

# LOS RIOS COMMUNITY COLLEGE DISTRICT



## BOARD MEETING AGENDA

Wednesday, April 5, 2017

5:30 pm

### MEETING LOCATION:

American River College  
Student Center Board Room  
4700 College Oak Drive  
Sacramento, CA 95841

### 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: March 3-4 and 15, 2017 (page 3)	Brian King
B. Revision to the Dates/Locations of the Regular 2017 Meetings of the Board (page 17)	Brian King
C. Curriculum Proposals: ARC/CRC/FLC/SCC (page 19)	Susan L. Lorimer
D. Agreement for Auditing Services (page 29)	Theresa Matista
E. Appointment of Hearing Officers (page 30)	JP Sherry
F. Ratify: Grants and Contracts Awarded (page 31)	Brian King
G. Ratify: New Contracts and Renewals (page 32)	Theresa Matista
H. Ratify: Affiliation and Other Agreements (page 33)	Theresa Matista
I. Disposition of Surplus Equipment (page 35)	Theresa Matista
J. Purchase Orders, Warrants, Checks and Electronic Transfers (page 36)	Theresa Matista
K. Special Rate Salary Schedule (page 38)	Brian King
L. Sabbatical and Professional Development Leaves (page 40)	Brian King
M. Regular Human Resources Transactions (page 46)	Brian King

### 4. FIRST READING

A. Board Policy Revisions: Intent and Accountability for Equal Opportunity, Service Animals (P-2113, P-5111, P-6111, P-9111) (page 58)	JP Sherry
B. Board Policy Revision: P-7241 Graduation Requirements (page 70)	JP Sherry
C. Board Policy Revisions: Medical Clearance Procedures: P-5121; P-5122; P-5125; P-6122; P-6123; P-9121; P-9123 (page 79)	JP Sherry

### 5. ACTION

A. Resolution No. 2017-05: To Declare 8440 Poppy Ridge Road Property as Surplus (page 99)	JP Sherry
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### 6. INFORMATION

A. Student Mental Health Services Update (page 103)	Susan L. Lorimer
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B. American River College’s STEM Pathways (page 104)	Thomas Greene
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**7. BOARD MEMBER REPORTS**

**8. FUTURE AGENDA ITEMS**

- 9. REPORTS and COMMENTS**
- Student Association
  - Classified Senate
  - Academic Senate
  - Other Recognized Constituencies
  - Chancellor’s Report

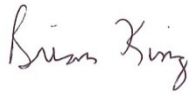
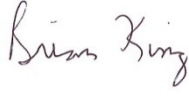
**10. ADJOURNMENT**

<b>LOS RIOS BOARD OF TRUSTEES</b>			
<b>Ruth Scribner</b> President ▪ Area 4	<b>Pamela Haynes</b> Vice President ▪ Area 5	<b>Dustin Johnson</b> ▪ Area 1 <b>Robert Jones</b> ▪ Area 2 <b>John Knight</b> ▪ Area 3	<b>Deborah Ortiz</b> ▪ Area 6 <b>Tami Nelson</b> ▪ Area 7 <b>Marianna Sousa</b> ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
Next Meeting: May 10, 2017 ▪ Regular Board Meeting ▪ Location: Facilities Management			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: <a href="http://www.losrios.edu">www.losrios.edu</a>			
<b>Help Us Help You</b>			
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).			

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Board Meeting Minutes: March 3-4 and 15, 2017	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Brian King, Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	
		INFORMATION	

**STATUS:**

The minutes of the Board of Trustees meetings held on March 3-4 and 15, 2017 are attached for Board review and consideration.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the minutes of the meetings held on March 3-4 and 15, 2017.



## LOS RIOS COMMUNITY COLLEGE DISTRICT

Board of Trustees Retreat

Friday, March 3, 2017 - 5:30 pm

Saturday, March 4, 2017 - 9:00 am

### **FRIDAY, MARCH 3, 2017**

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

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

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

Ms. Ruth Scribner, President  
Ms. Pamela Haynes, Vice President  
Mr. Dustin Johnson  
Mr. Robert Jones  
Mr. John Knight  
Ms. Deborah Ortiz (*Friday only*)  
Ms. Tami Nelson

Brian King, Chancellor

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

There were no oral communications.

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

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

#### **ADJOURNMENT**

President Scribner adjourned the meeting at 8:00 p.m. until Saturday, March 4, 2017 at 9:00 a.m.

### **SATURDAY, MARCH 4, 2017**

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

President Scribner relayed that Trustee Ortiz would be unable to join the rest of the board due to illness.

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

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

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

1. Strategic Plan Indicators of Achievement

##### **Goal 3: Provide exemplary teaching and learning opportunities.**

1. Recruitment and 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. Accreditation Update
2. District Technology Plan
3. Building/Bond Program Update
4. Sustainability Update

#### **5. 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.

#### **6. ADJOURNMENT**

President Scribner adjourned the meeting at 1:45 p.m.

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Brian King

Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: April 5, 2017*

*jd*



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, March 15, 2017**

## **1. CALL TO ORDER**

The board meeting was called to order by President Scribner at 5:30 p.m., in the Winn Center Community Room at Cosumnes River College, 8401 Center Parkway, Sacramento, California.

### ***Present:***

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

Ms. Marianna Sousa, Student Trustee

Dr. Brian King, Chancellor

## **2. ORAL COMMUNICATIONS**

Trustee Haynes recognized CRC Professor of Anthropology Amanda Paskey, who received the 2017 Excellence in Education Hayward Award from the California Board of Governors.

Marc Gonzalez addressed the Board of Trustees regarding an appeal of discrimination findings.

The following speakers addressed the Board of Trustees regarding the recent Women's Retreat hosted by Cosumnes River College: Mariah Bobbitt, Serena Ortiz, Felicia Felden, Patricia Brown, Theresa Maldonado, April Crosby, Monica Perkins, T'keyah Robinson.

## **3. CONSENT CONSIDERATIONS**

Item 3.P was removed from the consent agenda to be considered as a separate action item.

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

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

*Student Advisory Vote: Aye*

A. Board Meeting Minutes: February 8, 2017

*That the Board of Trustees approve the minutes of the meeting held on February 8, 2017.*

B. Revision to the Dates/Locations of the Regular 2017 Meetings of the Board

*That the Board of Trustees approve the revised board meeting calendar relocating the April 5 and May 10, 2017 meetings.*

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

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

D. Resolution 2017-04: Alliance of Schools for Cooperative Insurance Programs

*That the Board of Trustees authorizes staff to terminate the District's participation in ASCIP for its liability and property coverages and negotiate to move this coverage to SWACC and adopt the attached Resolution No. 2017-04 authorizing these actions.*

E. Donation of Surplus Equipment: CRC

*That Board of Trustees approve the donation of the welding equipment to Elk Grove High School.*

F. Claim: Quinyetta Lee

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

G. Claim: Mackare Jones

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

H. Board Policy Revision: P-9414 Retirement Benefits

*That the Board of Trustees approve the proposed revisions to Retirement Benefits Policy P-9414.*

I. Special Event Authorization

*That the Board of Trustees approve or ratify the applications for special events as listed in the March agenda packet.*

J. 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
Child Development Training Consortium <ul style="list-style-type: none"> <li>Funds to support coordination of and instruction in the Child Development Training Program.</li> <li>8/22/2016 through 6/01/2017</li> <li>Administrator: Jan DeLapp / Interim Dean, Health and Education</li> </ul>	ARC	\$28,900	Yosemite Community College District
Climate Smart Agricultural Delegation to Australia <ul style="list-style-type: none"> <li>Funds to support international collaboration with Australia to share knowledge and experiences with farm climate smart technologies, methods, and management practices to build climate resilience in California specialty crops.</li> <li>12./01/2016 through 6/30/2017</li> <li>Administrator: Jamey Nye / Associate Vice Chancellor, Instruction – Workforce &amp; Economic Development</li> </ul>	DO	\$32,899	California Department of Food / Agriculture
Santa Clarita CCD Innovation and Effectiveness Grant <ul style="list-style-type: none"> <li>Funding to establish the infrastructure and develop and implement a student-centered and efficient academic scheduling process.</li> <li>2/01/2017 through 2/01/2018</li> <li>Administrator: Thomas Greene / President, American River College</li> </ul>	ARC	\$200,000	Santa Clarita Community College District
Basic Skills Partnership Program Pilot <ul style="list-style-type: none"> <li>Funding to facilitate Math faculty awareness and involvement with the Basic Skills initiative and develop partnerships between High Schools, COE and CSUS.</li> <li>7/01/2016 through 6/30/2018</li> <li>Administrator: Steven Boyd / Vice President of Instruction</li> </ul>	SCC	\$100,000	California Community Colleges Chancellor's Office

K. Ratify: New Contracts and Renewals

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

CONTRACTS					
Description	Agreement Amount	Initial (I) Renewal (R)	Valid Dates	Consultant/ Contractor	Department Sponsor
CRC Science Building HVAC modifications commissioning & inspection services	\$23,720.00	I	01/17/2017 – 01/17/2018	3QC Inc.	FM



Member Agency Contribution District Wide	\$112,863.36	R	07-01-16 – 12-31-16	N. CA Regional Public Safety Training Authority	ARC
Consulting services for The Imaging Pilot Program; project management, coordination and instruction of medical lab tech students	\$191,016.00	I	02-02-17 -06-30-17	Health Gatekeepers	FLC
Incumbent Worker Training Program; two workshops related to pediatrics for incumbent workers	\$15,000.00	I	01-03-17 – 06-30-17	UC Davis	SCC
Financial aid implementation consultant; access set up, support to evaluate, recommend and develop system processes, assist in training	\$64,400.00	R	01/01/2017-06/30/2017	Ciber	DO
Assist in establishing a project management framework that includes industry standards, implement recommendations, task management support	\$115,000.00	I		Dynamic Campus	DO
Consulting services for PeopleSoft in the Academic Module; setup and test courses for identified programs/majors	\$38,400.00	R	01/06/2017-06/30/2017	VB consulting	DO
Remote daytime help desk support all campuses	\$21,544.00	I	01/04/2017-06/30/2017	Instructure Inc.	DO
Provide services and assistance for international trade development to achieve objectives of the Climate Smart Agricultural Delegation to Australia	\$17,612.00	I	01/01/2017-03/31/2017	Mike Darby International	ETW
Provide cost consulting services for SCC Mohr Hall Modernization project. Provide design development and construction document level estimates and reconciliation	\$22,200.00	I	03/13/17 – 03/31/18	Sierra West Group	FM

L. Ratify: Affiliation and Other Agreements

That the Board of Trustees ratify and/or approve the agreements listed in the March board agenda packet pursuant to Board Policy 8315.

M. Ratify: Bid Transactions

That the Board of Trustees ratify the bid transactions as listed herein pursuant to Board Policy 8315.

CHANGE ORDERS					
Bid №	Description	Change Amount	Change Number	Vendor	New Contract Total
15020R	CRC Keying/Card Access Improvements additional network drops, panel reconfiguration, lockbox moves, phone lines	\$50,573.22	1	SecureCom Inc.	\$695,573.22
16002	ARC Student Services Center access improvement additional lockbox cabling, add controllers, lock boxes	\$3,559.40	1	SecureCom Inc.	\$52,925.40

N. Disposition of Surplus Equipment

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

O. Purchase Orders, Warrants, Checks and Electronic Transfers

That the Board of Trustees approve the numbered purchase orders, warrants, checks, and electronic transfers issued during the period of January 16, 2017 through February 15, 2017.

