

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, July 8, 2015

5:30 pm

MEETING LOCATION:

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

| | |
|---|------------------|
| 1. CALL TO ORDER | Board President |
| 2. ORAL COMMUNICATIONS | |
| <i>The public may comment on any items within the board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.</i> | |
| 3. CONSENT CONSIDERATIONS | |
| <i>A member of the Board may request that an item be removed for further discussion and separate action.</i> | |
| A. Board Meeting Minutes: June 10, 2015 | Brian King |
| B. Board Policy Revisions: P-2212 Advanced Education | JP Sherry |
| C. Board Policy Revisions: Changes Related to Student Success and Support Program: Services (P-2811), Exempt Criteria (P-2821), Prerequisites (P-2831), and Student Rights and Responsibilities (P-2841) | JP Sherry |
| D. Acceptance of Gifts: Colleges and Foundations | Theresa Matista |
| E. Child Development Centers Program Self-Evaluation | Theresa Matista |
| F. District Bank Accounts | Theresa Matista |
| G. Special Event Authorization | JP Sherry |
| H. Disposition of Stale Dated Records | Theresa Matista |
| I. Ratify: Grants and Contracts Awarded | Beverly Sandeen |
| J. Ratify: New Contracts and Renewals | Theresa Matista |
| K. Ratify: Bid Transactions | Theresa Matista |
| L. Surplus Equipment Disposal – Rolling Stock | Theresa Matista |
| M. Disposition of Surplus Equipment | Theresa Matista |
| N. Purchase Orders, Warrants, Checks, and Wires | Theresa Matista |
| O. Regular Human Resources Transactions | Brian King |
| 4. ACTION | |
| A. Contract Award: CRC Keying and Access Improvements | Theresa Matista |
| 5. INFORMATION | |
| A. Civitas Update | Susan L. Lorimer |
| 6. BOARD MEMBER REPORTS | |

7. FUTURE AGENDA ITEMS

8. REPORTS and COMMENTS

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

9. CLOSED SESSION

Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.

- A. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators:
Designated Representatives: Brian King; Theresa Matista; JP Sherry; Ryan Cox; Employee Organizations: LRCFT, LRCEA, LRSA, SEIU, LRMA, All unrepresented management and confidential personnel (excluding the Chancellor)

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

11. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES

| | | | |
|---|---|--|---|
| Dustin Johnson President ▪ Area 1 | Deborah Ortiz Vice President ▪ Area 6 | Robert Jones ▪ Area 2 John Knight ▪ Area 3 Ruth Scribner ▪ Area 4 | Pamela Haynes ▪ Area 5 Kay Albiani ▪ Area 7 Cameron Weaver ▪ 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 : August 12, 2015 ▪ Location: District Office

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

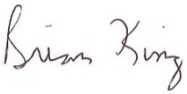
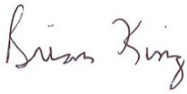
Help Us Help You

Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|---|------------------------------|---|
| SUBJECT: | Board Meeting Minutes: June 10, 2015 | ATTACHMENT: Yes | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item A | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | Brian King  | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King  | ACTION | |
| | | INFORMATION | |

STATUS

The minutes of the Board of Trustees meeting held on June 10, 2015 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meeting held on June 10, 2015.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, June 10, 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. Cameron Weaver, Student Trustee

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

Monica Souza thanked Sacramento City College President Kathryn Jeffery and Classified Senate President Sandra Belmares for nominating her for the Classified Senate President of the Year Award for the State Classified Senate.

Carlene Duran-Costa addressed the Board of Trustees regarding the electrical apprenticeship program at the American River College Natomas Center.

President Johnson administered the Oath of Office to Student Trustee Weaver.

3. CONSENT CONSIDERATIONS

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

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 7:0

A motion to reconsider and amend the original motion approving Consent Consideration items A through R was made by Ms. Ortiz, seconded by Mr. Knight, that the Board of Trustees

approve Consent Consideration items A through R, including the revised pages of agenda item 4.R – Human Resources Transactions.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 7:0

A. Board Meeting Minutes: May 13, 2015

That the Board of Trustees approve the minutes of the meeting held on May 13, 2015.

B. Amended Board Meeting Minutes: March 11, 2015

That the Board of Trustees approve the amended minutes of the meeting held on March 11, 2015.

C. Claim: Alita Jones Mackey

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

D. Board Policy Revisions: P-1414 Ban on Alcohol on District Property (Exceptions)

That the Board of Trustees approve the proposed revisions to Board Policy 1414.

E. Board Policy Revisions: Smoking: Use of Facilities (P-1411), Use of Outdoor Areas (P-1413), Meeting Procedures (P-3213)

That the Board of Trustees approve the proposed revisions to Board Policies 1411, 1413 and 3213.

F. Board Policy Revisions: P-8321 Contracts and Contract Procedures

That the Board of Trustees approve the proposed revisions to Board Policy 8321.

G. Appointment: Citizens' Bond Oversight Committee

That the Board of Trustees appoint Mr. Marty Katz to the District's Citizens' Bond Oversight Committee.

H. 2014-2015 Budget Revision No. 2

That the Board of Trustees approve the 2014-15 Budget Revision No 2 for the General, Instructionally-Related, Child Development, Capital Outlay Projects, Other Debt Service, Self-Insurance, Bookstore, Regional Performing Arts Center, Student Financial Aid, Student

Associations, Scholarship and Loan Trust, and the Los Rios Foundation Funds shown on the attached schedules, and that the related documents be filed with the County Superintendent of Schools.

I. Resolution No. 2015-11: 2015-2016 Appropriation Limitation

That the Board of Trustees approve the appropriation limitation of \$357,471,683 for 2015-2016 by adopting Resolution No. 2015-11.

J. Resolution No. 2015-12: Five Year Construction Plan and Final Project Proposals

That the Board of Trustees approve the Five Year Construction Plan and supporting Resolution No. 2015-12 for submission to the state on July 1, 2015.

K. Special Event Authorization

That the Board of Trustees approve or ratify the applications listed in the June board agenda packet.

L. Ratify: Grants and Contracts Awarded

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

| Title, Description, Term, Project Administrator | College/Unit | Amount | Source |
|--|--------------|----------|---------------------------|
| Center of Excellence – Labor Market Information Research <ul style="list-style-type: none"> • Contract to provide labor market data to members of the North/Far North Regional Consortium. • 7/1/2014 through 6/30/2015 • Administrator: Jamey Nye, Associate Vice Chancellor, Instruction | WED | \$40,000 | Butte-Glenn CCD |
| Arthur N. Rupe Foundation Grant <ul style="list-style-type: none"> • Funds to provide supplies and scholarship support for the Certified Nursing Assistant program. • 7/1/2015 through 6/30/2016 • Administrator: Steven Boyd, Dean, Health and Education | ARC | \$15,000 | Arthur N. Rupe Foundation |
| North/far North Regional NetLabs+ Pilot Program <ul style="list-style-type: none"> • Funds to develop a pilot environment where the NetLabs+ Academic Edition System can be utilized to provide faculty from the seventeen (17) colleges with professional development on how to configure and utilize NetLabs+ in their classrooms. • 11/15/2014 through 8/31/2015 • Administrator: Monica Pactol, Vice President, Instruction | FLC | \$48,571 | Rancho Santiago CCD |

M. Ratify: New Contracts and Renewals

That the Board of Trustees ratify and/or approve the contracts herein listed, pursuant to Board Policy 8315.

| CONTRACTS | | | | | |
|---|------------------|-------------------------|---------------------|-----------------------------|------------------------|
| Description | Agreement Amount | Initial (I) Renewal (R) | Valid Dates | Consultant/ Contractor | Department Sponsor |
| SCC Infrastructure Hydronic Line Replacement Architectural Fees | \$80,000.00 | (I) | 04/28/15 – 12/31/16 | Wood Rodgers, Inc. | Facilities Management |
| SCC Rodda Hall 3rd Floor Remodel DSA Inspection Services | \$55,000.00 | (I) | 05/14/15 – 04/08/16 | Nielsen Inspection Services | Facilities Management |
| SCC Rodda Hall 3 rd Floor Remodel – Commissioning Services | \$28,745.00 | (I) | 05/05/15 – 12/31/18 | Enovity, Inc. | Facilities Management |
| DO PeopleSoft Financial Aid Project Consulting Services | \$77,000.00 | (I) | 05/04/15 – 02/01/16 | Arya Consulting | District Office IT |
| ARC Wireless Site Survey | \$18,400.00 | (I) | 05/22/15 – 06/22/15 | Development Group, Inc. | American River College |

N. Ratify: Bid Transactions

That the Board of Trustees ratify and/or approve the bid transactions herein listed.

| CHANGE ORDERS | | | | | | |
|---------------|--|---------------|---------------|-----------------------------|-------------------------|--------------------|
| Bid No | Description | Change Amount | Change Number | Vendor | Original Contract Total | New Contract Total |
| 14013 | FLC Rancho Cordova Center Construction | \$77,378.12 | 4 | Roebbelen Contracting, Inc. | \$11,202,700.00 | \$11,651,777.00 |
| 13015 | SCC Student Services Modernization | \$63,347.81 | 4 | John F. Otto | \$8,773,500.00 | \$9,020,691.10 |
| 14019 | ARC Student Services Addition | \$268.00 | 4 | SW Allen | \$2,785,644.00 | \$2,962,161.00 |

| BID AWARDS | | | | | |
|---------------------|--|-----------------|------------|----------------------------|-----------------|
| Bid No | Description | No of Responses | Award Date | Successful Vendor | Contract Amount |
| CMAS #3-12-70-2247E | FLC and DO Data Storage Equipment | 1 | 5/05/15 | Carahsoft Technology Group | \$109,841.90 |
| CMAS #3-14-70-2686F | FLC and DO Computer Equipment | 1 | 5/22/15 | Development Group Inc. | \$122,801.24 |
| Single Source | Police Motorola Dispatch Console Equipment Upgrade | N/A | 5/28/15 | Motorola Solutions | \$114,251.10 |

O. Disposition of Surplus Equipment

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

P. Purchase Orders, Warrants, Checks, and Wires

That the Board of Trustees approve the numbered purchase orders, warrants, checks, and wires issued during the period of April 16, 2015 through May 15, 2015.

| PURCHASE ORDERS | | | |
|--|--|------------------|------------------|
| General Fund | 0001080981-0001081623 B115722-B115733 | \$ 4,119,557.88 | |
| Capital Outlay Fund | 0003016191-0003016270 | | |
| Child Development Fund | - | | |
| Self-Insurance Fund | 0009000335-0009000338 - | | |
| WARRANTS | | | |
| General Fund | 714764-716518 | \$ 13,536,108.62 | |
| General Fund-ARC Instructional Related | 005026-005122 | | |
| General Fund-CRC Instructional Related | 021794-021841 | | |
| General Fund-FLC Instructional Related | 030686-030705 | | |
| General Fund-SCC Instructional Related | 044126-044230 | | |
| Capital Outlay Fund | 829737-829836 | | |
| Child Development Fund | 954092-954099 | | |
| Self-Insurance Fund | 976241-976249 | | |
| Payroll Warrants | 266297-268253 | | \$ 19,090,809.42 |
| Payroll-Direct Deposit | 727372-731883 | | |
| April Leave Process | 268254-269835 | | |
| Payroll Vendor Warrants | 58378-58549 | | |
| CHECKS | | | |
| Financial Aid Disbursements | 2147967-2150477 | \$ 2,768,245.50 | |
| Clearing Checks | 2594-2595 | \$ 486,185.15 | |
| Parking Checks | - | \$ - | |
| Bookstore Fund – ARC | 29369-29464 | \$ 639,176.66 | |
| Bookstore Fund – CRC | 026038-026069 | | |
| Bookstore Fund – FLC | 8931-8961 | | |
| Bookstore Fund – SCC | 047455-047522 | | |
| Student Clubs Agency Fund – ARC | 4640-4662 | \$ 50,631.34 | |
| Student Clubs Agency Fund – CRC | 3613-3651 | | |
| Student Clubs Agency Fund – FLC | 1906-1924 | | |
| Student Clubs Agency Fund – SCC | 3080-3105 | | |
| Foundation – ARC | 4297-4320 | \$ 185,650.37 | |
| Foundation – CRC | 1888-1903 | | |
| Foundation – FLC | 0925-0936 | | |
| Foundation – SCC | 3245-3435 | | |
| Foundation – DO | 0649-0658 | | |
| Associated Students Trust Fund – ARC | 0714-0732 | \$ 75,655.08 | |
| Associated Students Trust Fund – CRC | 0611-0623 | | |
| Associated Students Trust Fund – FLC | 0533-0539 | | |

| | | |
|--------------------------------------|--|---------------|
| Associated Students Trust Fund – SCC | - | |
| Regional Performing Arts Center Fund | USI Check System 3191-3246 Manual check 9118-9118 | \$ 210,333.38 |
| WIRES | | |
| Board of Equalization | - | \$ 18,667.00 |
| PARS | - | \$ 22,776.11 |
| Vendors | - | \$ - |
| Backup Withholding | - | \$ - |
| Retiree Health Trust | | \$ 800,000 |

Q. Short-Term Temporary Employees

That the Board of Trustees approve the districtwide anticipated short-term temporary employee classifications listed in the June board agenda packet, authorizing employment of short-term employees for the period July 1, 2015 to December 31, 2015. The Human Resources Department will place the names of the short-term temporary employee hires on the subsequent board agendas.

R. Regular Human Resources Transactions

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

5. COLLECTIVE BARGAINING

A. LRSA Collective Bargaining Agreement 2015-2018 Public Disclosure and Approval

A motion was made by Ms. Ortiz, seconded by Ms. Albiani, that the Board of Trustees accept the disclosure information and approve the contract agreement with the Los Rios Supervisors Association (LRSA) for the period July 1, 2015 to June 30, 2018.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 7:0

6. FIRST READING

A. Board Policy Revisions: P-2212 Advanced Education

Revisions to the board policy were presented to the Board of Trustees as first reading for review and discussion.

- B. Board Policy Revisions: Changes Related to Student Success and Support Program: Services (P-2811), Exempt Criteria (P-2821), Prerequisites (P-2831), and Student Rights and Responsibilities (P-2841)

Revisions to the board policies were presented to the Board of Trustees as first reading for review and discussion.

7. ACTION

- A. 2015-2016 Institutional Effectiveness Goals

A motion was made by Ms. Scribner, seconded by Ms. Haynes, that the Board of Trustees approve the institutional effectiveness goals for American River College, Cosumnes River College, Folsom Lake College, Sacramento City College, and the Los Rios Community College District for submission to the California Community Colleges Chancellor's Office by the June 15, 2015 submission deadline.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 7:0

- B. 2015-2016 District Tentative Budgets

A motion was made by Ms. Haynes, seconded by Ms. Albiani, that the Board of Trustees adopt the 2015-16 tentative budgets for the General Fund (Z budget), Instructionally-Related Sub-Fund, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Service, Fiduciary, Trust and Auxiliary Funds of the District for filing with the appropriate County/State agencies.

Roll Call Vote:

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

No: None

Absent: None

Motion carried; 7:0

8. BOARD MEMBER REPORTS

The Trustees each welcomed new Student Trustee Cameron Weaver to the Board.

Trustees participated in the college commencement programs as follows:

- American River College: President Johnson and Trustee Haynes
- Cosumnes River College: Trustee Scribner
- Folsom Lake College: Trustee Knight
- Sacramento City College: Vice President Ortiz and Trustee Jones

Trustee Haynes thanked Whitney Yamamura for his service as Interim President at Cosumnes River College. She reported her participation in the Kinder to College program at the SCC-West Sacramento Center, and recognized Sacramento City College for being recognized recently as a top institution for serving Hispanic students.

Trustee Scribner also thanked Whitney Yamamura for his service as Interim President at Cosumnes River College.

9. FUTURE AGENDA ITEMS

Trustee Albiani requested a future update to the Board on the District's employee health and wellness program.

Vice President Ortiz requested a report on the District's drought policy, and what is being done beyond what was presented to the Board previously.

10. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

April Robinson, President, Cosumnes River College Classified Senate
Brian Robinson, President, Districtwide Academic Senate

Chancellor's Report:

ARC: American River College celebrated commencement May 20 as it awarded 2,535 degrees to 1,879 graduates. The average age of the class was 30; 60 percent were female. The average GPA was 3.18, with 57 grads earning a 4.0 GPA. A total of 521 grads had a GPA greater than 3.5 and 760 earned a GPA of 3.0 to 3.49.

CRC: Cosumnes River College's Summer Sports Camps kicked off this week with the swimming program. The summer swim program began when the college was founded in 1970 and serves approximately 1,200 kids each year. Sessions are organized by age—from 9 months to a new program for adult learners. Other summer camps include tennis, volleyball, basketball and soccer.

FLC: The Bank of America Gallery at the Harris Center for the Arts is currently featuring the 2nd Folsom Lake College Visual Arts Alumni Invitation Exhibition. A dozen Folsom Lake College alumni were invited to exhibit their work. The artists in this exhibition are a diverse group; some have gone on to pursue a B.A., M.A., or M.F.A., while others jumped straight into the job market. The eclectic exhibit helps tell the artists' fascinating personal stories and traces the artistic and professional trajectories of their lives. Many of these former students keep in touch with their instructors and all value their education at Folsom Lake College, showing their ability to shine in the contemporary art world.

SCC: Sacramento City College student-athlete Lovina Akauola won two state championships last month at the California Community College Athletic Association’s Track and Field meet at College of San Mateo. She won both the shot put and discus titles, beating 11 athletes in each event who qualified from throughout the state. In addition, Henry Sharoyan finished third in the men’s shot put, Amanda Rodriguez placed fourth in the women’s 1,500 meters, and the men’s 4 x 400 relay team finished in eighth place.

Chancellor King announced the following retirements:

| Name | Title | Location | Years of Service |
|-------------------|--|----------|------------------|
| Brenda Jackson | Nursing Professor | SCC | 8 |
| Chris Reyes | Control Center Technician | FM | 14+ |
| Charles Kenny Jr. | Buyer – Bookstore I | SCC | 18+ |
| Herschel Smith | General Services Supervisor, Risk Management | DO | 20+ |
| Rudy Reyes | Maintenance Technician II | ARC | 23+ |
| Manuel Zavala | Custodian | SCC | 37+ |
| Billie Miller | Business Professor | CRC | 46 |

11. ADJOURNMENT

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

Motion carried; 7:0

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

BRIAN KING

Chancellor and Secretary to the Board of Trustees


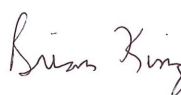
Draft minutes presented to the Board of Trustees: July 8, 2015.

jd

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|--|------------------------------|---|
| SUBJECT: | Board Policy Revisions: Advanced Education (P-2212) | ATTACHMENT: Yes | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item B | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | JP Sherry  | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King  | ACTION | |
| | | INFORMATION | |

BACKGROUND:

Los Rios Community College District staff determined that Board Policy 2212 required revision regarding rules for advanced education students and student leadership. Because advanced education students are specially admitted students (as opposed to regularly admitted students), they are already typically in a school with a student body organization. They make up a small portion of the District's students. The District's student body associations require some travel and the District is not equipped to care for students who are minors during travel.

STATUS:

Policy 2212 has been amended to state that advanced education students are not eligible to serve as the student trustee or as a member or officer of a College student body association.

RECOMMENDATION:

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

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Advanced Education

- 1.1 The California Education Code authorizes community colleges to enroll qualified high school students. Students enrolled pursuant to this **Los Rios Community College District** ~~p~~Policy and **Administration** ~~r~~Regulation shall be known as Advanced Education students. (~~Education-Ed. Code, §§Sections~~ 48800, 76001)
- 1.2 The District shall enroll high school students according to established regulations and consistent with relevant provisions of the Education Code and District ~~p~~Policies and **Administrative** ~~r~~Regulations.
- 1.3 The District shall not apply for state apportionment for Advanced Education students unless:
 - 1.3.1 The class is open to the public;
 - 1.3.2 The curriculum is college level; and
 - 1.3.3 All required documentation has been submitted and properly maintained.
- 1.4** The Chancellor shall adopt ~~r~~**Administrative** Regulations regarding ~~a~~**Advanced Education**.
- ~~1.4~~1.5 Advanced Education students are not eligible to serve as the Student Trustee or as a member or officer of the College student body associations.**

LRCCD


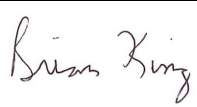
Policy Adopted: 1/16/02
 Policy Revised: 12/10/03
 Policy Reviewed: 10/2/14
 Adm. Regulation: [R-2212](#)

DRAFT 4/27/15

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|---|------------------------------|---|
| SUBJECT: | Board Policy Revisions: Changes Related to Student Success and Support Program: Services (P-2811), Exempt Criteria (P-2821), Prerequisites (P-2831), and Student Rights and Responsibilities (P-2841) | ATTACHMENT: Yes | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item C | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | JP Sherry  | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King  | ACTION | |
| | | INFORMATION | |

BACKGROUND:

In 2012, Governor Jerry Brown passed Senate Bill 1456 and signed into law the Student Success Act. This established the Student Success and Support Program (SSSP), which aims to enhance student access and success at California community colleges by providing direct assistance throughout the admission, orientation, assessment and testing, counseling, and follow-up processes. Resulting revisions to Title 5 require that the Los Rios Community College District update its Board Policies and Administrative Regulations pertaining to matriculation and the SSSP.

STATUS:

In all of these Policies and their corresponding Regulations, the term “matriculation” has been updated to “Student Success and Support Program.” Policy 2811 incorporates new language that defines the goals of SSSP as increasing student access and success through services including orientation, assessment and placement, counseling, advising, and other education planning services. Language is also added to allow special accommodations for Extended Opportunity Programs and Services (EOPS) students and English language learners. Policy 2821 adds language specifying components of the program from which certain students can be exempt. Policy 2831 contains no substantive changes.

Policy 2841 is broadened to “Student *Rights and* Responsibilities.” It clarifies that under the SSSP, the time frame during which students shall receive assistance includes the time during and prior to enrollment. Additionally, it adds language stating that all students shall be required to identify an education and career goal, diligently engage in course activities and complete assigned course work, and complete courses and maintain progress toward an education goal and completing a course of study. Once a student has identified a course of study and completed fifteen semester units of degree applicable course work, the student shall be provided with an opportunity to develop a comprehensive education plan.

In light of the concerns expressed by the Board during the first reading, Policy 2841 has been amended to clarify that students may obtain education plans at any time after registration, and that the mandatory education plan requirement for the Colleges applies to students who are continuing and not exempt from the SSSP requirements.

RECOMMENDATION:

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

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 [Student Success and Support Program \(SSSP\) Student Matriculation Services](#)

1.1 The Colleges of the Los Rios Community College District will provide the full range of **Student Success and Support Program matriculation** services for the purpose of promoting and sustaining the efforts of credit students to succeed in their educational endeavors. The goals of **SSSP matriculation** are to **increase student access and success through the provision of core SSSP services, including orientation, assessment and placement, counseling, advising, and other education planning services, with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of study.** ~~ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.~~ (Title 5, § 55000520)

2.0 Special Accommodations

2.1 SSSP Matriculation services for ~~ethnic and language minority students and~~ students with disabilities shall be appropriate to their needs and the Colleges shall, where necessary, make modifications ~~in the matriculation process~~ **to the services provided or use alternative tests, or use alternate methods,** or procedures to accommodate the needs of such students. (Title 5, § 555262)

2.2 SSSP services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and the Colleges shall, where necessary make modification to the services provided or use alternative supports to meet the needs of such students.

~~2.12.3~~ **2.3 The Colleges shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. The Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students.**

LRCCD

Policy Adopted: 11/6/91
Policy Revised:
Policy Reviewed:
Adm. Regulation: [R-2811](#)

DRAFT 2/12/15

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Exempt Criteria

The **Los Rios Community College** District shall establish criteria to exempt certain students from participation in one or more components of ~~matriculation~~ **the Student Success and Support Program requirements of orientation, assessment, counseling, advising, or student education plan development.** (Title 5, § 55532)

LRCCD

Policy Adopted: 11/6/91

Policy Revised:

Policy Reviewed:

Adm. Regulation: [R-2821](#)

DRAFT 9/12/14

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 District Policies and Procedures

1.1 The Los Rios Community College District **Board of Trustees** adopts the following **District Policy** in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The **Board of Trustees** recognizes that, if these prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the **Board of Trustees** adopts this **District Policy**, which calls for caution and careful scrutiny in establishing them. Nonetheless, the **Board of Trustees** also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the **Board of Trustees** has sought to establish a **District Policy** that fosters the appropriate balance between these two concerns.

2.0 Open Courses

2.1 Unless specifically exempted by statute or regulation, every course, course section, or class reported for state apportionment funding, whenever offered and maintained by the **Los Rios Community College** District, shall be fully open to enrollment and participation by any person who has been admitted to the **College(s)** and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5, Section 55200 of Subchapter 1 of Chapter 6 of Title 5 of the California Code of Regulations. In addition, the District may also limit enrollment under the following conditions:

~~1.1~~**2.1.1** Health and safety considerations, facility limitations, funding limitations, constraints of regional planning, or legal requirements imposed by statute, regulations, or contracts.

LRCCD

Policy Adopted: 11/6/91
Policy Revised: 4/13/94
Policy Reviewed:
Adm. Regulation: [R-2831](#)

DRAFT 2/12/15

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#)

1.0 Student **Rights and** Responsibilities

1.1 The **Colleges of the Los Rios Community College District** shall provide information in written form to all students **prior to and during enrollment and** through class schedules, catalogs, or other appropriate publications, describing student responsibilities under **the matriculation Student Success and Support Program**, and the consequences of failure to fulfill such responsibilities. (~~Tit~~-Tit. 5, § 55530)

1.2 All students shall be required to identify an education and career goal, diligently engage in course activities and complete assigned course work, and complete courses and maintain progress toward an education goal and completing a course of study.

