

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, November 9, 2016
5:30 pm

MEETING LOCATION:

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

1. CALL TO ORDER

Board President

2. ORAL COMMUNICATIONS

The public may comment on any items within the Board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.

3. CONSENT CONSIDERATIONS

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

A. Board Meeting Minutes: September 30 - October 1 and October 19, 2016	Brian King
B. Scheduling of the Board of Trustees Annual Organizational Meeting	Brian King
C. Resolution No. 2016-17: Board of Trustees Absences	JP Sherry
D. Curriculum Proposals: ARC/CRC/FLC/SCC	Susan L. Lorimer
E. Board Policy Revisions: Protected Class Descriptions (P-2113, 2211, 2412, 2423, 5111, 6111, 7841, 8321, 8841, 9111)	JP Sherry
F. Appointment: Citizens' Bond Oversight Committee	Theresa Matista
G. District Quarterly Financial Status Report (311Q)	Theresa Matista
H. Los Rios Foundation Quarterly Investment Report	Theresa Matista
I. Special Event Authorization	JP Sherry
J. Ratify: Grants and Contracts Awarded	Susan Lorimer
K. Ratify: New Contracts and Renewals	Theresa Matista
L. Ratify: Affiliation and Other Agreements	Theresa Matista
M. Ratify: Bid Transactions	Theresa Matista
N. Disposition of Surplus Equipment	Theresa Matista
O. Purchase Orders, Warrants, Checks and Electronic Transfer	Theresa Matista
P. 2016-17 Sabbatical and Professional Development Leaves	Brian King
Q. Regular Human Resources Transactions	Brian King

4. FIRST READING

A. Draft 2017 Board Meeting Calendar	Brian King
B. Board Policy Creation: P-8911 Safety and Security (Clery Act)	JP Sherry
C. Board Policy Revision: P-2332 Academic Advising Program	JP Sherry
D. Board Policy Revisions: P-1413 Use of Outdoor Areas; P-3213 Meeting Procedures	JP Sherry

5. INFORMATION

A. Career Technical Education	Susan L. Lorimer
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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. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
Deborah Ortiz President ▪ Area 6	Ruth Scribner Vice President ▪ Area 4	Dustin Johnson ▪ Area 1 Robert Jones ▪ Area 2 John Knight ▪ Area 3	Pamela Haynes ▪ Area 5 Kay Albiani ▪ Area 7 Marianna Sousa ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
December 14, 2016 ▪ Regular Board Meeting ▪ Location: District Office			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.losrios.edu			
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: November 9, 2016

SUBJECT:	Board Meeting Minutes: September 30 – October 1 and October 19, 2016	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

The minutes of the Board of Trustees meetings held on September 30 – October 1 and October 19, 2016 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meetings held on September 30 – October 1 and October 19, 2016.



LOS RIOS COMMUNITY COLLEGE DISTRICT

Board of Trustees Retreat
Friday, September 30, 2016 - 5:30 p.m.
Saturday, October 1, 2016 - 9:00 a.m.

FRIDAY, SEPTEMBER 30, 2016

1. CALL TO ORDER

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

Present:

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

Brian King, Chancellor

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CLOSED SESSION

The Board Members went into closed session at 5:33 p.m. to consider the matter listed below:

- A. Pursuant to Govt. Code § 54957: Public Employee Evaluation and Contract: Contract Officers

No reportable action was taken in closed session.

4. OPEN SESSION

Open Session resumed at 6:30 p.m.

5. ACTION

- A. Contract Officer Contracts

A motion was made by Mr. Johnson, seconded by Mr. Knight, that the Board of Trustees:

a) Extend the contracts to June 30, 2019 for the District Officers listed:

Ryan Cox, Associate Vice Chancellor of Human Resources
Thomas Greene, President, American River College
Susan Lorimer, Deputy Chancellor
Pablo Manzo, Associate Vice Chancellor of Facilities Management
Theresa Matista, Vice Chancellor, Finance & Administration
Jamey Nye, Associate Vice Chancellor, Instruction
Victoria Rosario, Associate Vice Chancellor of Student Services
JP Sherry, General Counsel

b) Extend the contracts to June 30, 2018 for the District Officers listed:

Edward Bush, President, Cosumnes River College
Rose Ramos, Associate Vice Chancellor, Finance

c) Grant annual step increases to those eligible on the Management Salary Schedule as listed:

Edward Bush, President, Cosumnes River College (from B/1 to B/2)
Thomas Greene, President, American River College (from B/2 to B/3)
Susan Lorimer, Deputy Chancellor (from C/3 to C/4)
Theresa Matista, Vice Chancellor, Finance & Administration (from B/3 to B/4)
Doug Meline, Associate Vice Chancellor, Information Technology (from A/2 to A/3)
Jamey Nye, Associate Vice Chancellor, Instruction (from A/1 to A/2)
Rose Ramos, Associate Vice Chancellor, Finance (from A/1 to A/2)

Motion carried; 7:0

6. FUTURE DIRECTIONS DISCUSSION

- A. Los Rios Budget & Enrollment Update
- B. Draft 2017 Board Meeting Calendar
- C. Board Self Evaluation
- D. Board Requested Information Items and Future Agenda Items
- E. Strategic Timeline for Student Access/Success: Major Initiatives for LRCCD

ADJOURNMENT (7:15 p.m.)

A motion was made by Ms. Albiani, seconded by Mr. Johnson, that the meeting be continued to Saturday, October 1 at 9:00 am.

Motion carried; 7:0

SATURDAY, OCTOBER 1, 2016

President Ortiz called the meeting to order at 9:00 a.m.

7. UPDATE AND DISCUSSION OF DISTRICT STRATEGIC PLAN: 2015-16 ACHIEVEMENTS / 2016-17 GOALS

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

GOAL 1: Establish effective pathways that optimize student access and success.

1. American River College
2. Cosumnes River College
3. Folsom Lake College
4. Sacramento City College
5. Los Rios Trend Lines Update
6. Basic Skills Pilot

GOAL 2: Ensure equitable academic achievement across all racial, ethnic, socioeconomic and gender groups.

1. Student Success Scorecard Update: As required by Education Code, Section 84754.5 (d), the results of the 2016 Scorecard reports were presented for American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College, including data on completion, persistence, 30-units, remedial mathematics, remedial English, remedial English as a second language, and career technical program completion. Board members asked questions regarding student progress and how the Scorecard data related to the annual District Trend Line data on student access and success.
2. Accreditation Update

GOAL 3: Provide exemplary teaching and learning opportunities.

1. Recruitment & Hiring Statistics

GOAL 4: Lead the region in workforce development.

1. Workforce Development Update
2. Resource Development Update

GOAL 5: Foster an outstanding working and learning environment.

1. District Technology Plan
2. Building/Bond Program Update

8. OPEN BOARD DISCUSSION

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

9. ADJOURNMENT

President Ortiz adjourned the meeting at 1:02 p.m.

Brian King

Chancellor and Secretary to the Board of Trustees

Draft minutes presented to the Board of Trustees: November 9, 2016



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, October 19, 2016

1. CALL TO ORDER

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

Present:

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

Ms. Marianna Sousa, Student Trustee

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CONSENT CONSIDERATIONS

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

Roll Call Vote:

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

No: None

*Absent: Haynes, Scribner, Sousa**

Motion carried; 5:0

**Trustees Pamela Haynes, Ruth Scribner, and Student Trustee Marianna Sousa arrived at 5:32 p.m.*

A. *Board Meeting Minutes: September 7, 2016*

That the Board of Trustees approve the minutes of the meeting held on September 7, 2016.

B. Curriculum Proposals: ARC/CRC/SCC

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

C. Board Policy Revision: Solicitation, Advertising and Business Activities (P-1313)

That the Board of Trustees approve the proposed revisions to board policy P-1313: Solicitation, Advertising and Business Activities.

D. Resolution No. 2016-16: Liability Coverage for District Volunteers

That the Board of Trustees approve/adopt Resolution No. 2016-16 regarding liability coverage for volunteers.

E. Ratify: Grants and Contracts Awarded

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

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
CA Early Childhood Mentor Program (Renewal) <ul style="list-style-type: none"> • Funds to support the Mentor program. • 8/1/2016 through 7/31/2017 • Administrator: Amy Strimling, Professor 	SCC	\$650	Chabot-Las Positas CCD
CA Early Childhood Training Consortium – Campus Coordinator and Instructional Agreement (Renewal) <ul style="list-style-type: none"> • Funds to support coordination of and instruction in the Child Development Training Program. • 9/1/2016 through 6/30/2017 • Administrator: Laurie Perry, Professor/Coordinator 	SCC	\$20,400	Yosemite CCD/CDTC

F. Ratify: New Contracts and Renewals

That the Board of Trustees ratify the service and professional service agreements listed herein pursuant to board policy 8315.

CONTRACTS					
Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
Inspector for SCC Infrastructure – Hydronic Modifications at Multiple Bldgs.	\$18,200.00	I	9/27/16 – 9/27/18	David Symmank	Facilities Management
EWC ongoing local, regional and statewide services, technical assistance and research to Center of Excellence	\$15,000.00	I	9/27/16 – 6/30/17	Aaron Wilcher	Center of Excellence

G. Ratify: Affiliation and Other Agreements

That the Board of Trustees ratify and/or approve the agreements identified in the October board agenda packet.

H. Ratify: Bid Transactions

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
15038	CRC B5 104, remodel of Business Science Building Complex Classroom 104. Change reflects expenses required to support project execution.	\$6,947.17	2	Abide Builders, Inc.	\$425,170.18

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
17002	ARC Paint Exterior of the Library	6	9/2/16	JPB Designs, Inc.	\$133,700

BID AWARDS- BIDDERS FOR 17002 ARC PAINT EXTERIOR OF THE LIBRARY	
Contractor Name	Total Bid
JPB Designs Inc	\$ 133,700.00
D&H Painting	\$ 136,000.00
River City Painting	\$ 154,222.00
A Plus Painting	\$ 154,800.00
Euro Style Management	\$ 173,000.00
TPA Construction Inc	\$ 201,000.00

I. Disposition of Surplus Equipment

That the Board of Trustees approve the disposal of the items listed in the October board agenda packet per Education Code section 81452.

J. Purchase Orders, Warrants, Checks, and Wires

That the Board of Trustees approve the numbered purchase orders, warrants, checks, and wires issued during the period of September 16, 2016 through October 15, 2016.

PURCHASE ORDERS			
General Fund	0001088602-0001089026 B117583-B117649	\$ 4,560,779.15	
Capital Outlay Fund	0003016944-0003016968		
Child Development Fund	0006000777-0006000779 B617012-B617013		
Self-Insurance Fund	-		
WARRANTS			
General Fund	735929-737191	\$ 11,440,525.65	
General Fund-ARC Instructional Related	006626-006722		
General Fund-CRC Instructional Related	022354-022386		
General Fund-FLC Instructional Related	030914-030938		
General Fund-SCC Instructional Related	045400-045509		
Capital Outlay Fund	831176-831264		
Student Financial Aid Fund	900000-900002		
Child Development Fund	954256-954262		
Self-Insurance Fund	976333-976336		
Payroll Warrants	320345-321734		\$ 18,699,413.10
Payroll-Direct Deposit	806949-811472		
September Leave Process	321735-324708		
Payroll Vendor Warrants	60899-61031		
CHECKS			
Financial Aid Disbursements	2274310-2274677	\$ 16,732,027.21	
Clearing Checks	2625-2625	\$ 330.00	
Parking Checks	-	\$ -	
Bookstore Fund – ARC	30710-30868	\$ 2,397,271.56	
Bookstore Fund – CRC	026837-026875		
Bookstore Fund – FLC	9453-9499		
Bookstore Fund – SCC	048500-048552		
Student Clubs Agency Fund – ARC	4993-5041	\$ 144,019.00	
Student Clubs Agency Fund – CRC	4052-4100		
Student Clubs Agency Fund – FLC	2114-2147		
Student Clubs Agency Fund – SCC	3437-3465		
Foundation – ARC	5029-5093	\$ 148,278.79	
Foundation – CRC	2112-2179		
Foundation – FLC	1193-1207		
Foundation – SCC	3856-3873		
Foundation – DO	0801-0808		
Associated Students Trust Fund – ARC	-	\$ 699.95	
Associated Students Trust Fund – CRC	0668-0669		
Associated Students Trust Fund – FLC	-		
Associated Students Trust Fund – SCC	-		
Regional Performing Arts Center Fund	USI Check System 4084-4145 Manual Checks 9127-9127	\$ 472,970.86	
WIRES			
Board of Equalization	-	\$ -	
PARS	-	\$ -	
Vendors	-	\$ -	
Backup Withholding	-	\$ 1,477.80	
Retiree Health Trust	-	\$ -	
Self-Insurance	-	\$ 107,485.73	
Bookstore	-	\$ 181,569.96	

K. Regular Human Resources Transactions

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

4. FIRST READING

A. Board Policy Revisions: Protected Class Descriptions (P-2113, P-2211, P-2412, P-2423, P-5111, P-6111, P-7841, P-8321, P-8841, P-9111)

Revisions to board policies P-2113, P-2211, P-2412, P-2423, P-5111, P-6111, P-7841, P-8321, P-8841 and P-9111 were presented to the Board of Trustees for first reading and discussion.

5. ACTION

A. Contract Award: Wide Area Network (WAN) Services Multipoint Connectivity

A motion was made by Ms. Haynes, seconded by Mr. Johnson, that the Board of Trustees award the contract for Bid #17003 to Comcast Business for the total contract amount of \$2,198,192.80 for five years.

Roll Call Vote:

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

No: None

Motion carried; 7:0

Student Advisory Vote: Aye

6. INFORMATION

A. Annual Legislative Update

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

7. BOARD MEMBER REPORTS

Trustee Haynes participated in the opening of the Hawk Spot Student Food Pantry at Cosumnes River College, Sacramento City College's 100th anniversary celebration, and the districtwide Implicit Bias training at Folsom Lake College.

Trustee Scribner participated in the SCC-Davis Center Phase II Groundbreaking, Sacramento City College's 100th anniversary celebration, and has had the opportunity to meet with a variety of groups recently.

Trustee Knight attended the Placerville Kiwanis Club meeting at which President Rosenthal was the featured speaker.

Trustee Albiani participated in Los Rios' panel presentation the ACCT Leadership Congress along with Chancellor King, Trustee Johnson, Trustee Jones and Dean Murakami on the District's collective bargaining process and its unique "bucket" funding model.

Student Trustee Sousa participated in Cosumnes River College's Student Leadership Summit. She reported that the agreed upon focus for Lobby Day will be AB 2017.

8. FUTURE AGENDA ITEMS

No future agenda items were discussed.

9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

April Robinson, President, Classified Senate, Cosumnes River College
Ginni May, President, Districtwide Academic Senate
Dean Murakami, President, LRCFT

Chancellor's Report:

ARC: Upon invitation from ARC's UNITE program, 1992 Nobel Peace Prize winner Dr. Rigoberta Menchu Tum of Guatemala delivered a message of peace and goodwill to approximately 300 ARC students, faculty and staff on Monday, October 3. Menchu Tum is widely known as a leading advocate for Indian rights and ethno-cultural reconciliation, not only in Guatemala but throughout the Western Hemisphere. A number of media outlets were present to record the event, and a story was published in Vida en el valle (see link below). UNITE, located at ARC's Community and Diversity Center, provides a welcoming and inclusive environment that engages the campus community in brave dialogue about diversity, social justice and equity.

CRC: It is estimated that close to 20,000 people came out to CRC from around the state for the Tiny House Competition, sponsored by SMUD. The day included speakers, exhibits and the opportunity to tour the tiny houses, many waiting in line hours to see the inside of them. The competition, in which nine colleges and universities competed, promoted energy conservation and efficiency, green building, and solar technologies. This type of event is new to the area and challenged the teams to design and build net-zero, tiny solar houses. The event is modeled after the U.S. Department of Energy's Solar Decathlon. Teams spent the last two years designing and building their tiny houses. CRC's team, which included students from the architecture, construction management, construction, welding, architecture design technology, and horticulture programs, put a lot of effort into the college's entry. The winners were: Architecture: Laney College; Energy: Santa Clara University; Home Life: UC Berkeley; Communications: Santa Clara University. The overall Tiny House Champion 2016 was Santa

Clara University. CRC's tiny house came in 4th overall, beating out Sac State, Chico State, Fresno State, San Jose City College and College of Sequoias.

FLC: Facility renovations are currently underway to turn Folsom Lake College's Innovation Center into a comprehensive makerspace. The vision of the college, with the help of a \$50,000 commitment from Intel that was featured in the September 2016 issue of Comstock's Magazine, is to create one of the first makerspaces on a California community college campus that will enable students from all disciplines to tackle open-ended, real world challenges, preparing them for careers involving innovation, creativity, and invention, and helping them to become more competitive in a rapidly changing job market. Faculty member Zack Dowell recently completed the development of seven MAKR courses and three certificate programs in Modern Making, which are believed to be the first of their kind in the state.

SCC: Sacramento City College's Open House & Fair on October 15, celebrating the college's 100th anniversary, was a huge success! Despite the rain, an estimated 3,000 people attended the event throughout the day. Notable attendees included an alumni owner of one of the food trucks brought on campus for the event, the SCC's 1951 student body president, Los Rios Trustees Pamela Haynes and Ruth Scribner, and Chancellor Brian King.