PURCHASE ORDERS		
General Fund	0001090800-0001091236 B117743-B117753	\$ 3,821,732.21
Capital Outlay Fund	0003017119-0003017151	
Child Development Fund	0006000786-0006000788	
Self-Insurance Fund	-	
WARRANTS		
General Fund	741921-742416;742418-743137;743139-743815	\$ 16,258,759.31
General Fund-ARC Instructional Related	007115-007229	
General Fund-CRC Instructional Related	022523-022588	
General Fund-FLC Instructional Related	030985-031014	
General Fund-SCC Instructional Related	045818-045900	
Capital Outlay Fund	831547-831645	
Student Financial Aid Fund	900048-900059	

Child Development Fund	954314-954333	
Self-Insurance Fund	976357-976363	
Payroll Warrants	338159-339685	\$ 7,717,584.55
Payroll Vendor Warrants	61634-61782	
February Leave Process	339721-342593*	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 18,894,383.40
Clearing Checks	2635-2640	\$ 4,037.45
Parking Checks	-	\$ -
Bookstore Fund – ARC	31141-31319	\$ 2,013,643.75
Bookstore Fund – CRC	027025-027117	
Bookstore Fund – FLC	9652-9679	
Bookstore Fund – SCC	048749-048872	
Student Clubs Agency Fund – ARC	5148-5190	\$ 95,073.40
Student Clubs Agency Fund – CRC	4224-4256	
Student Clubs Agency Fund – FLC	2211-2223	
Student Clubs Agency Fund – SCC	3550-3575	
Foundation – ARC	5204-5272	\$ 105,442.04
Foundation – CRC	2234-2255	
Foundation – FLC	1267-1278	
Foundation – SCC	3953-3962	
Foundation – DO	0833-0840	
Associated Students Trust Fund – ARC	-	\$ -
Associated Students Trust Fund – CRC	-	
Associated Students Trust Fund – FLC	-	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 4408-4480 Manual checks 9129-9131	\$ 395,643.41
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$ 8,010.00
PARS	-	\$ -
Vendors	-	\$ -
Backup Withholding	-	\$ 250.50
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 138,929.26
Bookstore	-	\$ 107,182.78
Payroll Direct Deposit Advices	830440-835163	\$ 11,383,481.40
Other Payroll Transactions		\$ 9,545.17

\*Benefit Payroll C09 Pay group was confirmed and then Unconfirmed. These Payroll warrants were not used: 339686-339720

P. Warrants - Opening Doors

*This item was removed from the consent agenda to be considered as a separate action item.*

Q. Regular Human Resource Transactions

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

### 3. CONSENT CONSIDERATION: SEPARATE ACTION

P. Warrants - Opening Doors

Trustee Ortiz recused herself for the consideration of this agenda item and absented herself from the chamber during the vote.

*A motion was made by Mr. Johnson, seconded by Ms. Nelson, that the Board of Trustees approve the warrants to Opening Doors.*

*Roll Call Vote:*

*Aye: Haynes, Johnson, Jones, Knight, Nelson, Scribner*

*No: None*

*Absent: Ortiz*

*Student Trustee: Aye*

*Motion carried; 6:0*

### 4. ACTION

A. Board Representatives to College Graduation Programs: May 17, 2017

*A motion was made by Mr. Knight, seconded by Mr. Johnson, that the Trustees be appointed to attend the college graduation programs as follows:*

ARC	Robert Jones
CRC	Tami Nelson, Dustin Johnson
FLC	John Knight, Pam Haynes
SCC	Deborah Ortiz, Ruth Scribner

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

*Student Advisory Vote: Aye*

B. 2017 CCCT Board Election

*A motion was made by Ms. Ortiz, and seconded by Mr. Knight, that the Board of Trustees approve the list of nominations for the CCCT Board of Directors listed below:*

1. Marisa Perez, Cerritos CCD
2. John Leal, State Center CCD
3. Stephen Blum, Ventura County CCD
4. Laura Casas, Foothill-DeAnza CCD
5. Stephan Castellanos, San Joaquin Delta CCD

6. Adrienne Grey, West Valley-Mission CCD
7. Andra Hoffman, Los Angeles, CCD
8. Pam Haynes, Los Rios CCD
9. Jim Moreno, Coast CCD

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

*Student Advisory Vote: Aye*

C. Cosumnes River College 2017 Strategic Plan

*A motion was made by Mr. Johnson, seconded by Mr. Jones, that the Board of Trustees approve the Cosumnes River College 2017 Strategic Plan for implementation.*

*Roll Call Vote:*

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

*No: None*

*Motion carried; 7:0*

*Student Advisory Vote: Aye*

## **5. INFORMATION**

A. Cosumnes River College – Creating Partnerships Through Pathways

Cosumnes River College staff presented an overview of the college's agricultural program and the partners with whom pathways have been created for the Board's information and discussion

## **6. BOARD MEMBER REPORTS**

Trustees Haynes and Knight attended the Hispanic Chamber awards dinner.

Student Trustee Sousa and 38 students from all colleges participated in Lobby Day.

Trustee Scribner participated in a meeting with Chancellor King and the Peralta Community College District Chancellor and a Trustee. She also attended a cakewalk fundraising event at CSUS for the nonprofit organization Close the Academic Achievement Gap.

The Trustees thanked the staff for the informative board retreat.

## **7. FUTURE AGENDA ITEMS**

Trustee Haynes requested a follow up presentation on Veterans' services.

Trustee Jones requested that the pending report on multiple measures / basic skills eligibility be provided to the Board of Trustees in September of this year.

## 8. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

Tony Tran, President, Cosumnes River College Student Senate  
April Robinson, President, Cosumnes River College Classified Senate  
Ginni May, President, Districtwide Academic Senate  
Jason Newman, LRCFT

### Chancellor's Report:

**ARC:** ARC student Dulce Romero was one of only two women veterans selected by the California Department of Veterans Affairs (CalVet) for their annual Trailblazer Award. The Award, which recognizes the valuable contributions by women veterans to the United States Armed Forces and veteran communities, recognized Dulce for her community service and commitment to veterans. Dulce served for four years with the United States Marine Corps and began at ARC in January 2016. She quickly became a vital member of the ARC Veterans Resource Center team as a Federal Work Study student. Dulce says, "I have been fortunate enough to have the help and mentoring of other veterans who have walked the same path which has aided me in continuing my education at ARC pursuing dual majors in Business Administration and Real Estate. As a disabled female veteran and single mother, I hope to one day own my own business and continue to help the veteran community. I hope to work with many more female veterans and continue to bring awakening to our small community that is continuously growing and deserves recognition for the many sacrifices we have made alongside our brothers in arms."

**CRC:** CRC Early Childhood Education Professor Miriam Beloglovsky and FLC Early Childhood Education Professor Lisa Daly recently won the 2017 Teachers' Choice Award from Learning Magazine for their book Loose Parts: Inspiring Play in Young Children. These are teacher-selected books and products that exhibit exceptional quality, and their book won in the Preschool category! Loose Parts encourages young children to utilize the loose parts they can find themselves, both organic and inorganic objects. A panel of teacher evaluators, who use the products in their own classrooms, carefully selects the Learning Magazine Teachers' Choice Awards. They select the highest quality products for parents, teachers and caregivers to use.

**FLC:** Folsom Lake College students Laura Cummings and Elizabeth Nichols Zavala have been selected for the 2017 Phi Theta Kappa (PTK) All-California Academic Team. Laura, a Business major, and Elizabeth, a Communications major, will be honored at a special luncheon on Thursday, March 23 at the Sacramento Convention Center, hosted by the Community College League of California. To be considered for this prestigious honor, students must be nominated by their college, have a GPA of 3.50 or higher, and be on track to earn an associate or bachelor's degree. Congratulations to Laura and Elizabeth!

**SCC:** Tickets to the Centennial Gala have sold out! The gala, on March 25 at the Sheraton Grand Hotel Sacramento, will be a ritzy affair, complete with live music and theater and an elegant dinner. Funds raised during the evening will support students and faculty innovation. The event was the featured cover story in the most recent edition of “Land Park News.” We look forward to celebrating Sac City’s centennial with an entertaining evening.

*Chancellor King announced the following retirements:*

Retirement			Years of Service
Elva Rendon	Instructional Services Assistant I	SCC	10+
Dieter Kiefer	Accounting Professor	ARC	16
Gwyneth Tracy	Counselor/Coordinator – DSPS	SCC	16
Joleen Petersen	Child Development Center Lead Teacher	CRC	16
Christine Scherbaum	Admissions/Records Clerk II	CRC	16+
Ann Love	Public Services Assistant	SCC	22+
Linda Walrath	Maintenance/Operations Clerk	ARC	27
Harold Schneider	English Professor	ARC	27
Deborah Senna	Psychology Professor	ARC	28
Ninfa Hoskins	Counselor	CRC	30
David Raught	Buyer II - Bookstore	SCC	31+
Loretta Bruce	Child Development Center Lead Teacher	SCC	39+

## 9. CLOSED SESSION

General Counsel Sherry announced closed session as listed below. The following board members went into closed session at 7:40 pm: Ms. Haynes, Mr. Johnson, Mr. Jones, Mr. Knight, Ms. Ortiz, Ms. Nelson and Ms. Scribner.

- A. Pursuant to Education Code section 72122, Consideration of student appeal of discrimination findings.
- B. Pursuant to Government Code section 54956.8: Conference with Real Property Negotiators; Brain King, Sue Lorimer, Theresa Matista, JP Sherry; Under Negotiation Price and Terms of Payment; Sacramento County APN: 132-0290-015.

*Closed Session Adjourned: 7:55 pm*

*Open Session: 7:57 pm*

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

In the closed session matter identified as Item 9.A, the Board of Trustees voted to reject the appeal of the student. The Board voted to reject this appeal by a vote of 7 to 0.

In the closed session matter identified as Item 9.B, there was no reportable action taken.

## **11. ADJOURNMENT**

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

*Motion carried; 7:0*

President Scribner adjourned the meeting at 7:59 p.m.

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### **BRIAN KING**

Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: April 5, 2017*

*jd*



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Revision to the Dates/Locations of the Regular 2017 Meetings of the Board	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**STATUS**

A revised board meeting calendar is attached. The proposed revisions are to the location of the meeting listed below due to storm damage repairs in the District Office Board Room, which are expected to be completed in time for the June board meeting.

<b>Regular Board Meeting Date</b>	<b>Proposed Location</b>
May 10, 2017	Facilities Management

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the revised board meeting calendar relocating the May 10, 2017 meeting.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## 2017 Board Meeting Calendar



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			
5 ARC				6-7*		18	
MAY				NOVEMBER			
	10 FM				8 SCC		
JUNE				DECEMBER			
	14				13		

\*Board Retreat Dates

Convocation Dates: January 13, 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



Facilities Management: 3753 Bradview Drive, Sacramento, CA 95827

*Revised Draft Presented to the Board of Trustees: April 5, 2017*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** April 5, 2017

<b>SUBJECT:</b>	Curriculum Proposals: American River, Cosumnes River, Folsom Lake and Sacramento City Colleges	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item C	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Susan L. Lorimer, Deputy Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 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 March 24, 2017 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Hugh Howard, Joe Gilman, Marie Schirmer, Frank Kobayashi; Cosumnes River College – Michael Lawlor (Chair), Brian Noel, Lee Weathers-Miguel, Amanda Wolcott-Paskey, Torence Powell; Folsom Lake College – Eric Wada, John Alexander, Monica Pactol; Sacramento City College – Dyan Pease, Brett Thomas, Richard Yang and Don Palm; District Senate – Alisa Shubb; Articulation Officer – Lynn Fowler; District Office – Jamey Nye; and Student Representative: Shania Pence

**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

April 5, 2017

### COURSE PROPOSALS

#### Course Deletions

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#### *American River College*

1. **ESL 181 ESL Center: Integrated Topics in ESL (0.25 - 1.00 units)**

**Justification:** Upon program review, the department has determined that this course no longer meets the needs of our students.

2. **HCD 380 Specific Learning Skills Assessment (1.00 unit)**

**Justification:** As a result of program review, the department has determined that this course no longer meets the needs of our students. The services provided in this course continue to be provided through the DSP&S Office.

3. **NATR 340 John Muir "Conservationist" (2.00 units)**

**Justification:** Upon program review, the department has determined that this course no longer meets the needs of our students.

