applicants

3.1 Persons interested in employment with the ~~Los Rios~~-District shall complete the District application form and appear for a personal interview, if requested.

3.2 Human Resources may administer examinations for necessary skills or competencies for all positions within a given class, contact former employers and other references for recommendations, and request evidence of training and proficiency.

4.0 Internal Candidates

4.1 The District may fill a vacancy by considering only in-house or internal applicants where such appointment is not in conflict with equal opportunity requirements.

5.0 Selection of Candidates

5.1 A process to assure that equal treatment is afforded all applicants shall be followed in the interview and selection of candidates.

5.2 The final selection of a person to fill the open position shall be made by the appropriate administrative officer in cooperation with the supervisor(s) in the area of job opening from among the qualified candidates recommended by Human Resources.

5.3 District employees possessing the requisite qualifications will be considered whenever they apply for promotional positions. All candidates will be selected on the basis of the specific needs of the campus or District division, individual qualifications, capabilities, and personal suitability of the candidate, and in the best interest and needs of the District. Seniority shall be considered only when required by law.

5.4 The Chancellor will recommend to the Board of Trustees that candidate, whether within or outside the District, whose education, experience, accomplishments, and skill qualifications best equips the individual to fulfill the demands of the position.

6.0 Appointment to Positions

6.1 The appointment of candidates to regular positions shall be made by the ~~Governing~~ Board of Trustees. (~~Education-Ed.~~ Code, § 88003)

6.2 The authority to make all other appointments is delegated to the Chancellor.

7.0 Police Records

7.1 Fingerprinting (~~Education-Ed.~~ Code, § 88024)

7.1.1 All applicants shall be fingerprinted prior to employment with the District.

7.2 The Chancellor shall adopt appropriate ~~Administrative~~ Regulations.

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(Formerly P-6113, P-6114, and P-6116)

LRCCD

Policy Adopted: 10/67

Policy Revised: 2/69; 3/70; 10/29/75; 8/15/70; 10/15/80; 10/20/82; 2/21/90; 7/16/97; 10/1/03; 3/21/07

Policy Reviewed:

Adm. Regulation: [R-6122](#) (Formerly R-6113, R-6114, and R-6116)

**DRAFT 10/10/14**

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## 1.0 Intent

1.1 This **District** Policy is intended to authorize the **Los Rios Community College District** Chancellor to establish procedures for recruitment, selection, and appointment of temporary employees.

1.1.1 A temporary employee shall not be employed for more than **one hundred seventy-five (175)** days in any fiscal year.

1.2 Because of the limited duration of employment of these employees, the **Los Rios Community College District Board of Trustees** recognizes that the employment procedures should be less formalized and less cumbersome for the District than in the case of regular employees.

1.3 Temporary employees are not classified employees.

1.4 Student help, **eCollege** ~~w~~**Work-sStudy**, and substitute employees are not classified employees.

1.5 Temporary employees shall not establish permanence with the District and may be terminated at any time with or without cause. However, no employee shall be terminated for an unlawfully discriminatory purpose.

1.6 Before employing a temporary employee, the Board **of Trustees** shall specify the service to be performed and the ending date of the service.

## 2.0 Categories of Temporary Employees

2.1 Long--Term Temporary Employees

2.1.1 Long--term temporary employees are temporary employees hired in an authorized and temporarily vacant regular classified position.