The "Cats on Campus" presentation, which featured live wildcats, drew a standing room only crowd in the Performing Arts Center. Additionally, more than 300 people watched the opening of a time capsule from 1991, and both showings of the Chemistry Department's demonstration of chemical explosions. The night ended with a thrilling homecoming football game against Sierra College that the SCC Panthers won, 21-20, in overtime during a driving rain storm!

Chancellor King announced the following retirements:

Retirement			Years of Service
Gayle Williams	Accounting Professor	SCC	9
Frank Smith	Police Officer	DO	14+
Judith Johnson	Nursing Professor	SCC	15
Mary McDermott	Foster and Kinship Care Education/YESSILP Coordinator	ARC	17
Rachel Rosenthal	College President	FLC	19
Mary Ann Robinson	Public Services Librarian	SCC	19
John Djubek	Lead Laboratory Technician – Mechanics	ARC	19+

10. CLOSED SESSION

General Counsel Sherry announced closed session. The following Board members went into closed session at 6:45 pm to consider the matters listed below: Ms. Albiani, Ms. Haynes, Mr. Johnson, Mr. Jones, Mr. Knight, Ms. Ortiz, and Ms. Scribner.

- A. Pursuant to Government Code section 54957; Public Employee Performance Evaluation: Chancellor
- B. Pursuant to Government Code section 54957.6; Conference with Labor Negotiators – Agency designated representative: Ryan Cox; Unrepresented Employee: Chancellor

*Closed Session Adjourned: 8:30 pm
Open Session: 8:31 pm*

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

In the closed session matter identified as Item 10.A, the Board of Trustees deemed that the Chancellor's performance for 2015-2016 was satisfactory.

12. ACTION

A. Chancellor's Contract

A motion was made by Ms. Haynes seconded by Mr. Johnson, that the Board of Trustees approve a five percent (5%) increase to the Chancellor's base pay effective July 1, 2016 to \$309,665, and extend the his contract for one year to June 30, 2020. For the 2017-2018, 2018-2019 and 2019-2020 years, if the Chancellor meets the indicators of achievement reflected in the performance goals set by the Board and his overall performance is deemed satisfactory in the prior year review, the Chancellor's base salary for that year shall be increased by up to five percent (5%) for the contract year, and for the 2016-2017 year the Chancellor shall receive \$15,000 in Deferred Compensation to an appropriate 403b or 457 plan."

Roll Call Vote:

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

No: None

Motion carried; 7:0

13. ADJOURNMENT

President Ortiz adjourned the meeting at 8:32 p.m.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

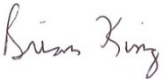

Draft minutes presented to the Board of Trustees: November 9, 2016.

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LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Scheduling of Board of Trustees Annual Organizational Meeting	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

STATUS

In compliance with Education Code section 35143, the Board of Trustees is required to schedule an annual organizational meeting “within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar.” The 15-day period for 2016 is December 2-16.



RECOMMENDATION:

It is recommended that the Board of Trustees schedule the annual organizational meeting for Wednesday, December 14, 2016 at 5:30 p.m.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Resolution № 2016-017: Board of Trustees Absences	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

STATUS:

Pursuant to the Education Code section 72024, district policy provides that a board member will be paid for any meeting when absent if the Board adopts a resolution that at the time of the meeting the Board member was performing other services for the Los Rios Community College District, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the attached Resolution № 2016-17 which specifies that trustees be compensated for absences as indicated.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2016-17

BOARD OF TRUSTEES ABSENCES

WHEREAS, Education Code § 72024 governs payments of compensation to trustees, and

WHEREAS, that section provides that trustees shall be compensated for board meetings not attended when excused for one of the specified reasons by formal resolution of the board, and

WHEREAS, the Board desires to excuse certain absences: Now, therefore,

BE IT RESOLVED that the trustee(s) listed below shall be compensated for absence(s) as indicated:

DATE	NAME	REASON FOR ABSENCE
May 11, 2016	Kay Albiani	Illness

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2016-17 this ninth day of November, 2016, by the following called vote:

AYES	NOES	ABSENT
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Deborah Ortiz, Board President



Attest:

Brian King
Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

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

STATUS:

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs; general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The enclosed curriculum was approved at the October 28, 2016 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Al Ahmadi, Joe Gilman, Bill Simpson, Marie Schirmer, Frank Kobayashi; Cosumnes River College – Michael Lawlor (Chair), Brian Noel, Lee Weathers-Miguel, Amanda Wolcott-Paskey, Whitney Yamamura; Folsom Lake College – Eric Wada, John Alexander, Monica Pactol; Sacramento City College – Dyan Pease, Brett Thomas, Richard Yang, Mary Turner; District Senate – Ginni May; Articulation Officer – Lynn Fowler; District Office – Jamey Nye; and Student Representative: Daniel Moreno.

RECOMMENDATION:

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

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

November 9, 2016

COURSE PROPOSALS

Course Deletions

American River College

1. **TMACT 350 Softball, Fast Pitch (1.00 unit)**

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

Cosumnes River College

1. **CISN 330 Data Communication and Networking Fundamentals (3.00 units)**

Justification: We replaced CISN 330 with CISN 304, which is the number used by our sister colleges to teach this material.

2. **CISS 301 Ethical Hacking (2.00 units)**

Justification: We replaced CISS 301, which is two units, with the three-unit 356 for C-ID and CAE/2Y purposes.

Folsom Lake College

1. **AH 108 Introduction to Allied Health (1.00 unit)**

Justification: Folsom Lake College offers AH110 which covers much of the same material and is the preferred choice for our Allied Health programs.

2. **ESLW 85 Parts of Speech (2.00 units)**

Justification: The FLC ESL Department is deleting ESLW 85 from our program. Only students at ESL level 50 or higher are eligible to take the course based on the prerequisite of ESLR 40 (Intermediate-Low Reading) and ESLW 40 (Intermediate-Low Writing) with grades of "C" or better; or placement through the LRCCD ESL assessment process. The ESL Department sees a greater need for a lower level Parts of Speech course and would like to replace this course with a Parts of Speech course for students at ESL levels 20, 30, and 40.

3. **NATR 495 Independent Studies in Natural Resources (1.00 - 3.00 units)**

Justification: There are no plans to offer this course in the next few years.

4. **NATR 499 Experimental Offering in Natural Resources (0.50 - 4.00 units)**

Justification: There are no plans to offer this course in the next few years.

Sacramento City College

1. **ACCT 131 Fundamental Payroll Administration (1.50 units)**

Justification: This course was created as a required course in the Payroll Practitioner certificate, which will soon be submitted for deletion. This course is no longer needed.

2. **ACCT 132 Intermediate Payroll Administration (1.50 units)**

Justification: This course was created as a required course in the Payroll Practitioner certificate, which will soon be submitted for deletion. This course is no longer needed.

3. **ACCT 133 Advanced Payroll Administration (1.50 units)**

Justification: This course was created as a required course in the Payroll Practitioner certificate, which will soon be submitted for deletion. This course is no longer needed.

4. **ACCT 134 California Payroll Administration (1.50 units)**

Justification: This course was created as a required course in the Payroll Practitioner certificate, which will soon be submitted for deletion. This course is no longer needed.

5. **BIOL 390 Natural History Field Study (0.50 - 4.00 units)**

Justification: This course number is being deleted because the multiple courses contained within BIOL 390 have all been migrated to the BIOLFS designator. BIOL 390 formerly contained multiple field courses however the course repeatability prohibitions made such duplication untenable.

6. **BUS 205 Entrepreneurship Quick Start (6.00 units)**

Justification: This course was reviewed for the purpose of program review and is being deleted because it does not fit with the department plans for offering small business courses in the future.

7. **BUS 294 Topics in Business (0.50 - 4.00 units)**

Justification: The Business Department is deleting this course as part of program review because the department no longer feels the need for a topics course in business and will use an experimental instance if the need arises for a new topic or course.

8. **MKT 316 Public Relations (3.00 units)**

Justification: This course has been reviewed as part of program review and the department has decided that the course no longer meets the needs of our students.

9. **RE 344 Advanced Appraisals (3.00 units)**

Justification: As part of program review the department has decided to delete this course because it is not part of the core real estate program and has never been offered.

10. **SOCSC 493 Topics in International Studies (0.50 - 4.00 units)**

Justification: This course has been replaced by IS 494.

11. **SOCSC 495 Independent Studies in Social Science (1.00 - 3.00 units)**

Justification: The Social Science A. A. degree has been eliminated from our course catalog and thus there is no need to keep SOCSC 495.

12. **SOCSC 499 Filipina/o Experience in America (0.50 - 4.00 units)**

Justification: The Social Science A. A. degree has been removed from our catalog and thus there is no need to keep this course.

New to District Courses

American River College

1. **ARTPH 498 Work Experience in Art Photography (1.00 - 4.00 units)**

Prerequisite: None.

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

Enrollment Limitation: Students must be in a paid or unpaid internship, volunteer position, or job related to art with a cooperating site supervisor. Students are advised to consult with the Art Photography Department faculty to review specific certificate and degree work experience requirements.

60.00 - 300.00 hours laboratory

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within the field of art photography. It is designed for students interested in work experience and/or internships in transfer-level degree occupational programs. Course content includes understanding the application of education to the workforce, completion of Title 5 required forms which document the student's progress and hours spent at the work site, and developing workplace skills and competencies. During the semester, the student is required to complete 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. First-time participants are also required to attend a weekly orientation, the first class meeting, a mid-semester meeting, and a final meeting. Returning participants are required to attend the first class meeting, a mid-semester meeting, and a final meeting and may meet individually with the instructor as needed to complete a work site observation and all program forms, receive updates, and assignments. Students may take up to 16 units total across all Work Experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

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

2. **BIOL 375 Marine Ecology (3.00 units)**

Prerequisite: None.

Advisory: MATH 32, MATH 42, or STAT 105 with a grade of "C" or better; and eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.

54.00 hours lecture

This course for non-science majors is an introduction to the marine physical environment, the diversity of marine life, and the complex interactions between the two. It uses the marine environment as a model for introducing the key concepts of the scientific method, ecology, evolution, biodiversity, and sustainability.

Justification: This course will offer a non-majors General Education level option to meet the non-lab science requirements for A.A. or for transfer. It will teach key biological/ecology concepts and illustrate the scientific method using the oceans and marine life as the model. The department's plan is to offer this online and also have it available as part of future study abroad offerings. Right now ARC offers multiple sections of BIOL 300, one section of BIOL 352 per semester (Conservation Biology), and one section per year of BIOL 301 (Evolution) as the non-major, non-lab class options. We would like to add another option that students could use to fulfill this particular requirement. This course would complement the BIOL 300 offering which is more focused on cell/molecular biology and the human body. Having this course online will also expand the GE transfer-level course options provided by ARC. This is not intended to compete with BIOL 370 (Marine Biology) or GEOL 330/331(Oceanography) as these courses are 4-unit courses with labs.

3. **DRLTH 103 Drywall Lathing Trade Safety (1.50 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Drywall-Lathing Apprentice.

24.00 hours lecture, 12.00 hours laboratory

This course covers trade safety for drywall lathing apprentices including hospital safety, rough terrain lift truck operation, and first aid and CPR.

Justification: This course is a new course for the existing Drywall Lathing Apprenticeship Program. It is a required course in the State of California mandated Drywall Lathing Apprenticeship, covering hospital safety, rough terrain lift truck operations, and first aid and CPR.

4. **ET 309 Soldering and Cabling Quality Standards (3.00 units)**

Prerequisite: None.

Advisory: ET 115 and 308

54.00 hours lecture

This course covers Interconnecting and Packaging Council (IPC) standards for the inspection and evaluation of printed circuit boards and cable assemblies used in the electronics industry. It prepares students to take the tests for IPC Electronic Circuits Specialist and Certified IPC Application Specialist certifications. Field trips may be required.

Justification: This new course is required/recommended for electronic technology students who are interested in working in various local industries which inspect, build, or repair printed circuit boards and/or cable assemblies. It prepares students to take the tests for IPC Electronic Circuits Specialist and Certified IPC Application Specialist certifications that are valued by local employers.

5. **HORT 208 Interior Plants (2.00 units)**

Prerequisite: None.

18.00 hours lecture, 54.00 hours laboratory

This course examines the indoor plant maintenance business as well as interior plant care for retail use. It includes plant identification and selection, location and design practices, care and maintenance, as well as purchasing and sales aspects. Field trips may be required.

Justification: This course introduces the identification of retail and design aspects of interior plants. It covers selection, installation, management, and maintenance of plantings within buildings as well as the effects of interior plants on people and their environment. This interior plant course is important for floral students as well as horticulture students. Floral students need to understand how to care for the plants within a retail aspect. Horticulture at ARC is lacking the interior plant curriculum and the industry needs and wants ARC to be educating students regarding this aspect of horticulture. This course will be added to floral certificate to enhance the quality of the floral certificate.

6. **PLUMB 100 Introduction to the Trade (4.50 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

69.00 hours lecture, 39.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to the history of the trade and the role and responsibilities of an apprentice. It also covers tool and equipment safety and rigging.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering the history of the trade, the role and responsibilities of an apprentice, tool and equipment safety, and rigging.

7. **PLUMB 110 Plumbing Science, Fixtures, and Rigging (4.00 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

62.00 hours lecture, 46.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to plumbing science and mechanics. It also covers various plumbing fixtures and rigging operations.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering the science and mechanics of plumbing, plumbing fixtures, and rigging.

8. **PLUMB 120 Gas Welding and Brazing (2.00 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

6.00 hours lecture, 102.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to welding techniques and principles of Oxygen/Acetylene burning, brazing, soldering, and welding.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering welding, burning, brazing, and soldering techniques.

9. **PLUMB 121 Basic Arc Welding and Drawings (4.00 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

60.00 hours lecture, 48.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to welding techniques and principles of arc and oxy-fuel welding and basic working drawings.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering the safe use of hand and power tools to perform arc welding, oxy-fuel welding, and plasma cutting. It also covers the reading of working drawings.

10. **PLUMB 122 Advanced Arc Welding (2.00 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

8.00 hours lecture, 100.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to advanced welding techniques and principles of arc and oxy-fuel welding.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters

Apprenticeship covering the safe use of hand and power tools to perform arc welding, oxy-fuel welding, and plasma cutting.

11. **PLUMB 130 Gas and Water Supply (4.50 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

72.00 hours lecture, 36.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to the supply and treatment of potable water and the design and construction of potable water conveyance systems. It also covers the use of natural gas and liquid propane systems as applied to the plumbing industry.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering gas and water supply design, construction, and conveyance systems.

12. **PLUMB 140 Advanced Drawings and Drainage (4.00 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

63.00 hours lecture, 45.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to advanced building plans and specifications. It also covers drainage systems in residential and commercial settings.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering advanced drawing and drainage.

13. **PLUMB 160 Uniform Plumbing Code and Medical Gas (5.50 units)**

Prerequisite: None.

Enrollment Limitation: Must be a registered Plumber and Pipefitter Apprentice.

98.00 hours lecture, 10.00 hours laboratory

This course introduces the Plumber and Pipefitter Apprentice to plumbing system code requirements. It also covers installation, testing, and inspection procedures for medical gas and vacuum systems.

Justification: This course is part of a new apprenticeship program we are creating at American River College. It is a required course in the State of California mandated Plumbers and Pipefitters Apprenticeship covering uniform plumbing codes and medical gas systems.

1. **ESLG 110 Grammar for Intermediate-High ESL Students (2.00 units)**

Prerequisite: ESLG 51 and ESLW 40 with grades of "C" or better, or equivalent skills demonstrated through the assessment process.

36.00 hours lecture

This course is intended for English language learners who need to develop an understanding of English grammar to study at the college level. It continues to build competency in the English verb tense system and provides instruction in more advanced clause structures, such as noun clauses, adverb clauses, and conditionals. Students will apply these concepts in writing assignments.

Justification: This course is in response to the Basic Skills Transformation grant. It will be a required class for students who will be part of the new ESL accelerated cohort. In addition, after a comprehensive review of the current ESL course offerings at CRC, both students and faculty identified the need for supplemental courses in English grammar. Many ELL (English Language Learner) students complete ESL classes with gaps in their knowledge of English grammar, which impedes their ability to succeed in both ESL writing courses and other college level coursework. This two-unit course gives the department an opportunity to address this issue and to better prepare these students for success in English writing and other coursework. Initially, this new course will be offered simultaneously with ESLG 310 and will be open only to those students in the new acceleration program. However, in the future, this course may replace the existing ESLG 310 in CRC's ESL department offerings.

2. **ESLG 120 Advanced ESL Grammar (2.00 units)**

Prerequisite: ESLG 110 and ESLW 50 with grades of "C" or better, or equivalent skills demonstrated through the assessment process.

36.00 hours lecture

This course focuses on developing control of the form and meaning of important grammar structures, especially those used in writing. Students also learn advanced-level grammar topics and develop independent editing skills. Students write extensively and apply strategies to correct both local and global grammatical errors. The course is intended for students who need to develop strong control of grammar to support their educational and career goals.