4. **WELD 103 Gas Metal Arc Welding of Sheet Steel (1.50 units)**

**Justification:** Upon program review, the department has determined that the content of this course is now met by ACT 131. Therefore, WELD 103 is no longer needed.

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#### *Folsom Lake College*

1. **HCD 335 Career Development (3.00 units)**

**Justification:** Deletion of HCD 335 is based on its similarity in curriculum to HCD 330 Life and Career Planning. The overlap in assessments used in class, activities, and lecture content does not warrant both classes. HCD 335 was experiencing low enrollment when compared to HCD 330.

## New to District Courses

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### *American River College*

1. **ELTRN 110 Electrician Trainee I (4.00 units)**

*Prerequisite:* None.

*Advisory:* MATH 100, 104, or 132 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This course is an introduction to the Commercial/Residential Electrician Trainee Program. It includes safety procedures, Occupational Safety and Health Administration (OSHA) requirements, Environmental Protection Agency (EPA) requirements, basic rigging, basic electrical mathematics, Ohm's Law, Direct Current (DC) theory, and construction related CPR and First Aid. This course meets the State of California requirement to obtain an electrician trainee license. This course was previously known as ELECT 210.

**Justification:** Transferring the ELECT 210 course into ELTRN 110

2. **ELTRN 111 Electrician Trainee II (4.00 units)**

*Prerequisite:* ELECT 210 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This course covers Alternating Current (AC) theory, including AC and Direct Current (DC) generation, phase, and circuit mathematical calculations. It also covers the use of meters in different applications of alternating current, and provides a basic introduction to electronics and application of the National Electrical Code (NEC) to jobsite electrical installations. This course meets the State of California requirement to obtain an electrician trainee license. This course was formerly known as ELECT 211.

**Justification:** Transferring the ELECT 211 course into ELTRN 111.

3. **ELTRN 120 Electrician Trainee III (4.00 units)**

*Prerequisite:* ELECT 211 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This is the third course of the Commercial/Residential Electrician Trainee Program. Topics include conductors, cables, conduits, lighting systems, panelboard, switchboard, and overcurrent devices for residential and commercial installations. This course also covers reading blueprint drawings, making sketches, drawing architectural views, and identifying common blueprint scales and electrical symbols. This course was formerly known as ELECT 220.

**Justification:** Transferring the ELECT 220 course into ELTRN 120.

4. **ELTRN 121 Electrician Trainee IV (4.00 units)**

*Prerequisite:* ELECT 211 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This is the fourth course required for the Commercial/Residential Electrician Trainee Program. Topics include electrical grounding systems and lightning protection systems. It also includes jobsite personnel development and jobsite management. This course was formerly known as ELECT 221.

**Justification:** Transferring the ELECT 221 course into ELTRN 121.

5. **ELTRN 130 Electrician Trainee V (4.00 units)**

*Prerequisite:* ELECT 211 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This is the fifth course required for the Commercial/Residential Electrician Trainee Program. Topics include fundamentals of motors, motor controllers, process controllers, generators, and transformers. Topics also include testing of cables, generators, and motors. This course meets the State of California requirement to obtain an electrician trainee license. This course was formerly known as ELECT 230.

**Justification:** Transferring the ELECT 230 course into ELTRN 130.

6. **ELTRN 131 Electrician Trainee VI (4.00 units)**

*Prerequisite:* ELECT 211 with a grade of "C" or better

*63.00 hours lecture, 27.00 hours laboratory*

This is the sixth course required for the Commercial/Residential Electrician Trainee Program. Topics include fire alarm systems, burglar alarm systems, and information transport systems (ITS). This course also covers basic electrical requirements for heating, air conditioning, and refrigeration systems. It meets the State of California requirement to obtain an electrician trainee license. This course was formerly known as ELECT 231.

**Justification:** Transferring the ELECT 231 course into ELTRN 131.

7. **ELTRN 180 Electrical Workers State Certification Preparation (4.50 units)**

*Prerequisite:* None.

*Advisory:* Completion of ELECT 210 and 211.

*81.00 hours lecture*

This is a preparatory course for the Electricians' State Licensing Certification for California. It reviews basic electrical formulas and provides an in-depth review of the National Electrical Code (NEC) and safety. This course was formerly known as ELECT 280.

**Justification:** Transferring the ELECT 280 course into ELTRN 180.

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*Cosumnes River College*

1. **ENGRD 113 Reading and Writing Skills for College (4.50 units)**

*Prerequisite:* ENGRD 59 or ENGWR 58 with a grade of "C" or better, or equivalent skills demonstrated through the assessment process.

*72.00 hours lecture, 27.00 hours laboratory*

This integrated reading and writing course is designed to accelerate the preparation for college reading and writing competency requirement for students who are assessed into one level below transfer English courses. This course prepares students for ENGRD 310/312 and ENGWR 300 with integrated teaching and learning in both reading and writing to accelerate a pathway for English Reading and Writing requirements. Students will learn to develop reading skills in vocabulary expansion, unlocking meanings with context clues and word parts, increasing comprehension, SQ3R, and critical thinking. Students will also learn to develop skills in writing correct, clear, and concise sentences with proper English grammar that transfer to well developed and organized paragraphs and essays. Other skills include paraphrasing, summarizing, pre-reading and pre-writing techniques, revising and editing essays, analyzing and comparing ideas, identifying author's tone, bias, and purpose. This course is most ideal for students who are assessed into both ENGRD 110 and ENGWR 101. Upon successful completion of this course, students will have met the prerequisite for ENGRD 310/312 and ENGWR 300. This course may include a departmental final. This course is the same as ENGWR 109, and only one may be taken for credit.

**Justification:** This integrated reading and writing course aims to provide students an alternate learning path to study reading and writing in one course. This course helps qualified students prepare for college-level reading and writing classes (ENGRD 310/312 and ENGWR 300) upon successful completion. It is part of the redesign and new addition to the English curriculum to implement the proposal of the Basic Skills and Student Outcomes Transformation (BSSOT) grant which aims to provide students alternative pathways to college success.

2. **ENGWR 109 Reading and Writing Skills for College (4.50 units)**

*Prerequisite:* ENGRD 59 or ENGWR 58 with a grade of "C" or better, or equivalent skills demonstrated through the assessment process.

*72.00 hours lecture, 27.00 hours laboratory*

This integrated reading and writing course is designed to accelerate the preparation for college reading and writing competency requirement for students who are assessed into one level below transfer English courses. This course prepares students for ENGRD 310/312 and ENGWR 300 with integrated teaching and learning in both reading and writing to accelerate a pathway for English Reading and Writing requirements. Students will learn to develop reading skills in vocabulary expansion, unlocking meanings with context clues and word parts, increasing comprehension, SQ3R, and critical thinking. Students will also learn to develop skills in writing correct, clear, and concise sentences with proper English grammar that transfer to well developed and organized paragraphs and essays. Other skills include paraphrasing, summarizing, pre-reading and pre-writing techniques, revising and editing essays, analyzing and comparing ideas, identifying author's tone, bias, and purpose. This course is most ideal for students who are assessed into both ENGRD 110 and ENGWR 101. Upon successful completion of this course, students will have met the prerequisite for ENGRD 310/312 and ENGWR 300. This course may include a departmental final. This course is the same as ENGRD 113, and only one may be taken for credit.

**Justification:** This integrated reading and writing course aims to provide students an alternate learning path to study reading and writing in one course. This course helps qualified students prepare for college-level reading and writing classes (ENGRD 310/312 and ENGWR 300) upon successful completion. It is part of the redesign and new addition to the English curriculum to implement the proposal of the Basic Skills and Student Outcomes Transformation (BSSOT) grant which aims to provide students alternative pathways to college success.

3. **ESLL 114 Intermediate Listening and Speaking for Allied Health Careers (3.00 units)**

*Prerequisite:* Completion of ESLL 40 with a grade of "C" or better; or placement through the assessment process.

*Advisory:* ESLR 40 and ESLW 40 with grades of "C" or better

*54.00 hours lecture*

ESLL 114 is a listening and speaking course at intermediate level designed for English language learners who wish to enter the allied health field. This course is designed to introduce students to the listening and speaking skills needed in both the academic and work environment. Students will continue to develop pronunciation skills and complex pronunciation strategies in the context of the allied health field. Students will expand their abilities to communicate in both familiar and unfamiliar allied health situations as they continue to refine their oral communication skills. In addition, students will develop focused listening and note-taking strategies necessary to complete course and work related activities in the field of allied health.

**Justification:** This course has been developed in response to the Basic Skills and Student Outcome Transformation Grant (BSSOT). It is part of a two semester allied health pathway which provides English language learners with the language skills necessary to enter the certificate/degree programs in allied health, health information technology, medical assisting and pharmacy technology. This new pathway replaces the three semesters of the upper levels of ESL which are more focused on academic skills for students preparing to enter general education courses for degree/transfer programs. This new program will provide students with an opportunity to acquire the necessary skills in a contextualized environment.

4. **ESLR 114 Intermediate Reading for Allied Health Careers (3.00 units)**

*Prerequisite:* ESLR 40 with a grade of "C" or better, or equivalent skills demonstrated through the assessment process.

*Advisory:* ESLL 40 and ESLW 40 with grades of "C" or better

*54.00 hours lecture*

ESLR 114 is a reading skills course at the intermediate level designed for English language learners who wish to enter the allied health field. In this course, students build on the reading and vocabulary skills necessary for both the academic and work environment. This course focuses on the further development of academic reading skills, with an emphasis on vocabulary development, literal comprehension, and dictionary skills. Students will continue to develop critical thinking skills to understand, analyze, discuss, and write responses to ideas expressed in readings related to the field of allied health.

**Justification:** ESLR 114 is the first of two reading courses designed to meet the needs of English language learners. This course is part of a pathway created through the Basic Skills and Student Outcomes Transformation Grant (BSSOT). The traditional ESL pathway is designed to prepare students



for the academic reading necessary for transfer to a 4-year institution. It does not adequately address the reading needs of English language learners in Career and Technical education. As a result, many ELL students do not complete the ESL sequence at CRC and are underprepared for the academic and workplace reading tasks in their career field. The allied health pathway is the first of several CTE pathways being designed to meet the specific needs of English language learners.

5. **ESLW 114 Intermediate Writing for Allied Health Careers (3.00 units)**

*Prerequisite:* ESLW 40 with a grade of "C" or better, or equivalent skills demonstrated through the assessment process.

*Advisory:* ESLL 40 and ESLR 40 with grades of "C" or better

*54.00 hours lecture*

ESLW 114 is a writing course at the intermediate level designed for English language learners who wish to enter the allied health field. This course introduces students to the writing skills needed in both the academic and work environment. Students build an understanding of the writing process and types of writing necessary in the allied health field. Students continue to build confidence in using correct sentence structure, grammar, and editing skills.

**Justification:** ESLW 114 is the first of two writing courses designed to meet the needs of English language learners. This course is part of a pathway created through the Basic Skills and Student Outcomes Transformation Grant (BSSOT). The traditional ESL pathway is designed to prepare students for the academic writing necessary for transfer to a 4-year institution. It does not adequately address the writing needs of English language learners in Career and Technical education. As a result, many ELL students do not complete the ESL sequence at CRC and are underprepared for the academic and workplace writing tasks in their career field. The allied health pathway is the first of several CTE pathways being designed to meet the specific needs of English language learners.

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**Sacramento City College**

1. **FITNS 337 High Intensity Boot Camp Fitness (0.50 - 1.00 units)**

*Prerequisite:* None.

*27.00 - 54.00 hours laboratory*

This course is designed as an advanced boot camp fitness class that is conducted on campus using indoor and outdoor facilities and requires students to participate in various intermediate and high intensity workouts. Training methods may include activities not only related to strength, endurance, and flexibility, but also those requiring speed, power, and agility.

**Justification:** This course meets the goals outlined in department unit plan to increase course offerings that meet student needs and interests.