~~1.1.3~~ **1.3 A student may develop an education plan upon registration. Once a continuing nonexempt student has identified a course of study and completed fifteen (15) semester units of degree applicable course work, the College shall provide the student with an opportunity to develop a comprehensive education plan.**

LRCCD

Policy Adopted: 11/6/91
Policy Revised:
Policy Reviewed:
Adm. Regulation: [R-2841](#)

Draft 6/18/15

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

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

STATUS:

The gifts received by American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College and/or the college foundations during the 2014-15 academic year are valued at \$180,020.42 per the donors’ estimated values. A schedule of the items donated is attached.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the in-kind gifts amounting to \$180,020.42 as reflected on the attachment.

LOS RIOS COMMUNITY COLLEGE DISTRICT

In-Kind Contributions
July 1, 2014 - June 30, 2015

| Date | Donation | Donor | Estimated Value | College |
|--------------|--|---------------------------------------|----------------------|---------|
| 4/30/2015 | 2002 Toyota Electric Rav4 Vehicle | Timothy Tutt | \$ 3,500.00 | ARC |
| 4/21/2015 | Large Capacity Dry Box for Handmade Paper Production | Jacob L. Groth | 1,200.00 | SCC |
| 3/24/2015 | 2004 Road Rescue Ambulances (2) | Sacramento Metropolitan Fire District | 9,000.00 | ARC |
| 3/24/2015 | New RV-4 Aircraft Tail Assembly | Craig Robinson | 4,999.00 | SCC |
| 2/9/2015 | Knitting Needles, Quilt Magazines, Quilt Guild Pin, Charms, Worsted Yarn, and Misc. Magazines | M. Antoinette Hine | 722.00 | SCC |
| 2/4/2015 | 2008 American LaFrance Condor Side Loader Truck | City of Sacramento | 75,000.00 | ARC |
| 2/3/2015 | Cessna 150J Aircraft (N51084) | Gayland Jordan | 18,000.00 | SCC |
| 12/19/2014 | Two Paintings by Laureen Landon and Karen Barr | Marke L. Emerson | 2,300.00 | SCC |
| 12/1/2014 | Books, and World Interior Magazines | Patricia Beach Smith | 940.79 | SCC |
| 11/30/2014 | Recycle Bin | Craig Widenski | 3,600.00 | ARC |
| 11/26/2014 | 2014 Ford Escape GTDI | Ford Motor Company | 12,000.00 | CRC |
| 11/26/2014 | 2014 Ford F350 | Ford Motor Company | 24,000.00 | CRC |
| 11/19/2014 | Four Manikin Heads | Gretchen Wallace | 200.00 | SCC |
| 11/6/2014 | Custom EZ GO 36V Electric Utility Golf Cart | Capital City AIDS Fund | 8,000.00 | SCC |
| 10/31/2014 | Welding Books and Testing Equipment | James Cunningham | 1,500.00 | ARC |
| 10/31/2014 | Baby Garnd Ludwig Electric Piano | Terry Palmer | 5,080.00 | FLC |
| 10/10/2014 | 36" Sheet Metal Shear, Rotating Punch, Single Die Punch, Metal Roller, Corner Shear, Metal Brake, Punch Die Sets, 3 Electric Meters, and 20lbs Sheet Metal | WM Herbert Hartman | 4,975.00 | SCC |
| 9/25/2014 | Wine for 2014/2015 Foundation Events | Madrona Vineyards | 2,500.00 | FLC |
| | Miscellaneous Items | | 1,338.00 | ARC |
| | Miscellaneous Items | | 226.44 | FLC |
| | Miscellaneous Items | | 939.19 | CRC |
| TOTAL | | | \$ 180,020.42 | |

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|--|------------------------------|---|
| SUBJECT: | Child Development Centers Program Self-Evaluation | ATTACHMENT: Yes | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item E | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | Theresa Matista <i>Theresa Matista</i> | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King <i>Brian King</i> | ACTION | |
| | | INFORMATION | |

BACKGROUND:

Pursuant to the Child Care and Development Services Act, Education Code section 8200, the Los Rios Community College District administers child development programs through the California Department of Education (CDE). Program self-evaluations must be submitted to the Child Development Division annually.

STATUS:

The District currently operates programs at American River, Cosumnes River, and Sacramento City Colleges. The programs have conducted their self-evaluations for the current year. The certification for the 2014-15 evaluation includes a provision that the Board of Trustees receive a copy of the self-evaluation which is attached.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the program self-evaluations for CCTR-4190 and CSPP-4372 contracts for the fiscal year 2014-15.

Program Self-Evaluation Cover Page

| Contractor's Legal Name Los Rios Community College District | | | | Vendor Number 34-6737 | | |
|---|--|--------|-----------|---------------------------------|------------|--------|
| Contract Type(s) | # of classrooms by age group and setting | | | | | |
| | Infant Toddler | | Preschool | | School Age | |
| | Center | FCCHEN | Center | FCCHEN | Center | FCCHEN |
| <input checked="" type="checkbox"/> CSPP | | | 8 | | | |
| <input checked="" type="checkbox"/> CCTR | 1 | | | | 1 | |
| <input type="checkbox"/> CFCC | | | | | | |
| <input type="checkbox"/> CHAN | | | | | | |
| <input type="checkbox"/> CRRP | | | | | | |
| <input type="checkbox"/> CMIG | | | | | | |
| <input type="checkbox"/> CMAP | | | | | | |
| <input type="checkbox"/> CAPP | | | | | | |
| <input type="checkbox"/> C2AP | | | | | | |
| <input type="checkbox"/> C3AP | | | | | | |

(Note: This area expands as necessary.)

Describe your program self-evaluation process

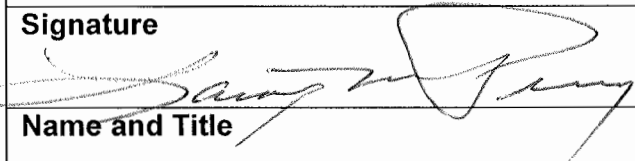
The Los Rios Community College District teaching staff met at each of their perspective sites the week of August 18, 2014 and again the week of January 12, 2015 to review 2013-14 Program Action Plan including Group Summaries of DRDP, ECERS and Parent survey.

DRDP- Teachers prepared children's portfolios and began collecting observations and documentation for the children's DRDPs for Fall semester August, 2014 and again in January 2015 for the spring semester and continued throughout the semester. First assessments were completed within 60 days of enrollment for new children, with the returning children being completed 6 months from their last DRDP. Teachers scheduled individual parent conferences as each child's DRDP was completed for both fall and spring semesters. Fall 2014 group summaries were shared with teaching staff at the start of the spring semester for curriculum planning purposes. Teachers received the spring 2015 group summary from each of their classrooms and collaborated with each site supervisor to determine center action plans. Summaries will be used to plan future curriculum activities.

ERS completed for each of the agency classrooms during the spring 2015 semester. Classroom teachers met with their supervisor, to review findings and implemented recommended changes to classroom environment. Teachers will meet again during the week of August 17, 2015 to review and make changes as needed.

Parent Surveys were distributed to the families during the spring 2015 semester. The CDC supervisors summarized and completed the summary of findings. Survey results will be shared with families during at each site's fall orientation in August 2015.

All Los Rios Community College District's Child Development Centers received both a Contract Monitoring Review and Center Based Monitoring Review April 27-May 1, 2015. Findings with Corrective Action Plans are noted in the Program Self-Evaluation 2014-15 and will be sent to

| | |
|--|---|
| <p>appropriate CDE personnel.</p> <p>ARC, CRC and SCC Supervisors completed each site's Desired Results Summary of Findings and collaborated together with input from the agency director, Laurie Perry to complete the Los Rios Community College Program Self Evaluation, June 2015.</p> | |
| <p>A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.</p> | <p>Date July 8, 2015</p> |
| <p>Statement of Completion: I certify that the information included in this report is accurate and factual to the best of my knowledge.</p> | |
| <p>Signature</p>  | <p>Date 6-15-2015</p> |
| <p>Name and Title Laurie Perry-Agency Director</p> | <p>Phone Number 916-650-2953</p> |
| <p>Contact Name and Number if different from above</p> | <p>Phone Number</p> |

EESD 4001

**Instructions for
 Early Education and Support Division (EESD) Program Review Instrument
 Summary of Findings and Action Plans**

Submission Requirements

All contractors operating, CSPP, CCTR, CFCC, CMIG, CHAN, CAPP, CMAP, C2AP, C3AP, and CRRP contract(s) must complete one (1) EESD 4001 for each contract type operated by the contractor.

Contractor Information

Instructions for Program Self-Evaluation Cover Page

Contract Types

- CSPP:** California State Preschool Program
- CCTR:** California Center-Based Child Care
- CHAN:** California Severely Handicapped
- CFCC:** California Family Child Care Homes
- CMIG:** California General Migrant Child Care
- CMAP:** California Migrant Alternative Payment
- CRRP:** California Resource and Referral Program
- CAPP:** California Alternative Payment Program
- C2AP:** CalWORKs Stage 2
- C3AP:** CalWORKs Stage 3

Submission Requirements

Submit **one** Program Self-Evaluation (PSE) Cover Page (EESD 4000).

NOTE: CAPP, CMAP, C2AP, C3AP, and CRRP contractors **are required** to complete and submit the PSE for FY 2014–15.

Contractor Information

- Insert the Contractor's legal name
- Insert the four-digit Vendor Number
- Check all applicable contract types
- For CSPP, CCTR, CFCC, CMIG, and CHAN contracts, insert the number of classrooms and/or number of family child care homes for each of the applicable contract types.

Program Self-Evaluation Process

Summarize the process developed and implemented to meet requirements of 5 *CCR* Section 18279.

- Insert the date(s) the PSE will be or has been presented to the governing board.
- Sign and date the Statement of Completion certification. Include name and title, phone number of signator, and name and number for the contact person if different than person signing the EESD 4000.

Program Self-Evaluation Cover Page

| Contractor's Legal Name Los Rios Community College District | | | | Vendor Number 34-6737 | | |
|---|--|--------|-----------|---------------------------------|------------|--------|
| Contract Type(s) | # of classrooms by age group and setting | | | | | |
| | Infant Toddler | | Preschool | | School Age | |
| | Center | FCCHEN | Center | FCCHEN | Center | FCCHEN |
| <input checked="" type="checkbox"/> CSPP | | | 8 | | | |
| <input checked="" type="checkbox"/> CCTR | 1 | | | | 1 | |
| <input type="checkbox"/> CFCC | | | | | | |
| <input type="checkbox"/> CHAN | | | | | | |
| <input type="checkbox"/> CRRP | | | | | | |
| <input type="checkbox"/> CMIG | | | | | | |
| <input type="checkbox"/> CMAP | | | | | | |
| <input type="checkbox"/> CAPP | | | | | | |
| <input type="checkbox"/> C2AP | | | | | | |
| <input type="checkbox"/> C3AP | | | | | | |

(Note: This area expands as necessary.)

Describe your program self-evaluation process

The Los Rios Community College District teaching staff met at each of their perspective sites the week of August 18, 2014 and again the week of January 12, 2015 to review 2013-14 Program Action Plan including Group Summaries of DRDP, ECERS and Parent survey.

DRDP- Teachers prepared children's portfolios and began collecting observations and documentation for the children's DRDPs for Fall semester August, 2014 and again in January 2015 for the spring semester and continued throughout the semester. First assessments were completed within 60 days of enrollment for new children, with the returning children being completed 6 months from their last DRDP. Teachers scheduled individual parent conferences as each child's DRDP was completed for both fall and spring semesters. Fall 2014 group summaries were shared with teaching staff at the start of the spring semester for curriculum planning purposes. Teachers received the spring 2015 group summary from each of their classrooms and collaborated with each site supervisor to determine center action plans. Summaries will be used to plan future curriculum activities.

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| | |
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| <p>appropriate CDE personnel.</p> <p>ARC, CRC and SCC Supervisors completed each site's Desired Results Summary of Findings and collaborated together with input from the agency director, Laurie Perry to complete the Los Rios Community College Program Self Evaluation, June 2015.</p> | |
| <p>A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.</p> | <p>Date July 8, 2015</p> |
| <p>Statement of Completion: I certify that the information included in this report is accurate and factual to the best of my knowledge.</p> | |
| <p>Signature</p> | <p>Date</p> |
| <p>Name and Title Laurie Perry-Agency Director</p> | <p>Phone Number 916-650-2953</p> |
| <p>Contact Name and Number if different from above</p> | <p>Phone Number</p> |

EESD 4001

**Instructions for
 Early Education and Support Division (EESD) Program Review Instrument
 Summary of Findings and Action Plans**

Submission Requirements

All contractors operating, CSPP, CCTR, CFCC, CMIG, CHAN, **CAPP, CMAP, C2AP, C3AP, and CRRP contract(s)** must complete one (1) EESD 4001 for each contract type operated by the contractor.

Contractor Information

Complete the requested information at the top of form EESD 4001, including Contractor's Legal Name, Contract Type, Age Group(s) being served, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Action Plans

Using the EESD Program Instrument 2014–15 at <http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf> for all applicable domains and items (EES 01-19), verify the summary of findings determined in the program self-evaluation process as follows:

- For each item applicable to the contract type, left click on the box. An “x” mark will appear in the box. This “x” verifies the item the contractor was required to review.
- For any item **not** fully meeting requirements enter a description of the finding(s) and include a plan to resolve the finding. This plan must include Actions (What will be done, not already being done?), Persons Responsible (Who will do what?) and a timeline (By when?). These boxes will allow for as much writing space as needed.

**Early Education and Support Division Program Review Instrument
 Fiscal Year 2014-15**

| | |
|---|---|
| Contractor's Legal Name Los Rios Community College Distirct | Vendor Number 34-6737 |
| Contract Type CSPP | Age Group (Infant/Toddler, Preschool, School-Age) Preschool |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |

Summary of Findings and Action Plans

Complete the Summary of Findings and Actions Plans as directed in the instructions.

INVOLVEMENT

EES-01: Plan for Parent Involvement
 (CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: Some parent conference forms were not individualized with information based on children's developmental outcomes. Parents did not receive authentic information specific to their child's developmental progress.

Program Goal:

Be sure all Parent-teacher conference forms speak to individual children's developmental outcomes

Objective:

1. Provide training to center teaching staff on how to appropriately and effectively complete the Child Progress Forms to address each child's individual development

2. Add signature line for supervisor review of each Child Progress Form

3. Include review of signature in rotation of District Office Fiscal internal audit through-out year
 Expected Completion Date and Persons Responsible:

1. Agency wide staff development training August 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College

| |
|--|
| <p>Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> <p>2. June 15, 2015- Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> <p>3. Ongoing quality control throughout fiscal year</p> <p>District internal auditors/Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> |
|--|

GOVERNANCE AND ADMINISTRATION

EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

19% error rate in Governance and Administration resulted in material areas:

- 1.The training verification documentation was missing or did not include information to determine the parent’s need
- 2.A written statement of parent’s vocational goal was insufficient to determine parent’s need.

Program Goal:

Reduce error rate to acceptable limit

Objective:

- 1.Review process and train administrative and clerical staff on correct procedure for completing the training verification form.
 - a) Training Verification must state vocational goal i.e. job/profession
 - b) Collect online course documentation (syllabus/course portal screen shot) by the 4th week of the semester
2. Create internal review process for site supervisors and add signature to Training Verification form stating “Voc. Goal Reviewed.”

Expected Completion Date and Persons Responsible for process implementation:
June 15, 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Ongoing quality control:

LRCCD internal auditors will review random files

Site supervisors will review for completed forms and signatures upon collection of term grades.

EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

1. Some absences are not being verified appropriately by staff (not using full signature)

2. District (at each site) is not collecting the full signature of some families signing children in/out on the attendance sheets.

Program Goal 1:

All staff will use full signature when verifying children's absences.

Objective:

Inform all staff i.e. clerical/teaching staff through meeting and memorandum on the requirements for using full signature when verifying children's absences as documented by staff sign in sheet and sample memorandum.

Expected Completion Date and Persons Responsible:

June 15, 2015-site supervisors

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Program Goal 2:

Ensure that all responsible adults use their full signature when signing a child in/out on attendance sheets.

Objective:

1. Inform parents at initial intake interview of procedure for signing their child in/out.
2. Teachers will provide examples at "Open House" prior to the first day of school.
3. Inform/remind families through Memorandum the requirements for using full signatures when signing a child in/out on attendance sheets.
4. Include monthly attendance review sheet verified by program staff.

Expected Completion Date and Persons Responsible:

1. Ongoing as needed during intake interview

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

2. Fall/spring semester Open House:

Center staff

3. Memorandum Sent by June 15

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

4. Ongoing quality control to review documents

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Center clerical/teaching staff

LRCCD internal auditor

EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result of observing instruction in two (2) classrooms, it is evident that information obtained from the DRDPs was not used to plan and conduct developmentally appropriate activities for the children.

Request an extension:

Additional time required to develop a collaborative process with LRCCD faculty, teaching staff and college administrators

EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-12: Qualified Staff and Director

(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result reviewing the job description (ESA) and current duties performed by the program director, they do not include the required roles and responsibilities as described in Education Code Section 8244(A)(B)(C)(2)

Request extension:

Additional time is required to develop program director's administrative and programmatic roles and responsibilities that adhere to the requirements specified in Education Code 8244 with LRCCD Human Resources.

EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-17: Services Responsive to Family Needs
(CRRP)

Corrective Action Plan:

TEACHING AND LEARNING

EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: See attached

EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

**Instructions for
Desired Results Program Action Plan – Reflection on Action Steps**

Submission Requirements

Contractors with CSPP, CCTR, CFCC, CMIG, and CHAN contracts are required to complete and submit a Reflection on Action Steps and goals with the FY 2014–15 PSE.

Complete an EESD 4002, **one for each contract type by age group** as applicable. As the FY 2013–14 Action Steps would be different or unique to the contract type and age group, a separate reflection and narrative for each is required.

Contractor Information

Complete the requested information at the top of the EESD 4002, including Contractor’s Legal Name, Contract Type, Age Group(s), Planning Date, and Lead Planner’s Name and Title.

Provide a Reflection Narrative

The Fiscal Year (FY) 2014–15 Program Self-Evaluation (PSE) includes the critical Reflection on Action Steps in the self-evaluation process; the Desired Results Program Action Plan – Reflection on Action Steps (CD 4002) form. Contractors shall provide a brief narrative reflecting on the action steps identified in FY 2013–14 PSE.

Review the Desired Results Developmental Profile Summary of Findings and Program Action Plan (CD 4001A) and record the reflections on the EESD 4002. This reflective process will help contractors identify accomplishments and lessons learned to use in future planning for program quality.

Reflect upon each set of action steps submitted in the FY 2013–14 PSE for each age group (infants/toddlers,

preschoolers, and school-age, as applicable). Use the EESD 4002 to describe the successful implementation of each Program Action Plan (CD 4001A). Provide a narrative summarizing the outcome of each Action Step.

Desired Results Program Action Plan – Reflection on Action Plan from FY 2013–14 Plan

| | |
|---|---|
| Contractor’s Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CSPP | Age Group (Infant/Toddler, Preschool, School-Age) Preschool |
| Planning Date June 2015 | Lead Planner’s Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| Reflection of Program Action Plan from FY 2013-14 PSE Review each Program Action Plan submitted in the FY 2013-14 Program Self-Evaluation Report. Provide a separate reflection and narrative for each contract and age group, including the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes. | |
| This form can be expanded and is not limited to a single page | |
| <p>ARC:</p> <p>1. Increase children’s understanding of Expression of self through language and phonological awareness to the “Building” level ARC teaching staff met on August 18 and again on January 14 to review our Program Self-Review. We brainstormed for phonological awareness activities which could be included in our environment and lesson plans and then at the second meeting we discussed which activities were most effective and planned further implementation.</p> <p>In weekly team meetings, each classroom team planned curriculum and reviewed the DRDP assessments to be sure that appropriate activities were being planned and implemented.</p> <p>Handouts for parents were offered strategically, including in the lobby and personally at conferences.</p> <p>Scholastic Book Clubs were offered and several families ordered online each time. Families were encouraged to participate in our Book-In-A-Bag lending library.</p> | |

| Contractor's Legal Name | Vendor Number |
|---|----------------------|
| Los Rios Community College District | 34-6737 |
| <p>40% of the 123 preschoolers assessed were at or above the Building level of Expression of Self Through Language. 14% of the 121 preschoolers assessed were at or above the Building level of Phonological Awareness. Our staff has determined that we need to continue to work on this goal and to have more one-on-one and small group activities with this focus.</p> <p>2. Increase the children's understanding in developing receptive and expressive English language to the "Developing" and "Building" levels. ARC teaching staff met on August 18 and again on January 14 to review our Program Self-Review. Faculty members assisted in developing strategies to scaffold children's developing receptive and expressive language. Faculty Lorraine Chow provided a training on Dual Language Learners. Labels in three or four languages were added throughout the center. Over half of our English Language Learners are Integrating in both receptive and expressive English Language skills.</p> <p>3. Increase the children's skill level of understanding in Awareness of Diversity and Self to the "Developing" and "Building" levels.</p> <p>ARC teaching staff met on August 18 and again on January 14 to review our Program Self-Review. We planned activities designed to increase children's awareness of self for the beginning weeks of the semester as well as how to incorporate more compare and contrast activities into our lesson plans. Teaching teams took individualized approaches and planned these during their weekly meetings.</p> <p>Children who were rated Developing in Spring 2014 were all rated Building or Integrating in Spring 2015 in Self and Social Development.</p> <p>CRC:</p> <p>1. Increase children's understanding of Expression of self through language and phonological awareness to the "Building" level CRC staff met on August 18th and again on January 12th to review the Program Self-Review. Staff discussed strategies and planning for developmentally appropriate experiences that would promote phonological awareness and language development. CRC teaching staff used more books with repeating phrases during group gatherings. Children were able to complete rhyming phrases, add missing words to songs, and repeat with clapping and stomping patterns. By spring 2015 71% of children were at the building or integrating levels in expression of self through language, compared to 54% a year earlier. Then 43% were at building or integrating in phonological awareness compared to 21% in 2014.</p> | |

| Contractor's Legal Name | Vendor Number |
|--|----------------------|
| Los Rios Community College District | 34-6737 |
| <p>2. Increase the children's understanding in developing receptive and expressive English Language to the "Developing" and "Building" levels CRC staff met on August 18th and again on January 12th to review the Program Self-Review. Staff discussed strategies and planning for developmentally appropriate experiences that would promote children's growth in developing receptive and expressive English Language. CRC staff participated in the Los Rios Community College District's annual agency training. A training presentation was given by ARC faculty Lorraine Chow on dual language learners in the preschool classroom. In spring of 2015, 95% of the children that were ESL were at the building or integrating levels in receptive language and 100% made it to those levels in expressive language.</p> <p>3. Increase the children's skill level of understanding in Awareness of Diversity and Self to the "Developing" and "Building" levels. CRC staff met on August 18th and again on January 12th to review the Program Self-Review. Staff discussed strategies and planning for developmentally appropriate experiences that would promote children's growth in developing an awareness of diversity in self and others. CRC teaching staff posted more diverse pictures and added more mirrors in the classrooms. They also started using height and weight charts each semester. During group gatherings teachers used more references to features such as eye and hair colors to dismiss children from group. Staff made more flesh colored paints and crayons available to the children. The number of children in the building and integrating levels of awareness of diversity in self and others grew from 52% to 62%. Staff agreed that we would continue to develop more experiences for children in this area during our May 21st staff meeting.</p> <p>SCC: 1. Increase children's understanding of Expression of Self through language and phonological awareness to the Building Level SCC teaching staff met on August 18 and again on January 12 to review Program Self-Review. Staff developed strategies/plan on implementing appropriate activities during small and large group time that addressed language and literacy using the Preschool Curriculum Framework as a tool. SCC teaching staff invited families for Family Reading day to encourage reading with children. SCC teaching staff invited families to participate in the Scholastic's Book Club Children's DRDP summary of findings changed from 37% of children at the "Building" level in 2014 to 47% in 2015</p> | |

| Contractor's Legal Name | Vendor Number |
|--|----------------------|
| Los Rios Community College District | 34-6737 |
| <p>2. Increase the children's understanding in developing receptive and expressive English Language to the "Developing" and "Building" levels SCC teaching staff participated in the Los Rios Community College District's annual agency training which focused "Second Language Learners in Preschool. SCC teaching staff added additional multi language material to literacy area SCC teaching staff with the aid of bilingual parents, posted common words spoken at home. Children's DRDP Summary of Findings changed from 34% at the "Building" level to 41% in 2015</p> <p>3. Increase the children's skill level of understanding in "Awareness of Diversity and Self to the "Developing" and "Building" levels. SCC teaching staff received In-Service with representative from SCOE/QCCC on "Building Relationships and Creating Supportive Environments" during staff flex week Aug. 2014. Staff also received mini training on "Supporting Children in Resolving Conflict" which incorporates understanding of children's differences during staff flex week in January 2015. SCC teaching staff added various activities during circle time and learning center that promoted children's awareness of likes and differences. SCC teaching staff used conversations through out the day to talk with children about likes and differences Children's DRDP summary of findings changed from 40% at the "Building" level for "Self and Social Development" in 2014 to 47% in 2015.</p> | |

**Instructions for
Desired Results Developmental Profile Summary of
Findings Program Action Plan (EESD 4003)**

Submission Requirements

For CSPP, CCTR, CFCC, CMIG, and CHAN contract types only, complete a program-level (not a classroom level) Summary of Findings and Program Action Plan (EESD 4003), one for each contract type by age group as applicable.

Contractor Information

Complete the requested information at the top of form EESD 4003, including Contractor's Legal Name, Contract Type, Age Group, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Program Action Plan

Contractors serving children in a Family Child Care Home Education Network (FCCHEN) must complete a Desired Results Developmental Profile (DRDP) Summary of Findings for the **infant/toddler age group** unless no services to infants/toddlers are provided. In this case, complete and submit a summary of findings and program action plans for the age group with the highest number of children enrolled.

Key Findings – Ask: Where is the program now?

- To determine key findings, compile the information from **all** of the individual classroom or family child care home DRDPs. The Classroom/Family Child Care Home DRDP Summary of Findings form and Instructions are available on the Desired Results Web site at http://www.desiredresults.us/form_ps.htm.
- If the center-based contractor has multiple sites, first compile the information by site, and then at the program level.
- FCCHENs may collect information from each family child care home and first compile the information by each designated teacher case load

assignment (similar to a center-based “site”) and then compile the information at the program level.