Justification: This course is in response to the Basic Skills Transformation grant. It will be a required class for students who will be part of the new ESL accelerated cohort. In addition, after a comprehensive review of the current ESL course offerings at CRC, both students and faculty identified the need for supplemental courses in English grammar. Many ELL (English Language Learner) students complete ESL classes with gaps in their knowledge of English grammar, which impedes their ability to succeed in both ESL writing courses and other college level coursework. This two-unit course gives the department an opportunity to address this issue and to better prepare these students for success in English writing and other college-level coursework. Initially, this new course will be open only to those students in the new acceleration program.

3. **ESLR 111 Academic Vocabulary (2.00 units)**

Prerequisite: ESLR 50 and 51 with grades of "C" or better, or equivalent skills demonstrated through the assessment process.

36.00 hours lecture

This course is intended to prepare English language learners for the sophisticated vocabulary needed for higher-level study or work. Students will engage with the Academic Word List while continuing to develop vocabulary building skills. The course teaches more complex vocabulary study strategies, word attack skills, and academic vocabulary from the Academic Word List.

Justification: This course is in response to the Basic Skills Transformation grant. It will be a required class for students who will be part of the new ESL accelerated cohort. In addition, after a comprehensive review of the current ESL course offerings at CRC, both students and faculty identified the need for supplemental courses in English grammar. Many ELL (English Language Learner) students complete ESL classes with major gaps in their knowledge of English vocabulary, which impedes their ability to succeed in both ESL courses and other college level coursework. This two-unit course gives the department an opportunity to address this issue and to better prepare these students for success in English and other coursework. Initially, this new course will be open only to those students in the new acceleration program.

Folsom Lake College

1. HCD 345 21st Century Workplace Skills (1.00 unit)

Prerequisite: None.

18.00 hours lecture

This course is designed to help students develop the non-cognitive or 'soft' skills needed to succeed in today's changing workplace. Course topics will include the changing global economy, the rise of entrepreneurialism, how to be a competitive job seeker, and the top ten soft skills which include adaptability, analysis/solution mindset, collaboration, communication, digital fluency, entrepreneurial mindset, empathy, resilience, self-awareness, and social/diversity awareness. Supplementary items may include career/personality assessments that require a fee.

Justification: Succeeding in the workplace of tomorrow will require a completely different set of skills than was needed in the 20th century. The global economy is in the midst of a significant transformational shift. Currently one in three Americans is an independent contractor. It is expected by the year 2020 50% of the workforce will be freelance. More than ever students need to understand how to prepare themselves for this new world of work.

2. IMAGE 360 Vascular-Interventional Radiography I (1.50 units)

Prerequisite: None.

Corequisite: Students will take IMAGE 360 (lecture) and IMAGE 370 (lab) together.

Enrollment Limitation: *Acceptance into the Vascular-Interventional Radiography program.

27.00 hours lecture

This course will introduce the student to the key aspects of Vascular-Interventional Radiography (IR). The fundamental components of the scanner, safety concerns, and basic concepts of the imaging process will be introduced. Students will also be provided with basic protocols of an IR scan as well as given information regarding the common types of scans. This course will be taken in conjunction with IMAGE 370, the introductory lab course in IR.

Justification: This is the first course of the Vascular-Interventional Radiography (IR) program. Yuba College and Delta College are the only local non-profit, community college providers of radiology technology training in the region. Graduates from these programs have nowhere to go in Northern California to receive advanced imaging modality training in a structured environment where both academic and clinical education can take place. FLC will pioneer this effort and has been approved to develop advanced modalities in CT, MRI, Interventional Radiography. The regional imaging advisory board is in support of these efforts. This IR program is the third program in an advanced imaging modality.

3. **IMAGE 361 Vascular-Interventional Radiography II (3.00 units)**

Prerequisite: IMAGE 360 and 370 with grades of "C" or better

Corequisite: Students will take IMAGE 361 (lecture) and IMAGE 371 (clinical lab experience) at the same time.

Enrollment Limitation: *Acceptance into the Vascular-Interventional Radiography program.

54.00 hours lecture

This lecture course will emphasize review of actual Vascular-Interventional Radiography cases that have been rendered identity neutral. Reading scans as well as continued training in safety and protocols for the American Registry of Radiologic Technologist (ARRT) will be emphasized. Additionally, there will be an overview of the ARRT standards and requirements for the IR certification exam. This course will be taken in conjunction with IMAGE 371.

Justification: This lecture course supports the primary clinical experience of the Vascular-Interventional Radiography (IR) program. Yuba College and Delta College are the only local non-profit, community college providers of radiology technology training in the region. Graduates from these programs have nowhere to go in Northern California to receive advanced imaging modality training in a structured environment where both academic and clinical education can take place. FLC will pioneer this effort and has been approved to develop advanced modalities in CT, MRI, Interventional Radiography. The regional imaging advisory board is in support of these efforts. This IR program is the third program in an advanced imaging modality.

4. **IMAGE 370 Vascular-Interventional Radiography Lab I (0.50 units)**

Prerequisite: None.

Corequisite: Students will take IMAGE 360 (lecture) and IMAGE 370 (lab) at the same time.

Enrollment Limitation: *Acceptance into the Vascular-Interventional Radiography program.

27.00 hours laboratory

The American Registry of Radiologic Technologists (ARRT) Vascular-Interventional Radiography (IR) simulation training is a technique for learning and practicing all aspects of performing ARRT Vascular-Interventional Radiography procedures. Students will use actual IR equipment on phantom dummies that simulate human physiology in order to become proficient enough to enter the live IR environment. This course will be taken in conjunction with IMAGE 360.

Justification: This is the first lab course of the Vascular-Interventional Radiography (IR) program. Yuba College and Delta College are the only local non-profit, community college providers of radiology technology training in the region. Graduates from these programs have nowhere to go in Northern California to receive advanced imaging modality training in a structured environment where both academic and clinical education can take place. FLC will pioneer this effort and has been approved to develop advanced modalities in CT, MRI, Interventional Radiography. The regional imaging advisory board is in support of these efforts. This IR program is the last one in the initial creation phase for the college.

5. **IMAGE 371 Vascular-Interventional Radiography Lab II (7.00 units)**

Prerequisite: IMAGE 370 with a grade of "C" or better

Corequisite: Students will take IMAGE 361 (lecture) and IMAGE 371 (clinical lab experience) at the same time.

Enrollment Limitation: *Acceptance into the Vascular-Interventional Radiography program.

378.00 hours laboratory

This lab course is the primary clinical experience for the vascular-interventional radiography program. The clinical experience requirements are established by the American Registry of Radiologic Technologists (ARRT) in their Rules and Regulations. As part of the educational program, candidates must demonstrate competence in the clinical activities identified below. They must be signed off in all General Patient Care Procedures, IR Safety Requirements, Quality Control tests, the minimum of 10 procedures with a total of 200 repetitions across the procedures. These will be detailed in the student handbook for the IR program.

Justification: This is clinical experience lab course of the Vascular-Interventional Radiography (IR) program. Yuba College and Delta College are the only local non-profit, community college providers of radiology technology training in the region. Graduates from these programs have nowhere to go in Northern California to receive advanced imaging modality training in a structured environment where both academic and clinical education can take place. FLC will pioneer this effort and has been approved to develop advanced modalities in CT, MRI, Interventional Radiography. The regional imaging advisory board is in support of these efforts. This IR program is the third advanced modality option created.

6. **MAKR 100 Introduction to Microcontrollers and Physical Computing (3.00 units)**

Prerequisite: None.

54.00 hours lecture

Physical computing is a term for interactive physical systems that combine software and hardware to sense and respond to the analog world. In this hands-on course, students will learn to employ design thinking to create solutions that satisfy design requirements, and combine programming, microcontrollers, sensors, and output devices to develop conceptual and functional physical computing prototypes. This

course is designed for makers, artists and inventors, entrepreneurs, educators, hobbyists, and anyone interested in solving problems, developing or enhancing products, improving business processes, gaining additional job skills, or creating interactive art. No prior experience with programming or microcontrollers required. Students will need access to an Arduino microcontroller starter kit.

Justification: The course is required for completion of certificates in Physical Computing and the Internet of Things (6 units) and Modern Making (16 units). The course and certificates were designed with input from an advisory board consisting of faculty, students, community members and business and industry partners. This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

7. **MAKR 101 The Internet of Things (3.00 units)**

Prerequisite: None.

54.00 hours lecture

The course is an introduction to the concepts and technologies that enable the Internet of Things (IoT), including software, microcontrollers, network technologies, sensors and actuators. In this hands-on course, students will be introduced to the history and evolution of IoT, analyze and evaluate a variety of IoT systems and devices used in manufacturing, environmental monitoring, home automation, medical devices, and consumer products, and use design thinking and hardware and software skills to design, build, and test a simple IoT prototype. This course is designed for makers, artists and inventors, entrepreneurs, educators, hobbyists, and anyone interested in enhancing job skills, solving problems, developing or improving products and business processes, or creating interactive art. No prior experience with programming or microcontrollers required. Students will need access to an Arduino microcontroller starter kit.

Justification: The course is required for completion of certificates in Physical Computing and the Internet of Things (6 units) and Modern Making (16 units). The course and certificates were designed with input from an advisory board consisting of faculty, students, community members and business and industry partners. This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

8. **MAKR 110 3D Design for Additive Manufacturing (3.00 units)**

Prerequisite: None.

54.00 hours lecture

In this hands-on course, students will design and fabricate 3D objects using computer-aided design (CAD) software and 3D printers. They will participate in the design process and become familiar with the advantages and limitations of each 3D printing technology in terms of precision, resolution, and material capabilities. Students will employ design thinking to create solutions that satisfy design requirements, and apply 3D printing technology to develop conceptual and functional prototypes. Designed for students with no prior experience with 3D printing or design.

Justification: The course is required for completion of certificates in Digital Fabrication (6 units) and Modern Making (16 units). The course and certificates were designed with input from an advisory board consisting of faculty, students, community members and business and industry partners. This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

9. **MAKR 111 Digital Fabrication (3.00 units)**

Prerequisite: None.

54.00 hours lecture

In this hands-on course, students will design and fabricate objects using computer-aided design (CAD) software and a variety of digital fabrication tools and technologies, including 3D printing (3DP), laser cutting, and Computer Numerical Control (CNC) milling, while employing design thinking to create conceptual and functional prototypes that satisfy project requirements. This course is designed for makers, artists and inventors, entrepreneurs, educators, hobbyists, and anyone interested in enhancing job skills, solving problems, developing or improving products and business processes, or creating works of art. No prior experience with digital fabrication required.

Justification: The course is required for completion of certificates in Digital Fabrication and the Internet of Things (6 units) and Modern Making (16 units). The course and certificates were designed with input from an advisory board consisting of faculty, students, community members and business and industry partners. This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

10. **MAKR 290 Modern Making Capstone Project (1.00 unit)**

Prerequisite: MAKR 100, 101, 110, and 111 with grades of "C" or better

18.00 hours lecture

The capstone project is an opportunity for students to demonstrate applied interdisciplinary skills, creativity, problem solving, and design thinking in the development of an in-depth making project. Working with faculty, students will create a project plan and develop a work product using skills, technologies and techniques of making. Students may choose to extend a prototype developed as part of a MAKR class, or address an identified challenge or need from the perspective of a specific discipline. Successful projects integrate modern making skills and techniques, and embody an awareness of a variety of constraints, including economic factors, user experience, safety, reliability, resources, market needs, aesthetics, ethics, and social impact. Students will have the opportunity to present their work as part of spotlight and showcase events. Students are required to supply materials and supplies to complete their projects.

Justification: The course is required for completion of the certificate in Modern Making (16 units). The course is an opportunity for students to apply their learning to complete a project that can be used as a portfolio piece when applying for jobs, seeking investment, or pursuing other educational opportunities. The Modern Making (MAKR) courses and certificates were designed with input from an advisory board consisting of faculty, students, community members and business and industry partners. This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's

Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCC INNOVATIONMAKER 3 Investment grant.

11. MAKR 295 Independent Studies in Modern Making (1.00 - 3.00 units)

Prerequisite: None.

54.00 - 162.00 hours laboratory

Justification: This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCC INNOVATIONMAKER 3 Investment grant.

12. MAKR 299 Experimental Offering in Modern Making (0.50 - 4.00 units)

Prerequisite: None.

Justification: This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCC INNOVATIONMAKER 3 Investment grant.

13. SOC 379 Making Social Change (3.00 units)

Prerequisite: None.

54.00 hours lecture

Empowerment through the development of technological skills and access to tools is and will continue to be a significant issue in social justice work and social change. In this interdisciplinary course, students will explore social change through historical and contemporary movements, organizations, and groups and the ways those entities use, create, modify, and improve tools and technologies to support and drive change. Students will research and analyze the contexts and tactics of these movements and synthesize their discoveries with hands-on experience using tools and technologies of the maker movement to develop projects designed to address social, environmental, and economic needs.

Justification: This applied social change and social movements course enhances the FLC sociology offerings by providing theoretical foundations and hands-on opportunities for students to discover how social and community issues connect with tools, technology, and innovation. This course will become part of the Sociology ADT, as well as one of the "applied" course options for the Modern Making Certificate to be offered by FLC's Makerspace.

Sacramento City College

1. ADMJ 315 Pathway to Criminal Justice Careers (3.00 units)

Prerequisite: None.

Advisory: ADMJ 300, ENGRD 310, and ENGWR 300 with grades of "C" or better

54.00 hours lecture

This course is designed for students who are pursuing careers in law enforcement, court services, and correctional services. Topics of this course include the history, structure, purpose, and function of federal, state and local law enforcement, courts and corrections. This course also examines the complex, dynamic relationship between communities and the institutions of the justice system. Lastly, this course provides an overview of the complexity and thoroughness of the pre-employment testing processes involved in testing for jobs in most law enforcement, courts, and corrections service assignments. Emphasis is placed on career readiness, employment and career search techniques, application processes, pre-employment testing, interviews, background investigations, and conditional job offers.

Justification: Students desiring careers in the field of criminal justice must be prepared for processes including the job search, pre-employment testing, interviewing, background investigation, medical screening, conditional job offers, and hiring processes.

2. **BIOLFS 312 Natural History Field Study: Baja California (4.00 units)**

Prerequisite: None.

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

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

36.00 hours lecture, 108.00 hours laboratory

This field course explores the natural history of plants and animals of the desert and marine ecosystems of Baja California, Mexico, as well as historic and cultural sites. Three pre-trip lecture meetings will be held at Sacramento City College accompanied by a mandatory field trip of 14 days in Baja California. Accommodations include a combination of up to four nights in motels (during transit to and from Mexico) and ten nights at the field station in Bahia de Los Angeles (Baja California, Mexico). Students will supply their own sleeping bags, personal items (toiletries, etc), and a limited amount of field equipment for use while at the field station. The course involves moderately strenuous hiking in temperatures generally in the high-90s to low-100s (with high humidity) as well as moderate swimming activities during snorkeling expeditions. The program cost to the student will cover accommodations, meals at the field station, and fees required in Mexico. Transportation may also be covered by the program cost. A valid passport for entry to Mexico and re-entry into the United States is required. For any questions or additional information, please contact Steve James at (916) 650-2776 or by e-mail at james@scs.losrios.edu. This course was formerly known as BIOL 390.

Justification: This course exists as BIOL 390 and had been taught for multiple years but is now being moved to the new BIOLFS designator. This new designator was designed to incorporate field studies courses in biology and is now being used by multiple courses.

3. **BIOLFS 324 Natural History Field Study: Sutter Buttes (1.00 unit)**

Prerequisite: None.

Advisory: Students must be in good health and be able to hike moderate distances through rough terrain.

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

9.00 hours lecture, 27.00 hours laboratory

This field course explores the plants, animals, and geological features of the Sutter Buttes, called by many people the "world's smallest mountain range." This is a small, isolated cluster of eroded volcanic lava domes in the middle of the northern portion of California's Central Valley and encompasses over 9,500 square miles in area. Several lectures will occur at Sacramento City College with two mandatory field trips occurring during weekends. The field trips will occur over three days and will explore the habitats and organisms in a portion of the Sutter Buttes. The course involves moderately strenuous hikes over uneven ground thus students need to be in good health for these hikes. A \$20 landowner access cost is required to enter the private properties in the Sutter Buttes. If you have questions or need additional information, please contact David Wyatt at (916) 558-2406 or by email at wyattd@scc.losrios.edu.

Justification: This course adds a field study course to the BIOLFS curriculum. The course will be included as an elective course in the Field Ecology Certificate program. This is a short-term field course that will fulfill a need for applied experience courses.

4. **BIOLFS 495 Independent Studies in Field Biology (1.00 - 3.00 units)**

Prerequisite: None.

Advisory: Student must obtain approval from an instructor to conduct an independent study in field biology with that instructor or a combination of instructors. In addition, the student is advised to have previously completed a biology field studies course or have previous biological field experiences prior to enrollment in this course.

54.00 - 162.00 hours laboratory

This course is for students who wish to develop an in-depth understanding in fundamental topics of field biology and to learn and work in a collaborative atmosphere with instructors and other students. Independent studies are conducted in the field and in the laboratory. This is particularly valuable for biology and ecology students in preparation for independent research as part of their advanced degrees. Instructor approval is required to enroll in this course. Additionally the student is advised to have completed a prior field study course or have previous biological field experiences before enrolling in BIOLFS 495. An independent study project may involve extensive field activities that may occur in rugged and harsh conditions. Therefore, students would need to be in good physical health for most projects. UC transfer credit can be awarded only after the course has been evaluated by the enrolling UC campus. The units completed for this course cannot be counted towards the minimum 60 semester units required for admissions.