2. **FITNS 359 Intermediate Trim and Tone Conditioning (0.50 - 1.00 units)**

*Prerequisite:* None.

*27.00 - 54.00 hours laboratory*

This course is designed to improve an individual's level of core functional fitness through the use of a variety of exercise to engage the body's core while using a fitness ball. This course concentrates on muscle toning and strength development while creating instability through the use of a fitness ball adding to the challenge of general core conditioning exercises. Exercises involving hand weights, flexibility, and balance will be the primary focus in the course.

**Justification:** The development of this new course is part of the department's unit planning. Student interest has created a need to increase course offerings in this subject area. Making this an option for the open-entry, open-exit model follows the strategy of the division to meet student needs in terms of allowing for flexibility in their workouts.

### 3. **OTA 124 Introduction to Electronic Documentation for the OTA (0.50 units)**

*Prerequisite:* OTA 120 and 123 with grades of "C" or better

*9.00 hours lecture*

The use of electronic medical record (EMR) is an expected skill in health care practice as service providers establish compliance with federal mandates for medical information management. This course will provide the occupational therapy assistant student with an introduction to EMR formats, methods, reimbursement requirements, and legal issues. This course prepares the student for learning the basics of the EMR in preparation for Level II fieldwork.

**Justification:** Previously embedded in another course, this content is being added as a distinct course to more clearly represent instruction content for accreditation and to document completion of this on students' transcripts. The use of electronic medical record (EMR) is widespread throughout the health care industry and growing. In preparation for their culminating clinical experiences in Level II fieldwork, students need to have a basic understanding of EMR. Level II fieldwork is a requirement for graduation, and for eligibility to take the national exam and gain licensure.

## PROGRAM PROPOSALS

### Program Deletion(s)

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#### *Cosumnes River College*

1. **Business Administration**

**Justification:** As a result of program review the department has decided to consolidate its offerings to create clearer pathways for students. This degree is being deleted in favor of the Business, General A.A. Degree, which was determined to better meet student needs.

2. **Business, Administrative Professional**

**Justification:** As a result of program review the department has decided to consolidate its offerings to create clearer pathways for students. This degree is being deleted in favor of the A.A. Degree in Business, General or a Certificate of Achievement, Office Assistant which was determined to better meet student needs.

3. **Business, E-Business and the Internet**

**Justification:** As a result of program review the department has decided to consolidate its offerings to create clearer pathways for students. This degree is being deleted in favor of the Business, General Certificate, which was determined to better meet student needs.

4. **Business, Office Technician**

**Justification:** As a result of program review, the department has decided to consolidate its offerings to create clearer pathways for students. This Certificate is being deleted in favor of the Certificate of Achievement, Office Assistant, which was determined to better meet student needs.

5. **Early Childhood Education, Home Early Care and Education**

**Justification:** As a result of program review the department has determined that this program no longer meets student needs.

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#### *Sacramento City College*

1. **Custom Apparel Construction and Alterations**

**Justification:** As part of program review the department is restructuring its programs. This degree program is being deleted and replaced with an Apparel Construction degree.

2. **Custom Apparel Construction and Alterations**

**Justification:** As part of program review the department is restructuring its programs. This certificate program is being deleted and replaced with a Apparel Construction certificate.

### 3. **Fashion Design and Production**

**Justification:** As part of program review the department is restructuring its programs. This certificate program is being deleted and will be replaced with an Apparel Illustration Certificate in the future.

## **New Programs**

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### *American River College*

#### 1. **Advanced Electronics Communication**

This certificate provides training in current and advanced electronic communication technologies. It covers legacy analog communication systems, digital electronic communication systems, RADAR, and microwave technologies.

**Justification:** This new certificate is recommended for electronics technology students and career professionals who are interested in working in or increasing technical skills at various local industries which use, design, and repair advanced electronic communication systems.

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### *Cosumnes River College*

#### 1. **Business, General**

The Certificate of Achievement in Business provides an overview of the various disciplines in business. It is intended to meet the needs of students who wish to develop, retrain or upgrade skills for work in a business setting. Students wanting to earn the A.A. degree in Business, General, can do so by taking additional courses beyond the 18 units required in this certificate. Please seek advice from your counselor to verify the correct courses to take towards the A.A degree.

**Justification:** This Certificate of Achievement provides students with a basic knowledge of business to seek occupations in the general business sector. It is designed as a "stackable degree" program so upon completion of the 19 units-certificate, students desiring to seek an A.A. degree in business may take additional courses to earn such a degree.

#### 2. **Marketing**

This Certificate of Achievement in Marketing provides an opportunity for students to acquire knowledge and training for business marketing and prepares them for careers in sales, advertising, customer service, and business development. Students wanting to earn the A.A. degree in Marketing can do so by taking additional courses beyond the 18 units required for this certificate. Please seek advice from your counselor to verify the correct courses to take towards the A.A degree.

**Justification:** This Certificate of Achievement in Marketing provides students with a basic knowledge of business marketing and prepares them for jobs in sales and marketing. It is designed as a "stackable degree" program so upon completion of the 18-units certificate, students desiring to seek an A.A. degree in Marketing may take additional courses to earn said degree.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Agreement for Auditing Services	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item D	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<i>Brian King</i> Brian King, Chancellor	ACTION	
		INFORMATION	

**BACKGROUND:**

Education Code Section 84040 requires that Community College Districts shall provide for an audit of the books and accounts of the District and the audit shall include all funds of the District, including instructionally related, student body, and any other funds under the control or jurisdiction of the District. The audit shall be made in accordance with auditing standards generally accepted in the United States of America and Governmental Auditing Standards issued by the Comptroller General of the United States.

Title 5 Regulation Section 59102 requires that arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than the May 1 preceding that fiscal year.

**STATUS:**

Gilbert Associates, Inc. has been the District’s auditor since 2009-10 and has provided excellent professional audit services. However as a best practice, the District issues a request for proposal for audit services at least every seven years. In March 2017, the District issued an RFP for auditing services for the District’s comprehensive financial statements, as well as separate audits of Measure A and Measure M funds, and the Foundation. The RFP was sent to twelve auditing firms with six responses. Upon review of relevant factors, including but not limited to price, experience of firm and experience of staff assigned to the audit, three firms were selected for interview. The District Business Services staff determined that Vavrinek, Trine, Day & Co., LLP (VTD) is best suited to perform the services required. VTD was the second lowest bidder of the respondents and the feedback from the reference check was positive.

**RECOMMENDATION:**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to enter into an agreement for annual auditing services with the firm of Vavrinek, Trine, Day & Co., LLP in the amount of \$114,000 for the 2016-17 audit and a total cost of \$362,200 for fiscal years 2017-18 through 2019-20, with the option to extend for two additional fiscal years.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Appointment of Hearing Officers	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item E	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

Once every two or three years, classified employees exercise their right to appeal proposed severe discipline to the Board of Trustees pursuant to board policy 6915. Severe discipline means suspension, demotion, reduction in pay or dismissal.

**STATUS:**

Under existing board policy, upon receipt of such an appeal, the Board of Trustees has the discretion to determine whether it should hear the appeals as a board, have those matters heard by a hearing board consisting of one or more members of the Board of Trustees, or appoint a hearing officer. Traditionally (three or four times in the past decade), these hearings have occurred in front of a hearing officer selected by the General Counsel. The hearing officer has been selected from a panel of three or four persons who are either retired judges or senior lawyers. The written recommendation of the hearing officer and the record of the proceedings are then provided to the Board of Trustees in closed session for its ultimate decision. Rather than hold a board meeting to appoint the officer, or ratify his or her appointment at the same time that they receive the recommendation, best practices indicate that the Board of Trustees should formally delegate the authority to the General Counsel to select and retain a hearing officer consistent with existing practices.

**RECOMMENDATION:**

It is recommended that the Board of Trustees authorize the General Counsel to select and retain hearing officers to hear disciplinary matters as required under board policy 6915.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item F	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	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
California Math Readiness Challenge <ul style="list-style-type: none"> <li>• Funding to provide faculty release time to work with high schools, CSUS, and SCOE on Early Assessment Program Sr./Jr. Math activities.</li> <li>• 11/01/2016 through 9/30/2017</li> <li>• Administrator: Steven Boyd / Vice President of Instruction</li> </ul>	SCC	\$48,000	California Community Colleges Chancellor's Office
Avenue E Diversity in Engineering <ul style="list-style-type: none"> <li>• Partnership to identify and support Under-Represented and Minority Engineering students at LRCCD and UCD.</li> <li>• 1/01/2016 through 12/31/2017</li> <li>• Administrator: Don Palm / Dean, Davis Center</li> </ul>	SCC	\$47,000	University of California, Davis
IEPI Innovation & Effectiveness <ul style="list-style-type: none"> <li>• Funding to establish the infrastructure and develop and implement a student-centered and efficient academic scheduling process.</li> <li>• 5/01/2017 through 4/30/2018</li> <li>• Administrator: Whitney Yamamura / Interim President, Sacramento City College</li> </ul>	SCC	\$200,000	Santa Clarita Community College District

**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: April 5, 2017

<b>SUBJECT:</b>	Ratify: New Contracts and Renewals	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item G	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<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
Cost consulting services for CRC college center expansion project scheduled to bid in late 2017.	\$22,480.00	I	2/27/17-12/31/17	Sierra West Group	FM
Consulting Services to increase enrollment in Career & Technical Education (CTE) programs at LRCCD colleges.	\$19,000.00	I	02/20/2017-06/30/2017	Oliver Jennifer	ETW
Consulting services to analyze Help Desk services.	\$70,875.00	I	02/09/2017	Kovarus	DO
Consulting services to analyze Desktop Support services.	\$70,875.00	I	02/09/2017	Kovarus	DO
Consulting services to support enrollment planning efforts.	\$18,750.00	I	02-22-17 - 06-30-17	Cheri Jones	ARC
Consulting services to provide student recruiting, internship development, and employment placement services.	\$40,000.00	I	1/15/17 – 6/30/17	North State Building Industry Foundation	ARC, CRC, SCC

**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: April 5, 2017

<b>SUBJECT:</b>	Ratify: Affiliation and Other Agreements	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item H	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<div style="text-align: right; font-size: small; margin-bottom: 5px;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<div style="text-align: right; font-size: small; margin-bottom: 5px;"><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 item is used to ensure compliance with this obligation.

**STATUS:**

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

1. Los Rios Community College District and Microsoft established an Open Value Subscription Agreement for Education Solutions. Microsoft will provide students with free access to Office 365. There is no cost for this agreement. The term of this agreement will end 3/20/2018.
  
2. Los Rios Community College District and Ford Motor Company established a Bailment Agreement for Ford Training Vehicles. The agreement covers the usage and disposal of training vehicles that are provided by Ford Motor Company to Los Rios Community College. There is no cost for this agreement. The term of this agreement will end 3/22/2018.
  
3. Below 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.

**ALLIED HEALTH AGREEMENTS FOR CLINICAL PLACEMENTS**

<b>Agency</b>	<b>Clinical Program</b>	<b>Campus</b>	<b>Contract Date</b>	<b>Term</b>
Garden City Healthcare Center	PTA/OTA	SCC	3/3/2017	Evergreen
Enloe Medical Center	PTA/OTA	SCC	1/1/2017	EXP: 1/1/2020

\* PTA/OTA – Physical Therapy Assistant/Occupational Therapy Assistant

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

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

**BACKGROUND:**

The Education Code regulates the procedures by which a community college district can dispose of real and personal property. Education Code section 81452 provides that the governing board may, by unanimous vote, dispose of items valued at \$5,000 or less by private sale without advertising or selling the items at public auction. The District has 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: 6 access ports; 1 adapter; 1 audio system; 1 auto loader; 4 AV carts; 2 backup drives; 37 beakers; 1 calculator; 1 camera; 1 casting machine; 35 chairs; 4 cinema displays; 69 computers; 1 computer station; 1 cord; 2 desks; 1 display board; 1 docking station; 1 fax machine; 1 fax modem; 2 firewalls; 16 flasks; 39 graduated cylinders; 1 hard drive; 4 iMAC's; 1 Injectomatic; 22 boxes of jewelry supplies; 1 keyboard holder; 13 laptops; 10 microscopes; 1 microwave; 1 modem; 47 monitors; 1 notebook PC; 2 plant stands; 5 power supplies; 16 printers; 4 projectors; 4 radios; 1 recorder; 4 routers; 1 scanner; 1 screen; 1 server; 4 shelves; 1 shredder; 1 soil test access; 1 soil test kit; 3 speakers; 1 stereo; 2 storage bins; 1 storage device; 12 switches; 11 tables; 5 televisions; 1 touchscreen display and 3 workstations.