- Look for trends or patterns in the DRDP data to identify overall strengths and areas needing improvement at the domain level. Use this information to identify and write at least one (1) key finding in the row labeled, “Key Findings from Developmental Profiles.”

Educational Goal – Ask: Where does the program want to go?

- Define at least one goal at the domain level to address important issues regarding the educational needs of children identified in the key findings.
- Write the Educational Program Goal in the row labeled, “Educational Program Goal(s).”

Action Steps – Ask: How does the program get there?

- Develop and write attainable action steps to achieve the program’s goal(s). The action steps should identify a variety of strategies to achieve the goal such as:
 - Activity planning
 - Curriculum modifications
 - Materials required
 - Staff or program schedules
 - Child-staff interactions
 - Classroom use of space
 - Professional development
 - Parent education
- Write the Action Steps in the spaces provided.
- CDE publications and resources are available to assist in the development of Action Steps and are located on the Publications Web site at <http://www.cde.ca.gov/sp/cd/re/cddpublications.asp>.

Expected Completion Date, and/or Ongoing Implementation and Persons Responsible – Ask: By when? Enter responses in the corresponding response box.

- Enter the date when the Action Steps will be completed.
- Enter “Ongoing” when the Action Step implementation will continue

throughout the year.

- Identify the key person(s) who will be responsible for each Action Step.

**Desired Results Developmental Profile Summary of Findings and Program Action Plan
 Educational Goal**

| | |
|---|--|
| Contractor's Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CSPP | Age Group (Infant/Toddler, Preschool, School-Age) Preschool |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| <p>Review the Desired Results Developmental Profile Summary of Findings at the Program or Network level and plan on the areas that your agency will focus on for the FY 2015–16. Each contract type should have a program level plan and action steps. Include this information in the response boxes below.</p> <p><i>Each response box below will expand as needed</i></p> | |
| <p>Key Findings by Domain from Developmental Profiles</p> <p>Ask: Where is the program now?</p> | <p>1. Domain: LLD – Language and Literacy Development 45% of children are at the developing level or below in Phonological awareness and Letter and Word Knowledge</p> <p>2. Domain: MATH – Mathematics Development 33% of children are at the developing level or below in number sense, measurement, shapes and patterning</p> |

| | |
|---|--|
| <p>Educational Program Goal(s)</p> <p>Ask: Where does the program want to go?</p> | <p>1. Increase children’s levels to building or higher in letter and word knowledge.</p> <p>Incorporate more experiences during group gatherings that will focus on letter and word knowledge.</p> <p>Increase the amount of materials in the classrooms with letters.</p> <p>Label more items in the classrooms.</p> <p>Provide Families with information/flyers/workshop on ways to provide literacy experiences in the home.</p> <p>2. Increase children’s levels to building or higher in number sense, shapes, measurement and patterning of mathematical operations.</p> <p>Incorporate activities into group gatherings that focus on counting and operations.</p> <p>Focus on classroom materials that can promote mathematical operations such as quantity in addition and subtraction.</p> |
| <p>Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space,</p> | <p>1. CDC Supervisors will purchase materials for the classrooms.</p> <p>Teachers will complete labeling on the classrooms.</p> <p>Ongoing implementation of group experiences.</p> <p>Provide families with information during "Open House" on Language and Literacy such as CPINs "Language and Literacy" handbook. Families will also be provided information and opportunities throughout the semester.</p> <p>2. Teachers will be provided with professional development training through ECE Math Professor</p> <p>Teachers will meet to review curriculum plans and make changes as needed</p> <p>Implementation by classroom teachers of activities</p> |

| | |
|---|---|
| <p>professional development, parent education, and/or community outreach)</p> <p>Ask: How does the program get there? (This form can be expanded and is not limited to a single page.)</p> | |
| <p>Expected Completion Date and/or Ongoing Implementation and Persons Responsible</p> <p>Ask: By when?</p> | <p>Training and inservices for staff during college flex weeks Aug 2015/Jan 2016</p> <p>Ongoing implementation by classroom teachers of activities</p> <p>Monthly staff team meetings</p> |

Instructions for Program Self-Evaluation Cover Page

Contract Types

- CSPP:** California State Preschool Program
- CCTR:** California Center-Based Child Care
- CHAN:** California Severely Handicapped
- CFCC:** California Family Child Care Homes
- CMIG:** California General Migrant Child Care
- CMAP:** California Migrant Alternative Payment
- CRRP:** California Resource and Referral Program
- CAPP:** California Alternative Payment Program
- C2AP:** CalWORKs Stage 2
- C3AP:** CalWORKs Stage 3

Submission Requirements

Submit **one** Program Self-Evaluation (PSE) Cover Page (EESD 4000).

NOTE: CAPP, CMAP, C2AP, C3AP, and CRRP contractors **are required** to complete and submit the PSE for FY 2014–15.

Contractor Information

- Insert the Contractor's legal name
- Insert the four-digit Vendor Number
- Check all applicable contract types
- For CSPP, CCTR, CFCC, CMIG, and CHAN contracts, insert the number of classrooms and/or number of family child care homes for each of the applicable contract types.

Program Self-Evaluation Process

Summarize the process developed and implemented to meet requirements of 5 *CCR* Section 18279.

- Insert the date(s) the PSE will be or has been presented to the governing board.
- Sign and date the Statement of Completion certification. Include name and title, phone number of signator, and name and number for the contact person if different than person signing the EESD 4000.

Program Self-Evaluation Cover Page

| Contractor's Legal Name Los Rios Community College District | | | | Vendor Number 34-6737 | | |
|---|--|--------|-----------|---------------------------------|------------|--------|
| Contract Type(s) | # of classrooms by age group and setting | | | | | |
| | Infant Toddler | | Preschool | | School Age | |
| | Center | FCCHEN | Center | FCCHEN | Center | FCCHEN |
| <input type="checkbox"/> CSPP | | | 8 | | | |
| <input type="checkbox"/> CCTR | 1 | | | | 1 | |
| <input type="checkbox"/> CFCC | | | | | | |
| <input type="checkbox"/> CHAN | | | | | | |
| <input type="checkbox"/> CRRP | | | | | | |
| <input type="checkbox"/> CMIG | | | | | | |
| <input type="checkbox"/> CMAP | | | | | | |
| <input type="checkbox"/> CAPP | | | | | | |
| <input type="checkbox"/> C2AP | | | | | | |
| <input type="checkbox"/> C3AP | | | | | | |

(Note: This area expands as necessary.)

Describe your program self-evaluation process

The Los Rios Community College District teaching staff met at each of their perspective sites the week of August 18, 2014 and again the week of January 12, 2015 to review 2013-14 Program Action Plan including Group Summaries of DRDP, ECERS and Parent survey.

DRDP- Teachers prepared children's portfolios and began collecting observations and documentation for the children's DRDPs for Fall semester August, 2014 and again in January 2015 for the spring semester and continued throughout the semester. First assessments were completed within 60 days of enrollment for new children, with the returning children being completed 6 months from their last DRDP. Teachers scheduled individual parent conferences as each child's DRDP was completed for both fall and spring semesters. Fall 2014 group summaries were shared with teaching staff at the start of the spring semester for curriculum planning purposes. Teachers received the spring 2015 group summary from each of their classrooms and collaborated with each site supervisor to determine center action plans. Summaries will be used to plan future curriculum activities.

ERS completed for each of the agency classrooms during the spring 2015 semester. Classroom teachers met with their supervisor, to review findings and implemented recommended changes to classroom environment. Teachers will meet again during the week of August 17, 2015 to review and make changes as needed.

Parent Surveys were distributed to the families during the spring 2015 semester. The CDC supervisors summarized and completed the summary of findings. Survey results will be shared with families during at each site's fall orientation in August 2015.

All Los Rios Community College District's Child Development Centers received both a Contract Monitoring Review and Center Based Monitoring Review April 27-May 1, 2015. Findings with Corrective Action Plans are noted in the Program Self-Evaluation 2014-15 and will be sent to

| | |
|--|---|
| <p>appropriate CDE personnel.</p> <p>ARC, CRC and SCC Supervisors completed each site's Desired Results Summary of Findings and collaborated together with input from the agency director, Laurie Perry to complete the Los Rios Community College Program Self Evaluation, June 2015.</p> | |
| <p>A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.</p> | <p>Date July 8, 2015</p> |
| <p>Statement of Completion: I certify that the information included in this report is accurate and factual to the best of my knowledge.</p> | |
| <p>Signature</p> | <p>Date</p> |
| <p>Name and Title Laurie Perry-Agency Director</p> | <p>Phone Number 916-650-2953</p> |
| <p>Contact Name and Number if different from above</p> | <p>Phone Number</p> |

EESD 4001

**Instructions for
 Early Education and Support Division (EESD) Program Review Instrument
 Summary of Findings and Action Plans**

Submission Requirements

All contractors operating, CSPP, CCTR, CFCC, CMIG, CHAN, **CAPP, CMAP, C2AP, C3AP, and CRRP contract(s)** must complete one (1) EESD 4001 for each contract type operated by the contractor.

Contractor Information

Complete the requested information at the top of form EESD 4001, including Contractor's Legal Name, Contract Type, Age Group(s) being served, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Action Plans

Using the EESD Program Instrument 2014–15 at <http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf> for all applicable domains and items (EES 01-19), verify the summary of findings determined in the program self-evaluation process as follows:

- For each item applicable to the contract type, left click on the box. An “x” mark will appear in the box. This “x” verifies the item the contractor was required to review.
- For any item **not** fully meeting requirements enter a description of the finding(s) and include a plan to resolve the finding. This plan must include Actions (What will be done, not already being done?), Persons Responsible (Who will do what?) and a timeline (By when?). These boxes will allow for as much writing space as needed.

**Early Education and Support Division Program Review Instrument
 Fiscal Year 2014-15**

| | |
|---|---|
| Contractor's Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) Toddler |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |

Summary of Findings and Action Plans

Complete the Summary of Findings and Actions Plans as directed in the instructions.

INVOLVEMENT

EES-01: Plan for Parent Involvement
 (CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: Some parent conference forms were not individualized with information based on children's developmental outcomes. Parents did not receive authentic information specific to their child's developmental progress.

Program Goal:

Be sure all Parent-teacher conference forms speak to individual children's developmental outcomes

Objective:

1. Provide training to center teaching staff on how to appropriately and effectively complete the Child Progress Forms to address each child's individual development

2. Add signature line for supervisor review of each Child Progress Form

3. Include review of signature in rotation of District Office Fiscal internal audit through-out year
 Expected Completion Date and Persons Responsible:

1. Agency wide staff development training August 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College

| |
|---|
| Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College |
| 2. June 15, 2015- Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College |
| 3. Ongoing quality control throughout fiscal year District internal auditors/Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College |

GOVERNANCE AND ADMINISTRATION

EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

19% error rate in Governance and Administration resulted in material areas:

1. The training verification documentation was missing or did not include information to determine the parent's need

2. A written statement of parent's vocational goal was insufficient to determine parent's need.

Program Goal:

Reduce error rate to acceptable limit

Objective:

1. Review process and train administrative and clerical staff on correct procedure for completing the training verification form.

a) Training Verification must state vocational goal i.e. job/profession

b) Collect online course documentation (syllabus/course portal screen shot) by the 4th week of the semester

2. Create internal review process for site supervisors and add signature to Training Verification form stating "Voc. Goal Reviewed."

Expected Completion Date and Persons Responsible for process implementation:
June 15, 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Ongoing quality control:

LRCCD internal auditors will review random files

Site supervisors will review for completed forms and signatures upon collection of term grades.

EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

1. Some absences are not being verified appropriately by staff (not using full signature)

2. District (at each site) is not collecting the full signature of some families signing children in/out on the attendance sheets.

Program Goal 1:

All staff will use full signature when verifying children's absences.

Objective:

Inform all staff i.e. clerical/teaching staff through meeting and memorandum on the requirements for using full signature when verifying children's absences as documented by staff sign in sheet and sample memorandum.

Expected Completion Date and Persons Responsible:

June 15, 2015-site supervisors

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Program Goal 2:

Ensure that all responsible adults use their full signature when signing a child in/out on attendance sheets.

Objective:

1. Inform parents at initial intake interview of procedure for signing their child in/out.
2. Teachers will provide examples at "Open House" prior to the first day of school.
3. Inform/remind families through Memorandum the requirements for using full signatures when signing a child in/out on attendance sheets.
4. Include monthly attendance review sheet verified by program staff.

Expected Completion Date and Persons Responsible:

1. Ongoing as needed during intake interview

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

2. Fall/spring semester Open House:

Center staff

3. Memorandum Sent by June 15

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

4. Ongoing quality control to review documents

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Center clerical/teaching staff

LRCCD internal auditor

EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

- EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

- EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result of observing instruction in two (2) classrooms, it is evident that information obtained from the DRDPs was not used to plan and conduct developmentally appropriate activities for the children.

Request an extension:

Additional time required to develop a collaborative process with LRCCD faculty, teaching staff and college administrators

- EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

- EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result reviewing the job description (ESA) and current duties performed by the program director, they do not include the required roles and responsibilities as described in Education Code Section 8244(A)(B)(C)(2)

Request extension:

Additional time is required to develop program director's administrative and programmatic roles and responsibilities that adhere to the requirements specified in Education Code 8244 with LRCCD Human Resources.

EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-17: Services Responsive to Family Needs
(CRRP)

Corrective Action Plan:

TEACHING AND LEARNING

EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: See attached

EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

**Instructions for
Desired Results Program Action Plan – Reflection on Action Steps**

Submission Requirements

Contractors with CSPP, CCTR, CFCC, CMIG, and CHAN contracts are required to complete and submit a Reflection on Action Steps and goals with the FY 2014–15 PSE.

Complete an EESD 4002, **one for each contract type by age group** as applicable. As the FY 2013–14 Action Steps would be different or unique to the contract type and age group, a separate reflection and narrative for each is required.

Contractor Information

Complete the requested information at the top of the EESD 4002, including Contractor’s Legal Name, Contract Type, Age Group(s), Planning Date, and Lead Planner’s Name and Title.

Provide a Reflection Narrative

The Fiscal Year (FY) 2014–15 Program Self-Evaluation (PSE) includes the critical Reflection on Action Steps in the self-evaluation process; the Desired Results Program Action Plan – Reflection on Action Steps (CD 4002) form. Contractors shall provide a brief narrative reflecting on the action steps identified in FY 2013–14 PSE.

Review the Desired Results Developmental Profile Summary of Findings and Program Action Plan (CD 4001A) and record the reflections on the EESD 4002. This reflective process will help contractors identify accomplishments and lessons learned to use in future planning for program quality.

Reflect upon each set of action steps submitted in the FY 2013–14 PSE for each age group (infants/toddlers,

preschoolers, and school-age, as applicable). Use the EESD 4002 to describe the successful implementation of each Program Action Plan (CD 4001A). Provide a narrative summarizing the outcome of each Action Step.

Desired Results Program Action Plan – Reflection on Action Plan from FY 2013–14 Plan

| | |
|---|---|
| Contractor’s Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) Toddler |
| Planning Date June 2015 | Lead Planner’s Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| Reflection of Program Action Plan from FY 2013-14 PSE | |
| <p>Review each Program Action Plan submitted in the FY 2013-14 Program Self-Evaluation Report. Provide a separate reflection and narrative for each contract and age group, including the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.</p> | |
| This form can be expanded and is not limited to a single page | |
| <p>ARC:</p> <p>Last year our toddlers were working toward Discovering and Developing Ideas in Self and Social Development (29% are Acting with Purpose and 65% are Discovering Ideas).</p> <p>We utilized small group activities and primary caregiving groups to provide more teacher-child time and more positive social interactions. We encouraged parents to take advantage of a local parenting class and referred children to the QCCC for additional assistance when necessary.</p> <p>81% of our toddlers were Discovering Ideas and Developing Ideas in Self and Social Development this Spring 2015.</p> | |

| Contractor's Legal Name | Vendor Number |
|-------------------------------------|----------------------|
| Los Rios Community College District | 34-6737 |
| | |

**Instructions for
Desired Results Developmental Profile Summary of
Findings Program Action Plan (EESD 4003)**

Submission Requirements

For CSPP, CCTR, CFCC, CMIG, and CHAN contract types only, complete a program-level (not a classroom level) Summary of Findings and Program Action Plan (EESD 4003), one for each contract type by age group as applicable.

Contractor Information

Complete the requested information at the top of form EESD 4003, including Contractor's Legal Name, Contract Type, Age Group, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Program Action Plan

Contractors serving children in a Family Child Care Home Education Network (FCCHEN) must complete a Desired Results Developmental Profile (DRDP) Summary of Findings for the **infant/toddler age group** unless no services to infants/toddlers are provided. In this case, complete and submit a summary of findings and program action plans for the age group with the highest number of children enrolled.

Key Findings – Ask: Where is the program now?

- To determine key findings, compile the information from **all** of the individual classroom or family child care home DRDPs. The Classroom/Family Child Care Home DRDP Summary of Findings form and Instructions are available on the Desired Results Web site at http://www.desiredresults.us/form_ps.htm.
- If the center-based contractor has multiple sites, first compile the information by site, and then at the program level.
- FCCHENs may collect information from each family child care home and first compile the information by each designated teacher case load

assignment (similar to a center-based “site”) and then compile the information at the program level.

- Look for trends or patterns in the DRDP data to identify overall strengths and areas needing improvement at the domain level. Use this information to identify and write at least one (1) key finding in the row labeled, “Key Findings from Developmental Profiles.”

Educational Goal – Ask: Where does the program want to go?

- Define at least one goal at the domain level to address important issues regarding the educational needs of children identified in the key findings.
- Write the Educational Program Goal in the row labeled, “Educational Program Goal(s).”

Action Steps – Ask: How does the program get there?

- Develop and write attainable action steps to achieve the program’s goal(s). The action steps should identify a variety of strategies to achieve the goal such as:
 - Activity planning
 - Curriculum modifications
 - Materials required
 - Staff or program schedules
 - Child-staff interactions
 - Classroom use of space
 - Professional development
 - Parent education
- Write the Action Steps in the spaces provided.
- CDE publications and resources are available to assist in the development of Action Steps and are located on the Publications Web site at <http://www.cde.ca.gov/sp/cd/re/cddpublications.asp>.

Expected Completion Date, and/or Ongoing Implementation and Persons Responsible – Ask: By when? Enter responses in the corresponding response box.

- Enter the date when the Action Steps will be completed.
- Enter “Ongoing” when the Action Step implementation will continue

throughout the year.

- Identify the key person(s) who will be responsible for each Action Step.

**Desired Results Developmental Profile Summary of Findings and Program Action Plan
 Educational Goal**

| | |
|---|---|
| Contractor's Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) Toddler |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| <p>Review the Desired Results Developmental Profile Summary of Findings at the Program or Network level and plan on the areas that your agency will focus on for the FY 2015–16. Each contract type should have a program level plan and action steps. Include this information in the response boxes below.</p> <p><i>Each response box below will expand as needed</i></p> | |
| <p>Key Findings by Domain from Developmental Profiles</p> <p>Ask: Where is the program now?</p> | <p>45% of infants and toddlers were Acting With Purpose in Impulse Control. 36% were Acting with Purpose in Self-Comforting.</p> <p>We have one infant/toddler classroom. Children are new in this classroom to our center and usually it is their first time in any group care setting.</p> |

| | |
|--|---|
| <p>Educational Program Goal(s)</p> <p>Ask: Where does the program want to go?</p> | <p>Our toddler teaching team is focusing on social-emotional development.</p> <p>Our toddler teaching team has a goal to increase the children's ability to self-regulate and to promote social development within the classroom.</p> |
| <p>Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach)</p> <p>Ask: How does the program get</p> | <p>1. QCCC has been involved in this classroom. The teaching team and site supervisor have met with QCCC representatives and set goals. We have referred parents to a local, free, parenting program.</p> <p>The teaching team will continue to utilize QCCC and our local connections for assistance.</p> <p>The teaching team continues to meet weekly. The site supervisor assists the team in scheduling small-group activities.</p> <p>The Site Supervisor, with support from ECE Faculty, will work with the classroom teaching team to implement strategies to foster self-regulation. The classroom teaching team</p> |

| | |
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| <p>there? (This form can be expanded and is not limited to a single page.)</p> | |
| <p>Expected Completion Date and/or Ongoing Implementation and Persons Responsible</p> <p>Ask: By when?</p> | <p>Ongoing Implementation by Classroom Teaching Team and Site Supervisor</p> <p>Weekly Team Meetings</p> <p>August 17, 2015 Staff Meeting</p> |

Instructions for Program Self-Evaluation Cover Page

Contract Types

- CSPP:** California State Preschool Program
- CCTR:** California Center-Based Child Care
- CHAN:** California Severely Handicapped
- CFCC:** California Family Child Care Homes
- CMIG:** California General Migrant Child Care
- CMAP:** California Migrant Alternative Payment
- CRRP:** California Resource and Referral Program
- CAPP:** California Alternative Payment Program
- C2AP:** CalWORKs Stage 2
- C3AP:** CalWORKs Stage 3

Submission Requirements

Submit **one** Program Self-Evaluation (PSE) Cover Page (EESD 4000).

NOTE: CAPP, CMAP, C2AP, C3AP, and CRRP contractors **are required** to complete and submit the PSE for FY 2014–15.

Contractor Information

- Insert the Contractor's legal name
- Insert the four-digit Vendor Number
- Check all applicable contract types
- For CSPP, CCTR, CFCC, CMIG, and CHAN contracts, insert the number of classrooms and/or number of family child care homes for each of the applicable contract types.

Program Self-Evaluation Process

Summarize the process developed and implemented to meet requirements of 5 *CCR* Section 18279.

- Insert the date(s) the PSE will be or has been presented to the governing board.
- Sign and date the Statement of Completion certification. Include name and title, phone number of signator, and name and number for the contact person if different than person signing the EESD 4000.

Program Self-Evaluation Cover Page

| Contractor's Legal Name Los Rios Community College District | | | | Vendor Number 34-6737 | | |
|---|--|--------|-----------|---------------------------------|------------|--------|
| Contract Type(s) | # of classrooms by age group and setting | | | | | |
| | Infant Toddler | | Preschool | | School Age | |
| | Center | FCCHEN | Center | FCCHEN | Center | FCCHEN |
| <input checked="" type="checkbox"/> CSPP | | | 8 | | | |
| <input checked="" type="checkbox"/> CCTR | 1 | | | | 1 | |
| <input type="checkbox"/> CFCC | | | | | | |
| <input type="checkbox"/> CHAN | | | | | | |
| <input type="checkbox"/> CRRP | | | | | | |
| <input type="checkbox"/> CMIG | | | | | | |
| <input type="checkbox"/> CMAP | | | | | | |
| <input type="checkbox"/> CAPP | | | | | | |
| <input type="checkbox"/> C2AP | | | | | | |
| <input type="checkbox"/> C3AP | | | | | | |

(Note: This area expands as necessary.)

Describe your program self-evaluation process

The Los Rios Community College District teaching staff met at each of their perspective sites the week of August 18, 2014 and again the week of January 12, 2015 to review 2013-14 Program Action Plan including Group Summaries of DRDP, ECERS and Parent survey.

DRDP- Teachers prepared children's portfolios and began collecting observations and documentation for the children's DRDPs for Fall semester August, 2014 and again in January 2015 for the spring semester and continued throughout the semester. First assessments were completed within 60 days of enrollment for new children, with the returning children being completed 6 months from their last DRDP. Teachers scheduled individual parent conferences as each child's DRDP was completed for both fall and spring semesters. Fall 2014 group summaries were shared with teaching staff at the start of the spring semester for curriculum planning purposes. Teachers received the spring 2015 group summary from each of their classrooms and collaborated with each site supervisor to determine center action plans. Summaries will be used to plan future curriculum activities.

ERS completed for each of the agency classrooms during the spring 2015 semester. Classroom teachers met with their supervisor, to review findings and implemented recommended changes to classroom environment. Teachers will meet again during the week of August 17, 2015 to review and make changes as needed.

Parent Surveys were distributed to the families during the spring 2015 semester. The CDC supervisors summarized and completed the summary of findings. Survey results will be shared with families during at each site's fall orientation in August 2015.

All Los Rios Community College District's Child Development Centers received both a Contract Monitoring Review and Center Based Monitoring Review April 27-May 1, 2015. Findings with Corrective Action Plans are noted in the Program Self-Evaluation 2014-15 and will be sent to

| | |
|--|---|
| <p>appropriate CDE personnel.</p> <p>ARC, CRC and SCC Supervisors completed each site's Desired Results Summary of Findings and collaborated together with input from the agency director, Laurie Perry to complete the Los Rios Community College Program Self Evaluation, June 2015.</p> | |
| <p>A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.</p> | <p>Date July 8, 2015</p> |
| <p>Statement of Completion: I certify that the information included in this report is accurate and factual to the best of my knowledge.</p> | |
| <p>Signature</p> | <p>Date</p> |
| <p>Name and Title Laurie Perry-Agency Director</p> | <p>Phone Number 916-650-2953</p> |
| <p>Contact Name and Number if different from above</p> | <p>Phone Number</p> |

EESD 4001

**Instructions for
 Early Education and Support Division (EESD) Program Review Instrument
 Summary of Findings and Action Plans**

Submission Requirements

All contractors operating, CSPP, CCTR, CFCC, CMIG, CHAN, **CAPP, CMAP, C2AP, C3AP, and CRRP contract(s)** must complete one (1) EESD 4001 for each contract type operated by the contractor.

Contractor Information

Complete the requested information at the top of form EESD 4001, including Contractor's Legal Name, Contract Type, Age Group(s) being served, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Action Plans

Using the EESD Program Instrument 2014–15 at <http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf> for all applicable domains and items (EES 01-19), verify the summary of findings determined in the program self-evaluation process as follows:

- For each item applicable to the contract type, left click on the box. An “x” mark will appear in the box. This “x” verifies the item the contractor was required to review.
- For any item **not** fully meeting requirements enter a description of the finding(s) and include a plan to resolve the finding. This plan must include Actions (What will be done, not already being done?), Persons Responsible (Who will do what?) and a timeline (By when?). These boxes will allow for as much writing space as needed.