Justification: This is a new course that will allow students, under the supervision of an instructor, to further explore field biology topics or field research. The independent studies are a combination of field work and potentially laboratory work in biological studies performed out-of-doors. The faculty serve as unpaid mentors to students conducting research in collaboration with the faculty member. Students must receive approval from their mentoring instructor prior to enrollment in the course.

PROGRAM PROPOSALS

Program Deletion(s)

American River College

1. **Government Service in Accounting**

Justification: It has been concluded by department discussion and vote that because each government branch has such varied course requirements that this single certificate will not serve our students well.

2. **Professional Accounting**

Justification: Department discussion and vote concluded that because Professional Accounting course requirements change our curriculum process and catalog publication dates will not be able to process the changes fast enough to accurately reflect current requirements.

Folsom Lake College

1. **Accounting Clerk**

Justification: After reviewing the completion data the Business faculty are recommending that this program be deleted effective spring 2018.

2. **Administrative Assistant**

Justification: The program has a CTE TOP Code, yet it is categorized as a Transfer Program. The Business department has decided after reviewing the completion data that this program should be deleted rather than re-categorized. This degree is being deleted effective spring 2018.

3. **American Studies, Interdisciplinary Studies**

Justification: College data show that few students have been awarded this degree. For that reason, the curriculum committee recommends deleting the degree.

4. **Business, Office Assistant**

Justification: After reviewing the completion data the Business faculty are recommending that this program be deleted effective spring 2018.

5. **Marketing**

Justification: After reviewing the completion data the Business faculty are recommending that this program be deleted effective spring 2018.

6. **Purchasing Certificate Program**

Justification: After reviewing the completion data the Business faculty are recommending that this program be deleted effective spring 2018.

7. **Real Estate Broker**

Justification: After reviewing the completion data the Business faculty are recommending that this program be deleted effective spring 2018.

Sacramento City College

1. **Social Sciences**

Justification: Many courses previously designated as SOCSC acquired the new designators ETHNS for Ethnic Studies and WGS for Women and Gender Studies during the 2015-2016 curriculum review process. Only three courses with the SOCSC designator remained in the A.A. degree. Of these, one - SOCSC 493 - migrated to the new designator International Studies. The two remaining courses, SOCSC 495 and SOCSC 499, were deleted.

New Programs

American River College

1. **Business Information Worker**

This certificate prepares students for entry-level office, computer, and administrative support positions in a variety of industries.

Justification: This certificate is implemented as part of a statewide effort to standardize ICT-related California Community College offerings and thereby make it easier for employers to identify qualified workers. The goal of this certificate is to prepare students for entry-level office, computer, and administrative support positions. This certificate includes courses in: oral and written business communications; computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem solving.

2. **Mill and Cabinet Maker Apprenticeship**

This program trains apprentices on the specific levels required for the construction industry and has been approved by the State of California Department of Apprenticeship Standards. It includes safety, blueprint reading, construction processes, building codes, estimation, and various mill cabinet carpentry topics.

Justification: This certificate is for a new apprenticeship program, Mill and Cabinet Maker Apprenticeship, created at American River College. Offering this program will increase certificate opportunities and provide a skilled workforce to the community.

Folsom Lake College

1. **Commercial Music: Live Sound Technician**

This certificate is designed to train students in live sound reinforcement for preparation for employment as live sound technicians in concert halls, at music venues, theaters, houses of worship, music festivals and other locations where public address systems are utilized.

Justification: This certificate is the second of five commercial music certificates approved by the Los Rios music departments' convergence process and is designed to develop technicians to run live sound for a variety of music performance applications.

2. **Digital Fabrication**

Digital fabrication is the process of translating a digital design developed on a computer into a physical object, using a variety of techniques, equipment, materials and production processes. Students completing the Digital Fabrication certificate will develop experience with design, development and production of physical objects, using a combination of hardware and software. The Digital Fabrication certificate is ideal for makers, artists, entrepreneurs, educators, hobbyists, inventors, and anyone interested in enhancing job skills, solving problems, developing products, improving business processes, or creating works of art.

Justification: This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

3. **Modern Making**

The certificate in Modern Making combines hands-on experience in modern making technologies with design thinking, enabling the development of creative prototypes and projects. Students will gain experience in modern making technologies, techniques, materials and production processes, including digital fabrication and physical computing. The Modern Making certificate is ideal for entrepreneurs developing products and services, artists creating interactive installations, educators developing STEM activities for use in the classroom, hobbyists, makers, inventors, and anyone interested in enhancing job skills and solving real-world problems.

Justification: This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

4. **Philosophy**

The Associate in Arts in Philosophy for Transfer Degree program provides students with a major that fulfills the general requirements for transfer to the California State University. Students with this degree will receive priority admission with junior status to the California State University system. Students should work closely with their Folsom Lake College counselor to ensure that they are taking the appropriate coursework to prepare for majoring in Philosophy at the institution they wish to transfer to because major and general education requirements may vary for each CSU and the degree may only transfer to specific institutions.

Justification: This degree program fulfills the State of California's mandate to create a degree specifically to facilitate transfer from California Community Colleges to the California State University system.

5. **Physical Computing and the Internet of Things**

Physical Computing and the Internet of Things (IoT) are terms used to describe the internetworking of physical devices, vehicles, buildings and other items embedded with electronics, software, sensors,

actuators, and network connectivity that enable these objects to collect and exchange data. Examples of physical computing and IoT devices include home automation systems, remote monitoring solutions, and "smart" devices of all kinds. Upon completing this hands-on certificate, students will have a solid foundation in physical computing and IoT techniques and technologies, including evaluating devices and services, the use of microcontrollers, developing and modifying programming code, using sensors to record and evaluate environmental data, and employing various kinds of actuators to respond to user and environmental inputs. The Physical Computing and the Internet of Things certificate is ideal for entrepreneurs developing products and services, artists wishing to create interactive installations, educators developing STEM activities for use in the classroom, small business owners working to improve business processes, hobbyists and makers and inventors, and anyone interested in enhancing job skills and solving real-world problems.

Justification: This proposal is an essential component of the department's larger objective of transforming Folsom Lake College's Innovation Center into a comprehensive makerspace, and to the development of courses and certificates in Modern Making in support of FLC's response to the upcoming CCCCO INNOVATIONMAKER 3 Investment grant.

6. Public Health Science

The Associate of Science in Public Health Science for Transfer Degree program provides students with a major that fulfills the general requirements for transfer to the California State University. Students with this degree will receive priority admission with junior status to the California State University system. Students should work closely with their Folsom Lake College counselor to ensure that they are taking the appropriate coursework to prepare for majoring in Public Health Science at the institution they wish to transfer to because major and general education requirements may vary for each CSU and the degree may only transfer to specific institutions. This program has the following completion requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

Justification: This program aligns with and supports KHA department level planning as outlined in the current ADP.

7. Vascular-Interventional Radiography


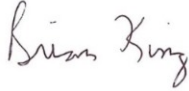
For certified Radiologic Technologists, there are a number of advanced forms of imaging that may be pursued. This program is designed for Vascular-Interventional Radiography, or "IR." Successful completion of the program should indicate successful preparation for the American Registry of Radiologic Technologist's (ARRT) IR certification. Students must apply and be accepted into the program. Liability insurance must be purchased by the student as well as the HIPAA training during the program orientation.

Justification: Folsom Lake College has a longstanding relationship with Sutter Health, UC Davis, and Dignity Health. Our hospital partners have requested we fill the training void in the industry for radiological technologists who are cross-trained in multiple modalities. This Vascular-Interventional Radiography program proposal will help fill this void, boosting employment in healthcare in the region and helping to meet the growing demand for imaging from patients.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Board Policy Revisions: Protected Class Descriptions (P-2113, 2211, 2412, 2423, 5111, 6111, 7841, 8321, 8841, 9111)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

With the addition of two new protected classes to the list by the Fair Employment and Housing Agency, board policies P-2113, P-2211, P-2412, P-2423, P-5111, P-6111, P-7841, P-8321, P-8841, and P-9111 have been reviewed and identified as needing changes to update the list of protected classes and to make the protected class language consistent across all of the policies that include it.

STATUS:

For all of the proposed policies, the wording regarding protected classes is amended to read “ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status.” For clarity, “gender” is now broken out to include gender identity, gender expression and sex. Additionally, board policies P-2412 and P-7841 also require some nonsubstantive stylistic changes.

RECOMMENDATION:

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

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1.0 Goals and Objectives

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

2.0 Equal Educational Opportunity

- 2.1 It is the policy of the District to implement policies to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, **sex**, gender, **gender identity, gender expression, pregnancy or childbirth-related condition**, sexual orientation, sexual identity, religion **or religious creed**, age (over forty), national origin, ancestry, **physical or mental** disability, **medical condition**, political affiliation or belief, military and veteran status, or marital status, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes. Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#).
- 2.2 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this **District** Policy is found:
 - 2.2.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and
 - 2.2.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.

3.0 Service Animals

- 3.1 It is the policy of the District to ensure that an individual with a verifiable

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

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LRCCD

Policy Adopted: 1/23/74

Policy Revised: 11/19/80; 2/10/82; 3/6/91; 3/6/96; 1/15/03; 4/13/11; 4/8/15

Policy Reviewed: 4/8/15

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

DRAFT 9/26/16

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1.0 Entrance Eligibility

- 1.1 The Colleges of the Los Rios Community College District shall admit any California resident, and may admit any nonresident, possessing a high school diploma or the equivalent thereof. The Los Rios Community College District Board of Trustees may by rule determine whether there shall be admitted any other person who is over 18 years of age and who, in the judgment of the Board of Trustees, is capable of profiting from the instruction offered. (Ed. Code, § 76000.)
- 1.2 Any grade school or high school student may be admitted for a limited program upon recommendation of the student's school principal, with parental consent and the approval of the College President. (Ed. Code, § 76001.)

2.0 Non-Discrimination

- 2.1 It is the policy of the District neither to discriminate against, nor exclude from participation in any benefits or activities related to registration, enrollment, or any other phases of the instructional program or student activities, any otherwise qualified person on the grounds of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~ethnic group identification, race, color, gender, physical or mental disability, religion, age (over forty), national origin, ancestry, sexual orientation, political affiliation or belief, or marital status.~~ (Ed. Code, § 72011, Cal. Code Regs., tit. 5, § 59300.)

3.0 Open Enrollment

- 3.1 The District shall be an open district allowing students free choice of attendance at any of the member colleges with no boundary lines established; however, the District abides by restrictions on athletic participation as defined in the Athletic Code of the Community College League of California.

4.0 Open Classes

It is the policy of this District that until maximum enrollment is reached and unless specially exempted by statute or regulation, every course, course section or class offered by the District, for which the number of full-time equivalent students is reported for state apportionment purposes, 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 by the District.

5.0 Registration Priorities

- 5.1 The District may adopt a registration priority system which shall incorporate all priority classifications required by law.

Policy Revised: 1/17/68; 11/19/80; 2/10/82; 1/24/96; 1/16/02; 6/18/08; 1/11/12

Policy Reviewed:

Adm. Regulation: [R-2211](#)

DRAFT 6/23/16

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1.0 Purpose and Scope

1.1 It is the intent of the Los Rios **Community College District** Board of Trustees to provide prompt and equitable means for resolving student grievances. A student may file a grievance or grieve an action or decision of the **Los Rios Community College District** or one of its **eColleges** when the student's status and/or rights have been adversely affected.

1.1.1 Grievances relating to grades are subject to Education Code, **S**section 76224(a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or in competency, shall be final.”

2.0 Student Disciplinary Matters

2.1 Matters pertaining to standards of conduct for students and resulting disciplinary actions are subject to **Board-District** Policies and **Administrative** Regulations ([P-2441](#)); ([R-2441](#)).

3.0 Discriminatory Actions

3.1 Alleged discriminatory actions on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, ethnicity, religion, age, gender, sexual orientation, or disability~~ are not grievable and are subject to administrative regulations enacted by the State Community College Board of Governors (Title 5, §§ 59300-59360) and **Los Rios District** Policies and **Administrative** Regulations, ([P-2423](#)); ([R-2423](#)); and ([P-2424](#)).

4.0 Job-Related Actions of Los Rios Employees

4.1 Student grievances pertaining to alleged actions of ~~the Los Rios~~ District/College employees that are covered by the Government Code, the Education Code, **Los Rios Community College** District Policies and **Administrative** Regulations, and labor contracts will be handled by management outside of the student grievance process.

4.2 Employees who object to administrative findings and actions resulting from student grievances have recourse to staff grievance procedures as defined by appropriate bargaining unit agreements, **Board-District** **P**olicies, and the State Education and Government Codes.

Policy Adopted: 3/12/80

Policy Revised: 11/19/80; 2/10/82; 6/5/85; 7/8/92; 3/6/96

Policy Reviewed:

Adm. Regulation: [R-2412](#)

DRAFT 6/23/16

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1.0 Unlawful Discrimination and Harassment

- 1.1 Notwithstanding the student grievance procedures, Los Rios Community College District Policy ([P-2412](#)), procedures shall be adopted for the investigation and resolution of complaints of unlawful discrimination and harassment in compliance with Title 5, section 59322 and all relevant state and federal laws, to ensure that all District programs and activities are available to all persons without regard to **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, and military and veteran status.~~
- 1.2 The District shall seek to resolve the complaints in an expeditious manner.
- 1.3 The Chancellor shall designate annually a District Officer responsible for insuring District compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination and harassment. The names, addresses, and telephone numbers of the District/College Title IX Officers and Equity Officers can be located [here](#).
- 1.4 Annual notice of this District Policy against unlawful discrimination and harassment shall be given to students, new employees when they commence working, and all current employees.
 - 1.4.1 This notice may be in the form of posters that contain the basic legal requirements, posted in places readily accessible to students, job applicants, and present employees. The notice may also be provided electronically.
- 1.5 Formal discrimination complaints under state and federal laws and regulations may also be processed through the procedures established by applicable state and federal agencies. (Civil Rights Act of 1964, tit. VII, § 703, as interpreted by Code of Federal Regs., title 29, § 1604.11; Ed. Amendments of 1972, tit. IX; the Rehabilitation Act of 1973; Ed. Code, § 200, et seq.; Gov't Code, § 11135; Title 2, § 7287.6; Title 5, § 53000, et seq.; the Americans with Disabilities Act; and all other applicable federal, state, and local laws.)

2.0 Non-Retaliation

- 2.1 It is against District Policy and unlawful to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for a complainant or respondent. Raising

a concern of unlawful discrimination or harassment shall not affect the concerned individual's future dealings with the District, with his or her employment, or with compensation or work assignments. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student of the District.

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

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LRCCD

Policy Adopted: 2/10/82

Policy Revised: 6/3/92; 3/6/96; 12/12/07; 4/8/15

Policy Reviewed: 4/8/15

Adm. Regulation: [R-2423](#)

DRAFT 6/23/16

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1.0 Board Intent

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

- 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement, and change of assignment.
- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:
- 1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and
- 1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.
- 1.6 It is the intent of this District Policy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been unlawfully discriminated against, harassed, or excluded from full participation in the benefits, activities, or programs of this District.
- 1.7 When there is an underrepresentation in a job class or classes in the District workforce, the District practices and Policies shall be studied to determine if there are factors contributing to the underrepresentation. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.
- 1.8 It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities, and to allow the use of Service Animals on District/College property in compliance with the Americans with Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act, and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.
- 1.9 The Chancellor shall assure the formation of a Staff Equity Committee at each College.
- 2.0 Staff Equity
- 2.1 Colleges shall establish a Staff Equity Committee.
- 2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.
- 3.0 Internal Dissemination
- 3.1 All District employees shall be made aware of the District's equal opportunity plan.
- 4.0 External Dissemination

- 4.1 Recruiting sources and applicants shall be notified that the District is an equal opportunity employer.
- 4.2 Community agencies, organizations, and educational institutions shall be notified of the District Policy in order to solicit their assistance in recruiting underrepresented groups (as defined in Title 5, §59300), and disabled applicants.

5.0 Staff Development

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

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LRCCD

Policy Adopted: 6/30/65
 Policy Revised: 5/17/67; 1/17/68; 11/19/69; 12/16/70; 4/19/72; 1/23/74; 8/15/79; 9/3/80; 10/20/82; 10/2/85; 4/23/86; 2/21/90; 12/6/00; 10/1/03; 4/13/11; 4/8/15
 Policy Reviewed: 4/8/15
 Adm. Regulation: [R-5111](#), [R-5178](#)

DRAFT 6/23/16

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1.0 Board Intent

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

- 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement, and change of assignment.
- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:
- 1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and
- 1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.
- 1.6 It is the intent of this District Policy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been unlawfully discriminated against, harassed, or excluded from full participation in the benefits, activities, or programs of this District.
- 1.7 When there is an underrepresentation in a job class or classes in the District workforce, the District practices and Policies shall be studied to determine if there are factors contributing to the unbalance. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.
- 1.8 It is the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities, and to allow the use of Service Animals on District/College property in compliance with the Americans with Disabilities Act, the California Fair Employment and Housing Act, the Unruh Act and all other relevant laws and regulations. The Chancellor shall develop Administrative Regulations regarding Service Animals.
- 1.9 The Chancellor shall assure the formation of a Staff Equity Committee at each College.
- 2.0 Staff Equity
- 2.1 Colleges shall establish a Staff Equity Committee.
- 2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.
- 3.0 Internal Dissemination
- 3.1 All District employees shall be made aware of the District's equal opportunity plan.
- 4.0 External Dissemination

- 4.1 Recruiting sources and applicants shall be notified that the District is an equal employment opportunity employer.
- 4.2 Community agencies, organizations, and educational institutions shall be notified of the District Policy in order to solicit their assistance in recruiting underrepresented groups (as defined in Title 5, § 59300), and disabled applicants.