These items have a value of less than \$5,000.

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

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

**BACKGROUND:**

A listing of purchase orders, warrants, checks and wires issued during the period of February 16, 2017 through March 15, 2017 is on file in the District Business Services Office for review.

**RECOMMENDATION:**

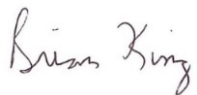
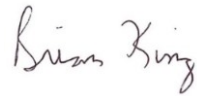
It is recommended that the Board of Trustees approve the numbered purchase orders, warrants, checks and electronic transfers that are reflected on the attached schedule.

PURCHASE ORDERS		
General Fund	0001091237-0001091665 B117754-B117762	\$ 3,538,862.20
Capital Outlay Fund	0003017152-0003017179	
Child Development Fund	0006000789-0006000791	
Self-Insurance Fund	0009000373-0009000374	
WARRANTS		
General Fund	743816-744696	\$ 4,242,951.37
General Fund-ARC Instructional Related	007230-007311	
General Fund-CRC Instructional Related	022589-022619	
General Fund-FLC Instructional Related	031015-031036	
General Fund-SCC Instructional Related	045901-045961	
Capital Outlay Fund	831646-831716	
Student Financial Aid Fund	900060-900079	
Child Development Fund	954334-954340	
Self-Insurance Fund	976364-976366	
Payroll Warrants	342594-344433	
Payroll Vendor Warrants	61783-61943	
March Leave Process	344434-345859	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 3,421,400.50
Clearing Checks	2641-2643	\$ 550.00
Parking Checks	2945-2946	\$ 316.00
Bookstore Fund – ARC	31320-31415	\$ 927,566.77
Bookstore Fund – CRC	027118-027160	
Bookstore Fund – FLC	9680-9724	
Bookstore Fund – SCC	-	
Student Clubs Agency Fund – ARC	5191-5198	\$ 62,149.07
Student Clubs Agency Fund – CRC	4257-4284	
Student Clubs Agency Fund – FLC	2224-2240	
Student Clubs Agency Fund – SCC	3576-3588	
Foundation – ARC	5273-5276	\$ 92,695.18
Foundation – CRC	2256-2259	
Foundation – FLC	1279-1291	
Foundation – SCC	3963-3976	
Foundation – DO	0841-0847	
Associated Students Trust Fund – ARC	0835-0835	\$ 52.79
Associated Students Trust Fund – CRC	0685-0685	
Associated Students Trust Fund – FLC	0605-0605	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 4481-4554 Manual checks 9132-9133	\$ 467,016.96
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$ 21,000.00
PARS	-	\$ 18,975.86
Vendors	-	\$ 18,157.42
Backup Withholding	-	\$ 313.20
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 108,541.04
Bookstore	-	\$ 60,437.30
Payroll Direct Deposit Advices	835164-839929	\$ 12,076,605.03
Other Payroll Transactions		\$ 9,111.31

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Special Rate Salary Schedule	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item K	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Brian King, Chancellor	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	<input checked="" type="checkbox"/>
		INFORMATION	<input type="checkbox"/>

**BACKGROUND:**

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

**STATUS:**

Effective April 5, 2017, the Special Rate Salary Schedule will be updated to include the new temporary Police Communications Dispatcher hourly rate of \$18.12, equivalent to step 1 of the 2016/17 Interim LRCEA Classified Salary Schedule for this classification.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached salary schedule effective April 5, 2017 to increase the hourly rate for temporary Police Communication Dispatchers.

**DRAFT**

**Los Rios Community College District  
Salary Schedule for Special Rate - Temporary Classified Employees**

Effective: April 5, 2017

<b>Job Code Number</b>	<b>Miscellaneous Services</b>	<b>Part Time Hourly Rate</b>	
0080	Art Model	\$15.00	
0068	Bookstore Aide	\$11.00	
0070	Education Services Aide	\$11.00	
0071	Office Aide	\$11.00	
0042	Police Communication Dispatcher*	<del>\$16.84</del>	<b>\$18.12</b>
0045	Reader/Tutor	\$11.00	
<hr/> <b>Community Swimming/Sports Programs</b> <hr/>			
0043	Assistant Coach	\$14.93	
0025	Asst. Sports Program Director	\$15.25	
0041	Athletic Trainer*	\$21.00	
0085	Intercollegiate Game Technician	\$12.00	
0030	Lifeguard I (Lifeguard Training)	\$11.00	
0035	Lifeguard II (Community Water Safety)	\$12.00	
0050	Specialty Coach	\$21.00	
0046	Sports Instructor I	\$11.00	
0047	Sports Instructor II (Sport certified or licensed)	\$13.25	
0020	Sports Program Director	\$26.25	
0005	Swimming Instructor I (CPR, First Aid, Community Water Safety)	\$11.00	
0010	Swimming Instructor II (Lifeguard Training)	\$13.25	
0040	Swimming Pool Cashier	\$11.00	
<hr/> <b>Special Projects</b> <hr/>			
0077	Special Projects - Range I **	\$11.00 to \$49.99	
0077	Special Projects - Range II ***	\$50.00 to \$100.00	

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

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

\*\*\* *Must be approved by HR administrator.*

Board Approved:

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	2017 Sabbaticals and Professional Development Leaves	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item L	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	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 April and November of each year.

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

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

**RECOMMENDATION:**

It is recommended that the attached sabbatical/professional development leaves be approved by the Board of Trustees for the 2017 year.



**Spring 2017 Board Agenda  
Sabbatical Leaves**

**American River College**

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

**Type B Leave: 0.620 FTE Type B Leaves requested**

**Type A Leave Time**

**Annual FTE**

**Four (4) Type A Leave unused during 2017/18**

**2.0 FTE Type A Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time**

**Annual FTE**

<b>Jennifer Andronas</b>	<b>Automotive Technology Professor</b>	<b>40%</b>	<b>Fall 2017</b>	<b>.200 FTE</b>
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*“NATEF Accreditation Five-Year Review”*

**Proposal:** Every five years the ARC automotive program undergoes an accreditation review with the National Automotive Training Educational Foundation to ensure the instruction is aligned with the real world industry demands. The purpose of this proposal is to organize and prepare for the department’s NATEF five year accreditation site visit conducted by an evaluation team leader who is ASE master certified.

<b>Benjamin Etgen</b>	<b>Mathematics Professor</b>	<b>34%</b>	<b>Fall 2017</b>	<b>.170 FTE</b>
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*“ARC Open Algebra and Compliance”*

**Proposal:** The goal of this proposal is to transform the open source Intermediate Algebra course into two template courses that comply with ADA access requirements and are appropriate for faculty who are new to open source resources and MyOpenMath. The project will create courses that can be adopted without alteration as a text, workbook and online algorithmically generated homework.

<b>Lazette Nowicki</b>	<b>Nursing Professor</b>	<b>50%</b>	<b>Fall 2017</b>	<b>.250 FTE</b>
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*“Curriculum Implementation Phase III*

**Proposal:** The purpose of this multi-phase project is to implement the newly-developed nursing curriculum in collaboration with, and under the guidance of, a curriculum coach. Numerous nursing programs have designed a concept-based curriculum but have not been successful in the area of implementation. The consensus of the department faculty, director, and curriculum committee is that the probability of implementation success is greatly enhanced with a coach to support the faculty and specifically guide them with the planning, implementation and evaluation of the new curriculum using best practices.

**.064 FTE Type B Leave unused during 2017/18**

**.064 FTE Type B Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)**

**Spring 2017 Board Agenda  
Sabbatical Leaves**

**Cosumnes River College**

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

**Type B Leave: Zero (0) FTE Type B Leave requested**

**Type A Leave Time**

**Annual FTE**

<b>Lesley Gale</b>	<b>English Professor</b>	<b>100%</b>	<b>Fall 2017</b>	<b>.500 FTE</b>
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*“Refugee Higher Education Best Practices”*

**Proposal:** I am proposing to study the best practices of integrating the newest refugees to the Sacramento area, those from war-torn Middle Eastern and Northern African countries, into our college community. My research will include an in-depth literature review of recent literature on educational outreach for resettled refugees and hands-on work with local refugee organizations as well as organization abroad. My learning from the research will result in an academic paper of my findings. Including best practices from some European refugee higher education work, ways to network with local organizations, and my perceptions of the needs cultural norms, and cultural assets of these particular groups as they embark on community college education.

<b>Maureen Moore</b>	<b>Humanities Professor</b>	<b>100%</b>	<b>Spring 2018</b>	<b>.500 FTE</b>
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*“17<sup>th</sup> Century Dutch Masters at the Crocker Art Museum”*

**Proposal:** To survey and gather primary and secondary information on 17<sup>th</sup> century Dutch artists whose works are held on collection at the Crocker Art Museum. To produce a resource (in the form of a hard copy handbook and/or online website) for students and the Sacramento community to enhance understanding and appreciation of the 17<sup>th</sup> century Dutch art and artists located at the Crocker Art Museum.

**Zero (0) Type A Leave unused during 2017/18**

**Zero (0) FTE of Type A Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time**

**Annual FTE**

**.687 FTE Type B Leave unused during 2017/18**

**.687 FTE Type B Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)**

Spring 2017 Board Agenda  
Sabbatical Leaves

Folsom Lake College

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

Type B Leave: Zero (0) FTE Type B Leaves requested

Type A Leave Time

Annual FTE

One (1) Type A Leave unused during 2017/18

.500 FTE of Type A Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

.521 FTE Type B Leave unused during 2017/18

.521 FTE Type B Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)

**Spring 2017 Board Agenda  
Sabbatical Leaves**

**Sacramento City College**

**Type A Leave: Three (3) Type A Leaves requested**

**Type B Leave: .800 FTE Type B Leaves requested**

**Type A Leave Time**

**Annual FTE**

<b>Mark Boguski</b>	<b>Art –Ceramic Professor</b>	<b>100%</b>	<b>Fall 2017</b>	<b>.500 FTE</b>
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*“Ceramic Art and the Maker Space Movement”*

**Proposal:** This project will introduce ceramic art processes into the incipient Maker-Space/Fab lab at SCC via 3-D printing with ceramics, fast prototyping of objects and mold systems, Laser cutting, CAD design, and Ceramic Decal design.

<b>Tom Capaletti</b>	<b>Graphic Communication Professor</b>	<b>100%</b>	<b>Fall 2017</b>	<b>.500 FTE</b>
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*“Continue Development of a Makerspace on our Campus”*

**Proposal:** This project will continue the development of a Makerspace at SCC, following guidelines set forth by the CCCCCO and the InnovationMaker3 grant. The proposer will expand on work already begun, involving campus colleagues, community members, and state officials in the development of a detailed implementation plan.

<b>Andrea Greenwell</b>	<b>Biology Professor</b>	<b>100%</b>	<b>Fall 2017</b>	<b>.500 FTE</b>
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*“Online Biology 100 Introduction to Anatomy and Physiology”*

**Proposal:** This project will develop an online version of Biology 100, the first class in the Biology Department to be so offered. The intent is to provide students with more opportunities to complete their science general education requirement and to move the Biology Department in the direction of online options for students.