**Early Education and Support Division Program Review Instrument
 Fiscal Year 2014-15**

| | |
|---|---|
| Contractor's Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) School Age |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |

Summary of Findings and Action Plans

Complete the Summary of Findings and Actions Plans as directed in the instructions.

INVOLVEMENT

EES-01: Plan for Parent Involvement
 (CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: Some parent conference forms were not individualized with information based on children's developmental outcomes. Parents did not receive authentic information specific to their child's developmental progress.

Program Goal:

Be sure all Parent-teacher conference forms speak to individual children's developmental outcomes

Objective:

1. Provide training to center teaching staff on how to appropriately and effectively complete the Child Progress Forms to address each child's individual development

2. Add signature line for supervisor review of each Child Progress Form

3. Include review of signature in rotation of District Office Fiscal internal audit through-out year
 Expected Completion Date and Persons Responsible:

1. Agency wide staff development training August 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College

| |
|--|
| <p>Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> <p>2. June 15, 2015- Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> <p>3. Ongoing quality control throughout fiscal year</p> <p>District internal auditors/Site supervisors: Michelle Kiefer, CDC Supervisor – American River College Jennifer Patrick, CDC Supervisor – Cosumnes River College Lisa Garcia, CDC Supervisor – Sacramento City College</p> |
|--|

GOVERNANCE AND ADMINISTRATION

EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

19% error rate in Governance and Administration resulted in material areas:

- 1.The training verification documentation was missing or did not include information to determine the parent’s need
- 2.A written statement of parent’s vocational goal was insufficient to determine parent’s need.

Program Goal:

Reduce error rate to acceptable limit

Objective:

- 1.Review process and train administrative and clerical staff on correct procedure for completing the training verification form.
 - a) Training Verification must state vocational goal i.e. job/profession
 - b) Collect online course documentation (syllabus/course portal screen shot) by the 4th week of the semester
2. Create internal review process for site supervisors and add signature to Training Verification form stating “Voc. Goal Reviewed.”

Expected Completion Date and Persons Responsible for process implementation:
June 15, 2015

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Ongoing quality control:

LRCCD internal auditors will review random files

Site supervisors will review for completed forms and signatures upon collection of term grades.

EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

1. Some absences are not being verified appropriately by staff (not using full signature)

2. District (at each site) is not collecting the full signature of some families signing children in/out on the attendance sheets.

Program Goal 1:

All staff will use full signature when verifying children's absences.

Objective:

Inform all staff i.e. clerical/teaching staff through meeting and memorandum on the requirements for using full signature when verifying children's absences as documented by staff sign in sheet and sample memorandum.

Expected Completion Date and Persons Responsible:

June 15, 2015-site supervisors

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Program Goal 2:

Ensure that all responsible adults use their full signature when signing a child in/out on attendance sheets.

Objective:

1. Inform parents at initial intake interview of procedure for signing their child in/out.
2. Teachers will provide examples at "Open House" prior to the first day of school.
3. Inform/remind families through Memorandum the requirements for using full signatures when signing a child in/out on attendance sheets.
4. Include monthly attendance review sheet verified by program staff.

Expected Completion Date and Persons Responsible:

1. Ongoing as needed during intake interview

Site supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

2. Fall/spring semester Open House:

Center staff

3. Memorandum Sent by June 15

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

4. Ongoing quality control to review documents

Site Supervisors:

Michelle Kiefer, CDC Supervisor – American River College
Jennifer Patrick, CDC Supervisor – Cosumnes River College
Lisa Garcia, CDC Supervisor – Sacramento City College

Center clerical/teaching staff

LRCCD internal auditor

EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

- EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

- EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result of observing instruction in two (2) classrooms, it is evident that information obtained from the DRDPs was not used to plan and conduct developmentally appropriate activities for the children.

Request an extension:

Additional time required to develop a collaborative process with LRCCD faculty, teaching staff and college administrators

- EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

- EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

As a result reviewing the job description (ESA) and current duties performed by the program director, they do not include the required roles and responsibilities as described in Education Code Section 8244(A)(B)(C)(2)

Request extension:

Additional time is required to develop program director's administrative and programmatic roles and responsibilities that adhere to the requirements specified in Education Code 8244 with LRCCD Human Resources.

EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-17: Services Responsive to Family Needs
(CRRP)

Corrective Action Plan:

TEACHING AND LEARNING

EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: See attached

EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

**Instructions for
Desired Results Program Action Plan – Reflection on Action Steps**

Submission Requirements

Contractors with CSPP, CCTR, CFCC, CMIG, and CHAN contracts are required to complete and submit a Reflection on Action Steps and goals with the FY 2014–15 PSE.

Complete an EESD 4002, **one for each contract type by age group** as applicable. As the FY 2013–14 Action Steps would be different or unique to the contract type and age group, a separate reflection and narrative for each is required.

Contractor Information

Complete the requested information at the top of the EESD 4002, including Contractor’s Legal Name, Contract Type, Age Group(s), Planning Date, and Lead Planner’s Name and Title.

Provide a Reflection Narrative

The Fiscal Year (FY) 2014–15 Program Self-Evaluation (PSE) includes the critical Reflection on Action Steps in the self-evaluation process; the Desired Results Program Action Plan – Reflection on Action Steps (CD 4002) form. Contractors shall provide a brief narrative reflecting on the action steps identified in FY 2013–14 PSE.

Review the Desired Results Developmental Profile Summary of Findings and Program Action Plan (CD 4001A) and record the reflections on the EESD 4002. This reflective process will help contractors identify accomplishments and lessons learned to use in future planning for program quality.

Reflect upon each set of action steps submitted in the FY 2013–14 PSE for each age group (infants/toddlers,

preschoolers, and school-age, as applicable). Use the EESD 4002 to describe the successful implementation of each Program Action Plan (CD 4001A). Provide a narrative summarizing the outcome of each Action Step.

Desired Results Program Action Plan – Reflection on Action Plan from FY 2013–14 Plan

| | |
|--|---|
| Contractor’s Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) School Age |
| Planning Date June 2015 | Lead Planner’s Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| Reflection of Program Action Plan from FY 2013-14 PSE | |
| <p>Review each Program Action Plan submitted in the FY 2013-14 Program Self-Evaluation Report. Provide a separate reflection and narrative for each contract and age group, including the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.</p> | |
| This form can be expanded and is not limited to a single page | |
| <p>CRC:</p> <p>1. Increase the number of children meeting the understanding and integrating developmental levels by giving them opportunities that will support their knowledge of and increase their skill level with identify of self and empathy.</p> <p>Teaching staff in the school age program planned learning opportunities that included discussions and list grouping in our community. They encouraged journaling with recall and review focusing on “Where do I belong”; graph group and communities. Teaching staff added journals, graphing paper, magazines, and newspapers depicting diverse communities and groups to the classroom environment.</p> <p>Parents were involved by distributing “Where Do I Belong” fliers that parents and children could collaboratively complete. The number of children at the developing stage decreased to 7% while the number at integrating increased to 42%. Teaching staff will continue to promote activiites that will promote self and social development.</p> | |

| Contractor's Legal Name | Vendor Number |
|-------------------------------------|----------------------|
| Los Rios Community College District | 34-6737 |
| | |

**Instructions for
Desired Results Developmental Profile Summary of
Findings Program Action Plan (EESD 4003)**

Submission Requirements

For CSPP, CCTR, CFCC, CMIG, and CHAN contract types only, complete a program-level (not a classroom level) Summary of Findings and Program Action Plan (EESD 4003), one for each contract type by age group as applicable.

Contractor Information

Complete the requested information at the top of form EESD 4003, including Contractor's Legal Name, Contract Type, Age Group, Planning Date, and Lead Planner's Name and Title.

Summary of Findings and Program Action Plan

Contractors serving children in a Family Child Care Home Education Network (FCCHEN) must complete a Desired Results Developmental Profile (DRDP) Summary of Findings for the **infant/toddler age group** unless no services to infants/toddlers are provided. In this case, complete and submit a summary of findings and program action plans for the age group with the highest number of children enrolled.

Key Findings – Ask: Where is the program now?

- To determine key findings, compile the information from **all** of the individual classroom or family child care home DRDPs. The Classroom/Family Child Care Home DRDP Summary of Findings form and Instructions are available on the Desired Results Web site at http://www.desiredresults.us/form_ps.htm.
- If the center-based contractor has multiple sites, first compile the information by site, and then at the program level.
- FCCHENs may collect information from each family child care home and first compile the information by each designated teacher case load

assignment (similar to a center-based “site”) and then compile the information at the program level.

- Look for trends or patterns in the DRDP data to identify overall strengths and areas needing improvement at the domain level. Use this information to identify and write at least one (1) key finding in the row labeled, “Key Findings from Developmental Profiles.”

Educational Goal – Ask: Where does the program want to go?

- Define at least one goal at the domain level to address important issues regarding the educational needs of children identified in the key findings.
- Write the Educational Program Goal in the row labeled, “Educational Program Goal(s).”

Action Steps – Ask: How does the program get there?

- Develop and write attainable action steps to achieve the program’s goal(s). The action steps should identify a variety of strategies to achieve the goal such as:
 - Activity planning
 - Curriculum modifications
 - Materials required
 - Staff or program schedules
 - Child-staff interactions
 - Classroom use of space
 - Professional development
 - Parent education
- Write the Action Steps in the spaces provided.
- CDE publications and resources are available to assist in the development of Action Steps and are located on the Publications Web site at <http://www.cde.ca.gov/sp/cd/re/cddpublications.asp>.

Expected Completion Date, and/or Ongoing Implementation and Persons Responsible – Ask: By when? Enter responses in the corresponding response box.

- Enter the date when the Action Steps will be completed.
- Enter “Ongoing” when the Action Step implementation will continue

throughout the year.

- Identify the key person(s) who will be responsible for each Action Step.

**Desired Results Developmental Profile Summary of Findings and Program Action Plan
 Educational Goal**

| | |
|--|---|
| Contractor's Legal Name Los Rios Community College District | Vendor Number 34-6737 |
| Contract Type CCTR | Age Group (Infant/Toddler, Preschool, School-Age) School Age |
| Planning Date June 2015 | Lead Planner's Name and Title Michelle Cartledge-Kiefer-ARC supervisor, Jennifer Patrick-CRC supervisor, Lisa Garcia-SCC supervisor |
| <p>Review the Desired Results Developmental Profile Summary of Findings at the Program or Network level and plan on the areas that your agency will focus on for the FY 2015–16. Each contract type should have a program level plan and action steps. Include this information in the response boxes below.</p> <p align="center"><i>Each response box below will expand as needed</i></p> | |
| <p>Key Findings by Domain from Developmental Profiles</p> <p>Ask: Where is the program now?</p> | <p>1. In the self and social development domain for measure 3: empathy, 80% of the children were at the understanding level or below.</p> <p>2. In the self and social development domain for measure 6: understanding of diversity, 100% of the children were at the understanding level or below.</p> |

| | |
|---|---|
| <p>Educational Program Goal(s)</p> <p>Ask: Where does the program want to go?</p> | <p>1. Increase the number of children that are at the integrating level or above by giving them opportunities that will increase their development of empathy.</p> <p>2. Increase the number of children that are at the integrating level or above by giving them opportunities that will increase their knowledge and understanding of diversity.</p> |
| <p>Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach)</p> <p>Ask: How does the program get there?</p> | <p>1. Plan group gathering experiences that will focus on scenarios that will promote an understanding and awareness of the feelings of others and develop empathy. Borrow library books about different community experiences and actions. Plan community service activities around the campus that will promote empathy service to others.</p> <p>2. Participate in appropriate campus activities that promote understanding of diverse groups. Invite families to share family traditions with the class. Plan group gathering experiences that will facilitate a deeper understanding of diversity.</p> |

| | |
|--|---|
| <p>(This form can be expanded and is not limited to a single page.)</p> | |
| <p>Expected Completion Date and/or Ongoing Implementation and Persons Responsible</p> <p>Ask: By when?</p> | <p>1. There will be ongoing implementation throughout the year by school-age teachers. 2. There will be ongoing implementation throughout the year by school-age teachers.</p> |

Environment Rating Scale (ERS) Summary of Findings (CD 4002)

| | |
|--|--|
| Contractor Name <i>Los Rios Community College District/American River College</i> | |
| Contract Type, and/or FCCHEN: CSPP and CCTR | Age Group (Infant/Toddler, Preschool, School Age) Preschool |
| Planning Date May 2015 | Lead Planner's Name and Position <i>Michelle Kiefer, ARC Site Supervisor</i> |
| Follow-up Date(s) Aug 2015 | Lead Planner's Name and Position |

| Subscales and Average Scores | Key Findings from Environment Rating Scale (ERS Items) | Action Steps (Include instructional materials, training needs, change to schedules, space, and supervision.) | Expected Completion Date and Persons Responsible | Ongoing Quality Control |
|--|---|--|--|--|
| Space & Furnishings Item 6 Score 3 | Child-related display: Within the classroom, there is little work done by the children displayed, no evidence of display relating to current activities, and few items displayed on child's eye level | <p>All classrooms have been supplied with materials for hanging children's artwork and photos.</p> <p>Supervisor Michelle Kiefer met with the classroom team to reinforce the importance of child-related displays.</p> <p>All staff will receive training on ways to incorporate children's</p> | <p>May 2015 (Michelle Kiefer)</p> <p>May 2015</p> <p>August 2015 (Michelle Kiefer)</p> | Site Supervisor will continue to regularly monitor classrooms to ensure that children's work is displayed. |

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| | | work in the classroom set-up. | | |
| Language & Reasoning Item 15 Score 4 | Books and pictures: A wide selection of books and many incidents of staff reading informally with children. However, books were not well-organized and at least one inappropriate book showing violence was present (There's A Nightmare In My Closet) | All staff will receive training on ways to display books and organize books. This will include a discussion with ECE faculty on appropriate book selection and diversity materials. | August 2015 (Michelle Kiefer; ECE Faculty Jan Delapp, Lorraine Chow and Marie Jones) | |
| Activities Item 21 Score 4 | Music/Movement: Although music materials were available, there was no evidence that children have access to a tape player to use at their discretion. | ARC is donating 15 iPads to the CDC for use in the classrooms as music and reading devices. The iPads are arriving on June 8 th and will receive some trial during the summer school sessions. Teachers will receive group training on using these devices appropriately during their August meetings. | August 2015 (Michelle Kiefer) | |
| Activities Item 26 Score 4 | Math/Number: There were few examples observed that daily activities are used to promote math/number learning. | Lesson plans will be posted to show which activities have been planned for the week. Photos of children involved in daily activities that support mathematical knowledge are currently in the children's portfolios. They will be printed and displayed in the math areas | Fall Semester 2015 (classroom teaching staff with support from Lorraine Chow and Michelle Kiefer) | Ongoing (classroom teaching staff with support from Lorraine Chow and Michelle Kiefer) |

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|------------------------------------|--|--|--|---|
| | | of the classrooms. | | |
| Activities Item 28 Score 4 | Promoting acceptance of diversity: There are few pictures and materials accessible in the classroom showing people of different races, cultures, ages, abilities and gender in non-stereotyping roles. | All staff will receive training on ways to display books and organize books. This will include a discussion with ECE faculty on appropriate book selection and diversity materials. Our PAC will be taking photos of children and families and framing them as posters within our center. | August 2015 (Michelle Kiefer; ECE Faculty Jan DeLapp, Lorraine Chow and Marie Jones) Fall Semester 2015 (Parent Advisory Council co-presidents Valerie Hoyt and Brandon Horrell with support from Michelle Kiefer) | |
| Interactions Item 30 Score 2 | General supervision of children (other than gross motor): There were several incidents where there was insufficient supervision of children based on positioning of staff and overall attention. | Supervisor Michelle Kiefer met with classroom teaching staff to discuss this finding and stress the importance of supervision and licensing requirements. Supervisor Michelle Kiefer met with ECE Practicum faculty to discuss the role lab students play at the center and the importance of teaching appropriate supervision and guidance strategies. Certain areas of the outdoor yard have been marked as required areas for staff for supervision purposes. Student orientations now include training on licensing requirements. | May 4, 2015 (Michelle Kiefer with Denise Wolff, Carol Grivette, Linda Jones, Jane Adan, Oksana Troshin, Connie Harris and Kim Stevenson) May 18, 2015 (Michelle Kiefer, Sue Ahola, Lorraine Chow, Jan DeLapp, Marie Jones) May 2015 (Michelle Kiefer) Ongoing (Michelle Kiefer) | This will continue to be a discussion during monthly Practicum Team meetings (Site Supervisor, Instructional Assistant and Practicum Faculty) |

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| Interactions Item 31 Score 3 | Discipline: There were incidents of non-punitive discipline methods and inconsistent reaction by staff to children's behavior. | Supervisor Michelle Kiefer met with ECE Practicum faculty to discuss the role lab students play at the center and the importance of teaching appropriate supervision and guidance strategies. | May 18, 2015 (Michelle Kiefer, Sue Ahola, Lorraine Chow, Jan DeLapp, Marie Jones) | |
|------------------------------------|--|---|---|--|

Environment Rating Scale (ERS) Summary of Findings (CD 4002)

| | |
|--|---|
| Contractor Name <i>Los Rios Community College District/Cosumnes River College</i> | |
| Contract Type, and/or FCCHEN: CSPP and CCTR | Age Group (Infant/Toddler, Preschool, School Age) Preschool |
| Planning Date May 2015 | Lead Planner’s Name and Position <i>Jennifer Patrick, CDC Supervisor – Cosumnes River College</i> |
| Follow-up Date(s) Aug 2015 | Lead Planner’s Name and Position |

| Subscales and Average Scores | Key Findings from Environment Rating Scale (ERS Items) | Action Steps (Include instructional materials, training needs, change to schedules, space, and supervision.) | Expected Completion Date and Persons Responsible | Follow-Up and Reflection (Changes made, date completed, and time extended.) |
|---|--|---|---|--|
| Item 7: Space for gross motor play Score: 2 | 3.2 The gross motor space was not generally safe for the cushioning was inadequate under the fall zones of the permanent climbing structure. | <ol style="list-style-type: none"> 1. Submit a work order to have the woodchips mixed up and replenished before children return to school in August 2015. 2. Assign a student to rake woodchips daily when children are present. 3. Look into and get quotes on a poured rubber as a future permanent replacement for the woodchips. | <ol style="list-style-type: none"> 1. Work order submitted by CDC Supervisor, Jennifer Patrick, 5/26/15. She will follow up to make sure work is completed by 8/24/15. 2. Discussed in staff meeting on 5/21/15. Lead teachers Linda Pressley and Joleen Peterson will assign students when school restarts this fall. 3. Jennifer Patrick will secure quotes by August 2015 and start looking for a funding source. | |

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|--|---|--|--|--|
| <p>Item 17: Using language to develop reasoning skills</p> <p>Score: 4</p> | <p>5.2 Teachers should encourage children to talk through or explain their reasoning when solving problems.</p> | <p>Will hold a staff development meeting/training on the topic to brainstorm ideas and reinforce the practice.</p> | <p>Supervisor Jennifer Patrick will facilitate the meeting/training in August 2015. All center staff will begin following through on the practice when children return in the fall.</p> | |
| <p>Item 29: Supervision of gross motor activities</p> <p>Score: 2</p> | <p>3.1 Supervision was not adequate for: two children entered the building unsupervised, children were throwing sand unobserved by staff, two children jumped off a stationary driving bench, and children were painting their faces, arms, and clothing unsupervised by staff.</p> | <p>Will hold a staff meeting to discuss appropriate supervision practices and placement of staff on the playground. Will train student workers on proper playground supervision.</p> | <p>Supervisor Jennifer Patrick will facilitate the meeting in August 2015. All center staff will begin following through on the practice when children return in the fall. Lead teachers Linda Pressley and Joleen Petersen will train student workers at the start of each semester on proper playground supervision.</p> | |

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|--|------------------------------|---|
| SUBJECT: | District Bank Accounts | ATTACHMENT: None | |
| | | ENCLOSURE: Bank Accounts | |
| AGENDA ITEM: | Consent Item F | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | Theresa Matista <i>Theresa Matista</i> | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King <i>Brian King</i> | ACTION | |
| | | INFORMATION | |

BACKGROUND:

The Budget and Accounting Manual issued by the System Office requires that all separate bank accounts be "...presented to the governing board for its review and confirmation of continuing need." This is the annual report submitted to the Board for such approval.

STATUS:

There are forty-three (43) active accounts used by the district office, four colleges, and the centers. These accounts are necessary to carry out the many functions of the District. The various accounts include:

Demand Deposits:

Demand deposits are accounts in which the funds are available on demand by the District. Demand deposits are with Bank of America and in the Local Agency Investment fund, which is a pooled fund managed by the State of California for local agencies.

Clearing Account:

The district clearing account is established to handle direct deposits from the colleges and district office which are then sent to the Sacramento County Treasurer's Office.

Self-Insurance:

The District is self-insured for certain prescribed losses. Monies are held in the Sacramento County Treasurer's Pooled Investment Account and transferred to bank accounts to facilitate payments processed by third party administrators on behalf of the District.

Custodial Account for Securities:

Per Government Code 53601, public agencies purchasing securities are required to take delivery of the securities. This account is used for holding securities related to the Other Debt Service Fund.

Imprest Cash Accounts:

Imprest cash accounts are used at a variety of sites to facilitate petty cash transactions. Disbursements from these accounts which are limited from \$100 to \$1,000 per transaction are

reimbursed from the appropriate district/college fund to maintain the imprest cash accounts at their predetermined levels.

Bookstore Accounts:

Each college has a bookstore checking account for daily operations. The Local Agency Investment Fund is also used to maximize interest earnings.

Student Association Accounts:

Each college maintains checking accounts for the Associated Student Body (ASB).

Authorized signatories will be changed, when appropriate, with the retirement or resignation of authorized employees.


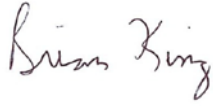
RECOMMENDATION:

It is recommended that the Board of Trustees affirm the continuing need for the enclosed separate bank accounts used by the District.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|--|------------------------------|---|
| SUBJECT: | Special Event Authorization | ATTACHMENT: None | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item G | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: | JP Sherry  | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: | Brian King  | ACTION | |
| | | INFORMATION | |

BACKGROUND:

Pursuant to Board Policy P-1414, special events are shows, private parties, concerts, theatrical productions, and other events held on a District premises for which the principal attendees are members of the general public or invited guests and not students of the District.

STATUS:

At the below-listed special events, event sponsors have submitted applications for permission to serve alcohol.