5.0 Staff Development

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

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(Formerly P-6115)

LRCCD

Policy Adopted: 1/23/74

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

Policy Reviewed: 4/8/15

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

DRAFT 6/23/16

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1.0 Nondiscrimination

- 1.1 Users shall not be denied access to the Los Rios Community College District Systems due to discrimination on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability.~~
- 1.2 All users have the right to be free from any conduct connected with the use of and access to the Systems which discriminates against any person on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability.~~

2.0 Complaints

- 2.1 Any user who believes he or she has been subject to discrimination on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability~~ may inform a designated administrator. Upon receiving any such complaint, the District shall process the complaint in accordance with District Discrimination Policies and Administrative Regulations.

3.0 Violation

- 3.1 An individual shall not be in violation of this ~~policy~~**District Policy** unless the user has committed an affirmative act such as creating, distributing or saving “discriminatory” material. Discriminatory conduct does not include passive receipt of “discriminatory” material which the user did not request or seek the material, unless the user displays discriminatory material in a location that can potentially be in view of other individuals with the intent that the material be seen by others.

LRCCD

Policy Adopted: 3/5/97
 Policy Revised: 12/15/10
 Policy Reviewed: 12/15/10
 Adm. Regulation: None

DRAFT 6/23/16

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1.0 Authorization to Contract

- 1.1 The Chancellor is authorized and empowered to contract in the name of Los Rios Community College District subject to provisions of law and to approval or ratification by the Los Rios Community College District Board of Trustees. (Ed. Code, §§ 81655 and 81656)

2.0 Non-Discrimination and Affirmative Action for Contract Compliance

- 2.1 Any contractor performing work or providing services for the Los Rios Community College District must certify that there is no discrimination in the company's hiring or employment practices because of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status.**~~ethnic group identification, race, color, gender, sexual orientation, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, military and veteran status, or marital status.~~
- 2.2 All contractors, subcontractors, vendors, and suppliers shall be notified of the District's employment policy (compliance with Executive Orders 11246 and 11375) and shall be requested to take appropriate action on their part. On all contracts and bids, contractors, subcontractors, vendors, and suppliers shall be asked to sign a notice of compliance, unless exempted by law.
- 2.3 The Chancellor will ensure that District purchasing procedures will comply with state regulations on Minority, Women, and Disabled Veteran Business Enterprise Participation Goals. (Title 5, § 59500)
- 2.4 The Chancellor will ensure that District purchasing procedures comply with the District's conflict of interest Administrative Regulations.

(Formerly P-8311)

LRCCD

Policy Adopted: 9/1/65

Policy Revised: 1/23/74; 2/4/81; 6/16/82; 4/19/95; 6/10/15

Policy Reviewed: 6/10/15

Adm. Regulation: [R-8321](#)

DRAFT 6/23/16

[Policy - 8000 Business](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Nondiscrimination

1.1 Users shall not be denied access to the Los Rios Community College District Systems due to discrimination on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability.~~

1.2 All users have the right to be free from any conduct connected with the use of and access to the Systems which discriminates against any person on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability.~~

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2.1 Any user who believes he or she has been subject to discrimination on the basis of **ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status**~~race, religion, national origin, gender, sexual orientation or disability~~ may seek a remedy pursuant to District ~~nondiscrimination~~ Policies and **Administrative** ~~R~~Regulations. Upon receiving any such complaint, the District shall process the complaint in accordance with District ~~Discrimination~~ Policies and Administrative Regulations.

3.0 Violation

3.1 An individual shall not be in violation of this policy unless the user has committed an affirmative act such as creating, distributing or saving “discriminatory” material. Discriminatory conduct does not include passive receipt of “discriminatory” material **in** which the user did not request or seek the material, unless the user displays discriminatory material in a location that can potentially be in view of other individuals with the intent that the material be seen by others.

Adm. Regulation: None

DRAFT 6/23/16

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1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an equal opportunity program that adheres to the equal employment opportunity policies of the Los Rios Community College District and the guidelines of the Board of Governors of California Community Colleges, and complies fully with the acts of Congress, the laws of the State of California, and the rules, regulations, and guidelines pertaining thereto.
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- 1.4.1 Provide members of underrepresented groups with models of their own race, ethnic, and cultural background and gender with whom they can identify and whom they can recognize as examples of occupational achievement at all levels and in all departments.

- 1.4.2 Guarantee to all candidates the same opportunity for employment, advancement and change of assignment.
- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:
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- 1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.
- 1.6 It is the intent of this District Policy to direct the staff of this District to take action whenever and wherever an assessment of conditions indicates that underrepresented groups or persons with disabilities have been unlawfully discriminated against, harassed, or excluded from full participation in the benefits, activities, or programs of this District.
- 1.7 When there is an underrepresentation in a job class or classes in the District workforce, the District practices and Policies shall be studied to determine if there are factors contributing to the unbalance. Employment practices which constitute barriers to equal opportunity shall be identified and corrective action designed to eliminate the barriers shall be taken.
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- 1.9 The Chancellor shall assure the formation of a Staff Equity Committee at each College.
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- 2.2 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.
- 3.0 Internal Dissemination
- 3.1 All District employees shall be made aware of the District's equal opportunity plan.
- 4.0 External Dissemination
- 4.1 Recruiting sources and applicants shall be notified that the District is an equal

employment opportunity employer.

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

5.0 Staff Development

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

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(Formerly P-9112 and P-9113)

LRCCD

Policy Adopted: 10/1/03

Policy Revised: 4/13/11; 4/8/15

Policy Reviewed: 4/8/15

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

DRAFT 6/23/16

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Appointment: Citizens' Bond Oversight Committee	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

Education Code section 15278 requires the District to establish and appoint members to an independent Citizens' Bond Oversight Committee to satisfy the accountability requirements of Proposition 39. The Committee reviews the expenditures, informs the public of the expenditure of bond revenues, and presents an annual report to the Board. Pursuant to Education Code section 15282 and the Bylaws of the Committee, the Board appoints the members of the Committee to serve two year terms. The Board may not appoint the same member for more than three consecutive terms. Three members completed their maximum terms with the Committee's July meeting, one of which was in a role required under Proposition 39.

STATUS:

Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act (School Facilities; 55% Local Vote; Bonds, Taxes; Accountability Requirements), specified certain membership requirements for the Citizen's Oversight Committee. Codified in Education Code section 15282, the Citizens' Bond Oversight Committee must include:

- One (1) member active in the local business community.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college.
- One (1) student enrolled and active in a community college support group.
- Two (2) members of the community at-large appointed by the Board.

In addition, the Los Rios Board of Trustees may elect to appoint more than seven (7) members.

Deborah Ortiz recommends Mario Rodriguez to serve on the committee. Mr. Rodriguez works as the Vice Chancellor of Finance and Facilities for the California Community Colleges Chancellor's Office. He is a member of the San Juan Unified Citizens' Bond Oversight Committee and a FCMAT Board Member. His financial background, combined with his involvement in our community will be beneficial to the Committee.

RECOMMENDATION:

It is recommended the Board of Trustees appoint Mr. Mario Rodriguez to the District's Citizens' Bond Oversight Committee.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	District Quarterly Financial Status Report (311Q)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

Pursuant to the provisions of AB 2910, Chapter 1486, Statutes of 1986, each quarter districts must report their financial condition on forms prescribed by the California Community Colleges Chancellor’s Office. This prescribed report (form CCFS-311Q) must be submitted to the Chancellor’s Office and to the County Superintendent of Schools within forty-five (45) days following the end of each quarter for the first three quarters. The fourth quarter report is due no later than August 31. The Chancellor’s Office staff will then review the prescribed quarterly reports and notify districts if further action is necessary.

STATUS:

In accordance with AB 2910, the Governing Board should review the enclosed prescribed report (CCFS-311Q) at a regularly scheduled meeting and enter the report as part of the minutes of the meeting. As required, the District’s Chief Executive Officer (Chancellor) and Chief Business Officer have certified that the information for the quarter ended September 30, 2016 contained in this report is correct.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the September 30, 2016 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements.

LOS RIOS COMMUNITY COLLEGE DISTRICT
GENERAL FUND
STATEMENT OF APPROPRIATIONS, REVENUE & EXPENDITURES
FOR THE QUARTER ENDED SEPTEMBER 30, 2016
UNAUDITED

	Adopted Budget	YTD Activity
BEGINNING FUND BALANCE, JULY 1		
Uncommitted	\$ 16,840,407	\$ 16,840,407
Committed	34,502,125	34,502,125
Restricted	4,676,380	4,676,380
TOTAL BEGINNING FUND BALANCE	56,018,912	56,018,912
REVENUE:		
GENERAL PURPOSE		
Total Computational Revenue	289,734,498	66,372,679
Lottery Funds	6,784,837	-
Apprentice/Other General Purpose/Interfund Transfers	28,405,017	9,735,856
TOTAL GENERAL PURPOSE	324,924,352	76,108,535
SPECIAL PROGRAMS	72,651,975	23,634,454
TOTAL REVENUE AND TRANSFERS IN	397,576,327	99,742,989
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 453,595,239	\$ 155,761,901
APPROPRIATIONS/EXPENDITURES:		
Academic Salaries	\$ 158,520,619	26,841,481
Classified Salaries	89,927,393	17,612,692
Employee Benefits	89,499,125	23,433,354
Supplies and Materials	10,773,674	1,415,769
Other Operating Expenses and Services	51,557,676	7,491,810
Capital Outlay	9,119,313	747,222
Payments to Students	15,500	7,545
Other Outgo	13,858,705	8,861,561
TOTAL APPROPRIATIONS/EXPENDITURES AND TRANSFERS OUT	423,272,005	86,411,434
ENDING FUND BALANCE		
Uncommitted	16,840,407	
Committed	11,397,125	
Restricted	2,085,702	
TOTAL ENDING FUND BALANCE	30,323,234	
TOTAL APPROPRIATIONS/EXPENDITURES AND ENDING FUND BALANCE	\$ 453,595,239	

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

District: (230) LOS RIOS

Quarter Ended: (Q1) Sep 30, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	272,673,655	285,917,982	345,267,515	323,890,792
A.2	Other Financing Sources (Object 8900)	6,662,575	1,197,079	933,839	1,033,560
A.3	Total Unrestricted Revenue (A.1 + A.2)	279,336,230	287,115,061	346,201,354	324,924,352
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	270,653,700	273,802,399	300,086,778	337,528,581
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,980,297	9,827,661	29,535,622	10,500,771
B.3	Total Unrestricted Expenditures (B.1 + B.2)	279,633,997	283,630,060	329,622,400	348,029,352
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-297,767	3,485,001	16,578,954	-23,105,000
D.	Fund Balance, Beginning	31,576,344	31,278,577	34,763,578	51,342,532
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	31,576,344	31,278,577	34,763,578	51,342,532
E.	Fund Balance, Ending (C. + D.2)	31,278,577	34,763,578	51,342,532	28,237,532
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	12.3%	15.6%	8.1%

Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	50,211	52,171	52,177	52,761
-----	---------------------------------------------------------	--------	--------	--------	--------

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
I. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds		40,770,817	58,446,020	68,422,283
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	28,018,901	40,770,817	58,446,020	68,422,283

J. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	323,890,792	323,890,792	75,844,219	23.4%
I.2	Other Financing Sources (Object 8900)	1,033,560	1,033,560	264,316	25.6%
I.3	Total Unrestricted Revenue (I.1 + I.2)	324,924,352	324,924,352	76,108,535	23.4%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	337,528,581	337,528,581	68,466,680	20.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	10,500,771	10,500,771	8,791,540	83.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	348,029,352	348,029,352	77,258,220	22.2%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-23,105,000	-23,105,000	-1,149,685
L	Adjusted Fund Balance, Beginning	51,342,532	51,342,532	51,342,532
L.1	Fund Balance, Ending (C. + L.2)	28,237,532	28,237,532	50,192,847
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.1%	8.1%	

Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

I. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

II. Does the district have significant fiscal problems that must be addressed? **This year? YES**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District did not meet its enrollment goal for 2015-16 and received stability funding. For 2016-17, the District has focused additional resources toward achieving its enrollment goal. The goal is to achieve at least our base level of FTES in 2016-17. The District is confident it will have sufficient FTES to reach this goal and maintain its base funding in 2016-17. However, as a precaution, it has set aside reserves to offset a reduction in revenues.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Los Rios Foundation – Quarterly Investment Report	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right;"><i>Brian King</i></div> Brian King	ACTION	
		INFORMATION	

BACKGROUND:

Since 1998, the District and Foundation adopted a Master Agreement whereby the Foundation became an auxiliary organization of the District. All college foundation investment activities were combined under the Los Rios Foundation. UBS Financial Services Inc. is the investment consultant for the Foundation.

As an auxiliary organization, the Foundation is not required to operate under GC 53600 investment restrictions. The Foundation Board has adopted a Statement of Rules, Objectives and Guidelines to govern the investment of funds. The funds should be invested with care, skill, prudence and diligence with the goal of producing returns equal to or exceeding prevailing standards among foundations of similar asset size, as well as for the protection of funds held in perpetual duration. The Statement defines the investment guidelines for specified asset classes for endowed funds as follows: equities, defined as common stock, convertible preferred stock, convertible bonds, and convertible stock, shall represent 15-70% of the total fund assets; fixed-income securities, defined as investments with maturities greater than one year that pay a fixed rate of return, shall represent 20-50% of the total assets; alternative investments, defined as fund-of-fund investments, shall represent up to 20% of the total fund assets; and cash, defined as maturities shorter than one year, shall represent 2-10% of the total fund assets. In addition, the Statement provides guidelines for investing non-endowed funds based upon the purpose of the donation and the horizon of time for the use of funds. The three non-endowed portfolio funds available are cash management, fixed income and balanced funds.

STATUS:

This report represents the investment activity for the quarter ended September 30, 2016. The investments are directed by the Los Rios Foundation Finance Committee and realized and unrealized earnings are shown in the accompanying schedules. The return for the endowed portfolio of \$8.3 million for the quarter ended September 30, 2016 was 4.60% compared to 3.87% for the composite benchmark. The yield for the quarter ended September 30, 2016 for the total managed portfolio of \$11.1 million is 3.57%. This compares to the composite benchmark of 2.97% for the same period. In accordance with generally accepted accounting principles, investments are restated to market value as of each fiscal year-end.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended September 30, 2016.

Los Rios Foundation
Investment Portfolio
For the Period July 1, 2016 - September 30, 2016

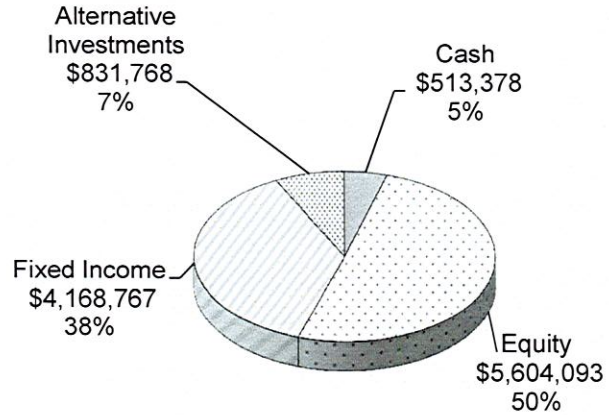
TOTAL PORTFOLIO	Guidelines	Opening Balance July 2016	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
<u>Managed (Endowed):</u>										
Cash (Scholarship)	2-10%	156,012	(50,000)			8	8		106,020	2%
Fixed Income										
Breckinridge*		1,739,484		(7,889)	493	10,243	2,847	(3,232)	1,739,099	21%
Total Fixed Income	20-50%	1,739,484	-	(7,889)	493	10,243	2,847	(3,232)	1,739,099	21%
Equities										
Parametric Portfolio		2,392,999		83,098	7,489	18,397	108,984	(4,692)	2,497,291	30%
Snow		644,358		51,886	(3,205)	3,416	52,097	(1,749)	694,706	8%
JP Morgan International		667,969		41,413	(886)	3,676	44,203	(1,868)	710,304	9%
Hansberger International		661,618		51,541	13,128	2,154	66,823	(1,796)	726,645	8%
MLP (Master Limited Partnership)		264,520		21,309		6,275	27,584	(386)	291,718	4%
Brandes International Small Cap		168,538		11,402		576	11,978	(246)	180,270	2%
Brandes EM		473,062		24,004	2,525	5,150	31,679	(1,582)	503,159	6%
Total Equities	15-70%	5,273,064	-	284,653	19,051	39,644	343,348	(12,319)	5,604,093	67%
Alternative Investments										
Liquid Alternatives		819,451		11,290	1,270	1,540	14,100	(2,224)	831,327	9%
UBP		441					-		441	1%
Total Alternative Investments	up to 20%	819,892	-	11,290	1,270	1,540	14,100	(2,224)	831,768	10%
Total Managed (Endowed)										
		7,988,452	(50,000)	288,054	20,814	51,435	360,303	(17,775)	8,280,980	100%
<u>Managed (Non-endowed):</u>										
Madison Short Duration Fixed Income*		2,394,811	35,000	(12,861)	2,331	16,145	5,615	(5,758)	2,429,668	
Total Managed (Endowed & Non-endowed)										
		10,383,263	(15,000)	275,193	23,145	67,580	365,918	(23,533)	10,710,648	
<u>Non-Endowed:</u>										
Cash Management - Money Market		400,406				20	20		400,426	
Total Non-Endowed		2,795,217	35,000	(12,861)	2,331	16,165	5,635	(5,758)	2,830,094	
<u>Cash Clearing Account</u>										
Gift Receipt		2,732	4,196			4	4		6,932	
TOTAL PORTFOLIO		10,786,401	(10,804)	275,193	23,145	67,604	365,942	(23,533)	11,118,006	

(a) Market Value from UBS Financial Services, Inc. statement dated 9-30-16.