**Zero (0) Type A Leave unused during 2017/18**

**0.00 FTE of Type A Leave Remain Available for 2017/18 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time**

**Annual FTE**

<b>Sandra Camarena</b>	<b>Economic Professor</b>	<b>60%</b>	<b>Spring 2018</b>	<b>.300 FTE</b>
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*“Developing Online Economics Courses for the Online Education Initiative (OEI)”*

**Proposal:** This project will develop a fully online ECON 304 course and update the online version of ECON 302 to include rigorous content, mini-lecture videos, and supporting materials. Both courses are on the state's Online Education Initiative (OEI) targeted course list.

**Spring 2017 Board Agenda  
Sabbatical Leaves**

**Sacramento City College**

**Type B Leave Time (continued)** **Annual FTE**

<b>Jeffrey Karlsen</b>	<b>Public Services</b>	<b>40%</b>	<b>Fall 2017</b>	<b>.200 FTE</b>
	<b>Librarian</b>	<b>20%</b>	<b>Spring 2018</b>	<b>.100 FTE</b>

*“Guided Student Research Tool”*

**Proposal:** This project will develop a modular set of online reference materials to guide students through the research process. These materials will be accessible in various electronic contexts, including the campus website and Canvas course shells.

<b>Debra Van Sickle</b>	<b>Mathematics</b>	<b>20%</b>	<b>Fall 2017</b>	<b>.100 FTE</b>
	<b>Professor</b>	<b>20%</b>	<b>Spring 2018</b>	<b>.100 FTE</b>

*“Integrated Online Tutoring for Mathematics and Statistics”*

**Proposal:** This project, in response to accreditation recommendations, will create and coordinate an integrated online tutoring program for students enrolled in all levels of mathematics and statistics classes.

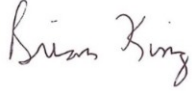
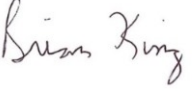
**0.233 FTE Type B Leave unused during 2017/18**

**0.233 FTE Type B Leave Remains Available for 2017/18 (per LRCFT Section 11.6.8.5)**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

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

**RECOMMENDATION:**

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

MANAGEMENT

<b>APPOINTMENT(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Stephenson, Jeffrey W. (Ph. D., Capella University)	Associate Vice President of Student Services (Grant Programs)	04/06/17
<u>District Office</u>		
Day, Michael R. (B.S., California State Polytechnic University, Pomona)	Information Technology Director of Production Services	04/06/17
<u>Folsom Lake College</u>		
Maryatt, Victoria A. (M.A., University of California, San Francisco)	Dean, Career Technical Education	01/12/17 (Revised)

<b>APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Ramirez, Martin M. (M.A., California State University, Sacramento)	Hispanic Serving Institution (HSI) STEM Grant Project Director	04/06/17

<b>RETIREMENT(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Folsom Lake College</u>		
Hartley, Gary D.	Dean, Instruction (After 13 years of service)	07/01/17
<u>Sacramento City College</u>		
Malaret, Jesus F.	Dean, Behavioral and Social Sciences (After 27 years of service)	07/01/17
Smedley, Laduan	Vice President, Administration (After 29+ years of service)	07/22/17

FACULTY

<b>APPOINTMENT TO TEMPORARY POSITION(S)</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
Hopkins, Don R.	Inmate Education Coordinator, LTT	01/12/17 – 06/30/17 <i>(Revised)</i>

<b>LEAVE(S) OF ABSENCE</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Hong, Tamilyn Wj.	Chemistry Professor	Personal (50%)	08/17/17 – 05/16/18

<b>LEAVE(S) OF ABSENCE-RESCINDED</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
Nyenbeku, George C.	Sociology Professor	Personal (40%)	08/17/17 – 05/16/18 <i>(Rescinded)</i>

<b>PRE-RETIREMENT WORKLOAD REDUCTIONS</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Ruedas, Manuel F.	Counselor	1.00 to .80	07/01/17 – 06/30/22
<u>Cosumnes River College</u>			
Rogan, Patrick D.	Accounting Professor	1.00 to .80	08/01/17 – 05/31/22
<u>Sacramento City College</u>			
Doersch, Ann D.	English Professor	1.00 to .50	08/01/17 – 05/31/22
Severson, Michael L.	Communication Professor	1.00 to .80	08/01/17 – 05/31/21

<b>RETIREMENTS</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Bui, Thuan T.	Counselor (After 35+ years of service)	07/01/17



FACULTY

**RETIREMENTS (Continued)**

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Smedley, Lauri J.	Business Technology Professor (After 19+ years of service)	05/18/17

**TEMPORARY, PART-TIME EMPLOYEES Spring 2017  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Blackthorne, Henry N.	English	47 %
Davis, Alicia A.	Mathematics, General	27 %
Guerin, Jeanne G.	English	40 %
Harlan, Michael J.	Classics-Humanities	20 %
** (A5) Hickman, Lauren Rose	Child Development/Early Care and Educatio	48 %
Kiefer, Michelle L.	Child Development/Early Care and Educatio	27 %
Komarova, Irina N.	Mathematics, General	20 %
Le, John Thinh Ngoc	Marketing & Distribution	20 %
Naylor, William Lee	Horticulture	1 %
Nguyen, Alfonso K.	Counselor	4 %
Padilla, Leah Marie	Reading	7 %
** (B2) Pyrev, Sergey	Drafting Technology	13 %
Reisinger, Michele A.	Registered Nursing	40 %
Salisbury, Roy D.	World Wide Web Administration	12 %
** (A2) Salluzzo, Michelle Anne	Child Development/Early Care and Educatio	27 %
Stevens, Janis L.	Dramatic Arts	1 %
Thomas, Ramona S.	Child Development/Early Care and Educatio	20 %
Walters, Kimberly	Child Development/Early Care and Educatio	11 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2017  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Falloon, Matthew T.	English	35 %
Horrell, Eldean J.	Office Technology/Office Computer Applicati	13 %
Joseph, Erica H.	Human Services	20 %
Larsen, Lawrence C.	Mathematics Skills	7 %
Neves, Megan G.	Counselor	39 %
** (A1) Parker, Dawn S.	Counselor	64 %
Rodriguez, Yvette Perez	Human Services	14 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2017  
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Benford, William	Physical Education	8 %
Davis, Michael R.	Database Design and Administration	1 %
Jones, Amy Rebecca	Coordinator	43 %
Mayol, Glenn	Physical Education	8 %
McGhee, Kelly F.	Counselor	36 %
Osorio, Cecilia G.	Biology, General	23 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2017  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Fayko, Robyn E.	Anthropology	23 %
** (A5) Galvan, Joaquin D.	Counselor	6 %
Goodchild, Rebecca D	Librarian	26 %
Gossett, Julie M.	Licensed Vocational Nursing	22 %
Graham, Frank D.	English	20 %
Johnson, Orna R.	Anthropology	29 %
Kalar, Barry D.	Administration of Justice	60 %

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 Spring 2017  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Mark,Arthur	Information Technology, General	18 %
McEachen,Kate M	Classics-Humanities	20 %
Mitchell,Robin S.	Licensed Vocational Nursing	20 %
Neves,Megan G.	Counselor	11 %
Royal,Joy R.	Information Technology, General	53 %
Szabo,Paula N.	Psychology, General	40 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2017  
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gelfman,Linda R.	Ceramics	15 %
Jurach,Jeffrey P.	Real Estate	20 %
Kinuthia,F. Kamau	Economics	40 %
Larabee,Charles	Software Applications	7 %
Larabee,Charles	Database Design and Administration	11 %
Lee,Dennis J.	English	57 %
Lo,Kay	Counselor	8 %
Lovering,Janay N.	English	47 %
McCormick,Marcia Lynn	Psychology, General	4 %
Pollard,Margaret P.	Accounting	53 %
Scott,Margaret L.	Psychology, General	20 %
** (B5) Weckman,Craig R	Coordinator	20 %
Wolf,Mary E.	Coordinator	14 %
Worsfold,Brandy L.	Applied Photography	13 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2017  
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Charters,Suzette M.	Mathematics, General	20 %
DuBray,Daniel T.	Speech Communication	20 %
Hoskins,Ninfa E.	Counselor	3 %
Lugo,Donnisha C.	Sociology	40 %
Pandey,Rajeev R.	Chemistry, General	30 %
Roberts,Jason M.	Welding Technology	59 %
Zeng,Min Melinda	Mathematics Skills	14 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2017  
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Olsen,Marc C.	Mathematics, General	9 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2017  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Dennis,Mark Anthony	Psychology, General	55 %

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

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

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2017  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Iredale,Michael J.	Nursing	2 %
Johnson,Ilana	Anthropology	30 %
Logan,Shane P.	Sociology	40 %
Lum,Belinda C.	Sociology	20 %
Parks,Karen D.	Information Technology, General	7 %
Parks,Karen D.	Software Applications	25 %
Spangler,Rachel I.	Reading	20 %
** (B5) Stevenson,Elizabeth	Non Instructional Assignment	20 %
Williams,Nichelle	Interpersonal Skills	10 %
** (A1) Woolley,Nicole B.	Study Skills	13 %
Zitelli,Miela Christine	Coordinator	20 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2017  
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Haroyan,Satenik	Mathematics, General	58 %
Hunter,Mark A.	Mathematics, General	48 %
Johnson,Mai-Gemu D.	Mathematics, General	33 %
Lam,Ben K.	Mathematics, General	53 %
Lambert,Angelena	Mathematics, General	47 %
Larson,Carillon J.	Mathematics, General	33 %
Manriquez,Paul M.	Mathematics, General	53 %
Martinez,Jesus E.	Mathematics, General	53 %
Mendez-Nunez,Luis R.	Mathematics, General	40 %

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

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

## CLASSIFIED

<b>APPOINTMENT(S)</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Abboushi, Dalal	Instructional Assistant-Accounting Laboratory (75%)	SCC	04/17/17
Ali, Nimo Y.	Admissions/Records Clerk III	ARC	03/21/17
Azevedo, Melissa M.	Admissions/Records Clerk III	ARC	03/21/17
Cervantes, Jordan P.	Student Personnel Assistant-Student Life	CRC	04/03/17
Doxon, Sara A.	Clerk III	SCC	04/03/17
Katz, Yedi N.	Account Clerk III	DO	04/03/17
Mitchiner, Brandi M.	Grant Coordination Clerk	FLC	03/15/17
Newnam, Jonathan	Information Technology Business/ Technical Analyst I	ARC	04/03/17
Woltkamp, Dawn M.	Employee Benefits Specialist	DO	03/22/17
<b>PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST</b>			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Barbour, Debi M.	Police Communication Dispatcher	Police Services	02/24/17
<b>PROMOTION(S)</b>			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Ameerzada, Ahmad S.	Instructional Services Assistant II (Clerk III, 75%)	SCC CRC)	04/10/17
Belmares, Sandra Y.	Student Services Supervisor (Administrative Assistant I	SCC SCC)	03/13/17
Cisneros, Michael S.	Admissions/Records Clerk III (Admissions/Records Clerk II	ARC ARC)	03/21/17
Lepper, Haley L.	Student Personnel Assistant-Student Life (Instructional Services Assistant II	SCC SCC)	06/19/17
Savchenko, Andrey V.	Printing Services Operator III (Printing Services Operator II	ARC ARC)	03/22/17

## CLASSIFIED

**PROMOTION(S), CONTINUED**

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Zanardelli, Marina	Student Personnel Assistant-Disabled Student Programs and Services (DSPS) (Counseling Clerk II	SCC SCC)	03/16/17

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

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Marsant, Irina	Student Personnel Assistant-Cultural Awareness Center (Student Personnel Assistant-Assessment/ Testing	SCC SCC)	03/13/17

**RECLASSIFICATION(S)**

<u>Name</u>	<u>Proposed Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Rosemary Fassett	Confidential Human Resources Specialist III (Confidential Administrative Assistant II	DO DO)	03/21/17