Community/External Events

| Date of Event | College | Location | Name of Event | Alcohol |
|------------------|---------|------------------------|------------------------------|---------|
| January 8, 2016 | FLC | Harris Center | Kids Helping Kids Gala Event | Wine |
| February 6, 2016 | SCC | Performing Arts Center | Camellia Symphony | Wine |
| April 30, 2016 | SCC | Performing Arts Center | Camellia Symphony | Wine |

RECOMMENDATION:

It is recommended that the Board of Trustees approve or ratify these applications.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

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

STATUS:

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

RECOMMENDATION:

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

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

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|---|---|
| 2010-2011 | Beaver Bookstore | | Bank Reconciliations | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | AP Vouchers | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | AR Invoices | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | Sales Reports | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | Buyback Reports | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | Buyback & Refund R | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | Credit Card & Depos | 2013-2014 |
| 2010-2011 | Beaver Bookstore | | CARE/EOPS Vouche | 2013-2014 |
| 2010-2011 | Business Services | | Payroll Worksheets | 2015-2016 |
| 2012-2013 | Business Services | | Parking Decal Logs | 2015-2016 |
| 2012-2013 | Business Services | | Daily Parking | 2015-2016 |
| 2012-2013 | Business Services | | Enrollment Fees & SRF Receipts | 2015-2016 |
| 2012-2013 | Business Services | | Counter Files (CDC Parent Fees, Fines, etc) | 2015-2016 |
| 2012-2013 | Business Services | | Visa and Deposit Slips | 2015-2016 |
| 2012-2013 | Business Services | | Bank Reconciliation | 2015-2016 |
| 2012-2013 | Business Services | | Journal and Budget Entries | 2015-2016 |
| 2012-2013 | Business Services | | Daily Summary Report (DSR) | 2015-2016 |
| 2012-2013 | Business Services | | Voided Revolving and Stale Dated Checks | 2015-2016 |
| 2012-2013 | Business Services | | Campuses Based Requisitions/PO's | 2015-2016 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|---|--------------|---|---|
| 1996-2001 | Instruction | 878 | Class Schedules and TCS | 2012-2013 |
| 1998-2004 | CalWorks | 32 | TANF-Information | 2012-2013 |
| 1999-2000 | CalWorks | 59 | Information G-J | 2012-2013 |
| 1999-2000 | Instruction | 390 | Adjunct and Overload Instructors | 2011-2012 |
| 2000-2001 | CalWorks | 65 | Inactive list S-W | 2012-2013 |
| 2000-2001 | Communications and Visual Performing Arts | 730 | Study Abroad | 2013-2014 |
| 2000-2002 | CalWorks | 168 | Inactive Files | 2011-2012 |
| 2000-2003 | Counseling | 76 | Joint Special Populations Advisory Committee (JSPAC) | 2009-2010 |
| 2000-2003 | Business Office | 112 | Facility Use 2000-03 | 2007-2008 |
| 2001-2002 | Business Office | 13 | JSPAC | 2008-2009 |
| 2001-2002 | EOPS | 60 | Inactive Files | 2012-2013 |
| 2001-2002 | Bookstore | 170 | Daily Sales Refunds | 2011-2012 |
| 2001-2002 | EOPS | 282 | CRC Grants | 2006-2007 |
| 2001-2005 | Instruction | 387 | ESA's and Variable Payroll | 2014-2015 |
| 2002-2003 | Science, Math & Eng. | 1 | Lab Card Refunds | 2013-2014 |
| 2002-2003 | EOPS | 61 | Inactive Files | 2012-2013 |
| 2002-2003 | Business Office | 114 | 2002-2003 District Purchase Orders and Blanket Order Releases | 2007-2008 |
| 2002-2003 | Business Office | 115 | District Requisitions and Purchase Orders | 2007-2008 |
| 2002-2003 | PE | 118 | Athletic Files | 2007-2008 |
| 2002-2003 | CalWorks | 154 | Inactive Files | 2012-2013 |
| 2002-2003 | Bookstore | 176 | Accounts Receivables | 2012-2013 |
| 2002-2003 | Child Dev. Ctr. | 193 | Dropped Children A-J | 2008-2009 |
| 2002-2003 | Bookstore | 206 | Checks | 2007-2008 |
| 2002-2003 | Instruction | 879 | Class Schedules and TCS | 2013-2014 |
| 2002-2004 | CalWorks | 30 | End of Year Reports | 2012-2013 |
| 2002-2004 | Bookstore | 210 | EOPS New Horizons 502-503 | 2013-2014 |
| 2002-2004 | Child Dev. Ctr. | 241 | Fall 2004 Contract Cards and Com Logs | 2008-2009 |
| 2003-2004 | Science, Math & Eng. | 2 | Lab Card Refunds | 2013-2014 |
| 2003-2004 | Science, Math & Eng. | 3 | Lab Card Refunds | 2013-2014 |
| 2003-2004 | Business Office | 12 | Blanket Order Release Forms P-Z, Check Requests, LPO and Travel Claims. | 2008-2009 |
| 2003-2004 | EOPS | 34 | CARE-Information | 2012-2013 |
| 2003-2004 | Student Services | 35 | Removed S-G New Horizons | 2012-2013 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|--------------------------------------|---|
| 2003-2004 | Business Office | 83 | Requisitions and Purchase Orders A-O | 2008-2009 |
| 2003-2004 | Business Office | 84 | Campus Based | 2008-2009 |
| 2003-2004 | Business Office | 85 | Campus Based | 2008-2009 |
| 2003-2004 | Business Office | 86 | Campus Based | 2008-2009 |
| 2003-2004 | Business Office | 88 | Campus Based | 2008-2009 |
| 2003-2004 | Bookstore | 153 | A/R | 2013-2014 |
| 2003-2004 | Bookstore | 172 | Daily Sales Refunds | 2013-2014 |
| 2003-2004 | Child Dev. Ctr. | 191 | ECE Student Files | 2008-2009 |
| 2003-2004 | Child Dev. Ctr. | 194 | Child Care Files | 2012-2013 |
| 2003-2004 | Child Dev. Ctr. | 195 | Attendance and Food Program | 2008-2009 |
| 2003-2004 | Child Dev. Ctr. | 219 | Attendance and Food Program | 2009-2010 |
| 2003-2004 | Child Dev. Ctr. | 240 | Invoices and Annual Report | 2008-2009 |
| 2003-2004 | Child Dev. Ctr. | 242 | Drops K-Z, 9600 and Child Files | 2008-2009 |
| 2003-2004 | Child Dev. Ctr. | 243 | Waiting List | 2008-2009 |
| 2003-2004 | CalWorks | 250 | Childcare Audit Files | 2013-2014 |
| 2003-2004 | Student Services | 253 | Removed New Horizons S-Z | 2012-2013 |
| 2003-2004 | Student Services | 254 | Removed K-R New Horizons | 2012-2013 |
| 2003-2004 | Bookstore | 268 | Deposit Slips and Bank Records | 2007-2008 |
| 2003-2005 | Instruction | 896 | Class Schedules and TCS | 2014-2015 |
| 2004-2005 | Bookstore | 146 | A/P J-O | 2009-2010 |
| 2004-2005 | Bookstore | 147 | A/P W-Z | 2009-2010 |
| 2004-2005 | Business Office | 159 | Waiting List | 2009-2010 |
| 2004-2005 | Bookstore | 173 | POS Daily Sales and Refunds | 2014-2015 |
| 2004-2005 | Bookstore | 204 | A/P A-I | 2009-2010 |
| 2004-2005 | Bookstore | 205 | A/P P-T | 2009-2010 |
| 2004-2005 | Bookstore | 207 | A/R Paid Invoices | 2014-2015 |
| 2004-2005 | Bookstore | 211 | Refund/BB Receipts | 2014-2015 |
| 2004-2005 | Child Dev. Ctr. | 214 | Attendance and Food Program | 2009-2010 |
| 2004-2005 | Child Dev. Ctr. | 215 | Dropped Children A-L | 2009-2010 |
| 2004-2005 | Child Dev. Ctr. | 216 | Dropped Children M-Z | 2009-2010 |
| 2004-2005 | Child Dev. Ctr. | 217 | Logs, Timesheets and Student Help | 2009-2010 |
| 2004-2005 | EOPS | 244 | Care Files A-D | 2011-2012 |
| 2004-2005 | EOPS | 245 | Care Files D-J | 2011-2012 |
| 2004-2005 | EOPS | 246 | Care Files J-M) | 2011-2012 |
| 2004-2005 | EOPS | 247 | Care Files M-P | 2011-2012 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|---|--------------|--------------------------------------|---|
| 2004-2005 | EOPS | 248 | Care Files P-T | 2011-2012 |
| 2004-2005 | EOPS | 249 | Care Files T-Z | 2011-2012 |
| 2004-2005 | Student Services | 252 | New Horizons A-J | 2012-2013 |
| 2004-2005 | Child Dev. Ctr. | 256 | Fall Attendance and Food Program | 2009-2010 |
| 2004-2005 | Child Dev. Ctr. | 296 | Invoices and Annual Report | 2009-2010 |
| 2004-2005 | Business Office | 314 | Daily Parking | 2009-2010 |
| 2004-2005 | DSPS | 432 | Student Files JA-KO | 2013-2014 |
| 2004-2005 | DSPS | 433 | Student Files MU-PA | 2013-2014 |
| 2004-2005 | DSPS | 434 | Student Files ME-MO | 2013-2014 |
| 2004-2005 | DSPS | 435 | Student Files LU-ME | 2013-2014 |
| 2004-2005 | DSPS | 436 | Student Files SM-TA | 2013-2014 |
| 2004-2005 | DSPS | 437 | Student Files HE-JA | 2013-2014 |
| 2004-2005 | Communications and Visual Performing Arts | 821 | Study Abroad | 2014-2015 |
| 2004-2006 | DSPS | 438 | Student Files TA-TY | 2013-2014 |
| 2004-2007 | Bookstore | 269 | Receipt Books | 2013-2014 |
| 2004-2007 | DSPS | 441 | Student Files UP-WI | 2013-2014 |
| 2004-2008 | Business Office | 426 | Daily Parking | 2012-2013 |
| 2004-2008 | DSPS | 443 | Student Files KR-LU | 2013-2014 |
| 2004-2008 | Business Office | 515 | EOPS/Care/Calworks TANF | 2014-2015 |
| 2004-2008 | Business Office | 517 | DSPS Matriculation | 2014-2015 |
| 2004-2009 | DSPS | 444 | Student Files SA-SM | 2013-2014 |
| 2004-2010 | DSPS | 445 | Student Files AL-HE | 2013-2014 |
| 2004-2011 | DSPS | 446 | Student Files PE-RE | 2013-2014 |
| 2004-2012 | DSPS | 447 | Student Files WI-ZE | 2013-2014 |
| 2004-2013 | DSPS | 448 | Student Files RE-RY | 2013-2014 |
| 2005-2006 | Bookstore | 180 | Visa's 1/06-4/06 | 2007-2008 |
| 2005-2006 | Business Office | 184 | Waiting List | 2010-2011 |
| 2005-2006 | Child Dev. Ctr. | 218 | Contract, Schedules and Waiting List | 2009-2010 |
| 2005-2006 | Child Dev. Ctr. | 257 | Attendance and Food Program | 2010-2011 |
| 2005-2006 | Bookstore | 271 | Check Copies 17201-18600 | 2013-2014 |
| 2005-2006 | Bookstore | 276 | Payroll and Returned Checks | 2009-2010 |
| 2005-2006 | Bookstore | 279 | A/P A-H | 2009-2010 |
| 2005-2006 | Bookstore | 289 | A/P I-N | 2009-2010 |
| 2005-2006 | Business Office | 422 | Grants and Special Programs | 2011-2012 |
| 2005-2007 | Child Dev. Ctr. | 161 | Misc. Employee Documents | 2011-2012 |
| 2005-2008 | Business Office | 569 | Facility Use 2005-08 | 2012-2013 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|---|---|
| 2005-2008 | EOPS | 764 | Budget Years 2005-2008 | 2014-2015 |
| 2006-2007 | Bookstore | 148 | Visa/EFT | 2009-2010 |
| 2006-2007 | Child Dev. Ctr. | 160 | 9600 Files SCOE + A-L | 2011-2012 |
| 2006-2007 | Bookstore | 209 | Visa/EFT | 2009-2010 |
| 2006-2007 | Child Dev. Ctr. | 229 | Dropped Children D-L | 2011-2012 |
| 2006-2007 | Child Dev. Ctr. | 230 | Dropped Children S-Z | 2011-2012 |
| 2006-2007 | Child Dev. Ctr. | 234 | Drops Fall 07 M-Z, Children Files/9600 Files | 2011-2012 |
| 2006-2007 | Business Office | 299 | Daily Sales Report (DSR) | 2011-2012 |
| 2006-2007 | Business Office | 300 | DSR | 2011-2012 |
| 2006-2007 | Business Office | 309 | DSR | 2011-2012 |
| 2006-2007 | Child Dev. Ctr. | 349 | Parent Fees and Attendance | 2011-2012 |
| 2006-2007 | Bookstore | 366 | A/P | 2013-2014 |
| 2006-2007 | Bookstore | 367 | A/P | 2013-2014 |
| 2006-2007 | Bookstore | 370 | Journal Entries/Vouchers | 2013-2014 |
| 2006-2007 | Business Office | 371 | Campus Based | 2012-2013 |
| 2006-2007 | Bookstore | 376 | Financials | 2013-2014 |
| 2006-2007 | Business Office | 378 | Campus Based | 2012-2013 |
| 2006-2007 | Bookstore | 380 | A/P | 2013-2014 |
| 2006-2007 | Bookstore | 381 | A/P | 2013-2014 |
| 2006-2007 | Business Office | 384 | Variable Payroll M-Z, Intents and Timesheets | 2012-2013 |
| 2006-2007 | Business Office | 396 | Budget Transfers and Postage and Dup Journals | 2012-2013 |
| 2006-2007 | Business Office | 397 | Check Requests, LPO, Travel Claims | 2012-2013 |
| 2006-2007 | Business Office | 400 | Purchase Orders P-Z & BORF A-Z | 2012-2013 |
| 2006-2007 | Business Office | 401 | Payroll and Returned Checks | 2012-2013 |
| 2006-2007 | Business Office | 415 | Credit Cards | 2011-2012 |
| 2006-2007 | Business Office | 418 | Credit Cards | 2011-2012 |
| 2006-2007 | Business Office | 421 | Credit Cards | 2011-2012 |
| 2006-2009 | Business Office | 516 | Grants and Special Programs | 2014-2015 |
| 2006-2010 | Business Office | 552 | DSR | 2014-2015 |
| 2007-2008 | Child Dev. Ctr. | 184 | Dropped Children A-M | 2012-2013 |
| 2007-2008 | Child Dev. Ctr. | 286 | Dropped Children N-Z | 2012-2013 |
| 2007-2008 | Child Dev. Ctr. | 332 | Dropped Children A-J | 2013-2014 |
| 2007-2008 | Child Dev. Ctr. | 348 | Parent Fees and Attendance | 2012-2013 |
| 2007-2008 | Child Dev. Ctr. | 350 | Invoices and Annual Report | 2012-2013 |
| 2007-2008 | Bookstore | 357 | Daily Sales Refunds | 2012-2013 |
| 2007-2008 | Bookstore | 382 | Online Orders | 2011-2012 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|----------------------|--------------|--|---|
| 2007-2008 | Business Office | 385 | DSR | 2012-2013 |
| 2007-2008 | Business Office | 388 | DSR | 2012-2013 |
| 2007-2008 | Business Office | 389 | DSR | 2012-2013 |
| 2007-2008 | Business Office | 414 | Credit Cards | 2012-2013 |
| 2007-2008 | Business Office | 417 | Credit Cards | 2012-2013 |
| 2007-2008 | Business Office | 428 | Credit Cards | 2012-2013 |
| 2007-2008 | Child Dev. Ctr. | 429 | Attendance and Food Program | 2012-2013 |
| 2007-2008 | Bookstore | 453 | A/R | 2014-2015 |
| 2007-2008 | Bookstore | 454 | A/P | 2014-2015 |
| 2007-2008 | Bookstore | 459 | A/P | 2014-2015 |
| 2007-2008 | Bookstore | 460 | JE/Vouchers | 2014-2015 |
| 2007-2008 | Bookstore | 461 | A/P | 2014-2015 |
| 2007-2008 | Bookstore | 462 | A/P | 2014-2015 |
| 2007-2008 | Bookstore | 464 | A/P | 2014-2015 |
| 2007-2008 | Business Office | 478 | Variable Payroll A-L, Intents and Timesheets, Payroll Worksheets, CK Advices | 2013-2014 |
| 2007-2008 | Business Office | 479 | Variable Payroll M-Z, Intents and Timesheets | 2013-2014 |
| 2007-2008 | Business Office | 571 | 3rd Party Billing | 2012-2013 |
| 2007-2008 | Business Office | 791 | Community Education | 2012-2013 |
| 2007-2009 | CalWorks | 62 | CalWorks Files | 2012-2013 |
| 2007-2009 | CalWorks | 63 | CalWorks Files | 2012-2013 |
| 2007-2009 | CalWorks | 64 | Interactive List D-G | 2012-2013 |
| 2008-2009 | Child Dev. Ctr. | 333 | Dropped Children | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 345 | Dropped Children | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 346 | Dropped Children A-H | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 347 | Dropped Children I-Z | 2013-2014 |
| 2008-2009 | Instruction | 383 | Scheduling, Adjunct and Overload Instructor | 2011-2012 |
| 2008-2009 | Instruction | 386 | Adjunct and Overload Instructors | 2011-2012 |
| 2008-2009 | Instruction | 391 | Scheduling, Adjunct and Overload Instructor | 2011-2012 |
| 2008-2009 | Child Dev. Ctr. | 411 | FWS | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 412 | Dropped Children A-J | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 413 | Dropped Children K-Z | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 430 | Dropped Children A-Z | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 431 | Misc. Employee Documents | 2012-2013 |
| 2008-2009 | EOPS | 439 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 440 | Inactive Care Files | 2013-2014 |
| 2008-2009 | Science, Math & Eng. | 442 | Waivers | 2012-2013 |
| 2008-2009 | EOPS | 449 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 450 | Inactive Care Files | 2013-2014 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|--|---|
| 2008-2009 | EOPS | 451 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 452 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 455 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 456 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 457 | Inactive Care Files | 2013-2014 |
| 2008-2009 | EOPS | 458 | Inactive Care Files | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 471 | Invoices and Annual Report | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 473 | Attendance and Food Program | 2013-2014 |
| 2008-2009 | Business Office | 476 | DSR | 2014-2015 |
| 2008-2009 | Bookstore | 482 | Daily Sales Refunds | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 483 | Dropped FWS, Work Schedules and Family Fees | 2013-2014 |
| 2008-2009 | Bookstore | 521 | A/P | 2013-2014 |
| 2008-2009 | Bookstore | 523 | A/R and Vouchers | 2013-2014 |
| 2008-2009 | Bookstore | 524 | A/P | 2013-2014 |
| 2008-2009 | Bookstore | 525 | A/P | 2013-2014 |
| 2008-2009 | Bookstore | 526 | Refund/BB Receipts | 2012-2013 |
| 2008-2009 | Bookstore | 528 | A/P | 2013-2014 |
| 2008-2009 | Bookstore | 530 | JE/Vouchers | 2013-2014 |
| 2008-2009 | Child Dev. Ctr. | 534 | Attendance and Food Program | 2014-2015 |
| 2008-2009 | Business Office | 547 | Variable Payroll M-Z, Intents and Timesheets | 2014-2015 |
| 2008-2009 | Business Office | 549 | Payroll Worksheets, Payroll Files | 2014-2015 |
| 2008-2009 | Business Office | 551 | Variable Payroll A-L, Intents and Timesheets | 2014-2015 |
| 2008-2009 | Business Office | 554 | Fund 13, 14, 71, 72, 81 Bank Recons, and nVision Reports | 2013-2014 |
| 2008-2009 | Business Office | 556 | Fund 13, 14, 71, 72, 81and Budget Entries | 2013-2014 |
| 2008-2009 | Business Office | 557 | Purchase Orders P-Z & BORF A-Z | 2014-2015 |
| 2008-2009 | Business Office | 558 | Requisitions, Purchase Orders A-O | 2014-2015 |
| 2008-2009 | Business Office | 560 | Budget Transfers | 2014-2015 |
| 2008-2009 | Business Office | 561 | Check Requests, LPO, Travel Claims | 2014-2015 |
| 2008-2009 | Business Office | 570 | 3rd Party Billing | 2013-2014 |
| 2008-2009 | Business Office | 805 | Community Education | 2013-2014 |
| 2008-2009 | Bookstore | 880 | Insite/Vending | 2013-2014 |
| 2008-2009 | Business Office | 477 | DSR | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 469 | Dropped Children E-L | 2014-2015 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|---|--------------|---|---|
| 2009-2010 | Child Dev. Ctr. | 470 | Dropped Children M-Z | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 472 | Dropped Children A-D | 2014-2015 |
| 2009-2010 | Bookstore | 480 | Financials | 2014-2015 |
| 2009-2010 | Business Office | 502 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 503 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 504 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 505 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 506 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 507 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 508 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 509 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 510 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 511 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 512 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 513 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Business Office | 514 | CSUS HELP Files | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 518 | Dropped Children A-Z | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 519 | Dropped Children A-Z | 2014-2015 |
| 2009-2010 | EOPS | 520 | TANF-Information | 2014-2015 |
| 2009-2010 | Bookstore | 522 | Amazon Orders | 2012-2013 |
| 2009-2010 | Bookstore | 532 | Sales and Refund JE | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 533 | FWS Dropped, 1st 5 Grant | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 543 | Invoices and Annual Report | 2014-2015 |
| 2009-2010 | Business Office | 548 | DSR | 2014-2015 |
| 2009-2010 | Business Office | 550 | DSR | 2014-2015 |
| 2009-2010 | Business Office | 559 | Campus Based | 2014-2015 |
| 2009-2010 | Business Office | 583 | Visa/EFT | 2012-2013 |
| 2009-2010 | Communications and Visual Performing Arts | 735 | Student Waivers | 2014-2015 |
| 2009-2010 | Business Office | 806 | Community Education | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 883 | FWS Time Sheets, Comm Logs | 2014-2015 |
| 2009-2010 | Child Dev. Ctr. | 884 | Family Fees, CACFP/Attendance, Comm Logs and Staff Time sheets. | 2014-2015 |
| 2009-2010 | Bookstore | 885 | A/P | 2014-2015 |
| 2009-2010 | Bookstore | 887 | A/R and Vouchers | 2014-2015 |
| 2009-2010 | Business Office | 888 | Campus Based | 2014-2015 |
| 2009-2010 | Business Office | 889 | Campus Based | 2014-2015 |
| 2009-2010 | Bookstore | 891 | A/P | 2014-2015 |
| 2009-2010 | Bookstore | 892 | A/P | 2014-2015 |
| 2009-2010 | Bookstore | 893 | A/P | 2014-2015 |
| 2009-2010 | Bookstore | 895 | JE/Vouchers | 2014-2015 |
| 2009-2011 | Bookstore | 531 | Insite/Vending | 2014-2015 |

**Los Rios Community College District
Cosumnes River College**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|---|--------------|--------------------|---|
| 2009-2012 | Business Office | 572 | Billing | 2013-2014 |
| 2010-2011 | Bookstore | 529 | Amazon Orders | 2013-2014 |
| 2010-2011 | Bookstore | 584 | Visa/EFT | 2012-2013 |
| 2010-2011 | Bookstore | 585 | Visa/EFT | 2012-2013 |
| 2010-2011 | Bookstore | 587 | Visa/EFT | 2012-2013 |
| 2010-2011 | Bookstore | 588 | Visa/EFT | 2012-2013 |
| 2010-2011 | Communications and Visual Performing Arts | 771 | Student Waivers | 2014-2015 |
| 2010-2011 | Science, Math & Eng. | 819 | Lab Waivers | 2013-2014 |
| 2010-2011 | Bookstore | 876 | Visa/EFT | 2013-2014 |
| 2010-2011 | Bookstore | 877 | Visa/EFT | 2013-2014 |
| 2010-2011 | Bookstore | 881 | Visa/EFT | 2013-2014 |
| 2010-2012 | Bookstore | 886 | Refund/BB Receipts | 2014-2015 |
| 2011-2012 | Bookstore | 586 | Visa/EFT | 2011-2012 |
| 2011-2012 | Communications and Visual Performing Arts | 736 | Waivers | 2014-2015 |
| 2011-2012 | Bookstore | 853 | Visa & EFT | 2014-2015 |
| 2011-2012 | Bookstore | 882 | Visa/EFT | 2013-2014 |
| 2012-2013 | Bookstore | 855 | Visa & EFT | 2014-2015 |

**Los Rios Community College District
District Office**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|--------------------------|--------------|--|---|
| 1999-2000 1998-1999 1997-1998 | Accounting Operations | 2646 | Reports and Filings for Use Tax, Forms 1099 MISC, Forms 1098T | 2004-2005 2003-2004 2002-2003 |
| 2000-2001 | Operations | 2794 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2795 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2796 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2797 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2798 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2799 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2801 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2805 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2806 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2807 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2808 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2809 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2811 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2812 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2813 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2814 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2815 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2816 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2817 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2819 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2820 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2821 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2822 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2841 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2842 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2843 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2844 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2850 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2851 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2855 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2856 | Vendor Warrants Student Refunds | 2005-2006 |
| 2000-2001 | Operations | 2858 | Vendor Warrants Student Refunds | 2005-2006 |
| 2001-2002 | Operations | 2163 | Vendor Warrants Student Refunds | 2006-2007 |

**Los Rios Community College District
District Office**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|--------------------------------|---|
| 2001-2002 | Operations | 2164 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2165 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2166 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2167 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2168 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2182 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2183 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2184 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2185 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2190 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2191 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2192 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2210 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2211 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2212 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2213 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2214 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2215 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2262 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2263 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2265 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2266 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2267 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2832 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2834 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2853 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2885 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2886 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2888 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2889 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2890 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2906 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2907 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2908 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2910 | Vendor WarrantsStudent Refunds | 2006-2007 |
| 2001-2002 | Operations | 2950 | Vendor WarrantsStudent Refunds | 2006-2007 |

**Los Rios Community College District
District Office**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|--------------------------|--------------|---|---|
| 2001-2002 2002-2003 | Accounting Operations | 2840 | Vendor Warrants Student Refunds | 2006-2007 2007-2008 |
| 2002-2003 | Operations | 2818 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2824 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2825 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2826 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2827 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2828 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2829 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2830 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2831 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2835 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2836 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2837 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2838 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2839 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2852 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2869 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2870 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2872 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2887 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2891 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2892 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2893 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2894 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2909 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2911 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2919 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2920 | Vendor Warrants Student Refunds | 2007-2008 |
| 2002-2003 | Operations | 2921 | Vendor Warrants Student Refunds | 2007-2008 |
| 2001-2002 2000-2001 1998-1999 | Accounting Operations | 2790 | Forms 1098t Reports and Filings Record of Warrants Issued | 2006-2007 2005-2006 2003-2004 |
| 2003-2004 | Operations | 2269 | Vendor Warrants Student Refunds | 2008-2009 |
| 2003-2004 | Operations | 2270 | Vendor Warrants Student Refunds | 2008-2009 |
| 2003-2004 | Operations | 2271 | Vendor Warrants Student Refunds | 2008-2009 |
| 2003-2004 | Operations | 2281 | Vendor Warrants Student Refunds | 2008-2009 |

**Los Rios Community College District
District Office**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-------------------|--------------|--------------------------------|---|
| 2003-2004 | Operations | 2282 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2283 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2284 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2303 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2304 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2305 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2306 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2325 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2327 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2328 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2845 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2846 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2847 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2848 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2849 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2854 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2857 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2859 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2918 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2922 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2003-2004 | Operations | 2951 | Vendor WarrantsStudent Refunds | 2008-2009 |
| 2004-2005 | Operations | 2644 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2645 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2649 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2650 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2651 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2652 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2653 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2654 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2655 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2656 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2657 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2659 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2660 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2662 | Vendor WarrantsStudent Refunds | 2009-2010 |
| 2004-2005 | Operations | 2663 | Vendor WarrantsStudent Refunds | 2009-2010 |

**Los Rios Community College District
District Office**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|--------------------------|--------------|---|---|
| 2004-2005 | Operations | 2664 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2665 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2666 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2667 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2669 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2670 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2671 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2675 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2676 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 | Operations | 2912 | Vendor Warrants Student Refunds | 2009-2010 |
| 2004-2005 2003-2004 2002-2003 2001-2002 2000-2001 1999-2000 1998-1999 | Accounting Operations | 2792 | Revolving Fund Deposits and Carbon Check Copies | 2009-2010 2008-2009 2007-2008 2006-2007 2005-2006 2004-2005 2003-2004 |
| 2010-2011 | General Counsel | | Subpoenas Jan-Jun 2011 | 2013-2014 |
| 2009-2010 | General Counsel | | Subpoenas 2010 | 2012-2013 |
| 2008-2010 | General Counsel | | Subpoenas 2009 | 2011-2013 |
| 2008-2009 | General Counsel | | Chron Out | 2011-2012 |
| 2007-2009 | General Counsel | | Stop Notices 2007-2009 | 2013-2014 |
| 2006-2007 | General Counsel | | Chris Brown (HR) | 2009-2010 |
| 2006-2007 | General Counsel | | Faculty Grievance Procedures at FLC | 2008-2009 |
| 2005-2006 | General Counsel | | Memo to BOG | 2008-2009 |
| 1999-2000 | General Counsel | | Carole Rhine Litigation | 2009-2010 |
| 1999-2000 | General Counsel | | Conflict of Interest Forms | 2006-2007 |
| 1998-1999 | General Counsel | | Conflict of Interest Forms | 2005-2006 |