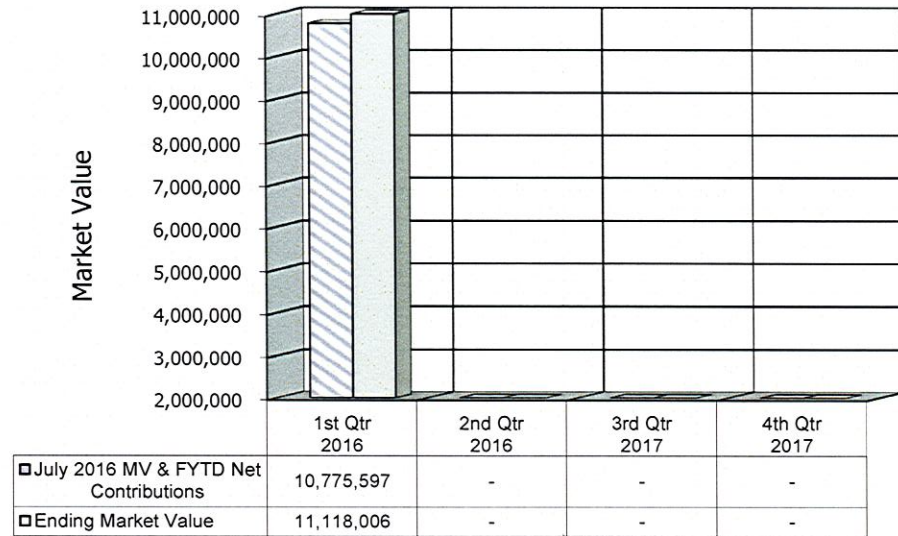
*Includes accrued interest

Los Rios Foundation
Account Summary
as of September 30, 2016

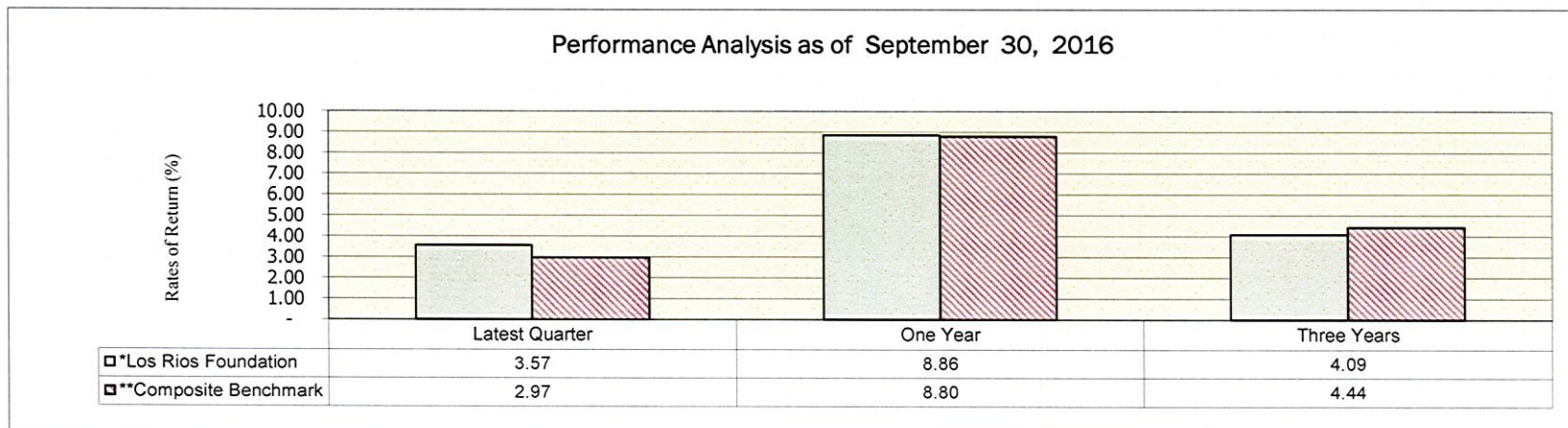
Asset Allocation as of September 30, 2016



Portfolio Change July 2016 through September 2016



Performance Analysis as of September 30, 2016





*The definition of Los Rios Foundation Return is Managed Portfolio Net Time Weighted Returned which is net of fees.

**Provided by UBS Financial Services, Inc. Composite benchmark is composed of various market indices selected by UBS to approximate the Foundation's asset allocation.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Special Event Authorization	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item I	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	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
Jan. 12, 2017	FLC	Harris Center	Kids Helping Kids Gala Event	Wine

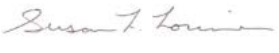

RECOMMENDATION:

It is recommended that the Board of Trustees approve the applications as listed.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Susan Lorimer, Deputy Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	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
Basic Skills & Student Outcomes Transformation Grant <ul style="list-style-type: none"> • Funds to enable colleges to implement or expand innovations and redesign in the areas of assessment, student services, and instruction. • 7/01/2016 through 6/30/2019 • Administrator: Kimberley McDaniel, Vice President, Student Services and Enrollment Management 	CRC	\$1,500,000	CCCCO
General Child Care and Development Programs (Correction of \$3,729 amount from July agenda item) <ul style="list-style-type: none"> • Funds for the District’s General Child Care and Development Programs. • 7/1/2016 through 6/30/2017 • Administrator: Theresa Matista, Vice Chancellor, Finance and Administration 	District-wide	\$326,851	California Dept. of Education
General Child Care and Development Programs (Amendment) <ul style="list-style-type: none"> • Funds for the District’s General Child Care and Development Programs. • 7/1/2016 through 6/30/2017 • Administrator: Theresa Matista, Vice Chancellor, Finance and Administration 	District-wide	\$16,789	California Dept. of Education

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: November 9, 2016

SUBJECT:	Ratify: New Contracts and Renewals	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item K	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	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
Spring 2017 marketing campaign-media spend	\$150,000.00	R	4/23/16 – 2/28/17	3-Fold	Public Information DO

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Ratify: Affiliation and Other Agreements	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item L	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

Pursuant to Education Code section 81655, and board policy 8315, all agreements to which the District is party must be approved by or ratified by the Board of Trustees. Where agreements are not authorized or ratified by other means, this board agenda item is used to ensure compliance with this obligation.

STATUS:

Pursuant to board policy 8315, the attached agreements and/or extensions for the contracts are hereby presented for approval/ratification. Attached is a list of Allied Health Agreements for clinical placements and Internships for Los Rios students. While the District is obligated under these agreements to cooperate and provide educational services pursuant to these agreements, none of them require payment or receipt of funds.

RECOMMENDATION:

It is recommended that the Board of Trustees ratify and/or approve the agreements identified in this board agenda item.

ALLIED HEALTH AGREEMENTS FOR CLINICAL PLACEMENTS

Agency	Clinical Program	Campus	Contract Date	Term
Zahra L. Hossenini, DDS	Dental Asst.	SCC	10/7/2016	Evergreen
Wackford Dental	Dental Asst.	SCC	10/7/2016	Evergreen
Ultimate Dental Group	Dental Asst.	SCC	10/7/2016	Evergreen
Fine Touch Dental	Dental Asst.	SCC	10/10/2016	Evergreen
Davis Smiles Dentistry	Dental Asst.	SCC	10/11/2016	Evergreen
Petaluma City School District	SLPA	ARC	10/10/2016	Evergreen
Teeny Tots Therapy	PTA/OTA	SCC	10/11/2016	Evergreen
River Delta Dental	Dental Asst.	SCC	10/24/2016	Evergreen

- * PTA – Physical Therapy Assistant, OTA – Occupational Therapy Assistant
- * HIT – Health Information Technology
- * SLPA- Speech Language Pathology Assistant

INTERNSHIP AGREEMENTS

Company/Agency	Internship Type	ID Number	Contract Date	Term
Entercom	Broadcast	0800942	10/13/2016	10/13/16- 12/9/16

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

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

BACKGROUND:

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

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
17001R	ARC Public Art at Student Services, concrete pedestals and lighting for art work	1	10/24/16	Peterson Development	\$29,880.00



RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item N	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 81452 provides that the governing board may, by unanimous vote, dispose of items valued at \$5,000 or less by private sale without advertising or selling the items at public auction. The District has held previous auctions, but they 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 materials that need to be disposed of, such as outdated desks and computers. The State of California has accepted some of the surplus items, but will not take surplus items deemed unsaleable. The District has located a scrap dealer who will take the remaining surplus items for recycling.

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: 33 children’s chairs, 1 children’s table; 4 computers; 1 desk; 1 emergency phone; 1 laptop; 5 PBX systems and 2 Think pads. 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: November 9, 2016

SUBJECT:	Purchase Orders, Warrants, Checks and Electronic Transfers	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item O	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

A listing of purchase orders, warrants, checks and wires issued during the period of September 16, 2016 through October 15, 2016 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	0001089027-0001089497 B117650-B117689	\$ 3,311,185.43
Capital Outlay Fund	0003016969-0003016998 B317000-B317000	
Child Development Fund	-	
Self-Insurance Fund	-	
WARRANTS		
General Fund	737192-738480	\$ 8,161,112.72
General Fund-ARC Instructional Related	006723-006817	
General Fund-CRC Instructional Related	022387-022425	
General Fund-FLC Instructional Related	030939-030950	
General Fund-SCC Instructional Related	045510-045593	
Capital Outlay Fund	831265-831331	
Student Financial Aid Fund	900003-900011	
Child Development Fund	954263-954277	
Self-Insurance Fund	976337-976341	
Payroll Warrants	324709-326552	
Payroll Vendor Warrants	61032-61177	
October Leave Process	326553-328072	
CHECKS		
Financial Aid Disbursements	2274678-2274779	\$ 5,686,377.12
Clearing Checks	2626-2627	\$ 1,662.50
Parking Checks	-	\$ -
Bookstore Fund – ARC	30869-30937	\$ 1,353,813.63
Bookstore Fund – CRC	026876-026961	
Bookstore Fund – FLC	9500-9554	
Bookstore Fund – SCC	048553-048629	
Student Clubs Agency Fund – ARC	5042-5086	\$ 150,879.93
Student Clubs Agency Fund – CRC	4101-4146	
Student Clubs Agency Fund – FLC	2148-2169	
Student Clubs Agency Fund – SCC	3466-3500	
Foundation – ARC	5094-5107	\$ 124,122.05
Foundation – CRC	2180-2199	
Foundation – FLC	1208-1228	
Foundation – SCC	3874-3904	
Foundation – DO	0809-0817	
Associated Students Trust Fund – ARC	0813-0813	\$ 7,616.45
Associated Students Trust Fund – CRC	0670-0674	
Associated Students Trust Fund – FLC	0589-0593	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 4146-4230 Manual Checks 9126-9126	\$ 468,780.74
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$ -
PARS	-	\$ 19,829.67
Vendors	-	\$ -
Backup Withholding	-	\$ -
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 74,473.13
Bookstore	-	\$ 50,297.69
Payroll Direct Deposit Advices	811473-816092	\$ 12,061,015.99
Other Payroll Transactions		\$ 9,824.50

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	2016-17 Sabbaticals/Professional Development Leaves	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item P	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

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

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

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

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

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

RECOMMENDATION:

It is recommended that the attached sabbatical/professional development leaves be approved by the Board of Trustees for the 2016-17 year.

**Fall 2016 Board Agenda
Sabbatical Leaves**

American River College

**Type A Leave: One (1) Type A Leave requested
 One (1) Type A Leave converted to .5 Type B Leave**

Type B Leave: .666 FTE Type B Leave requested

Type A Leave Time

Annual FTE

Jeanette Allred-Powless	Kinesiology & Athletics Professor	100%	Spring 2017	.500 FTE
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“Research & Training: Mindful Visualization for Students, Students with Disabilities and Athletes”

Proposal: Tai Chi is a traditional form of ancient martial art used for promoting good health. It’s gentle, dance-like moves are said to strengthen and balance the body’s energy. The purpose of this project is to select and promote the lessons of optimal health, focus and inner strength found within Tai Chi theories, and develop a local form of presentations best suited for teaching ARC’s students, adapted students and athletes. The proposal includes learning the theory, practice and teaching techniques for 1) Tai Chi and Adapted Tai Chi; 2) Restorative Yoga and Adapted Restorative Yoga; and 3) Mindful Meditation.

Zero (0) Type A Leave unused during 2016/17

Zero (0) FTE Type A Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Andrea Garvey	Psychology Professor	40%	Spring 2017	.200 FTE
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“Reading Apprenticeship as a Tool to Improve ARC Students’ Success, Retention and Self Efficacy as Readers”

Proposal: This project would enable the professor to serve as project coordinator in collaboration with History Professor Chris Padgett for a campus-wide, classroom-based research project. The goal is to implement a fully scalable and quantitative research project involving ARC faculty from different disciplines to measure the effectiveness of the Reading Apprenticeship framework on student success, retention, and learning of discipline-specific content while at the same time support ARC faculty implementing reading apprenticeship routines in their classroom.

Rory Kinoshita	Mathematics Professor	23%	Spring 2017	.115 FTE
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“MMLC Winter Intersession Courses”

Proposal: The project proposal is to enhance student access and productivity by offering MMLC (Multimedia Math Learning Center) courses during the 2017-18 winter intersession. Since the MMLC courses have never been offered in this format before, there is a considerable amount of preparation required.

**Fall 2016 Board Agenda
Sabbatical Leaves**

Lazette Nowicki Nursing Professor 50% Spring 2017 .250 FTE
“Curriculum Implementation Phase II”

Proposal: The purpose of this proposal is to continue the work of the entire nursing department over recent years implementing the newly-developed nursing curriculum in collaboration with, and under the guidance of, a curriculum coach.

**Randy Schuster Design Technology
 Professor 20% Spring 2017 .100 FTE**

“Implementation of Design Tech Plan”

Proposal: During the Spring 2016, the Design Technology Enrollment and Retention Improvement Plan was developed. In Fall 2016, the plan was reviewed and discussed in detail within the department and with the Dean and senior administration. The plan was met with widespread approval. This intent of this proposal is to implement the systematic processes that will allow the Design Technology department to put the plan into practice.

.001 FTE Type B Leave unused during 2016/17

.001 FTE Type B Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

**Fall 2016 Board Agenda
Sabbatical Leaves**

Cosumnes River College

Type A Leave: One (1) Type A Leave requested

Type B Leave: .342 FTE Type B Leave requested

Type A Leave Time

Annual FTE

Kim Harrell	Sign Language Studies Professor	100%	Spring 2017	.500 FTE
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“Increasing Awareness of Deaf Culture, Improving the Deaf Studies Curriculum, and Creating a Deaf Friendly Culture at CRC”

Proposal: To research the impact of Deaf culture and curriculum on college and university campuses and increase understanding of Deafhood diversity through hands on exposure to college and university programs, Deaf art festivals and museums, and interviews with professors, students, museum directors, and regional and national artists. Based on this research enhance the curriculum for DEAF 360 Creative Signs, DEAF 360 Deaf Arts, and DEAF 380 American Sign Language Literature which are new to CRC and part of the new Deaf Studies AA Degree. Explore the possibility of hosting a Deaf Art Festival on campus to increase awareness of deaf culture, and create a deaf friendly culture at CRC.

Zero (0) Type A Leave unused during 2016/17

0.0 FTE of Type A Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Dan DuBray	Speech Professor	20%	Spring 2017	.100 FTE
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“Camtasia Screen Capture Recordings for Intercultural Communication and Curriculum”

Proposal: Create, produce and post “screen capture recordings” of lectures to post on a course management website (D2l and later Canvas) so that students can view and process lectures online before a class session so that more time can be dedicated in class for peer, small group and class discussion that focuses on intercultural communication concepts and issues.

Michael Pereira	Auto Mechanic Professor	28.3%	Spring 2017	.142 FTE
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“Why not CRC and Ford Automotive Student Service Educational Training (ASSET)?”