**RESIGNATION(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Do, Harry V.	Student Personnel Assistant-Disabled Student Programs and Services (DSPS)	SCC	03/16/17
Hassna, Michael A.	Police Officer	Police Services	02/25/17
Ivaska, Kyle R.	Police Communication Dispatcher	Police Services	03/17/17
Teegarden, Staci L.	Student Personnel Assistant-Contract Education	ARC	03/25/17

**RETIREMENT(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
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CLASSIFIED

Sabo, Carole F	Administrative Assistant I (After 16 years of service)	ARC	05/06/17
Stagner, Elaine R.	Interpreter/Transliterater II (75%) (After 27 years of service)	SCC	06/01/17
Ursin, Margaret L.	Outreach Specialist (After 28 years of service)	CRC	06/01/17

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>
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<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Al Maamory, Dhafir A.	Custodian	2/25/2017	6/30/2017
Arkova, Natalya	Clerk I	3/25/2017	6/30/2017
Couch, Joshua L	Child Dev Ctr Assoc. Teacher	3/13/2017	6/30/2017
Emelyanenko, Andrey	Custodian	3/31/2017	6/30/2017
Fernandez, Denise	Student Personnel Assistant	3/6/2017	6/30/2017
Godoy Barragan, Jesus G.	Student Personnel Assistant	3/6/2017	6/30/2017
Kem-Rivera, Toladette	Instructional Assistant	2/24/2017	6/30/2017
Khripunov, Nighina	Outreach Specialist	4/1/2017	6/30/2017
Kirby, Claudia G.	Special Projects	2/16/2017	6/30/2017
Konstantinova, Lyudmila	Special Projects	2/16/2017	6/30/2017
Loera, Moona S.	Special Projects	3/20/2017	6/30/2017
Masten, Taylor N.	Athletic Trainer	3/6/2017	6/30/2017
Morris, Emily D.	Laboratory Technician	3/1/2017	6/30/2017
Ngov, Leang H.	Special Projects	2/20/2017	6/30/2017
Pham, Mary L.	Special Projects	2/6/2017	6/30/2017
Smith, Steven W.	Special Projects	1/14/2017	6/30/2017
Zamora, Erica J.	Student Personnel Assistant	3/6/2017	6/30/2017
<u>Cosumnes River College</u>			
Garcia, Daisy L.	Account Clerk I	2/25/2017	6/30/2017
Hamdani, Tahira S	Financial Aid Clerk I	12/12/2016	6/30/2017
Hammons, Theresa L.	Admissions/Records Clerk I	2/22/2017	6/30/2017
Huntziker, Alicia R.	Special Projects	3/2/2017	6/30/2017
Leon, Fernando M.	Instructional Assistant	2/8/2017	6/30/2017
Lockwood, Addom R	Instructional Assistant	3/9/2017	6/30/2017
Luong, Jackie W.	Financial Aid Clerk II	3/1/2017	6/30/2017
Saechao, Low Meng	Instructional Assistant	2/24/2017	6/30/2017
Spuehler, John C.	Clerk I	3/13/2017	6/30/2017
Vitkauskas, Paul A.	Special Projects	3/2/2017	6/30/2017
Zinzun, Adelaida E.	Admissions/Records Clerk I	3/20/2017	6/30/2017



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management</u>			
Arcaro, Danielle L.	Campus Patrol	3/15/2017	6/30/2017
Beardslee, Andrew L.	Campus Patrol	3/1/2017	6/30/2017
Gill, Tatyana C.	Campus Patrol	3/6/2017	6/30/2017
Hensley, Brian C.	Campus Patrol	1/23/2017	6/30/2017
Phillips, Johnathon P.	Campus Patrol	3/15/2017	6/30/2017
Walker, Jovan A.	College Reserve Police Officer	11/21/2016	6/30/2017
Wescoatt, Erika K	Special Projects	3/7/2017	6/30/2017

Folsom Lake College

Alnassiry, Mazin A	Clerk I	3/7/2017	6/30/2017
Elliott, Zenith	Student Personnel Assistant	2/27/2017	6/30/2017
Finmand, Maureen A.	Special Projects	3/25/2017	6/30/2017
Fredericks, Salem C.	Clerk I	3/7/2017	6/30/2017
Higgins, Heather M.	Special Projects	3/25/2017	6/30/2017
Mahoney, Hannah M	Clerk I	2/10/2017	6/30/2017
Masi, Allison L	Clerk I	2/10/2017	6/30/2017


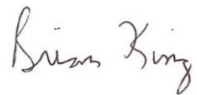
Sacramento City College

Allo Allo, Viola N.	Instructional Assistant	2/1/2017	6/30/2017
Alsarraaj, Jian	Special Projects	1/15/2017	6/30/2017
Bianchini, Brent M.	Clerk I	2/10/2017	6/30/2017

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Board Policy Revisions: Intent and Accountability for Equal Opportunity, Service Animals (P-2113, P-5111, P-6111, P-9111)	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel 	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor 	ACTION	
		INFORMATION	

**BACKGROUND:**

These policies do not explicitly state that discrimination or harassment based upon perceived characteristics, or association with persons with protected characteristics, is prohibited.

**STATUS:**

The proposed changes to these four policies make clear that discrimination or harassment based upon the protected characteristics listed, or based upon the perception that a person has those characteristics, or based upon an association with people with these protected characteristics, violates district policy. The colleges have always interpreted the language in this manner, but it is appropriate to clarify the language.

**RECOMMENDATION:**

These policies are presented for first reading.

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

## 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 **one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics:** 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~~ **or** 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.

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

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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; 11/9/16

Policy Reviewed: 11/9/16

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

**DRAFT 3/8/17**

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Next](#)

## 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 **one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics:** 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. It is the responsibility of the Chancellor and the College Presidents 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.

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Next](#)

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; 11/9/16

Policy Reviewed: 11/9/16

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

**DRAFT 3/8/17**

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## 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 **one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics**: 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. It is the responsibility of the Chancellor and the College Presidents 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.

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

(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; 11/9/16

Policy Reviewed: 11/9/16

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

**DRAFT 3/8/17**

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

## 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 **one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics:** 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. Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#). It is the responsibility of the Chancellor and the College to take remedial action in the event of unlawful discrimination against, harassment of, and/or exclusion from full participation. Procedures are to be established for due process for all parties in the adjudication of accusations of discrimination or exclusion (see [R-9111](#)). It is the goal of this District to:
  - 1.4.1 Provide members of underrepresented groups with models of their own race, ethnic, and cultural background and gender with whom they can identify and whom they can recognize as examples of occupational achievement at all levels and in all departments.
  - 1.4.2 Guarantee to all candidates the same opportunity for employment,

advancement and change of assignment.

- 1.5 Where evidence of unlawful discrimination, harassment, or exclusion based on any of the statuses enumerated in this District Policy is found:
  - 1.5.1 the District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence; and
  - 1.5.2 the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion.
- 1.6 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.

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

(Formerly P-9112 and P-9113)

LRCCD

Policy Adopted: 10/1/03

Policy Revised: 4/13/11; 4/8/15; 11/9/16

Policy Reviewed: 11/9/16

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

**DRAFT 3/8/17**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Board Policy Revision: P-7241 Graduation Requirements	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

In 2009, the graduation requirements in Title 5 were amended to require students to obtain a minimum of a C grade in each of the courses in their major field of study as a condition of graduation. This change eliminated the college’s option to allow graduation with a grade point average of 2.0 across all of the required courses. While the colleges changed their practices in compliance with this requirement, the board policy was not altered.

**STATUS:**

The proposed change clarifies that a student must complete a minimum of 18 units in their major field of study with a grade of C or better, as required by Title 5, to graduate.

**RECOMMENDATION:**

This policy is presented for first reading.

[Policy - 7000 Instruction](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## ASSOCIATE DEGREE REQUIREMENTS

### 1.0 Degree Earned

- 1.1 The degree of Associate in Arts, Associate in Arts for Transfer, Associate in Science, or Associate in Science for Transfer can be earned through any College in the Los Rios Community College District.
- 1.2 The Associate in Arts degree and the Associate in Science degree may be conferred upon students qualified to transfer to a four-year college or university as well as upon those completing their formal education in a two-year vocational program as outlined in the catalog of any of the Colleges of the District. The Associate in Arts for Transfer degree and the Associate in Science for Transfer degree were created by SB 1440 (2010) to allow students to transfer to the California State University with junior status upon the completion of prescribed requirements.
- 1.3 In accordance with law and with the rules and regulations of the California Community College Board of Governors and the Los Rios Community College District Board of Trustees, the requirements for the degree Associate in Arts, Associate in Arts for Transfer, Associate in Science, or Associate in Science for Transfer are defined below.

### 2.0 Associate in Arts or the Associate in Science Graduation Requirements

#### 2.1 Number of Units

- 2.1.1 Satisfactory completion of a minimum of sixty (60) units of collegiate work with a “C” (2.0) grade point average in a curriculum which the District accepts toward the degree, provided that twelve (12) units must be earned in residence at the College recommending the degree.

2.1.1.1 All reference to “units” in this policy is to “semester units.”

- 2.1.2 Units of credit are assigned to courses based on the “Carnegie unit,” which assigns one unit of credit for three (3) hours of work by the student per week. Usually this means one (1) hour of lecture or discussion led by the instructor and two (2) hours of outside preparation by the student. In laboratory courses, three (3) hours of work in the laboratory are normally assigned one (1) unit of credit which may include some additional preparation outside of class time.

#### 2.2 Major Field of Study

- 2.2.1 Satisfactory completion of a minimum of eighteen (18) units in a major field of study or an area of emphasis from those specified in the catalog of each College. ~~Each College shall establish~~ **with** a minimum grade of “C”

or the equivalent for any class in a major field of study ~~or a 2.0 grade point average for classes taken in the major field of study.~~

### 2.3 General Education Requirements

- 2.3.1 Each College of the District will publish in its catalog a specific philosophy of general education. The following will serve as a pattern for the Colleges in the development of their individual philosophy statements.

The primary function of education is to transmit from each generation to the next the knowledge and skills requisite to enlarge the comprehension of our place in the universe. Los Rios Colleges are committed to the principle of providing general education which includes: Natural Science, Social and Behavioral Science, Humanities and the Arts, Language and Critical Thinking, and other courses that provide for life-long learning and understanding, and that explore the significance of work, production, consumption and leisure in the lives of individuals. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society that is diverse in its social, cultural, and educational backgrounds.

A comprehensive education serves to develop the creativity, critical thinking, ethical behavior, and self-understanding which are essential to the attainment of personal goals and to participate in a society characterized by increasing global interdependence and by rapid and significant change.

Therefore, the purpose of general education is to give breadth to the college experience, enhance the ability to learn, and insure an appropriate level of competency. The general education program thus provides coherence to undergraduate education and affords students the opportunity to develop an integrated overview of the diverse fields of human knowledge.

- 2.3.2 The courses allowed by the Colleges of the District for the fulfillment of the general education requirements shall be introductory in nature and usually without course prerequisites. The content of the courses should encompass broad fields of knowledge, covering major principles and their applications to a wide field or fields. The intent should be to provide the students with an understanding and appreciation of a significant body of knowledge and give to the students a basis for evaluating the physical environment, the culture, and the society in which they live.

- 2.3.3 Students receiving an Associate degree must satisfactorily complete twenty-one (21) units in general education selected from the following areas as indicated:

2.3.3.1 Natural Sciences (three [3] units minimum)



Courses in the natural sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, physical geography, physical anthropology, physics and other scientific disciplines.

#### 2.3.3.2 Social and Behavioral Sciences (three [3] units minimum)

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category includes introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology and related disciplines, exclusive of those which fulfill the American Institutions requirement.