**Los Rios Community College District
FOLSOM LAKE COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-----------------------|--------------|-----------------------------|---|
| 2001-2002 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2002-2003 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2002-2004 | FLC Business Services | Bus 0127 | Loomis/Brinks Books | 2014-2015 |
| 2003-2004 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2003-2004 | FLC Business Services | Bus 0127 | Pay for Print | 2014-2015 |
| 2003-2004 | FLC Business Services | Bus 0127 | Parking Collection Reports | 2014-2015 |
| 2004-2005 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2004-2005 | FLC Business Services | Bus 0062 | Former Employee Records A-Z | 2014-2015 |
| 2004-2005 | EDC Business Services | Bus 0116 | Intents | 2014-2015 |
| 2004-2005 | EDC Business Services | Bus 0116 | ESA | 2014-2015 |
| 2004-2005 | FLC Business Services | Bus 0127 | Pay for Print | 2014-2015 |
| 2004-2005 | FLC Business Services | Bus 0127 | Parking Collection Reports | 2014-2015 |
| 2004-2005 | FLC Business Services | Bus 0127 | Deposit Spreadsheets | 2014-2015 |
| 2004-2005 | FLC Business Services | Bus 0127 | Timesheets | 2014-2015 |
| 2005-2006 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2005-2006 | FLC Business Services | Bus 0126 | Personnel Files | 2014-2015 |
| 2005-2008 | FLC Business Services | Bus 0260 | 3P Student Files | 2013-2014 |
| 2006-2007 | EDC Business Services | Bus 0219 | American Express | 2013-2014 |
| 2006-2007 | FLC Business Services | Bus 0251 | PDC Proposals | 2013-2014 |
| 2006-2007 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2006-2007 | FLC Business Services | Box 0276 | BofA Receipt Books | 2014-2015 |
| 2006-2007 | FLC Business Services | Box 0276 | Oakley, Nadine | 2014-2015 |
| 2006-2009 | EDC Business Services | Bus 0254 | Manual Receipt Book | 2013-2014 |
| 2006-2009 | FLC Business Services | Box 0276 | Brinks Receipt Books | 2014-2015 |
| 2007-2008 | FLC Business Services | Bus 0215 | Parking | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Go Print | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Library Fines | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Other Deposits | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | BofA Cash Deposit Receipts | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Nor-Cal Beverage | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Pepsi | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Patton Vending | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0215 | Petty Cash | 2013-2014 |

**Los Rios Community College District
FOLSOM LAKE COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-----------------------|--------------|----------------------------------|---|
| 2007-2008 | EDC Business Services | Bus 0219 | Group Detail Reports | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Deposit Spreadsheets | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Pay for Print | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Parking | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Parking Decal Replacements | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Decal Return Log | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Parking Decal Holder Order | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Parking Master | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Student Financial Backup | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Facility Rentals | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Payment Plans | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Completed Check Requests | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Paid Returned Checks | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Financial Aid Checks Distributed | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Financial Aid Holds | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Loan Checks Distributed | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Financial Aid Voids | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Child Care Statements | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Wrong Student ID Payment | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | Wrong Student ID Checklist | 2013-2014 |
| 2007-2008 | EDC Business Services | Bus 0219 | 1098T Mailings | 2013-2014 |
| 2007-2008 | FLC Business Services | Bus 0251 | PDC Proposals | 2013-2014 |
| 2007-2008 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2007-2009 | FLC Business Services | Box 0276 | Brinks Receipt Books | 2014-2015 |
| 2007-2009 | FLC Business Services | Box 0276 | Quasius, Tom | 2014-2015 |
| 2008-2009 | FLC Business Services | BUS 0240 | Purchase Orders A - D | 2013-2014 |
| 2008-2009 | FLC Business Services | BUS 0241 | Purchase Orders E - I | 2013-2014 |
| 2008-2009 | FLC Business Services | BUS 0242 | Purchase Orders J - R | 2013-2014 |
| 2008-2009 | FLC Business Services | BUS 0243 | Purchase Orders S - Z | 2013-2014 |
| 2008-2009 | FLC Business Services | BUS 0243 | Revolving | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0249 | DSRs | 2013-2014 |

**Los Rios Community College District
FOLSOM LAKE COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-----------------------|--------------|-------------------------------|---|
| 2008-2009 | FLC Business Services | Bus 0251 | Parking | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0251 | Go Print | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0251 | Vending | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0252 | Student Refunds | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0252 | Student Refund Problems | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0252 | SRF Refusals | 2013-2014 |
| 2008-2009 | EDC Business Services | Bus 0253 | DSR | 2013-2014 |
| 2008-2009 | EDC Business Services | Bus 0254 | Group Detail Reports | 2013-2014 |
| 2008-2009 | EDC Business Services | Bus 0254 | Deposit Spreadsheets | 2013-2014 |
| 2008-2009 | EDC Business Services | Bus 0254 | Go Print & Parking | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0255 | Travel | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0258 | Account Reconciliation Report | 2013-2014 |
| 2008-2009 | FLC Business Services | Bus 0258 | Petty Cash Worksheets | 2013-2014 |
| 2008-2009 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2008-2009 | FLC Business Services | Box 0276 | Go Print Logs | 2014-2015 |
| 2008-2009 | FLC Business Services | Box 0276 | Comp Check Requests | 2014-2015 |
| 2008-2009 | FLC Business Services | Box 0276 | Target Appraisal | 2014-2015 |
| 2008-2009 | FLC Business Services | Box 0276 | Tramonto Jewelry | 2014-2015 |
| 2008-2009 | FLC Business Services | Bus 0250 | Group Detail Report | 2014-2015 |
| 2008-2010 | FLC Business Services | Bus 0258 | PLE Change Fund | 2013-2014 |
| 2008-2010 | FLC Business Services | Bus 0258 | A&R Change Fund | 2013-2014 |
| 2008-2010 | FLC Business Services | Bus 0258 | Petty Cash Worksheet | 2013-2014 |
| 2009-2009 | FLC Business Services | Box 0276 | Change Fund Ver. Library | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0258 | Library Change Fund | 2013-2014 |
| 2009-2010 | EDC Business Services | Box 0271 | DSR | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0272 | Travel A-Z | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0272 | Travel No Expenses | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0273 | DSRs | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0274 | Group Detail | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Revenue Augmentations | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Student Refund Problems | 2014-2015 |

**Los Rios Community College District
FOLSOM LAKE COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|-----------------------|--------------|---------------------------------------|---|
| 2009-2010 | FLC Business Services | Box 0275 | 3P Students | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Payment Plans | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Parking Decal Replacements | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Account Reconciliations | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0275 | Paid Returned Checks | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0276 | Student Refunds | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0276 | Brinks Receipt Books | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0276 | Facility Rent | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0277 | Student Refunds | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0282 | Purchase Orders A-L | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0283 | Purchase Orders M-Z | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0284 | Blanket Purchase Orders A-H | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0285 | Blanket Purchase Orders J-Z | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0287 | Campus Based Records | 2014-2015 |
| 2009-2010 | FLC Business Services | Box 0287 | College Activities Trust Accounts | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0263 | Receipt Book | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0263 | Voucher Programs | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0263 | Paid Invoices | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0263 | Bookstore Inventory | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0264 | Bookstore Monthly Financials | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0265 | Bookstore A/P A-M | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0266 | Bookstore A/P N-Z | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0266 | Check Copies | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0267 | Bookstore Daily Sales May 09 - Aug 09 | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0268 | Bookstore Daily Sales Sep 09 - Dec 09 | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0268 | Bookstore Daily Sales Jan 10 | 2014-2015 |
| 2009-2010 | FLC Business Services | Bus 0269 | Bookstore Daily Sales Jan 10 - Apr 10 | 2014-2015 |
| 2010-2011 | Admissions & Records | RA-200 | Graduation petitions | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-196 | Counseling documents | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-197 | Admissions & Records documents | 2014-2015 |

**Los Rios Community College District
FOLSOM LAKE COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|----------------------|--------------|---------------------------------|---|
| 2011-2012 | Admissions & Records | RA-198 | Applications | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-199 | Advanced education/residency | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-201 | Add/drop forms | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-202 | Counseling documents | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-203 | Admissions & Records documents | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-205 | Add/drop forms/residency | 2014-2015 |
| 2011-2012 | Admissions & Records | RA-206 | Applications/Advanced education | 2014-2015 |

**Los Rios Community College District
SACRAMENTO CITY COLLEGE**

| Fiscal Year Documents Originated | Department | Box # | Documents | Fiscal Year Eligible for Destruction |
|---|--------------------------|----------------|---|---|
| 2011/2012 | Advanced Technology | AT0604012 | Student Lab Sheets | 2014/2015 |
| 2004/2005 | Business Division | BUS07292014001 | Student Grades, Attendance Records, Exams | 2014/2015 |
| 2004/2005 | Business Division | BUS07292014002 | Student Grades, Attendance Records, Exams | 2014/2015 |
| 2009/2010 | Business Division | BUS01102014001 | Student Exams/syllabi | 2014/2015 |
| 2010/2011 | Business Division | BUS1220120001 | Student Exams | 2013/2014 |
| 2010/2011 | Business Division | BUS01102014002 | Student Exams/syllabi | 2014/2015 |
| 2011/2012 | Business Division | BUS01102014003 | Student Exams/syllabi | 2014/2015 |
| 2011/2012 | Business Division | BUS05282013001 | Student Exams | 2014/2015 |
| 2009/2010 | Child Development Center | CDC07232013009 | Family/Child files | 2014/2015 |
| 2006/2007 | College Store | CST101314163 | Time Sheets 2007-2008 | 2013/2014 |
| 2007/2008 | College Store | CST101314164 | Hold/Release forms | 2013/2014 |
| 2008/2009 | College Store | CST101314166 | Intents 2008/2009 | 2011/2012 |
| 2008/2009 | College Store | CST101314165 | Intents 2008/2009 | 2011/2012 |
| 2008/2009 | College Store | CST101314169 | Payroll and Financial Reports | 2013/2014 |
| 2008/2009 | College Store | CST0404130080 | Accounting Files | 2014/2015 |
| 2009/2010 | College Store | CST101314166 | Intents 2009/2010 | 2012/2013 |
| 2009/2010 | College Store | CST101314165 | Intents 2009/2010 | 2012/2013 |
| 2009/2010 | College Store | CST101314167 | Timesheets | 2012/2013 |
| 2009/2010 | College Store | CST0404130066 | Credit Card & ATM Buy back receipts | 2014/2015 |
| 2009/2010 | College Store | CST0404130069 | Sales Report | 2014/2015 |
| 2009/2010 | College Store | CST0404130070 | Sales Report | 2014/2015 |
| 2009/2010 | College Store | CST0404130071 | Sales Report | 2014/2015 |
| 2009/2010 | College Store | CST0404130074 | Credit Card & ATM Buy back receipts | 2014/2015 |
| 2009/2010 | College Store | CST0404130081 | Accounts Payable Receipts (H-M) | 2014/2015 |
| 2009/2010 | College Store | CST0404130083 | Accounts Payable Receipts (R-Simmons) | 2014/2015 |
| 2009/2010 | College Store | CST0404130084 | Accounts Payable Receipts (A-F) | 2014/2015 |

**Los Rios Community College District
SACRAMENTO CITY COLLEGE**

| | | | | |
|-----------|--|-----------------|---|-----------|
| 2009/2010 | College Store | CST0404130085 | Accounts Payable Receipts (G-M) | 2014/2015 |
| 2009/2010 | College Store | CST0404130086 | Accounts Receivable Receipts | 2014/2015 |
| 2009/2010 | College Store | CST0404130092 | Sales Report | 2014/2015 |
| 2010/2011 | College Store | CST101314166 | Intents 2010/2011 | 2013/2014 |
| 2010/2011 | College Store | CST101314165 | Intents 2010/2011 | 2013/2014 |
| 2010/2011 | College Store | CST101314167 | Timesheets | 2013/2014 |
| 2011/2012 | College Store | CST101313166 | Intents 2011/2012 | 2014/2015 |
| 2011/2012 | College Store | CST101313165 | Intents 2011/2012 | 2014/2015 |
| 2010/2011 | Counseling | COUN10252011002 | Social Security numbers and ID numbers | 2013/2014 |
| 2009/2010 | Cultural Awareness Center | CAC10302014001 | Service agreements | 2012/2013 |
| 2005/2006 | Dental Health | SAH11072013004 | Patient X-ray forms and x-rays | 2008/2009 |
| 2006/2007 | Dental Health | SAH07162013002 | Patient files | 2014/2015 |
| 2006/2007 | Dental Health | SAH07162013003 | Patient files | 2014/2015 |
| 2006/2007 | Dental Health | SAH07162013004 | Patient files | 2014/2015 |
| 2009/2010 | Dental Health | SAH11072013003 | Personal emails, Issue list for kits | 2012/2013 |
| 2010/2011 | Dental Health | SAH08042014002 | Exams, clinic info forms | 2014/2015 |
| 2010/2011 | Dental Health | SAH08042014003 | Exams, clinic info forms | 2014/2015 |
| 2011/2012 | Disability Service and Programs for Students | DSPS01042012002 | Disabled Student Records | 2014/2015 |
| 2007/2008 | Disability Service and Programs for Students | DSPS0626201401 | proctor testing logs & faculty checklists | 2011/2012 |
| 2007/2008 | Disability Service and Programs for Students | DSPS0626201402 | proctor testing logs & faculty checklists | 2011/2012 |
| 2007/2008 | Disability Service and Programs for Students | DSPS0626201403 | proctor testing logs & faculty checklists | 2011/2012 |
| 2011/2012 | Disability Service and Programs for Students | DSPS01042012001 | Student Records | 2014/2015 |
| 2011/2012 | Disability Service and Programs for Students | DSPS01042012005 | Student Records | 2014/2015 |

**Los Rios Community College District
SACRAMENTO CITY COLLEGE**

| | | | | |
|-----------|--|-----------------|--|-----------|
| 2011/2012 | Disability Service and Programs for Students | DSPS01042012017 | Student Records | 2014/2015 |
| 2011/2012 | Disability Service and Programs for Students | DSPS0104201208 | Student Records | 2014/2015 |
| 2011/2012 | Disability Service and Programs for Students | DSPS0104201209 | Student Records | 2014/2015 |
| 2006/2007 | Instruction Division | VTEA07172012002 | VTEA Grant Docs | 2013/2014 |
| 2011/2012 | Kinesiology, Health and Athletics | KHA08221204 | Student Records | 2014/2015 |
| 2011/2012 | Kinesiology, Health and Athletics | KHA08221201 | Student Records | 2014/2015 |
| 2011/2012 | Kinesiology, Health and Athletics | KHA08221202 | Student Records | 2014/2015 |
| 2011/2012 | Kinesiology, Health and Athletics | KHA08221203 | Student Records | 2014/2015 |
| 2008/2009 | Languages & Literature | LL082112-002 | Student Info, tests, & faculty documents (IDs/address/phone) | 2014/2015 |
| 2009/2010 | Languages & Literature | LL082112-002 | Student Info, tests, and faculty documents (IDs/address/phone) | 2014/2015 |
| 2010/2011 | Languages & Literature | LL082112-002 | Student Info, tests, & faculty documents (IDs/address/phone) | 2014/2015 |
| 2011/2012 | Learning Resource Center | LRC03052013001 | Student ID numbers and addresses | 2014/2015 |
| 2010/2011 | Math/Statistics/Engineering | MSE06022014001 | Spring 2010 exams | 2013/2014 |
| 2010/2011 | Math/Statistics/Engineering | MSE06022014002 | Math 27 materials w/student info | 2013/2014 |
| 2010/2011 | Math/Statistics/Engineering | MSE06022014003 | Math 27 materials w/student info | 2013/2014 |
| 2010/2011 | Math/Statistics/Engineering | MSE06022014004 | Math 27 materials w/student info | 2013/2014 |
| 2011/2012 | Math/Statistics/Engineering | MSE03062013001 | Old class materials | 2014/2015 |
| 2011/2012 | Math/Statistics/Engineering | MSE03062013002 | Old class materials | 2014/2015 |
| 2011/2012 | Math/Statistics/Engineering | MSE03062013003 | Old class materials | 2014/2015 |


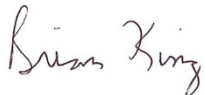
**Los Rios Community College District
SACRAMENTO CITY COLLEGE**

| | | | | |
|-----------|--------------------------------------|-----------------|--|-----------|
| | Engineering | | | |
| 2011/2012 | Math/Statistics/ Engineering | MSE03062013004 | Old class materials | 2014/2015 |
| 2011/2012 | Math/Statistics/ Engineering | MSE03062013-006 | Old HS1000 Material | 2014/2015 |
| 2011/2012 | Math/Statistics/ Engineering | MSE03062013-008 | Old Math 27 Materials | 2014/2015 |
| 2011/2012 | Math/Statistics/ Engineering | MSE03062013-009 | Old HS1000 Materials | 2014/2015 |
| 2011/2012 | Matriculation/Student Development | MSD061614003 | Employee Records | 2014/2015 |
| 1989/1990 | Science/Allied Health | SAH04242013004 | Contracts | 2012/2013 |
| 2009/2010 | Science/Allied Health | SAH11072013-002 | Clinic room schedule, scantrons. Student work papers | 2012/2013 |
| 2009/2010 | Science/Allied Health | SAH1012007003 | Nursing Student Enrollment Files | 2013/2014 |
| 2011/2012 | Science/Allied Health | SAH0101201201 | Old Test Scantrons | 2014/2015 |
| 2011/2012 | Science/Allied Health | SAH0101201201 | Old Test Scantrons | 2014/2015 |
| 2011/2012 | Science/Allied Health | SAH04242013001 | Student Records | 2014/2015 |
| 2011/2012 | Science/Allied Health | SAH04242013002 | Student Records | 2014/2015 |
| 2011/2012 | Science/Allied Health | SAH04242013-003 | ADN Applications | 2014/2015 |
| 2011/2012 | Science/Allied Health | SAH04242013005 | VN Applications | 2014/2015 |

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|---|------------------------------|---|
| SUBJECT: | Ratify: Grants and Contracts Awarded | ATTACHMENT: None | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Consent Item I | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: |  Beverly Sandeen | CONSENT/ROUTINE | X |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: |  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 |
|---|--------------|---------|--------------------------------------|
| Faculty Entrepreneurship Mini Grant <ul style="list-style-type: none"> • Funds to contextualize entrepreneurship into current Real Estate program curricula. • 3/22/2015 through 12/10/2015 • Administrator: Brian Bedford, Dean, Business and Family Science | CRC | \$3,500 | Woodland College, Small Business DSN |
| Deputy Sector Navigator – Global Trade & Logistics (augmentation) <ul style="list-style-type: none"> • Augmentation to provide key talent for the region to facilitate community college and industry partnerships that support the development of global trade/logistics training programs. • 7/1/2014 through 12/31/2015 • Administrator: Jamey Nye, Associate Vice Chancellor, Workforce and Economic Development | WED | \$5,000 | CCCCO |

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

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

| CONTRACTS | | | | | |
|--|------------------|----------------------------|---------------------|----------------------------|-----------------------------------|
| Description | Agreement Amount | Initial (I) Renewal (R) | Valid Dates | Consultant/ Contractor | Department Sponsor |
| DW Consulting Services for development of Prop 39 energy conservation projects | \$20,000.00 | (R) | 05/27/15 – 12/31/15 | Retrocom Energy Strategies | Facilities Management |
| Workforce skills research | \$56,000.00 | (R) | 05/25/15 – 06/30/15 | Davis Research | Ethan Way Center of Excellence |
| Post Employment program actuarial valuation | \$15,000.00 | (I) | 5/14/15 – 06/30/15 | Bickmore | District Office Business Services |

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the contracts listed herein.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

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

| CHANGE ORDERS | | | | | | |
|---------------|---------------------------------------|---------------|---------------|--------------------------------|-------------------------|--------------------|
| Bid No | Description | Change Amount | Change Number | Vendor | Original Contract Total | New Contract Total |
| 15014 | ARC Bookstore Furnishings Replacement | \$6,721.84 | 1 | Fon-Seca Cabinet & Fixture Co. | \$183,549.00 | \$190,270.84 |

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: July 8, 2015

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

BACKGROUND:

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 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 one (1) food trailer. The District intends to sell to the highest bidder via auction to dispose of the surplus property.

The above listed item for disposal has 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: July 8, 2015

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

BACKGROUND:

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 81452 provides that the Board of Trustees 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 furniture 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 its surplus items and recycle them.

The surplus items to be disposed of are either irreparable, obsolete, in poor condition, or not needed for district/college operations and include the following: 1 amplifier; 1 audio booth; 2 audiometers; 1 autotransformer; 2 balances; 1 bookcase; 1 bookshelf; 1 cabinet; 2 centrifuges; 34 chairs; 133 computers; 1 control assembly; 2 copiers; 1 decoder; 1 desiccator; 32 desks; 10 laptops; 1 mixer; 35 monitors; 1 polarimeter; 1 power supply; 22 printers; 1 printer driver; 12 projectors; 4 scanners; 1 server; 1 spectrometer; 3 switches; 14 tables; 1 tablet; 2 televisions; 1 transformer; 2 typewriters; 3 vga interfaces; 4 video recorders; and 2 vision screeners. These items have a value of less than \$5,000.

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

A listing of purchase orders, warrants, checks and wires issued during the period of May 16, 2015 through June 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 | 0001081624-0001082118 B115734-B115735 | \$ 5,892,146.58 |
| Capital Outlay Fund | 0003016271-0003016319 | |
| Child Development Fund | 0006000756-0006000758 | |
| Self-Insurance Fund | - | |
| WARRANTS | | |
| General Fund | 716519-717837 | \$ 7,123,164.76 |
| General Fund-ARC Instructional Related | 005123-005276 | |
| General Fund-CRC Instructional Related | 021842-021871 | |
| General Fund-FLC Instructional Related | 030706-030718 | |
| General Fund-SCC Instructional Related | 044231-044315 | |
| Capital Outlay Fund | 829837-829924 | |
| Child Development Fund | 954100-954111 | |
| Self-Insurance Fund | 976250-976254 | |
| Payroll Warrants | 269836-271708 | \$ 21,510,248.78 |
| Payroll-Direct Deposit | 731884-737074 | |
| June Leave Process | 271709-273312 | |
| Payroll Vendor Warrants | 58550-58721 | |
| CHECKS | | |
| Financial Aid Disbursements | 2150478-2153500 | \$ 2,461,158.38 |
| Clearing Checks | 2596-2597 | \$ 5,884.58 |
| Parking Checks | 2896-2903 | \$ 530.00 |
| Bookstore Fund – ARC | 29465-29508 | \$ 380,423.73 |
| Bookstore Fund – CRC | 026070-026126 | |
| Bookstore Fund – FLC | 8962-8994 | |
| Bookstore Fund – SCC | 047523-047564 | |
| Student Clubs Agency Fund – ARC | 4663-4689 | \$ 58,351.77 |
| Student Clubs Agency Fund – CRC | 3652-3687 | |
| Student Clubs Agency Fund – FLC | 1925-1940 | |
| Student Clubs Agency Fund – SCC | 3106-3129 | |
| Foundation – ARC | 4321-4358 | \$ 118,031.14 |
| Foundation – CRC | 1904-1923 | |
| Foundation – FLC | 0937-0953 | |
| Foundation – SCC | 3436-3466 | |
| Foundation – DO | 0659-0675 | |
| Associated Students Trust Fund – ARC | 0733-0743 | \$ 23,895.25 |
| Associated Students Trust Fund – CRC | 0624-0629 | |
| Associated Students Trust Fund – FLC | 0540-0543 | |
| Associated Students Trust Fund – SCC | - | |
| Regional Performing Arts Center Fund | USI Check System 3247-3285 | \$ 111,448.61 |
| WIRES | | |
| Board of Equalization | - | \$ - |
| PARS | - | \$ - |
| Vendors | - | \$ - |
| Backup Withholding | - | \$ 1,174.20 |
| Retiree Health Trust | | \$ 4,250,285.00 |

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

RECOMMENDATION:

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

MANAGEMENT

| APPOINTMENT(S) | | |
|--|--|--------------------------|
| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
| | <u>American River College</u> | |
| Karp, Adam S. (Ph.D., University of California, Davis) | Dean of Planning, Research and Technology | 07/09/15 |
| | <u>Cosumnes River College</u> | |
| Emiru, Tadael (M.B.A., St. Cloud State University) | Associate Dean of Student Success and Equity | 08/03/15 |
| | <u>Sacramento City College</u> | |
| Flash, Kevin M. (M.A., California State University, Sacramento) | Dean of Learning Resources | 07/13/15 |

| APPOINTMENT TO TEMPORARY POSITION(S) | | |
|--|---|--------------------------|
| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
| | <u>American River College</u> | |
| Mays, Judy L. (Ph.D., University of Texas at Austin) | Interim Dean of Counseling and Student Services | 07/01/15 – 12/31/15 |
| Stephenson, Jeffrey W. (Ph.D., Capella University) | Interim Dean of Equity and Educational Pathways | 07/01/15 – 12/31/15 |
| | <u>Folsom Lake College</u> | |
| Dixon, Melanie R. (M.S., Portland State University) | Interim Vice President of Student Services | 07/09/15 – 12/15/15 |
| Geary, Parrish J. (M.A., California State University, Sacramento) | Interim Dean of Student Success | 07/09/15 – 09/15/15 |

| INTERJURISDICTIONAL EXCHANGE (per Government Code Section 19050.8) | | |
|---|---|---------------------------|
| <u>Name</u> | <u>Position</u> | <u>Effective Dates(s)</u> |
| Di Mantova, Walter D. | Interjurisdictional Exchange To California Community Colleges Chancellor's Office (Revised) From Director I, Workforce and Economic Development | 02/01/15 – 12/31/15 |