2.2 Short--Term Temporary Employees

2.2.1 Short--term temporary employees are all other temporary, nonacademic employees.

## 3.0 Job Qualifications

3.1 **An applicant must possess the minimum qualifications established for the position and be able to perform the essential functions of the position with or without reasonable accommodation.**

3.2 **An applicant or candidate shall be disqualified for any of the following reasons:**

3.2.1 **Conviction of a misdemeanor involving sex offenses, controlled or**

**illegal substances as defined in Education Code, sections 87010 and 87011, respectively, or of any felony or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, §§ 87405, 88022)**

**3.2.1.1 Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (Ed. Code, §§ 87405, 88022)**

**3.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406, 88022, or 88023 shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.**

**3.2.2 Falsification or attempted deception on the application;**

**3.2.3 Previous dismissal from District service or nonrenewal of employment by the Board of Trustees;**

**3.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.**

#### **4.0** Police Records

**4.1** Successful applicants shall be fingerprinted prior to employment with the District.

~~3.34.2~~ **Temporary employees are subject to the same requirements regarding disqualification based on criminal history as regular classified employees.**

~~3.2~~ ~~The Chancellor shall adopt appropriate regulations.~~

#### **4.05.0** Implementation

~~4.15.1~~ The Chancellor shall adopt **Administrative** ~~R~~Regulations for the recruitment, selection, and appointment of temporary employees covered by this **District** ~~P~~Policy.

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[Policy - 9000 Management and Confidential Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

### 1.0 Authority to Recruit

1.1 The Chancellor **of the Los Rios Community College District** will determine whether a vacant position will be filled on a regular, interim, or acting basis.

### 2.0 Building the Applicant Pool

2.1 The Director, Human Resources, shall take those measures which are legally permissible to build an applicant pool ~~which~~**that** includes significantly underrepresented persons with disabilities.

### 3.0 Chancellor's Staff

**3.1** For purposes of these **District p**Policies and **Administrative R**egulations, the Chancellor's staff shall consist of those management employees reporting directly to the Chancellor.

### **4.0 Qualifications**

**4.1 An applicant must possess the minimum qualifications established for the position class; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.**

**4.2 An applicant or candidate shall be disqualified for any of the following reasons:**

**4.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively, or of any felony or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, § 87405, 88022);**

**4.2.1.1 Exception: Applicants having official certificates of a five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (Ed. Code, §§ 87405, 88022)**

**4.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406 or 88022, shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.**

**4.2.2 Falsification or attempted deception in statement on the application;**

**4.2.3 Previous dismissal from District service by the Los Rios Community College District Board of Trustees;**

**3.1.14.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.**

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(Formerly P-9115)

LRCCD

Policy Adopted: 12/14/77

Policy Revised: 8/15/79; 2/18/81; 6/16/82; 2/21/90; 12/9/98; 10/1/03

Policy Reviewed:

Adm. Regulation: R-9121 (Formerly R-9115)

**DRAFT 10/6/14**



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |                                       |                              |                          |
|------------------------------------|---------------------------------------|------------------------------|--------------------------|
| <b>SUBJECT:</b>                    | 2015 CCCT Board of Directors Election | ATTACHMENT: Yes              |                          |
|                                    |                                       | ENCLOSURE: Yes               |                          |
| <b>AGENDA ITEM:</b>                | Action Item A                         | TYPE OF BOARD CONSIDERATION: |                          |
| <b>RECOMMENDED BY:</b>             | Brian King <i>Brian King</i>          | CONSENT/ROUTINE              | <input type="checkbox"/> |
|                                    |                                       | FIRST READING                | <input type="checkbox"/> |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i>          | ACTION                       | X                        |
|                                    |                                       | INFORMATION                  | <input type="checkbox"/> |

**BACKGROUND:**

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. The election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are seven (7) seats up for re-election on the board; one of those seven is a vacancy created by a board member that was not re-elected at the district level in November. Each community college district board of trustees shall have one vote for each of the seven vacancies on the CCCT board. The seven candidates who receive the most votes will serve a three-year term.

**STATUS:**

Enclosed is a list of the nominated candidates for the CCCT 2015 Board election.

**RECOMMENDATION:**

It is recommended that the Board of Trustees discuss and approve no more than seven nominated candidates from the official ballot.