Proposal: Personally re-introduce the Ford ASSET program to high schools within our service area associated with Ford Motor Company. This area encompasses all of Northern California and Western Nevada. I will meet with high school counselors, automotive and agricultural mechanics teachers. Due to personnel replacement of counselors and teachers, and the expansion of our service area, our program is not as well-known as some for profit institutions.

**Fall 2016 Board Agenda
Sabbatical Leaves**

Heather Hutcheson English Professor 20% Spring 2017 .100 FTE

“Decade Two of the Cosumnes River Journal, Building Our Presence and Capacity”

Proposal: The project is to take the *Journal* into the 21st century by redesigning the way we accept and review submissions, using a submission portal rather than the Los Rios email system and manual acceptance process we currently use. Our lack of technology use is inefficient and cumbersome. Existing technology has the potential to reduce the burden on volunteers in terms of eliminating time spent voting and communicating with (in a timely manner) the hundreds of folks submitting to the publication. Moreover, there is some reluctance, by English department faculty, to take on leadership of this volunteer opportunity because of the volume of work required to organize this effort.

Students are the primary focus of this project as this work will benefit those submitting, those published, and those serving on the editorial staff by: increasing the visibility of the publication, be exposing them to modern submission and editorial processes, and by enhancing a venue that promotes/celebrates their voice.

.054 FTE Type B Leave unused during 2016/17

.054 FTE Type B Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Fall 2016 Board Agenda
Sabbatical Leaves

Folsom Lake College

Type A Leave: Zero (0) Type A Leave requested
One (1) Type A Leave converted to .5 Type B Leave

Type B Leave: .300* FTE Type B Leave requested

Type A Leave Time

Annual FTE

Zero (0) Type A Leave unused during 2016/17

.0 FTE of Type A Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Ian Wallace Theatre Arts Professor 20% Spring 2017 .100 FTE

“Scenery and Interactive Multimedia Design Externship”

Proposal: The purpose of this project is to provide the professor with experience designing scenery and interactive multimedia for the production of *San Diego Repertory Theater’s “Into the Beautiful North”* by *Karen Zacarius*. At the conclusion of the project, the professor will incorporate learned techniques and technologies into the theater department’s production of the FLC fall 2017 play, and share the results of the experience with the Los Rios Community.

Paula Haug Communication Studies Professor 20% Spring 2017 .100 FTE

“CSU GE-Subcommittee Online Oral Communication Pilot”

Proposal: This project continues the work begun in fall 2016 as a faculty participant in a CSU research project that will ultimately determine if a purely online oral communication course is equivalent to a traditional or hybrid oral communication course. FLC is one of only five community colleges in the state invited to participate in this pilot. The professor’s role will require collaboration with CSU, community college partners, and the CSU Chancellor’s office in the creation, implementation, and assessment of appropriate online communication tools; and acquisition of user proficiency with new apps, software, and other technologies required by the chosen assignment and assessment tools.

Rebecca Mendell Librarian 20% Spring 2017 .100 FTE

“Information Literacy: Pathways to Success”

Proposal: The purpose of this project is to research best practices and effective models for embedding information literacy in higher education to assist FLC in meeting the “Information Competency” Institutional Learning Outcome. The project will include: researching academic literature, interviewing other community college librarians and faculty, reviewing state and national initiatives (such as Project Information Literacy), and exploring legal and financial implications. Research findings may inform future developments in information literacy education at FLC.

.371 FTE Type B Leave unused during 2016/17

.371 FTE Type B Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Fall 2016 Board Agenda
Sabbatical Leaves

Sacramento City College

Type A Leave: Zero (0) Type A Leave requested

Type B Leave: .100 FTE Type B Leave requested

Type A Leave Time

Annual FTE

Zero (0) Type A Leave unused during 2016/17

.0 FTE of Type A Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Thomas Capaletti	Graphic Communication Professor	20%	Spring 2017	.100 FTE
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“Creation of an Interdisciplinary Creative Collaborative Learning Environment (a.k.a: Co-Lab/Makerspace) on-or adjacent to SCC Campus”

Proposal: The purpose of this project is to create a place, a space, a laboratory, a workshop, a flexible space, maker space, a creative commons where students would have a place to investigate, ponder, pitch, ideate, co-work, collaborate, team build – across all disciplines, a flexible place with equipment, supplies, technologies, mentors, experts, workshops – to foster innovation for students to learn and grow.

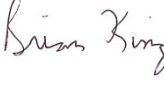
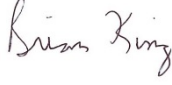
.400 FTE Type B Leave unused during 2016/17

.400 FTE Type B Leave to be carried forward to 2017/18 (per LRCFT Section 11.6.8.5)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Human Resources transactions on the attached pages as well as a change to the salary placement for the Senior Confidential Analyst position.

The recommended change is to move the Senior Confidential Financial Analyst position, Job Code 0645, up one range from its current placement at range 18C to 19C. A recent review of additional duties assigned to this position since it was last reviewed warrant an increase commensurate with the responsibilities. The job description has been updated to reflect those duties. The annual step 1 cost is \$3,199.

**Los Rios Community College District
2016-17 Interim**

Salary Ranges for Confidential Classified Positions

Job Code	Titles	Range	Full Time Annual Salary		
0644	Communications and Public Information Officer (E)	17C	76,889	-	105,268
0632	Confidential Financial Analyst (E)	16C	73,932	-	101,219
0177	Confidential Human Resources Analyst	11C	60,766	-	83,195
0121	Confidential Human Resources Assistant I	2C	42,694	-	58,452
0148	Confidential Human Resources Assistant II	3C	44,401	-	60,790
0170	Confidential Human Resources Assistant III	4C	46,178	-	63,221
0635	Confidential Human Resources Officer (E)	18C	79,964	-	109,479
0119	Confidential Human Resources Specialist I	5C	48,025	-	65,750
0159	Confidential Human Resources Specialist II	6C	49,946	-	68,380
0120	Confidential Human Resources Specialist III	8C	54,021	-	73,960
0160	Confidential Human Resources Training Specialist	11C	60,766	-	83,195
0638	Confidential Internal Auditor (E)	19C	83,163	-	113,858
0708	Confidential Internal Auditor/Information Security Officer (E)	19C	83,163	-	113,858
0645	Confidential Senior Financial Analyst (E)	18C 19C	79,964 83,163	-	109,479 113,858

The max salary in range includes the 10, 15, 20 and 25 year longevity increments.

(E) Exempt employee - not entitled to overtime provisions.

Effective: July 1, 2016

Board Approved - August 10, 2016

Board Revised - November 9, 2016

M A N A G E M E N T

APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
Milan, Theresa S. (M.S., University of San Francisco)	Interim Dean of Strong Workforce Program Planning And Implementation	10/10/16 – 05/31/17

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>District Office</u>	
Crow, Alden S. (B.A., California State University, Sacramento)	Interim Associate Vice Chancellor of Communications and Media Relations	09/02/16 – 11/15/16 <i>(Revised)</i>
	<u>Facilities Management</u>	
Battles, Scott L. (M.S., California State University, East Bay)	Interim Director of Facilities Planning and Construction	11/01/16 – 04/01/17
	<u>Sacramento City College</u>	
Ader, Elaine R. (Ph.D., University of Michigan)	Interim Associate Vice President of Enrollment and Student Services	11/01/16 – 01/31/17

FACULTY

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Tuifua, Amelia S. (M.S., University of Southern California)	Counselor	11/10/16

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Zimmerman, Lance C. (D.P.M., Illinois College of Podiatric Medicine)	Biology Assistant Professor, LTT	01/12/17 – 05/17/17

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>American River College</u>		
Birchall, Jill K.	Sign Language Studies Professor	Maternity	10/05/16 – 12/03/16
Corcoran, Amanda J.	English Professor	Medical (40%)	08/18/16 – 12/15/16
	<u>Cosumnes River College</u>		
Nguyen, Nhat N.	Mathematics Assistant Professor	Type C	02/21/17 – 05/17/17
	<u>Folsom Lake College</u>		
Snell, Kenneth L.	Psychology Professor	Type C	01/12/17 – 05/17/17
Tryhane, Gerald H.	Accounting and Business Professor	Type C	01/12/17 – 05/17/17

PRE-RETIREMENT WORKLOAD REDUCTIONS(S)

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>		
Samples, Marjorie S.	Chemistry Professor	.500	08/17/17 – 05/31/22

FACULTY

PRE-RETIREMENT WORKLOAD REDUCTIONS(S) CONTINUED

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>		
Hussey, Susan M.	Allied Health Learning Community Grant/ High School Articulation Coordinator	.500	07/01/17 – 06/30/20

RESCISSION OF APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Parlin, Sam	Computer Information Science Assistant Professor (Programming), 70%, LTT	09/01/16 – 12/15/16

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Schirmer, Marie A.	Nutrition Professor (After 17 years of service)	05/18/17

**TEMPORARY, PART-TIME EMPLOYEES Fall 2016
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Adams, Jane P.	Academic Guidance	40 %
Baum, Lori S.	Reading	11 %
Cabral, Colette H.	Sign Language	66 %
Cardenas, Theresa M.	Counselor	30 %
Carrier, Nicole	Spanish	57 %
Cartan, Jennifer A.	Spanish	10 %
Dorris, Tamara L.	Real Estate	60 %
Gorchoff, Sara M.	Psychology, General	33 %
Guerra, Kathleen Sigrid	Spanish	27 %
Heathington, Michelle K	Sign Language	16 %
** (B3) Hillenbrand, Collin D.	Sign Language	63 %
Jay, Susan M.	General Work Experience	27 %
Kiefer, Michelle L.	Coordinator	14 %
Knight, Joanna Lee	Counselor	3 %
Lawrence, Aaron Preston Sakai	Counselor	20 %
Lowe, Aisha N.	Psychology, General	65 %
** (B5) Palmer, Michael C.	Automotive Technology	35 %
Pavlovich, Lorraine M.	Paralegal	40 %
Rink, Shelley F.	Music	33 %
Sakakihara, Paul	General Work Experience	33 %
Schleeter, Mary A.	Gerontology	3 %
Speck, Christian A.	Business Administration	20 %
Stanphill, Cindy D.	English	20 %
Tees, Jonathan M.	Philosophy	20 %
** (B3) Thaten, Kristeena B.	Sign Language	66 %
Thurman, Melissa	Counselor	11 %
Ward, Alison S.	Counselor	18 %
Watson, James D.	Reading	9 %
Wood, Melanie A.	Registered Nursing	35 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2016
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aptekar, Rachel M.	Biology, General	30 %
** (A5) Calhoun, Ruby R.	Business and Commerce, General	10 %
** (A5) Calhoun, Ruby R.	Office Technology/Office Computer Applicati	13 %
Carr, Harriette A.	Health Occupations, General	40 %
Caviness, Richard L.	Mathematics, General	21 %
Dang, Tuong N.	Vietnamese	6 %
Fong, Michael G.	Biology, General	24 %
Gallet, Rachel M.	Business and Commerce, General	10 %
Grahn, Robert A.	Biology, General	26 %
Kaufmann, Amy E.	Biology, General	11 %
Knudsen, Mark James	Chemistry, General	10 %
Pandey, Rajeev R.	Chemistry, General	8 %
Reece, Clayton A.	Chemistry, General	10 %
Robbins, Destiny J	Counselor	6 %
Sanchez, Hortencia Paras	Office Technology/Office Computer Applicati	13 %
Somadhi, Kakwasi	English	7 %
Truong, Estate of Thanh V.	Mathematics, General	20 %
Wunibald, Denise M.	English	11 %

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

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

**TEMPORARY, PART-TIME EMPLOYEES Fall 2016
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Beda,Brandy L.	English	27 %
Cahoon,Autum K.	Archaeology	20 %
Tolin,Michael	Water and Wastewater Technology	6 %
Walker,Judy L.	Child Development/Early Care and Educatio	7 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2016
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A5) Bair,Lewis E	Information Technology, General	37 %
Boyd,Halsey	Mathematics, General	65 %
Kajikyan,Ruzanna	Nursing	22 %
Miller,Scott J.	Aviation and Airport Management and Servic	20 %
Parkman,Sharon	Nursing	60 %
Parlin, Sam	Computer Programming	66 %
Rendon Hall, Velma	Cosmetology and Barbering	51 %
Richman, Sylvia J.	Chemistry, General	15 %
** (B5) Schaeffer, Randy L.	Environmental Control Technology (HVAC)	27 %
Sherrard, Marie J.	Cosmetology and Barbering	50 %
Tuifua, Amelia S.	Counselor	1 %
White, Daniel E.	Marketing & Distribution	20 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2016
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Burleson, B. Kathryn	Technical Theater	27 %
Burleson, B. Kathryn	Dramatic Arts	13 %
Fratello, Natasha M.	Psychology, General	44 %
Senna, Deborah J.	Human Services	30 %
Thompson, Steven Dean	Music	40 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2016
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Carlisle, Eli A.	Biology, General	11 %
Cranston, Monica L.	Counselor	3 %
McDowell, Stephen C.	Chemistry, General	10 %
Oliver, Julie A.	Biology, General	10 %
Pollock, Sarah M.	Physiology (Includes Anatomy)	10 %
** (A5) Weinshilboum, David H.	English	7 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2016
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Harbison, Mark	Mathematics, General	53 %
Johnson, Ilana	Anthropology	20 %
Manriquez, Paul M.	Mathematics, General	63 %
Newman Ritchards, Toni J.	Counselor	6 %

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

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

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2016 Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Nguyen, Anh H.	Counselor	6 %
Parks, Karen D.	Software Applications	8 %
Phillips, Joseph H.	Mathematics, General	47 %
Rosenberger, Randy	Mathematics, General	51 %
Segal, Jonathan E.	Mathematics, General	15 %
Wang, Hsiao J.	Mathematics, General	9 %

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>
Barber, Benjamin E.	Educational Media and Web Design Specialist	ARC	11/01/16
Cervantes, Alexander N.	Administrative Assistant I	SCC	10/17/16

PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Aveglio, Daniel T.	Student Services Supervisor (Student Personnel Assistant – Student Services	ARC ARC)	10/17/16
Shuler, Qing H.	Senior Information Technology Business/Technical Analyst (Information Technology Business/Technical Analyst II	DO DO)	10/07/16

REASSIGNMENT(S)/ TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Martinez, David G.	Counseling Clerk II (Custodian	FLC ARC)	11/01/16

RECLASSIFICATION(S)			
<u>Name</u>	<u>Proposed Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Devi, Sunita	Administrative Assistant I (Clerk II	CRC CRC)	08/23/16
Levy, Blanche R.	Admissions/Records Evaluator II (Admissions/Records Clerk III	SCC SCC)	08/01/16
Miranda, Blanca R.	Admissions/Records Evaluator II (Admissions/Records Clerk III	CRC CRC)	07/01/16

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>
Blevins, Sharon C.	Educational Center Supervisor (After 25+ years of service)	Ethan	11/03/16
List, Gayle L.	Library/Media Technical Assistant, 11 months (After 22+ years of service)	FLC	04/08/17

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>			
Gooselaw, Roseann N	Clerk I	10/17/2016	06/30/2017
Mousaei, Samaneh	Financial Aid Clerk I	10/11/2016	06/30/2017
Rivera, Chris R.	Bookstore Aide	10/10/2016	06/30/2017
Thomas, David P.	Custodian	10/14/2016	06/30/2017
Velichko, Liana A	Clerk I	10/10/2016	06/30/2017
<u>Cosumnes River College</u>			
Carthen, Charlene A.	Instructional Assistant	08/25/2016	06/30/2017
Ebert, Jamie C.	Special Projects	09/14/2016	06/30/2017
Monroe, Calvin T.	Instructional Assistant	09/26/2016	06/30/2017
Wilder, Candice A	Intercollegiate Game Technician	09/01/2016	06/30/2017
<u>District Office / Business and Economic Development Center / Facilities Management / Police Services</u>			
Runyan, Kenya	Special Projects	10/26/2016	06/30/2017
Babbitt, Shawn L.	Campus Patrol	10/03/2016	06/30/2017
Carter, John G.	Campus Patrol	07/01/2016	06/30/2017
Emigh, Tiffany A.	Campus Patrol	10/11/2016	06/30/2017
Harmon, Gregory C.	Campus Patrol	10/17/2016	06/30/2017
Johnson, Sashay M.	Campus Patrol	10/10/2016	06/30/2017
Schneider, Martin A.	Campus Patrol	10/17/2016	06/30/2017
Sweatt, Jeremy E	Campus Patrol	10/11/2016	06/30/2017
<u>Folsom Lake College</u>			
Cyphert, Tammy Lea	Instructional Assistant	07/01/2016	06/30/2017
Quintana, Alina	TANF/CalWORKs Specialist	10/01/2016	06/30/2017
Shuman, Nicole A	Reader/Tutor	10/11/2016	06/30/2017
Shuman, Nicole A	Clerk II	10/11/2016	06/30/2017
<u>Sacramento City College</u>			
Ayoub, Violena M.	Custodian	10/25/2016	06/30/2017
Castelle, Dennis A.	Custodian	10/16/2016	06/30/2017
Cooper, Ruth E.	Custodian	10/05/2016	06/30/2017
Ellison-Vincent, Evan D.	Custodian	10/19/2016	06/30/2017
Esping, Alison A.	Administrative Asst. I	10/13/2016	06/30/2017
Harris, Alexa R	Reader/Tutor	10/17/2016	06/30/2017
Jacobs, Corrie Lynn	Instructional Assistant	09/30/2016	06/30/2017
Wocasek, Elizabeth M.	Clerk III	10/10/2016	06/30/2017

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Draft 2017 Board Meeting Calendar	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS

A draft copy of the proposed 2017 annual board meeting calendar is attached for the Board’s review and discussion. The final draft will be presented for approval at the next regular board meeting on December 14, 2016.