FACULTY

| APPOINTMENT(S) | | |
|---|---|--------------------------|
| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
| <u>American River College</u> | | |
| Beaushaw, Frank W. (A.A., American River College) | Diesel Technology Assistant Professor | 08/20/15 |
| Blaney, Julie (M.S.N., Gonzaga University) | Certified Nurse Assistant/Aide and Home Health Aid - Assistant Professor | 08/20/15 |
| Lester, William M. (M.A., California State University, Sacramento) | Humanities Assistant Professor | 08/20/15 |
| Osterhout, Jonathan C. (M.S., Fresno Pacific University) | Kinesiology Assistant Professor/Head Football Coach | 08/20/15 |
| Valdez, Judith (M.S., California State University, Sacramento) | Extended Opportunity Programs and Services (EOP&S) Counselor | 07/09/15 |
| Yatsenko, Tatyana (M.S., National University) | Extended Opportunity Programs and Services (EOP&S) Counselor | 07/09/15 |
| <u>Cosumnes River College</u> | | |
| Carlisle, Eli A. (Ph.D., University of California, Davis) | Biology Assistant Professor | 08/20/15 |
| Chappell, Michael L. (M.S., California State University, Sacramento) | Counselor | 07/09/15 |
| Davtian, Anna (M.S., California State University, Sacramento) | Counselor | 07/09/15 |
| Nguyen, Nhat N. (M.A., California State University, Sacramento) | Mathematics Assistant Professor | 08/20/15 |
| O'Brien, Teresa (M.S., California State University, Sacramento) | Disabled Students Programs and Services Counselor | 07/09/15 |
| Russell, Michael W. (D.V.M., University of Wisconsin) | Chemistry Assistant Professor | 08/20/15 |
| Saller, Brandon D. (Ph.D., University of California, Davis) | Engineering Assistant Professor | 08/20/15 |

FACULTY

| |
|---------------------------------|
| APPOINTMENT(S) continued |
|---------------------------------|

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|--------------------------------|---|--------------------------|
| <u>Folsom Lake College</u> | | |
| Accooe, Reynando J. | Administration of Justice Assistant Professor, 80%/ Public Safety Education Department Coordinator, 20% (B.A., San Francisco State University) | 07/09/15 |
| Clayton, Keith | Mathematics Assistant Professor (M.S., University of Nevada, Reno) | 08/20/15 |
| Nguyen, Bi V. | Mathematics Assistant Professor (M.A., California State University, Sacramento) | 08/20/15 |
| <u>Sacramento City College</u> | | |
| Hanson, Steve A. | Kinesiology, Health and Athletics Assistant Professor/ Head Inercollegiate Aquatics Coach (Women's Water Polo, Women's Swimming, Men's Swimming) (M.S., California State University, Sacramento) | 08/20/15 |
| Stone, Leila M. | Counselor (M.S., California State University, Sacramento) | 07/09/15 |
| Valcu, Sanda I. | Learning Skills and Tutorial Services Coordinator (M.A., California State University, Sacramento) | 07/13/15 |

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|---|
| APPOINTMENT TO TEMPORARY POSITION(S) |
|---|

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|-------------------------------|--|--------------------------|
| <u>American River College</u> | | |
| Butler, Trisha R. | Mathematics Assistant Professor (L.T.T.) (M.S., University of Pittsburgh) | 08/20/15 – 12/17/15 |
| Overgard, Jayne | Mathematics Assistant Professor (L.T.T.) (M.S., Texas A & M University) | 08/20/15 – 12/17/15 |

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|---|
| INTERJURISDICTIONAL EXCHANGE (per Government Code Section 19050.8) |
|---|

| <u>Name</u> | <u>Position</u> | <u>Effective Dates(s)</u> |
|--------------------|--|---------------------------|
| Snowden, Robert L. | Interjurisdictional Exchange To California Community Colleges Chancellor's Office From Communication Media-Radio Professor | 06/15/15 – 06/14/16 |

FACULTY

LEAVE(S) OF ABSENCE

| <u>Name</u> | <u>Subject/Position</u> | <u>Type</u> | <u>Effective Date(s)</u> |
|--------------------------------|--|-------------|----------------------------------|
| <u>Folsom Lake College</u> | | | |
| Cooper, David | Computer Information Science Professor | Type C | 08/20/15 – 12/17/15 |
| <u>Sacramento City College</u> | | | |
| Hadsell, Jory A. | Distance Education Coordinator | Personal | 09/03/14 – 06/24/15 (Revised) |

PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|--------------------------------|-------------------------|--------------------------|
| <u>Sacramento City College</u> | | |
| Olivarez, Norma | Cosmetology Professor | 06/01/15 |

REASSIGNMENT / TRANSFER(S)

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|--------------------------------|--|--------------------------|
| <u>American River College</u> | | |
| Gilbert-Valencia, Daniel | Computer Information Systems Assistant Professor From Instructional Development Coordinator (SCC) | 01/14/16 |
| Molina-Kanae, Martina | CalWORKs Counselor From Counselor (ARC) | 07/09/15 |
| <u>Sacramento City College</u> | | |
| Pitman, Gayle E. | Researcher Coordinator, 60%/Psychology Professor, 40% From Psychology Professor | 07/01/15 |
| Regalado, Maria C. | Psychology Professor From Researcher Coordinator, 60%/Psychology Professor, 40% | 08/20/15 |

FACULTY

RESIGNATION(S)

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|--------------------|-------------------------------|--------------------------|
| | <u>American River College</u> | |
| Gonzales, Allan C. | Respiratory Care Professor | 05/21/15 |

RETIREMENT(S)

| <u>Name</u> | <u>Subject/Position</u> | <u>Effective Date(s)</u> |
|-----------------------|---|--------------------------|
| | <u>Cosumnes River College</u> | |
| Biggert, Elizabeth V. | Counselor (After 40+ years of service) | 12/24/15 |
| | <u>Sacramento City College</u> | |
| Arnold, Darlene M. | Cosmetology Professor (After 39+ years of service) | 05/21/15 |
| Jovanovic, Angelia | Counselor (After 26+ years of service) | 08/01/15 |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|-------------------------------|----------------------------|------------|
| ** (A1) Adams, Jane P. | Counselor | 22 % |
| Anderegg, Kristen M. | Counselor | 15 % |
| Boal, Keith F. | Counselor | 11 % |
| Campos, David A. | Counselor | 7 % |
| Catlett, Emily S. | Counselor | 10 % |
| Chappell, Mike L. | Counselor | 26 % |
| Cooke, Lorell M. | Counselor | 4 % |
| Dilgard, Sylvia B. | Counselor | 41 % |
| Econome, Jennie G. | Counselor | 20 % |
| Farias, Imelda | Counselor | 39 % |
| ** (B5) Farnham, Cynthia B. | Sign Language Interpreting | 27 % |
| Fernandez, Joyce M. | Counselor | 8 % |
| Frew, Robert M. | English | 42 % |
| Herman, Kathryn M. | Counselor | 41 % |
| Hoag, Steven E. | Counselor | 26 % |
| Hughes, Heather V. | Counselor | 60 % |
| Kientz, Michelle L. | Counselor | 8 % |
| Konstantynov, Dmytro | Counselor | 4 % |
| Lawrence, Aaron Preston Sakai | Counselor | 4 % |
| Longhitano, Amber L. | Counselor | 47 % |
| Mar, James K. | Counselor | 21 % |
| Menard, Sigrid A. | Counselor | 55 % |
| Mickela, Anthony E. | Counselor | 51 % |
| Nazareno, Randy P. | Counselor | 14 % |
| Nguyen, Anh H. | Counselor | 9 % |
| Palaspas, Candice | Counselor | 4 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|--------------------|---------------------|------------|
| Ahmadi, Abbas | Computer Networking | 56 % |
| Babka, Cary M. | Dramatic Arts | 15 % |
| Garcia, Yolanda D. | Counselor | 2 % |
| Le, Richard B. | Economics | 20 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|---------------|----------------|------------|
| Fraser, Linda | English | 34 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|-------------------|----------------|------------|
| Fortman, Anita J. | Counselor | 1 % |
| Gilman, Joseph A. | Music | 13 % |
| Hartin, Robert G. | Coordinator | 28 % |

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
Sacramento City College**

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|-----------------|-----------------------------|------------|
| Scott,Geraldine | Job Seeking/Changing Skills | 3 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|------------------------------|-----------------------------|------------|
| ** (A1) Adams,Jane P. | Counselor | 20 % |
| Allie,Diana J. | Counselor | 3 % |
| Anderegg,Kristen M. | Counselor | 8 % |
| Bradford,Aaron R. | English | 47 % |
| Campos,David A | Counselor | 26 % |
| Catlett,Emily S. | Counselor | 14 % |
| Chappell,Mike L. | Counselor | 13 % |
| Cooke,Lorell M. | Job Seeking/Changing Skills | 7 % |
| Cooke,Lorell M. | Counselor | 2 % |
| Davis,William E. | Coordinator | 23 % |
| de la Cruz,Damon N. | Mortuary Science | 27 % |
| Delgado,Lisa M. | Adapted Physical Education | 5 % |
| Dilgard,Sylvia B. | Counselor | 36 % |
| Downs,Pamela R. | Dramatic Arts | 20 % |
| Econome,Jennie G. | Counselor | 39 % |
| Ehrlich,Charles | Natural Resources | 20 % |
| Erbe,Kevin S. | Speech Communication | 40 % |
| Farias,Imelda | Counselor | 41 % |
| Fernandez,Joyce M. | Counselor | 6 % |
| Fortman,Anita J. | Counselor | 7 % |
| Girard,Bhavani Toni | Physical Education | 10 % |
| ** (A1) Gomez,Martin | Guidance | 10 % |
| Gong,James W. | Administration of Justice | 1 % |
| Herman,Kathryn M. | Counselor | 34 % |
| Hoag,Steven E. | Counselor | 19 % |
| Hughes,Heather V. | Counselor | 29 % |
| Jenkins,Arthur | Guidance | 7 % |
| Jones,Jenny L. | Counselor | 20 % |
| Jungkeit,James J. | Administration of Justice | 1 % |
| Konstantynov,Dmytro | Counselor | 19 % |
| Lawrence,Aaron Preston Sakai | Counselor | 9 % |
| Longhitano,Amber L. | Counselor | 21 % |
| Longhitano,Amber L. | Counselor | 3 % |
| Longhitano,Amber L. | Counselor | 5 % |
| Maero,Raye Beth | Adapted Physical Education | 10 % |
| Mar,James K. | Counselor | 18 % |
| McCormack,Nicole E. | General Work Experience | 13 % |
| Menard,Sigrid A. | Counselor | 35 % |
| Mickela,Anthony E. | Counselor | 30 % |
| Mueller,Robert G | Administration of Justice | 1 % |
| Nazareno,Randy P. | Counselor | 9 % |
| O'Donnell,Daniel G. | Real Estate | 20 % |
| Perrault,Priscilla A. | Counselor | 12 % |
| Plantaric,Edward J | Administration of Justice | 1 % |
| Plezia-Missler,Dorothy E | Counselor | 21 % |
| Ponce,Carlos F | Administration of Justice | 46 % |

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

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

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|---------------------------|--------------------------------|------------|
| Preciado,Monica Isabel | Guidance | 3 % |
| Preciado,Monica Isabel | Counselor | 14 % |
| Purvis,Robert F. | Welding Technology | 22 % |
| Rood,Blake | Counselor | 18 % |
| Rybka,Lucille A | Coordinator | 25 % |
| ** (A5) Sachau,Michael T. | Counselor | 31 % |
| ** (A2) Shimizu,Yujiro | Coordinator | 7 % |
| Stoker,Richard A. | Construction Crafts Technology | 1 % |
| ** (A2) Valdez,Judith | Guidance | 3 % |
| Webb,Marni B. | Reading | 40 % |
| Yatsenko,Tatyana | Guidance | 7 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|------------------------------|---------------------------------|------------|
| Adkins Pogue,Andrea D | Librarian | 8 % |
| Amer,M. Rosalie C. | Librarian | 4 % |
| Avalos,Amy M. | General Work Experience | 60 % |
| Bahm,Naomi I. | Psychology, General | 30 % |
| Basheer,Allah-Mi C. | Counselor | 3 % |
| Beasley,AnnMarie M. | Anthropology | 15 % |
| Becerra,Maricela | Counselor | 23 % |
| Beloglovsky,Miriam | Children with Special Needs | 20 % |
| Biel,Ruthann | Information Technology, General | 13 % |
| Bond,Emily F | Librarian | 8 % |
| ** (A5) Calhoun,Ruby R. | Business and Commerce, General | 20 % |
| Chappell,Mike L. | Counselor | 6 % |
| Crawford,Robert L. | Mathematics, General | 33 % |
| Davtian,Anna | Counselor | 6 % |
| Degn,Frances K. | Coordinator | 6 % |
| Doan,Anna N. | Counselor | 10 % |
| Doan,Diep N. | Counselor | 6 % |
| Donovan,Geri M. | Fine Arts, General | 20 % |
| Ellis,Brandon L. | Physical Education | 15 % |
| Fagin,Edwin D. | Economics | 20 % |
| Garcia,Delayna F. | Counselor | 2 % |
| Garcia,Yolanda D. | Counselor | 6 % |
| Ghuman,Maninder K. | Librarian | 11 % |
| Gilbert,Scott W. | Dramatic Arts | 20 % |
| Gordon,Henry P. | Librarian | 7 % |
| Gunn,Kristin Anne | Librarian | 8 % |
| Hall,Celia F. | Librarian | 10 % |
| Hannan,Everett J. | Psychology, General | 50 % |
| Hansen,Priscilla S. | English | 20 % |
| Joseph,Erica H. | Counselor | 6 % |
| Larsen,Lawrence C. | Mathematics, General | 40 % |
| Lawrence,Aaron Preston Sakai | Counselor | 6 % |
| Le,Phuong M. | Mathematics Skills | 20 % |
| Malik,Jamil I. | Counselor | 6 % |
| Mathis,Jaqueline S. | Counselor | 11 % |
| McGuire,Karin | Counselor | 6 % |
| Miller,Casey R. | English | 20 % |
| Morales,Martin F. | Political Science | 50 % |

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

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|----------------------------|---|------------|
| Mostafa,Nazia | Counselor | 6 % |
| Navarro,Sirdon S. | Counselor | 6 % |
| Nelsenador,Matt B. | Mathematics, General | 33 % |
| Otiono,Erica N. | Child Development/Early Care and Educatio | 7 % |
| Padilla-Alvarado,Sharon L. | Coordinator | 16 % |
| Palaspas,Candice | Counselor | 6 % |
| Patrice,Alicia | Librarian | 4 % |
| Perez,Rochelle A. | Librarian | 12 % |
| Preble,Ronald E. | Intercollegiate Athletics | 8 % |
| Redic,Lanisha A. | Counselor | 6 % |
| Reynolds,Lana K. | Counselor | 7 % |
| Rosales,Lurdes | Counselor | 6 % |
| Sanchez,Brett Aaron | Mathematics, General | 60 % |
| Song,Kur | Computer Programming | 20 % |
| Stassi,Trinidad | Information Technology, General | 20 % |
| Stewart,Lora | Mathematics, General | 20 % |
| Tang,Max C. | Mathematics, General | 27 % |
| ** (A5) Tierney,Joan W. | Physical Education | 15 % |
| Wellington,Erica M. | Counselor | 6 % |
| Welty,Ann E. | Counselor | 6 % |
| Yazdanmehr,Mohammad M. | Diagnostic Medical Sonography | 20 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|------------------------------|---------------------------|------------|
| Beese,Michelle A. | Counselor | 12 % |
| Bradander,Phuong Thao | Counselor | 9 % |
| Clark,Christopher S. | Counselor | 9 % |
| Darr-Glynn,Kristina D. | Counselor | 13 % |
| Dillon,Jeffrey Thomas | Counselor | 27 % |
| Evans,Scott Dale | Counselor | 8 % |
| Harris,David Read | Dramatic Arts | 20 % |
| Hawley,Jenny L. | English | 3 % |
| Johnson,Justin Louis | Intercollegiate Athletics | 15 % |
| Jones,Amy Rebecca | Counselor | 7 % |
| Krohn,Ben G. | Administration of Justice | 20 % |
| Lawrence,Aaron Preston Sakai | Study Skills | 20 % |
| Lawrence,Aaron Preston Sakai | Counselor | 7 % |
| Lorenzo,Gina M. | Counselor | 12 % |
| Machado,Geraldine M. | Psychology, General | 20 % |
| McConnell,Joel E. | Counselor | 7 % |
| McDonald,Zhrinna D. | Counselor | 8 % |
| McGhee-Pane,Kelly F. | Counselor | 14 % |
| Mendell,Rebecca O. | Librarian | 2 % |
| Palomares,Carmelita | Study Skills | 20 % |
| Palomares,Carmelita | Counselor | 7 % |
| Rahman-Jackson,Lishia | Counselor | 10 % |
| Ryan,Christopher M | Administration of Justice | 4 % |
| Seeley,Tiffany R. | Geography | 20 % |
| Suter,Tracy | Mathematics, General | 33 % |
| ** (A5) Taheri,Mansour | Mathematics, General | 33 % |

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

| <u>Name</u> | <u>Subject</u> | <u>FTE</u> |
|------------------------------|-----------------------------|------------|
| Allred,Mary-Susan | Counselor | 1 % |
| Allred,Mary-Susan | Counselor | 1 % |
| Beuttel,Michelle | English | 27 % |
| Brough,Michelle I. | English | 10 % |
| ** (A5) Bui,Dinh N. | Job Seeking/Changing Skills | 2 % |
| ** (A5) Bui,Dinh N. | Counselor | 1 % |
| ** (A5) Bui,Dinh N. | Counselor | 1 % |
| Caselli,Nancy A. | Speech Communication | 20 % |
| Cochran,Miles | Speech Communication | 20 % |
| Copely,Douglas M. | Astronomy | 15 % |
| Dana,Maureen Woodard | English | 27 % |
| Davatz,Holly C. | English | 24 % |
| Davatz,Holly C. | Academic Guidance | 7 % |
| Diamond,Anne | Accounting | 53 % |
| Dibble,Cindy C. | Academic Guidance | 7 % |
| Eckley,Terri L. | Psychology, General | 20 % |
| Farias,Imelda | Counselor | 3 % |
| Freas,Adam C. | Academic Guidance | 20 % |
| Friedman,Sasha | Academic Guidance | 7 % |
| Gaffaney,Timothy J. | Political Science | 20 % |
| ** (A5) Griffin,David A. | Physical Education | 8 % |
| Hanson,Steven A. | Intercollegiate Athletics | 8 % |
| Haven,Edward F. | Philosophy | 20 % |
| Hussey,Susan M. | Coordinator | 14 % |
| Karlsen,Jeffrey A. | Librarian | 3 % |
| Lepe,Leonela G. | Academic Guidance | 16 % |
| Limon Guzman,Jesus A. | Academic Guidance | 7 % |
| ** (A2) Myers,Linda B. | English | 27 % |
| ** (A2) Myers,Linda B. | Reading | 20 % |
| Naify,James F. | Philosophy | 20 % |
| Nguyen,Nhat N. | Academic Guidance | 7 % |
| ** (A1) Oh,Jang-Ha | Intercollegiate Athletics | 15 % |
| Parrett,Elisa M. | Academic Guidance | 7 % |
| Pittenger,Joshua T. | Microbiology | 20 % |
| ** (A2) Reed,Matthew C. | Academic Guidance | 7 % |
| Rodriguez,Irma S. | Coordinator | 23 % |
| Roggli,Kurt W. | Philosophy | 40 % |
| ** (A2) Salazar,Rosalinda R. | Academic Guidance | 7 % |
| Stone,Leila M. | Counselor | 33 % |
| Stone,Leila M. | Counselor | 13 % |
| Sweezey,Michelle L. | Reading | 2 % |
| Times,Kenneth J. | Academic Guidance | 20 % |
| Veas,James M. | Health Occupations, General | 20 % |
| Wallace,Genevieve P. | Philosophy | 20 % |
| White,Krista M. | Music | 20 % |
| Zeimet,Lois M | Psychology, General | 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

CLASSIFIED

| APPOINTMENT(S) | | | |
|-----------------------|--|--------------------|--------------------------|
| <u>Name</u> | <u>Position</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
| Adams, Curtis J. | Police Officer | DO | 06/29/15 |
| Bingham, Rachel M. | Student Success and Support Program Specialist | SCC | 06/22/15 |
| Hasan, Arkan M. | Custodian | ARC | 06/25/15 |
| Kaufman, Michael A. | Athletic Trainer | SCC | 06/09/15 |
| Lee, Sondra D. | Confidential Administrative Assistant III | FLC | 06/08/15 |
| Mack, Karin L. | Student Success and Support Program Specialist | SCC | 06/29/15 |
| Mordina, Liliia | Clerk III | ARC | 06/15/15 |
| Stefanco, Tatiana | Clerk II | FLC | 06/08/15 |
| Zoloty, Katherine N. | Research Analyst | SCC | 06/29/15 |

| LEAVE(S) OF ABSENCE | | | | |
|----------------------------|-------------------------|----------------------|--------------------|-------------------------------------|
| <u>Name</u> | <u>Position</u> | <u>Type of Leave</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
| ID# 0004842 | Sacramento City College | Unpaid | SCC | 07/13/15-07/24/15 |
| Mabanag, Clarence W. | Police Officer | Health, 100% | DO | 06/10/15-07/15/15 |
| McDonald, Zhrinna D. | Financial Aid Officer | Personal, 12.5% | FLC | 06/01/15-06/18/15 <i>Revised</i> |

| PROMOTION(S) | | | |
|---------------------|---|--------------------|--------------------------|
| <u>Name</u> | <u>New Position (Current Position)</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
| Baldwin, Cecilia B. | Printing Services Operator III (Printing Services Operator I | CRC ARC) | 06/24/15 |
| Brooks, Andrew C. | Information Technology Technical Services Supervisor (Senior Information Technology Systems/Database Administrator Analyst | DO DO) | 06/08/15 |
| Meyer, Josef F. | Facilities Projects Supervisor (Facilities Planning and Engineering Specialist | FM FM) | 06/15/15 |

CLASSIFIED

**PROMOTION(S),
CONTINUED**

| <u>Name</u> | <u>New Position (Current Position)</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|---------------------|---|------------------------|------------------------------|
| Moua, Lee | Student Success & Support Program Specialist (Student Personnel Assistant- Student Services | SCC SCC) | 06/08/15 |
| Walker, Randolph P. | Senior Information Technology Specialist- Microcomputer Support (Information Technology Specialist II- Microcomputer Support | ARC ARC) | 07/01/15 |

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

| <u>Name</u> | <u>New Position (Current Position)</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|------------------------|---|------------------------|------------------------------|
| Bejarano, Gilbert V. | Athletic Trainer, 12 months (Athletic Trainer, 10 months | ARC ARC) | 07/01/15 |
| Whitehead, Michelle R. | Athletic Trainer, 12 months (Athletic Trainer, 10 months | ARC ARC) | 07/01/15 |

**RELEASED FROM EMPLOYMENT
(39-MONTH LEAVE ENDED)**

| <u>Name</u> | <u>Position</u> | <u>Assigned To</u> | <u>Effective Dates(s)</u> |
|------------------|-----------------|------------------------|-------------------------------|
| Keyani, Nasrolah | Custodian | ARC | 06/15/15 |

RESIGNATION(S)

| <u>Name</u> | <u>Position</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|------------------------|---|------------------------|------------------------------|
| Fleischer, Jennifer L. | Instructional Assistant- Writing/English/Reading, 9 months, 37.5% | ARC | 05/22/15 |
| Grimes, Steven | College Information Technology Systems Supervisor | CRC | 06/05/15 |
| Robinson, Stacy A. | Instructional Services Assistant I, 50% | FLC | 07/04/15 |
| Schwedler, Jennifer | Educational Media and Web Design Specialist | SCC | 05/30/15 |
| Thaten, Kristeena B. | Instructional Assistant- Sign Language Studies, 9 months, 25% | ARC | 05/20/15 |
| Van Driel, Rochelle A. | Clerk II, 50% | ARC | 05/30/15 |

C L A S S I F I E D

RETIREMENT(S)

| <u>Name</u> | <u>Position</u> | <u>Assigned to</u> | <u>Effective Date(s)</u> |
|-------------|--|--------------------|--------------------------|
| Ham, Ki S. | Custodian (After 8+ years of service) | ARC | 09/16/15 |