# CCCT 2015 BOARD OFFICIAL BALLOT

**Vote for no more than seven (7) by checking the boxes next to the names.**

### NOMINATED CANDIDATES

*List order based on Secretary of State's January 26, 2015 random drawing.*

- \*Ann H. Ransford, Glendale CCD
- \*Janet Chaniot, Mendocino-Lake CCD
- Richard Watters, Ohlone CCD
- \*Bernard "Bee Jay" Jones, Allan Hancock CCD
- Don Edgar, Sonoma County CCD
- Brent Hastey, Yuba CCD
- Janet Green, Riverside CCD
- Bill Freeman, Hartnell CCD
- \*Doug Otto, Long Beach CCD
- \*M. Tony Ontiveros, North Orange County CCD

### WRITE-IN CANDIDATES

*Type each qualified trustee's name and district on the lines provided below.*

|  |
|--|
|  |
|  |
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|  |
|  |
|  |
|  |
|  |

\* Incumbent

**Board Secretary and Board President or Board Vice President must sign below:**

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

**District:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board**

\_\_\_\_\_  
**President or Vice President of the Board**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |                              |                              |                                     |
|------------------------------------|------------------------------|------------------------------|-------------------------------------|
| <b>SUBJECT:</b>                    | Enrollment Management        | ATTACHMENT: None             |                                     |
|                                    |                              | ENCLOSURE: None              |                                     |
| <b>AGENDA ITEM:</b>                | Information Item A           | TYPE OF BOARD CONSIDERATION: |                                     |
| <b>RECOMMENDED BY:</b>             | Brian King <i>Brian King</i> | CONSENT/ROUTINE              | <input type="checkbox"/>            |
|                                    |                              | FIRST READING                | <input type="checkbox"/>            |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i> | ACTION                       | <input type="checkbox"/>            |
|                                    |                              | INFORMATION                  | <input checked="" type="checkbox"/> |

**BACKGROUND:**

With drastic reductions in state appropriations in recent years coupled with new initiatives to increase student success, the process of enrollment management has never been more complicated or more important. Members of the Los Rios Community College Board of Trustees have requested an update on enrollment management at the District and the four colleges.

**STATUS:**

Staff and faculty will provide an overview including recent enrollment data and patterns, external impacts on enrollment, and the impact of recent legislative initiatives and mandates. The presentation will also explore specific enrollment management experiences and processes at Los Rios and lessons learned in recent years.

**RECOMMENDATION:**

This item will be presented to the Board of Trustees for information and discussion.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 8, 2015

|                                    |                                    |                              |                                     |
|------------------------------------|------------------------------------|------------------------------|-------------------------------------|
| <b>SUBJECT:</b>                    | Inmate Education/Re-Entry Students | ATTACHMENT: None             |                                     |
|                                    |                                    | ENCLOSURE: None              |                                     |
| <b>AGENDA ITEM:</b>                | Information Item B                 | TYPE OF BOARD CONSIDERATION: |                                     |
| <b>RECOMMENDED BY:</b>             | Brian King <i>Brian King</i>       | CONSENT/ROUTINE              | <input type="checkbox"/>            |
|                                    |                                    | FIRST READING                | <input type="checkbox"/>            |
| <b>APPROVED FOR CONSIDERATION:</b> | Brian King <i>Brian King</i>       | ACTION                       | <input type="checkbox"/>            |
|                                    |                                    | INFORMATION                  | <input checked="" type="checkbox"/> |

**BACKGROUND:**

A priority of the Los Rios Community College District, the California Community College Chancellor’s Office, and the California Department of Corrections is to increase inmate access to community college courses that will lead to degrees, certificates or will transfer to a four-year university. Members of the Los Rios Community College Board of Trustees have requested an update on inmate education.

**STATUS:**

Staff and faculty will provide an overview of current and proposed efforts to respond to the need to increase community college offerings for the incarcerated population in California and the Sacramento region.

**RECOMMENDATION:**

This item will be presented to the Board of Trustees for information and discussion.