RECOMMENDATION:

The draft 2017 board meeting calendar is presented for first reading.

LOS RIOS COMMUNITY COLLEGE DISTRICT

2017 Board Meeting Calendar

DRAFT



DRAFT

Regular board meetings are generally the second Wednesday of the month
(unless otherwise noted) at 5:30 pm

JANUARY				JULY			
	11				12		
FEBRUARY				AUGUST			
	8 FLC				9		
MARCH				SEPTEMBER			
3-4*		15 CRC			13		
APRIL				OCTOBER			
	12			6-7*		18	
MAY				NOVEMBER			
	10 ARC				8 SCC		
JUNE				DECEMBER			
	14				13		

*Board Retreat Dates
Convocation Dates: January 20, 2017; August 18, 2017
Graduation: May 17, 2017

MEETING LOCATIONS:

Meetings are held in the District Office Board Room, unless otherwise noted. All meeting location addresses for 2017 are as follows:


- Los Rios Community College District Office: 1919 Spanos Court, Sacramento, CA 95825
- American River College (ARC): 4700 College Oak Drive, Sacramento, CA 95841
- Cosumnes River College (CRC): 8401 Center Parkway, Sacramento, CA 95823
- Folsom Lake College (FLC): 10 College Parkway, Folsom, CA 95630
- Sacramento City College (SCC): 3835 Freeport Boulevard, Sacramento, CA 9582

DRAFT presented to the Board of Trustees: November 9, 2016

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Board Policy Creation: P-8911 Safety and Security (Clery Act)	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King	ACTION	
		INFORMATION	

BACKGROUND:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act) requires colleges to have safety and security policies and to provide a summary of those policies and statistics to its students, faculty and staff on an annual basis. Each year, the District has accurately itemized the required policies and practices in its annual Clery report. Several of those policies and practices are already codified in the District’s Board policies (e.g. sexual assault and drug and alcohol-free workplace policies). In addition, the sexual assault policies have recently been updated in response to changes to the Clery Act. The review inherent in the annual Clery Act report process, and the updating of the other policies, led to the conclusion that the District should have a Board-level-approved safety and security policy.

STATUS:

The proposed safety and security policy embodies all of the policy statements contained in the District’s Annual Security Report that are required by the Clery Act. The Annual Security Report provides more detail on those policies. The proposed policy identifies the core requirement for the collection and publication of crime statistics and that the Los Rios Police Department (LRPD) has the lead responsibility for these tasks. The proposed policy encourages all college constituencies to promptly report crimes and identifies the campus security authorities and their role to provide crime data to the LRPD. The proposed policy further sets forth the District’s policies on crime logs, emergency notifications, timely warnings, the jurisdiction of the LRPD, and the steps the District takes with regards to safety. The policy also identifies the other District policies that relate to the Clery Act (sexual assault and drug and alcohol-free policies).

RECOMMENDATION:

This policy is presented for first reading.

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1.0 Collection and Publication of Public Safety Statistics

- 1.1 Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (20 U.S.C. section 1092, subdivision (f)), the Los Rios Community College District will collect statistics for reported crimes occurring on-campus, in off-campus buildings or property owned or controlled by the District, and on public property within, or immediately adjacent to and accessible from the Colleges (its Clery Geography).**
- 1.2 As required by the Clery Act, the District will publish those statistics in its Annual Security Report. The Annual Security Report will also include information about safety and security policies implemented to protect the welfare of the District/College community.**

2.0 Responsibility for Collection and Publication of Public Safety Statistics

- 2.1 The Los Rios Police Department (LRPD) is responsible for gathering and disclosing the required crime statistics and the preparation and dissemination of the Annual Security Report in accordance with the Clery Act.**
- 2.2 The LRPD is responsible for reporting the statistics to the Department of Education through the annual web-based data collection process.**
- 2.3 The Annual Security Report will include statistics for the previous three (3) years concerning reported crimes that occurred on the District's Clery Geography.**

3.0 Reporting Crimes

- 3.1 Students, faculty, staff, administrators and guests are encouraged to immediately and accurately report all crimes, emergencies, suspicious activity and any other public safety-related incidents to the LRPD.**

4.0 Campus Security Authorities

- 4.1 Campus Security Authorities are individuals or offices with significant responsibility for student and campus activities.**
- 4.2 The District/Colleges will identify the Campus Security Authorities in the Annual Security Report.**
- 4.3 The District/Colleges will ensure that alleged crimes reported to Campus Security Authorities are then reported by Campus Security Authorities to LRPD and then disclosed in the Annual Security Report as required by the Clery Act.**

5.0 Statistics for Off-Campus Crimes

5.1 The District will make a good-faith effort to collect crime statistics for all Clery Act crimes committed on its Clery Geography from all law enforcement agencies with jurisdiction over those locations.

6.0 Crime Log

6.1 The District will maintain a crime log in which it will record all alleged criminal incidents, including non-Clery Act crimes, reported to the LRPD regardless of how much time has passed since the alleged incident occurred. Crimes will be recorded in the crime log by the date they are reported. The log will be available for review by the public.

7.0 Emergency Notification and Evacuation

7.1 The District/Colleges will immediately notify the District/College community (or a segment or segments of the District/College community affected) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Colleges or at the College centers. The manner and method for this notification and the persons responsible for carrying out these notification procedures will be described in the Annual Security Report.

7.2 The District/Colleges will, without delay, and taking into account the safety of the District/College community, determine the content of the notification and initiate the emergency warning system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

7.3 When necessary, information about the significant emergency or dangerous situation may be released to the larger community at the discretion of the responsible authorities.

8.0 Timely Warning

8.1 The District/Colleges will provide timely warnings to address threats to the District/College community. The timely warning will be designed to give students, faculty, staff, and administrators a timely notification of crimes to heighten safety awareness, and to seek information that will lead to the arrest and conviction of perpetrators who commit violent crimes against persons or major crimes against property.

8.2 To provide a timely warning, the District/Colleges will issue a Crime Alert Bulletin when a crime is reported to the LRPD or when a local police jurisdiction notifies the LRPD of a crime that represents a serious or continuing threat to the safety of the campus community.

8.3 Crime Alerts Bulletins will be distributed to the campus community using

various mediums of communication. The LRPD and the Public Information Officer in coordination with College and District administrators are responsible for assessing the need for and the distribution of the Crime Alerts. Situations will be assessed on a case-by-case basis, with great weight given to the LRPD's assessment of the total situation, including the best use of resources. The type of event or situation will be reviewed by the LRPD and the appropriate District/College Communications and Public Information Officer to determine the most effective method to distribute the crime alert information. The implementation of this process is described in the Annual Security Report.

9.0 Jurisdiction and Authority of LRPD

9.1 The LRPD has primary law enforcement jurisdiction for all criminal incidents occurring on District/College property. This includes incident investigation, follow up and resolution. The LRPD is a full-service police agency that is staffed seven days a week, 24 hours a day. The LRPD employs peace officers, campus safety officers, campus patrol officers and student patrol officers.

9.1.1 **Peace Officers:** The LRPD peace officers have statewide police authority, full powers of arrest and are vested with law enforcement powers pursuant to California Penal Code Section 830.32. LRPD Peace officers enforce local, state and federal laws both on- and off-campus. Their police authority includes concurrent jurisdiction with municipal and county agencies on adjacent streets and in the surrounding community.

9.1.2 **College Safety and Campus Patrol Officers:** College safety officers and campus patrol officers are employees of the District. They have authority to issue parking citations. They have the same powers of arrest as a private citizen.

9.1.3 **Student Patrol Officers:** Student patrol officers are all agents of the District. They have the same powers of arrest as a private citizen.

10.0 Safety and Security of the District/Colleges

10.1 The LRPD provides 24-hour patrols of District/College buildings, property and parking lots. LRPD Peace Officers investigate crimes, alarms and suspicious incidents and persons, and provide responses to medical and fire incidents on the premises.

10.2 District/College facilities and buildings are generally open to the District/College community, visitors and guests Monday through Friday from 7 a.m.-11 p.m., and as certain special events dictate. Staff should lock any doors not in use. Custodial and LRPD staffs regularly check the security of the buildings. After-hours access is possible with issued keys or contact to the LRPD.

10.3 District/College shrubbery, trees and other vegetation are routinely trimmed and artificial lighting is maintained with safety issues in mind. The District/College community is encouraged to report unsafe conditions, safety concerns, exterior lighting issues or telephone malfunctions to Campus Operations, Facilities Management or the LRPD.

11.0 **Sexual Violence, Relationship Violence, Domestic Violence, Dating Violence, Sexual Assault and Stalking**

11.1 The policies required by the Violence Against Women Reauthorization Act (VAWA) (Public Law 113-4) concerning sexual assault, domestic violence, dating violence and stalking are covered by District Policy **P-2541**, entitled **Sexual Violence, Relationship Violence, Domestic Violence, Dating Violence, Sexual Assault and Stalking**.

11.2 The methods for adjudicating complaints of sexual assault, domestic violence, dating violence and stalking are covered under District Policies and Administrative Regulations entitled **Discrimination and Harassment Complaint Procedures (P/R-2423, P/R-5172, P/R-6163, and P/R-9152); Sexual Harassment (P-2424, P-5173, P-6161, and P-9153); Standards of Conduct (P/R-2441); Due Process (P/R-2442); and Sexual Violence, Relationship Violence, Domestic Violence, Dating Violence, Sexual Assault and Stalking (P-2541)**.

12.0 **Drug and Alcohol Free-Workplace and College Premises**

~~11.1~~**12.1** The required policies regarding alcohol and drug use are contained in the District Policy and Administrative Regulation entitled **Drug and Alcohol-Free Workplace and College Premises (P/R-2443, P-5621, P-6821 and P-9154)**.

LRCCD

Policy Adopted:

Policy Revised:

Policy Reviewed:


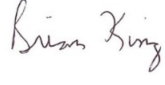
Adm. Regulation:

DRAFT 8/30/16

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Board Policy Revision: P-2332 Academic Advising Program	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

Staff has continued its regular review of district policies and administrative regulations. As part of the review of the 2000 series, policy P-2332 was identified as needing title, nomenclature, and other nonsubstantive changes.

STATUS:

Proposed amendments to P-2332 change references to the Commission on Athletics to the California Community College Athletic Association. A reference to “matriculation” is updated to “Student Success and Support Program.” Additionally, a few nonsubstantive formatting changes have been made to the policy.

RECOMMENDATION:

This policy is presented for first reading.

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1.0 Purpose and Scope

1.1 Intercollegiate Athletic Policies

1.1.1 Responsibility for the supervision of the administration of California Community College intercollegiate athletic programs is exercised through the ~~Commission on Athletics (COA)~~ **California Community College Athletic Association**. The **California Community College Athletic Association** is under the authority of the Board of Directors of the Community College League of California (CCLC). The **California Community College Athletic Association** delegates to the Board of Directors of the Chief Executive Officers of the California Community Colleges the power to review the policies and procedures of the **California Community College Athletic Association** as specified in the Athletic Code of the California Community Colleges.

1.1.2 All colleges participating in intercollegiate athletics are required to be members in good standing of the **California Community College Athletic Association** and to function under the Athletic Code of the California Community Colleges.

1.2 The Los Rios District Board of Trustees recognizes that students who represent the ~~District's colleges~~ **Colleges of the Los Rios Community College District** through their participation in intercollegiate athletics are responsible to a set of unique academic requirements. This obligation indicates that a structure to assist them in meeting those requirements is essential. In response to this necessity, the Board of Trustees has established the Academic Advising Program for Student Athletes at each of the District's ~~colleges~~ **Colleges** with the purpose of providing all student athletes with the support necessary to assist them in developing and achieving their educational objectives.

2.0 Program Goals

2.1 The goals of the Academic Advising Program include the following:

2.1.1 An environment which promotes academic achievement for student athletes;

2.1.2 Participation in the mandated ~~matriulation~~ **Student Success and Support** Program as formatted for student athletes;

2.1.3 The acquisition of skills, habits, and attitudes necessary to achieve educational objectives;

2.1.4 Knowledge of the rules, regulations and responsibilities ~~which that~~ affect both athletic and educational objectives.

Policy Revised:

Policy Reviewed:


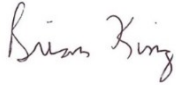
Adm. Regulation: [R-2332](#)

DRAFT 6/16/16

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Board Policy Revisions: P-1413 Use of Outdoor Areas; P-3213 Meeting Procedures	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

In light of changes across the Los Rios Community College District regarding the banning of smoking, policy amendments are required.

STATUS:

For both of the proposed policies, smoking has been expanded to include “vaping and the use of tobacco.” In P-1413, language is changed to state that smoking is “prohibited on all District/College property.” Similarly, P-3213 changes its wording from “prohibited in the Board Room” to “prohibited on all District/College property.”

RECOMMENDATION:

These policies are presented for first reading.

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1.0 Public Expression (Ed. Code, § 76120)

- 1.1 The use of outdoor areas open to the public generally shall be granted under the Free Speech clauses of the United States and California constitutions, those sections of the Education Code pertaining to the use of such areas by student, employee, or public individuals/groups, and all applicable laws. Public expression in the form of freedom of speech and advocacy may be exercised on outdoor Los Rios Community College District property open to the public generally at such times and places and in such a manner as is compatible with the use of the property, and that: (a) assures orderly conduct; (b) avoids disruption or interference with District-~~or~~/College operations; (c) avoids disruption or interference with the ability of the District-~~or~~/College to carry out its responsibilities as an educational institution; (d) protects the rights of all individuals who use District-~~or~~/College property; (e) protects persons against practices that would make them involuntary audiences; (f) assures the safety of all members of the District-~~or~~/College communities; and (g) complies with all applicable laws.
- 1.2 Smoking, **vaping and the use of tobacco** is prohibited ~~in the indoor areas of all facilities of the~~ **on all** District/Colleges ~~property and outdoors as required by law, the Administrative Regulations, and as implemented by the Colleges.~~
- 1.3 ~~The~~ Chancellor shall develop Administrative Regulations to implement this District Policy.

LRCCD

Policy Adopted: 1/18/06
 Policy Revised: 6/10/15
 Policy Reviewed: 6/10/15
 Adm. Regulation: [R-1413](#)

DRAFT 8/30/16

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1.0 Agenda

1.1 The agenda of the meetings shall be prepared and presented by the Chancellor of the Los Rios Community College District. In matters of importance to the District, the Chancellor may consult with the President of the Los Rios Community College District Board of Trustees regarding the inclusion of an item on the agenda.

2.0 Normal Order of Business

2.1 The Board of Trustees shall establish a normal order of business.

3.0 Quorum

3.1 Four (4) members shall constitute a quorum for the transaction of business. The Board of Trustees shall act by a majority vote of all members present. (Ed. Code, § 72000)

4.0 Conduct of Meeting

4.1 Board of Trustees meetings shall be conducted in accordance with the Brown Act (Gov't. Code, § 54950 et seq.) Unless otherwise provided in District Policy, the Board of Trustees shall conduct all its meetings in accordance with Roberts Rules of Order, Revised.

4.2 In order for motions to be considered, a second to the motion is required.

5.0 Public Information (Ed. Code, § 72121)

5.1 Meeting agendas shall be posted at the District offices and sent to news media and to the Presidents of the Colleges and leaders of constituent groups.

5.2 Meeting agendas shall be mailed to interested parties who request this information in writing and supply self-addressed, stamped envelopes for this purpose. (See also District Policy [P-3211](#), Section 6.0)

5.3 Members of the public shall be permitted to inspect detailed agendas and reports, when completed, in advance of meetings, at the District Office.

6.0 Smoking

6.1 Smoking, **vaping and the use of tobacco** is prohibited ~~in the Board Room~~ **on all District/College property**. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any matter or in any form. Smoking also includes the use of e-cigarettes. An e-cigarette is any oral device that provides a vapor of nicotine or any other substance for inhalation. E-cigarettes do not include products approved by the United States Department of Food and Drug

Administration for medical treatment.

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LRCCD

Policy Adopted: 11/18/64

Policy Revised: 3/24/65; 10/15/69; 10/3/73; 7/11/73; 9/14/77; 1/14/81; 6/10/81; 2/17/82;
4/17/91; 10/21/92; 6/4/97; 12/15/10; 6/10/15

Policy Reviewed: 6/10/15



Adm. Regulation: None

DRAFT 8/30/16

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 9, 2016

SUBJECT:	Career Technical Education	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Susan L. Lorimer, Deputy Chancellor	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	X

BACKGROUND:

Members of the Board of Trustees have requested an overview of Career Technical Education within the Los Rios Community College District.

STATUS:

Representatives from the District’s Career Technical Education Leadership group will provide an overview of Career Technical Education programs and related workforce development efforts across the Los Rios Community College District. Further, faculty and students from American River College and Sacramento City College will share highlights of CTE programs at their colleges.

RECOMMENDATION:

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