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

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|-------------------------------|------------------------------|-----------------------|-----------------|
| <u>American River College</u> | | | |
| Adger, Wesley J | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Al Saadi, Doaa K. | Campus Patrol | 06/23/2015 | 06/30/2015 |
| Al Saadi, Doaa K. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Ali, Nimo | Counseling Clerk I | 07/01/2015 | 06/30/2016 |
| Alsarraaj, Jian | DSP&S Clerk | 07/01/2015 | 06/30/2016 |
| Amato, Gary G. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Anderson, Greg W. | Campus Patrol | 06/05/2015 | 06/30/2015 |
| Anderson, Greg W. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Aquino, Antonio A. | Bookstore Clerk I | 07/01/2015 | 06/30/2016 |
| Arias Jr., Rafael G. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Avagyan, Noreta | Special Projects | 07/01/2015 | 06/30/2016 |
| Bageian, Vladimir | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Baldwin, Megan N. | Clerk I | 04/24/2015 | 06/30/2015 |
| Behziz, Bita | Special Projects | 07/01/2015 | 06/30/2016 |
| Byrne, Linda J. | Asst. Financial Aid Officer | 07/01/2015 | 06/30/2016 |
| Cardenas, Theresa M. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Castro, Noemi M. | Special Projects | 06/01/2015 | 06/30/2015 |
| Castro, Noemi M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Catena, Kira A | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Chamberlain, Julie A. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Chan, Ryan | Bookstore Aide | 07/01/2015 | 06/30/2016 |
| Cichosz, Marzena S. | Educational Services Aide | 07/01/2015 | 06/30/2016 |
| Claunch, Brandon A. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Culian, Jennifer C. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Deacon, Trenton | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Deal, Bethany L. | Special Projects | 07/01/2015 | 06/30/2016 |
| Dean, Heidi A | Clerk I | 07/01/2015 | 06/30/2016 |
| Dew, Dennis C. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Espinoza, Jesse M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Espinoza, Juan M. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Evans, Casey R | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Fields, Jean M. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Fink, Brandon C. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Frenn, Tyson J. | Asst Sports Program Director | 06/01/2015 | 06/30/2015 |
| Gates, Ethan M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Gonzales, Jefferie A. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Gonzalez Bermudez, Jorge L. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Harbison, Eisha N. | Counseling Clerk I | 06/19/2015 | 06/30/2015 |
| Harmon, Harold W. | Campus Patrol | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|---|-----------------------------|-----------------------|-----------------|
| <u>American River College (Continued)</u> | | | |
| Hartman, Lorraine L. | DSP&S Clerk | 07/01/2015 | 06/30/2016 |
| Harun, Shina B. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Helms, Sharon E. | Special Projects | 07/01/2015 | 06/30/2016 |
| Holmes, Donna C. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Holt, Amelia R. | Special Projects | 07/01/2015 | 06/30/2016 |
| Hurts, Cedric DC. | Clerk I | 07/01/2015 | 06/30/2016 |
| Johnson, Chiaolian | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Johnson, Flora L. | Outreach Specialist | 07/01/2015 | 06/30/2016 |
| Juarez, James G | Special Projects | 07/01/2015 | 06/30/2016 |
| Karagadyan, Margaret | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Karl, Jeff R. | Special Projects | 07/01/2015 | 06/30/2016 |
| Karnaukh, Maryna | Instructional Assistant | 06/08/2015 | 06/30/2015 |
| Kasian, Teo T. | Special Projects | 07/01/2015 | 06/30/2016 |
| Kintaudi, Bila N. | Bookstore Aide | 07/01/2015 | 06/30/2016 |
| Kirkpatrick, Bradley D. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Lagrutta, Rick V. | Art Model | 07/01/2015 | 06/30/2016 |
| Lee, Houa | DSP&S Clerk | 07/01/2015 | 06/30/2016 |
| Lee, Kang | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Loucks, Jared B. | Instructional Assistant | 05/22/2015 | 06/30/2015 |
| Loucks, Jared B. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Lutsuk, Alla | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Marsden, Petricia A. | Admissions/Records Clerk I | 07/01/2015 | 06/30/2016 |
| McClurg, Melanie A | Special Projects | 06/02/2015 | 06/30/2015 |
| McClurg, Melanie A | Special Projects | 07/01/2015 | 06/30/2016 |
| Medkeff, Robert T. | Recruit Training Officer | 07/01/2015 | 06/30/2016 |
| Mellis, Luke M | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Miller, Michelle A. | Clerk I | 07/01/2015 | 06/30/2016 |
| On, Gia Phuc N. | Clerk II | 07/01/2015 | 06/30/2016 |
| Osorio, Cecilia G. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Otto, Silvia | Special Projects | 07/01/2015 | 06/30/2016 |
| Parrish, Elizabeth A. | Counseling Clerk II | 07/01/2015 | 06/30/2016 |
| Pecoraro, Cathie A. | Counseling Clerk II | 07/01/2015 | 06/30/2016 |
| Pfister, Anthony Michael | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Pochka, Nadezhda | Special Projects | 07/01/2015 | 06/30/2016 |
| Poncini, Carol A. | Asst. Financial Aid Officer | 07/01/2015 | 06/30/2016 |
| Pulber, Vitaliy P | Special Projects | 07/01/2015 | 06/30/2016 |
| Rabasto, Emily K. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Rogers, James C | Clerk III | 07/01/2015 | 06/30/2016 |
| Rosca, Romeo | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Sailor, Maya L. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Savage, Stephen | Art Model | 07/01/2015 | 06/30/2016 |
| Scott, Matthew Lincoln | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Silva, Cody J | Special Projects | 07/01/2015 | 06/30/2016 |
| Siniyaya, Yelena | Account Clerk I | 07/01/2015 | 06/30/2016 |
| Skidmore, Jeffrey D. | Instructional Assistant | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|---|--------------------------------|-----------------------|-----------------|
| <u>American River College (Continued)</u> | | | |
| Smith, Jimmy | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Sohrabi, Mohammed N. | Campus Patrol | 05/22/2015 | 06/30/2015 |
| Sohrabi, Mohammed N. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Steele, Louis G. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Steuber, Patrick A | Clerk I | 07/01/2015 | 06/30/2016 |
| Stevenson, Kyle R. | Art Model | 07/01/2015 | 06/30/2016 |
| Sullivan, Joshua J. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Talbott, Beth A. | Clerk I | 07/01/2015 | 06/30/2016 |
| Thomas, Akira F | DSP&S Clerk | 07/01/2015 | 06/30/2016 |
| Thompson, Stephanie R. | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Tollette, Terri L. | Asst. Financial Aid Officer | 07/01/2015 | 06/30/2016 |
| Ungureanu, Liudmila | Laboratory Technician | 07/01/2015 | 06/30/2016 |
| Ursol, Ellyse M. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Valdez, Oriana E. | Admissions/Records Clerk II | 07/01/2015 | 06/30/2016 |
| Vargas, Jeremiah D. | Clerk I | 06/01/2015 | 06/30/2015 |
| Vargas, Jeremiah D. | Clerk I | 07/01/2015 | 06/30/2016 |
| Villafranca, Renee Fatima | Bookstore Aide | 07/01/2015 | 06/30/2016 |
| Vlavianos, Elizabeth J. | Counseling Clerk II | 07/01/2015 | 06/30/2016 |
| Waldthaler, Kenny W. | Asst Sports Program Director | 06/01/2015 | 06/30/2015 |
| Washington, Carlisha J. | Clerk I | 07/01/2015 | 06/30/2016 |
| Watson, Terrence J. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| West-Piper, Kayte A | Clerk I | 07/01/2015 | 06/30/2016 |
| Williams, April K. | Admissions/Records Evaluator I | 07/01/2015 | 06/30/2016 |
| Williams, Brian C | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Winfield, Corey D. | Special Projects | 07/01/2015 | 06/30/2016 |
| Wood, Melanie L. | Admissions/Records Clerk III | 07/01/2015 | 06/30/2016 |
| Yuen, Tiffany W. | Financial Aid Officer | 05/21/2015 | 06/30/2015 |
| Yuen, Tiffany W. | Financial Aid Officer | 07/01/2015 | 06/30/2016 |

Cosumnes River College

| | | | |
|-----------------------|------------------------------|------------|------------|
| Abboushi, Dalal Z. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Abdulshukur, Farishta | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Abrams, Carolyn M.C. | Asst Sports Program Director | 05/01/2015 | 06/30/2015 |
| Abrams, Carolyn M.C. | Asst Sports Program Director | 07/01/2015 | 06/30/2016 |
| Abrams, Elizabeth A. | Sports Program Director | 07/01/2015 | 06/30/2016 |
| Adger, Wesley J | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Akpo, Evans Igho | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Alvarez, Carlos R. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Anaya, Kayla C. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Arend, Sharon M. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Babbitt, Shawn L. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Babbitt, Shawn L. | Custodian | 07/01/2015 | 06/30/2016 |
| Baxter, Deborah | Clerk I | 07/01/2015 | 06/30/2016 |
| Brisco, Kevin L. | Campus Patrol | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|---|------------------------------|-----------------------|-----------------|
| <u>Cosumnes River College (Continued)</u> | | | |
| Bugarin, David M. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Cameron, Dawn C | Account Clerk II | 07/01/2015 | 06/30/2016 |
| Castleberry, Cory J. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Coleman, Robert J. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Dismukes, Aujonique P. | Clerk III | 06/01/2015 | 06/30/2015 |
| Dismukes, Aujonique P. | Clerk III | 07/01/2015 | 06/30/2016 |
| Doughty, Denise S. | Admissions/Records Clerk III | 06/01/2015 | 06/30/2015 |
| Doughty, Denise S. | Admissions/Records Clerk III | 07/01/2015 | 06/30/2016 |
| Fong, David C | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Franklin, Kenya A. | Clerk I | 07/01/2015 | 06/30/2016 |
| Gaydarzhi, Lyudmila | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Gibson, David R. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Gjibinskaia, Vladislava S. | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Harbor, Nathaniel L. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Hilgemann, Stephanie R. | Clerk III | 07/01/2015 | 06/30/2016 |
| Ibrahim, Khalil I. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Juarez, Crispin R. | Custodian | 07/01/2015 | 06/30/2016 |
| Lantay, Cory R. | Instructional Assistant | 06/01/2015 | 06/30/2015 |
| Lantay, Cory R. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Lee, Michael C | Custodian | 07/01/2015 | 06/30/2016 |
| Lewis, Terry A | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Lopez, Natalie | Clerk II | 06/02/2015 | 06/30/2015 |
| Lopez, Natalie | Clerk II | 07/01/2015 | 06/30/2016 |
| Lopez-Alvarez, Irma S. | Student Personnel Assistant | 08/01/2015 | 06/30/2016 |
| Lopez-Gollas, Nereida G | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Mack, J Hannah C. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Mack, Jerramiah C. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Martinez, Fabiola | Custodian | 07/01/2015 | 06/30/2016 |
| Martin-Marr, Magalean | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| McGinnis, Steven A. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Munoz Rodriguez, Nayely C. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Murphy, Lekeshia M. | Clerk I | 07/01/2015 | 06/30/2016 |
| Nanoo, Erica N. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Nguyen, Cathy P. | Asst. Financial Aid Officer | 07/01/2015 | 06/30/2016 |
| Palagniuc, Elena V. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Pilapil, Gertrude Thea S. | Swimming Instructor II | 06/01/2015 | 06/30/2015 |
| Pilapil, Gertrude Thea S. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Pilapil, Val Lorenzo S. | Swimming Instructor II | 06/01/2015 | 06/30/2015 |
| Pilapil, Val Lorenzo S. | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Rahimi, Qudsia | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Reyes, Marylou C. | Custodian | 07/01/2015 | 06/30/2016 |
| Reyes, Romy M. | Custodian | 07/01/2015 | 06/30/2016 |
| Robinson, Michal S | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Rodriguez Landeros, Dalia L. | Clerk I | 07/01/2015 | 06/30/2016 |
| Rogers, Jeremy P. | Campus Patrol | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|---|-------------------------|-----------------------|-----------------|
| <u>Cosumnes River College (Continued)</u> | | | |
| Rosas, Ronnie A. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Ross, Darrell P. | Campus Patrol | 01/21/2015 | 06/30/2015 |
| Santiago, Mary Jane Vergara | Custodian | 07/01/2015 | 06/30/2016 |
| Singh, Jenna J | Lifeguard I | 07/01/2015 | 06/30/2016 |
| Smithhart, Joseph M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Szyrinski, Nika | Swimming Instructor II | 07/01/2015 | 06/30/2016 |
| Tanjutco, Mirian D. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Taylor, Raymond | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Terrones Rojas, Laura M. | Instructional Assistant | 06/01/2015 | 06/30/2015 |
| Terrones Rojas, Laura M. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Terrones Rojas, Laura M. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Tran, Khanh K. | Clerk I | 06/10/2015 | 06/30/2015 |
| Tran, Khanh K. | Clerk I | 07/01/2015 | 06/30/2016 |
| Van De Velde, Lisa A. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| VanVliet, Joann A. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Watson, Eshonna M. | Clerk I | 05/26/2015 | 06/30/2015 |
| Watson, Eshonna M. | Clerk I | 07/01/2015 | 06/30/2016 |
| Woycheshin, Crystal L. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Yang, Wyler | Instructional Assistant | 07/01/2015 | 06/30/2016 |

District Office / Business and Economic Development Center / Facilities Management

| | | | |
|-----------------------------|-----------------------------|------------|------------|
| Aasted, Carina M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Camp, Laurie L. | Special Projects | 07/01/2015 | 06/30/2016 |
| Chadwick, Sera L | Administrative Asst. I | 07/01/2015 | 06/30/2016 |
| Freeman, Paula M. | Clerk III | 07/01/2015 | 06/30/2016 |
| Hurts, Cedric DC. | Clerk I | 07/01/2015 | 06/30/2016 |
| Lagunas, Sergio Armando | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Lovelace, Kevin J | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Monaghan, Joanna | Clerk III | 07/01/2015 | 06/30/2016 |
| Reifschneider, Stephanie M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Ycmat, Dalisay B | Special Projects | 07/01/2015 | 06/30/2016 |

Folsom Lake College

| | | | |
|-----------------------|--------------------------------|------------|------------|
| Adams, Kale P | Special Projects | 07/01/2015 | 06/30/2016 |
| Alexandre, Celina M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Anderson, James E. | College Recv Clerk/Storekeeper | 07/01/2015 | 06/30/2016 |
| Anderson, Trevor M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Barrett, Brandon A. | Custodian | 07/01/2015 | 06/30/2016 |
| Bernabe, Ramon | Custodian | 07/01/2015 | 06/30/2016 |
| Boyd, Michael S. | Special Projects | 07/01/2015 | 06/30/2016 |
| Brackenhoff, Julia S. | Clerk III | 07/01/2015 | 06/30/2016 |
| Braun, Regina J | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Brown, Jennifer A. | Special Projects | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|--|-----------------------------|-----------------------|-----------------|
| <u>Folsom Lake College (Continued)</u> | | | |
| Brown, Jennifer A. | Special Projects | 07/01/2015 | 06/30/2016 |
| Buchanan, Sandra L. | Special Projects | 07/01/2015 | 06/30/2016 |
| Calloway, Christopher M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Carlson, Nicholas T. | Special Projects | 07/01/2015 | 06/30/2016 |
| Carter, John G. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Coburn, Jay T. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Croy, Derek A. | Special Projects | 07/01/2015 | 06/30/2016 |
| Dillon, Joan S. | Student Personnel Assistant | 05/21/2015 | 06/30/2015 |
| Dubin, Ila B. | Special Projects | 07/01/2015 | 06/30/2016 |
| Dubin, Marc A | Special Projects | 07/01/2015 | 06/30/2016 |
| Fisher, Barbara J. D. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Fowler, Kenneth J. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Freeman, Jodie | Special Projects | 07/01/2015 | 06/30/2016 |
| Friend, Justin D. | Special Projects | 06/08/2015 | 06/30/2015 |
| Friend, Justin D. | Special Projects | 07/01/2015 | 06/30/2016 |
| Gilbert, Paulette A. | Special Projects | 07/01/2015 | 06/30/2016 |
| Gilmour, Daniel J | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Godsey, Richelle N. | Special Projects | 07/01/2015 | 06/30/2016 |
| Gold, Hunter F | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Gothier, Tyler J. | Special Projects | 07/01/2015 | 06/30/2016 |
| Halsell, Jared B. | Special Projects | 07/01/2015 | 06/30/2016 |
| Heuer, Jessica E. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Howarth, Carolyn | Special Projects | 07/01/2015 | 06/30/2016 |
| Ilg, Andrew W. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Jackson, Jake Colin | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Karle, Sierra R. | Special Projects | 07/01/2015 | 06/30/2016 |
| Krezanoski, Joseph D | Special Projects | 07/01/2015 | 06/30/2016 |
| Lamb, Judy K | Special Projects | 07/01/2015 | 06/30/2016 |
| Lazaro-Thompson, Lorna J. | Clerk I | 08/17/2015 | 06/30/2016 |
| Leshchuk, Roman P. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Lewis, Devante I. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Llontop, Carlos A | Special Projects | 07/01/2015 | 06/30/2016 |
| McCarty, Jason S. | Special Projects | 07/01/2015 | 06/30/2016 |
| McDade, Patrick M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Melton, Taylor R. | Custodian | 07/01/2015 | 06/30/2016 |
| Menley, Mason T | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Miller, Megan E. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Moore, Harry M. | Bookstore Clerk I | 07/01/2015 | 06/30/2016 |
| Mussario, Anthony J. | Clerk I | 07/01/2015 | 06/30/2016 |
| Mussario, Anthony J. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Parham, Carrie A | Special Projects | 07/01/2015 | 06/30/2016 |
| Pedrosa, Sabrina I. | Special Projects | 07/01/2015 | 06/30/2016 |
| Peng, Yang-Ming | Special Projects | 07/01/2015 | 06/30/2016 |
| Pinkley-Jung, Susan C. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Pinkley-Jung, Susan C. | Instructional Assistant | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|--|-----------------------------|-----------------------|-----------------|
| <u>Folsom Lake College (Continued)</u> | | | |
| Pulley, David S. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Quesada, Scott | Special Projects | 07/01/2015 | 06/30/2016 |
| Ray, Jonathan E | Special Projects | 07/01/2015 | 06/30/2016 |
| Reade, David S. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Reis, Sandra C. | Special Projects | 07/01/2015 | 06/30/2016 |
| Rich, Jessica M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Richards, Linda M | Special Projects | 07/01/2015 | 06/30/2016 |
| Riensch-Bowman, Tyler M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Roberts, Gary V. | Special Projects | 07/01/2015 | 06/30/2016 |
| Rolls, Kate A. | Special Projects | 07/01/2015 | 06/30/2016 |
| Rolls, Luke J. | Special Projects | 07/01/2015 | 06/30/2016 |
| Ryan, Diana C. | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Sandberg, Julie L. | Administrative Asst. I | 07/01/2015 | 06/30/2016 |
| Scrogins, Joshua T. | Special Projects | 07/01/2015 | 06/30/2016 |
| Spaur, Christopher L | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Sturgill, Matthew Allen | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Toney, James J. | Special Projects | 07/01/2015 | 06/30/2016 |
| Trudeau, Holly C. | Admissions/Records Clerk I | 07/01/2015 | 06/30/2016 |
| Urquiza, Erika J | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Vadali, Ramamani | Special Projects | 07/01/2015 | 06/30/2016 |
| Vaughn, Scott C. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Villamayor, Jemma F. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Vyakhk, Natalya | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Vyakhk, Natalya | TANF/CalWORKs Specialist | 07/01/2015 | 06/30/2016 |
| Williams, James H. | Custodian | 07/01/2015 | 06/30/2016 |
| Woodson, Linda S. | Clerk III | 07/01/2015 | 06/30/2016 |
| <u>Sacramento City College</u> | | | |
| Adger, Weston T. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Agbodike, Emeka C. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Bradley, Janis A | Special Projects | 07/01/2015 | 06/30/2016 |
| Brown, April | Special Projects | 07/01/2015 | 06/30/2016 |
| Callow, Wade A | Clerk I | 05/25/2015 | 06/30/2015 |
| Callow, Wade A | Clerk I | 07/01/2015 | 06/30/2016 |
| Carr, Samuel M. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Castorena, Kathleen M. | Beginning Interpreter | 07/01/2015 | 06/30/2016 |
| Catanio, Stephen M. | Clerk II | 05/18/2015 | 06/30/2015 |
| Chen, Zhen Hui | Clerk I | 07/01/2015 | 06/30/2016 |
| Cooper, Ruth E | Custodian | 07/01/2015 | 06/30/2016 |
| Dao, Tung Duy | Custodian | 07/01/2015 | 06/30/2016 |
| Granados, Ana K. | Clerk I | 07/01/2015 | 06/30/2016 |
| Gregory, Robin L. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Hang, Kevin K. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Harbor, Nathaniel L. | Campus Patrol | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|--|-----------------------------|-----------------------|-----------------|
| <u>Sacramento City College (Continued)</u> | | | |
| Harris, Jazmine G | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Hart, Justin T | Clerk I | 07/01/2015 | 06/30/2016 |
| Hawes, Cynthia L | Special Projects | 07/01/2015 | 06/30/2016 |
| Hottman, Brandon | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Humphries, Charlotte C. | Special Projects | 07/01/2015 | 06/30/2016 |
| Ilili, Lakea C | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Ivaska, Kyle R. | Police Comm Dispatcher | 07/01/2015 | 06/30/2016 |
| Jackson, John W | Custodian | 07/01/2015 | 06/30/2016 |
| Jackson, Kathy L. | Advanced Interpreter | 07/01/2015 | 06/30/2016 |
| Jamison, Tyreece B. | Campus Patrol | 06/18/2015 | 06/30/2015 |
| Knapp, Matthew J. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Kwong, Rachel B. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Lee, Eva J | Clerk I | 07/01/2015 | 06/30/2016 |
| Lee, Matthew G. | Special Projects | 07/01/2015 | 06/30/2016 |
| Lee, Pao | Student Personnel Assistant | 07/01/2015 | 06/30/2016 |
| Long, Forest L | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Loschiavo, Tara E | Student Personnel Assistant | 05/28/2015 | 06/30/2015 |
| Loschiavo, Tara E | Student Personnel Assistant | 08/12/2015 | 06/30/2016 |
| Low, Brandon T | Clerk I | 07/01/2015 | 06/30/2016 |
| Marsant, Stanislav P. | Clerk I | 07/01/2015 | 06/30/2016 |
| Mason, Stephen P. | Admissions/Records Clerk I | 07/01/2015 | 06/30/2016 |
| Mathews, Mona M. | Special Projects | 07/01/2015 | 06/30/2016 |
| Meyer, Stephen D | Custodian | 07/01/2015 | 06/30/2016 |
| Mistyuk, Sergei | Special Projects | 07/01/2015 | 06/30/2016 |
| Morrison, Colleen M. | Clerk I | 07/01/2015 | 06/30/2016 |
| Noureddine, Soha Mohammad | Clerk I | 07/01/2015 | 06/30/2016 |
| Nurse-Williams, Leon D. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Nurse-Williams, Marquise L. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Ortiz, Rodion B. | Custodian | 07/01/2015 | 06/30/2016 |
| Pacheco, Joseph B. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Pair, Jacqueline S. | Custodian | 07/01/2015 | 06/30/2016 |
| Pottenger, Raymond S. | Custodian | 07/01/2015 | 06/30/2016 |
| Power, Maggie A. | Clerk I | 07/01/2015 | 06/30/2016 |
| Raynard, Paul D. | Clerk I | 07/01/2015 | 06/30/2016 |
| Rendon, Rosendo | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Rodriguez, Joseph H. | Special Projects | 07/01/2015 | 06/30/2016 |
| Ross, D'Anthony W. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Rouse, Marcia-Louise C. | Admissions/Records Clerk II | 06/01/2015 | 06/30/2015 |
| Rouse, Marcia-Louise C. | Admissions/Records Clerk II | 07/01/2015 | 06/30/2016 |
| Rybikov, Andrey | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Sanchez, Gina L. | Clerk I | 07/01/2015 | 06/30/2016 |
| Sasser, Sherene | Student Personnel Assistant | 05/12/2015 | 06/30/2015 |
| Sayson, Edwin V. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Seremai, Dj-Lou | Financial Aid Clerk I | 07/01/2015 | 06/30/2016 |
| Serpa, Jennifer A. | Special Projects | 07/01/2015 | 06/30/2016 |

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>End Date</u> |
|--|-------------------------|-----------------------|-----------------|
| <u>Sacramento City College (Continued)</u> | | | |
| Silva, Donald T. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Singh, Gurpreet | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Singh, Neha N. | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Smith, Darrell L | Custodian | 07/01/2015 | 06/30/2016 |
| Sobers, Nicole E. | Clerk I | 07/01/2015 | 06/30/2016 |
| Tiapula, Thomas S | Campus Patrol | 07/01/2015 | 06/30/2016 |
| Tuaeva, Alevtina V. | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Velasquez, Joshua L | Sports Program Director | 07/01/2015 | 06/30/2016 |
| Waldorf-Sifuentes, Sol | Instructional Assistant | 07/01/2015 | 06/30/2016 |
| Wartan, Anna L. | Special Projects | 07/01/2015 | 06/30/2016 |
| Whitenight, Carrie B. | Special Projects | 07/01/2015 | 06/30/2016 |

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

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

BACKGROUND:

The District is in the process of upgrading the keying and electronic access to all buildings at each campus. The upgrade process is being staged at each campus into two phases – the first phase will upgrade the electronic access to all buildings; the second phase will upgrade the interior door locks and keys using the secure lock system (the hardware) known as “Medeco.” The Medeco lock system was approved by the Board of Trustees in October 2012.

American River College keying and electronic access upgrades are in progress. Cosumnes River College is scheduled next for the upgrade, followed by Folsom Lake College and then Sacramento City College. These upgrades will be completed over the next two years.

This contract award will complete the first phase of upgrading the electronic access to the buildings at Cosumnes River College. The new electronic access will include card swipe readers and associated electronic locks and controls, primarily on the exterior doors of each building.

STATUS:

The plans and specifications were publicly advertised for bids. Bidders were asked to provide a lump sum bid amount. A total of three (3) bids were received.

| | |
|-----------------------------|---------------------|
| <u>Contractor</u> | <u>Total Bid</u> |
| SecureCom, Inc. | \$645,000.00 |
| SW Allen Construction, Inc. | \$797,990.00 |
| Bobo Construction, Inc. | \$868,000.00 |



RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for Bid #15020R to SecureCom, Inc. for a total contract amount of \$645,000.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: July 8, 2015

| | | | |
|------------------------------------|---|------------------------------|---|
| SUBJECT: | Civitas Learning Update | ATTACHMENT: None | |
| | | ENCLOSURE: None | |
| AGENDA ITEM: | Information Item A | TYPE OF BOARD CONSIDERATION: | |
| RECOMMENDED BY: |  Susan L. Lorimer | CONSENT/ROUTINE | |
| | | FIRST READING | |
| APPROVED FOR CONSIDERATION: |  Brian King | ACTION | |
| | | INFORMATION | X |

BACKGROUND:

In August 2014, the Board of Trustees approved a contract with Civitas Learning to purchase its predictive analytics software program named Illume. Predictive analytics is the use of predictive data modeling tools to identify patterns within large and complex data sets, student segments based on behavior patterns, intervention opportunities and tipping points, and other lead measures to inform strategic, tactical, and/or operational decision making. The product is intended to support the District’s 2016 Strategic Plan development process which will begin in fall 2015 and to identify opportunities to make specific and targeted adjustments to help students achieve their educational goals.

STATUS:

Following purchase of the Illume product, District information technology and institutional research professionals worked with Civitas Learning engineers to transfer five years of PeopleSoft student enrollment, outcomes, and service use data for inclusion in Illume. Civitas CEO Mark Milliron will provide a demonstration of the Illume product using Los Rios Data, followed by a District staff presentation on next steps for fully implementing Illume at Los Rios.

RECOMMENDATION:

This item is presented for the Board of Trustees’ information and discussion.