#### 2.3.3.3 American Institutions Requirement (three [3] units minimum)

Courses in American Institutions are those which focus on the historical development of American institutions and ideals, the operation of representative democratic government under the Constitution of the United States, and the principles of state and local government established under the Constitution of this State. To satisfy the general education requirement in American Institutions, a course should help the student develop an appreciation and understanding of the basic institutions, ideals, knowledge, and skills necessary for intelligent and loyal citizenship. It should stimulate critical thinking, problem solving, and literacy skills in regard to American historical, political, governmental, economic, social, and intellectual issues as they relate to both domestic and foreign affairs. This category includes introductory or integrative survey courses in history and political science which qualify under the guidelines of either “a” or “b” below.

- (a) Any course which addresses the historical development of American Institutions and ideals, inclusive of the following:

1. Significant events occurring in the entire area now included in the United States of America, including the relationships of regions within that area and with external regions and powers as appropriate to the understanding of those events within the United States during the period under study.
  2. The role of major ethnic and social groups in such events and the contexts in which the events have occurred.
  3. The events presented within a framework which illustrates the continuity of the American experience and its derivation from other cultures including consideration of three or more of the following: politics, economics, social movements, and geography.
- (b) Any course which addresses the U.S. Constitution, representative democratic government operation, and the process of California State and local government, inclusive of the following:
1. The political philosophies of the framers of the Constitution and the nature and operation of United States political institutions and processes under that Constitution as amended and interpreted.
  2. The rights and obligations of citizens in the political system established under the Constitution.
  3. The Constitution of the State of California within the framework of evolution of Federal-State relations and the nature and processes of State and local government under that Constitution.
  4. Contemporary relationships of State and local government with the Federal government, the resolution of conflicts and the establishment of cooperative processes under the constitutions of both the State and nation, and the political processes involved.

#### 2.3.3.4 Humanities (three [3] units minimum)

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people

throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop an aesthetic understanding and an ability to make value judgments. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy, religion, and related disciplines.

2.3.3.5 Languages and Rationality (six [6] units: three [3] units each from (a) and (b))

Courses in language and rationality are those which use and examine principles and guidelines of clear and logical thinking and communication. Courses in this category should build upon rather than remediate verbal and quantitative skills.

- (a) English Composition. Courses fulfilling the written composition requirement should include both expository and argumentative writing.
- (b) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral and written communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

2.3.3.6 Living Skills (three [3] units minimum)

One physical education activity course (with ADAPT, DANCE, FITNS, PACT, SPORT, or TMACT designators) must be taken in this area and a minimum of two (2) units from the other courses included in this category. Adapted physical education courses are available for students with documented physical disabilities. These Adapted courses will fulfill the graduation requirement.

Courses in this area may be selected from a number of different disciplines that help students to acquire skills and knowledge to understand themselves as whole persons (integral to their environment). This category includes the study of courses that develop and maintain personal, social, physical and emotional well-being. It is the intent that this area include such courses as health education, human sexuality, marriage and family, nutrition, and personal adjustment.

- 2.3.3.6.1 Students with medical excuses may petition to be exempted from the physical activity course requirement when appropriate adapted physical education classes are not offered at the location where the student takes the majority of their course work.

Students not completing a physical activity course on the basis of this exemption shall be required to complete a minimum of three (3) units in other courses in the Living Skills area.

- 2.3.4 While a course might satisfy more than one (1) general education requirement, it may not be counted more than once for these purposes. Courses which are a part of the major requirement and meet the intent of these general education guidelines may be used to satisfy both requirements.
- 2.3.5 Ethnic studies will be offered in at least one (1) of the required general education areas (2.3.3.1-2.3.3.5).
- 2.3.6 Each College shall set up a process that will involve the review of courses submitted to meet the objectives and criteria of general education.
- 2.3.7 Students who show proof of a baccalaureate or higher degree completed at a college or university accredited through a CHEA (Council for Higher Education Accreditation) recognized Regional Accrediting Agency will have satisfied general education and competency requirements for the Associate in Arts or the Associate in Science degree. Degrees from accredited institutions outside of the United States will be evaluated on a case-by-case basis. All Associate degrees from institutions accredited from CHEA Regional Accrediting Agencies will be evaluated on a case-by-case basis. Degrees or courses from non-accredited institutions will not be considered.

## 2.4 Basic Skills Competencies

- 2.4.1 All students granted an Associate in Arts or Associate in Science degree shall have demonstrated college-level competence in reading, written expression, and mathematics.
  - 2.4.1.1 Examinations used to assess competency in any one of these areas will be uniform throughout the District and will be recommended by committees composed of members as provided in District Regulation ([R-3412](#)).
  - 2.4.1.2 The Chancellor shall adopt Administrative Regulations establishing specific competency standards.

## 2.5 Ethnic/Multicultural Studies

- 2.5.1 One (1) three (3) unit Ethnic/Multicultural studies course must be completed within the sixty (60) unit graduation requirement. The course may be completed as part of the twenty-one (21) unit general education pattern, as a course required by the major, or an elective course.

2.5.1.1 Courses in Ethnic/Multicultural studies examine significant aspects of the culture, contributions and social experiences of underrepresented ethnic/racial groups in the U.S., or the history and cultural traditions of non-western societies. Non-western courses should focus on non-Eurocentric cultures.

2.5.1.2 All courses should be comparative among multiple social groups and should include analysis of concepts of ethnicity, ethnocentrism and racism, and how they shape and explain ethnic experience.

### 3.0 Credit by Examination

3.1 Any specific course requirement may be satisfied by the procedures established for credit by examination.

### 4.0 Associate in Arts for Transfer & Associate in Science for Transfer Graduation Requirements (SB 1440):

4.1 For curricula approved pursuant to SB 1440 (2010) by the Board of Trustees (approved curriculum), the graduation requirements for the Associate in Arts for Transfer and Associate in Science for Transfer degrees shall consist entirely of the following requirements which also satisfy all basic skills competency requirements:

4.1.1 Successful completion of sixty (60) semester units eligible for transfer to the California State University, which shall include satisfaction of the following two (2) requirements:

4.1.1.1 Completion of one (1) or the following General Education Patterns:

4.1.1.1.1 The Intersegmental General Education Transfer Curriculum (IGETC): or

4.1.1.1.2 The California State University General Education-Breadth Requirements.

4.1.1.2 Completion of at least eighteen (18) semester units in a major or area of emphasis identified in the approved curriculum

4.1.2 A minimum grade point average of 2.0.

### 5.0 Courses Specified

5.1 Each College within the District shall specify in its College catalog the courses that may be taken by a student in each of the required areas listed above. Requirements satisfied at one College will be accepted by any other College within the District.

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LRCCD

Policy Adopted: 3/10/65

Policy Revised: 12/6/72; 4/17/74; 1/28/81; 4/21/82; 1/19/83; 2/1/84; 7/27/88; 3/18/92;  
3/1/00; 11/5/03; 6/18/08; 3/14/12; 9/9/15

Policy Reviewed: 9/9/15

Adm. Regulation: [R-7241](#)

**DRAFT 3/27/17**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Board Policy Revisions: Medical Clearance Procedures: P-5121; P-5122; P-5125; P-6122; P-6123; P-9121; P-9123	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item C	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

Effective in 2017, California law was amended to allow employees to provide an alternative showing that they were free from tuberculosis from the traditional showing of a clear intradermal skin test and/or clear chest X-ray. Under the new law, employees can present a tuberculosis risk assessment showing they are free of risk factors to meet the tuberculosis screening requirements for educational employment.

**STATUS:**

In light of this legislative change, changes have been drafted to incorporate this procedure in the existing 5000, 6000, and 9000 series of regulations to provide a uniform approach across the constituencies. The regulations for each constituency group now list the risk-free factor showing, in addition to the clear intradermal skin test or clear chest X-ray, as a condition to qualify for and maintain employment with the District. The regulations also specify the requirements for medical examinations and reimbursements for these items. Using policy 6124 as the model, the various policies that touched on tuberculosis have been amended. The hiring policies (5121, 5122, 9121, and 9123) now all include the basic policy statement that employees shall be required to obtain all legally required medical examinations and clearances as a condition of employment and directs the Chancellor to develop rules and regulations regarding these items. Because it is covered both by the general statement of the policy and the explicit rule of the regulation, the proposed policies delete the language previously put forward in policies 5121, 5122, 6122, 6123, 9121, and 9123 that stated that employees shall be disqualified if they have positive results from an intradermal skin test and chest X-ray showing active tuberculosis.

**RECOMMENDATION:**

These policies are presented for first reading.

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## 1.0 Building the Applicant Pool

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

## 2.0 Qualifications

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

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

2.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively; or of any felony; or determination that the individual is a sexual psychopath as defined in Education Code, section 87406. (Ed Code, § 87405) The Los Rios Community College District Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;

2.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405)

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

2.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order



to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

2.2.2 Falsification or attempted deception in statement on the application;

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

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

### 3.0 Selection of Applicants

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

### 4.0 Interviewing Applicants

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

### 5.0 Internal Candidates

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

### 6.0 Selection of Candidates

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

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

### 7.0 Appointment to Positions

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

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

### 8.0 Police Records

8.1 Fingerprinting (Ed. Code, § 88024)

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

8.1.2 The Chancellor shall adopt appropriate Administrative Regulations.

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

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LRCCD

Policy Adopted: 8/15/79

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 12/6/00; 10/1/03; 3/21/07; 5/13/15; 6/8/16

Policy Reviewed: 6/8/16

Adm. Regulation: [R-5121](#)

**DRAFT 3/23/17**

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

### 1.0 Hiring of Adjunct Faculty

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

### 2.0 Police Records

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

### 3.0 Qualifications

- 3.1 An applicant must possess the minimum qualifications established for the position; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.
- 3.2 An applicant or candidate shall be disqualified for any of the following reasons:
  - 3.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011 respectively; or of any felony; or determination that the individual is a sexual psychopath as defined in Education Code, section 87406. (Ed. Code, § 87405) The Los Rios Community College District Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;
    - 3.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed, §§ 87010, 87011, 87405)
    - 3.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, or 87406, shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with

business necessity.

3.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

3.2.2 Falsification or attempted deception in statement on the application;

3.2.3 Previous dismissal from District service by the Board of Trustees;

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

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

(Formerly P-5119)

LRCCD

Policy Adopted: 2/13/80

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 2/4/98; 12/6/00; 10/1/03; 3/21/07; 5/13/15;  
6/8/16

Policy Reviewed: 6/8/16

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

**DRAFT 3/23/17**

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

~~1.0 — [Tuberculosis Clearance \(Educ. Code 87408.6; P-5134\)](#)~~

~~1.1 — Unless otherwise excepted by law, persons employed by the District must provide examination results from an approved intradermal tuberculin test or an x-ray of the lungs as specified in the corresponding administrative regulation.~~

~~1.1.1 — Results of such x-rays must indicate freedom from active tuberculosis.~~

~~1.2 — After initial employment an employee is required to obtain tuberculosis clearance as indicated in 1.1 and 1.1.1 at least once every four (4) years.~~

~~1.3 — Any employee who adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends upon prayer for healing will be exempted from the tuberculosis clearance requirement if he/she files an affidavit affirming such affiliation and stating further that to the best of his/her knowledge and belief he/she is free from active tuberculosis.~~

~~1.3.1 — If at any time there should be probable cause to believe that such employee is afflicted with active tuberculosis, such person may be excluded from service until the Board of Trustees is satisfied that he/she is not so afflicted.~~

~~2.0 — [Employee Health Clearance](#)~~

~~2.1 — The District may require a medical examination to ascertain a person's fitness to perform duties associated with his/her occupation: (a) when an employee or prospective employee has a known history of health problems or; (b) if a physical examination is a condition of continued employment. (Educ. Code 87408)~~

~~2.1.1 — Such examination may be conducted by a physician designated by the District.~~

~~2.1.2 — An employee may include his/her own physician in the examination procedure at personal expense.~~

~~2.2 — Employees in retired status who are hired by the District may be required to submit to periodic health examinations. (Educ. Code 87408.5)~~

~~2.3 — An employee examined pursuant to 2.1 and 2.2 above shall obtain evidence of freedom from health problems which would be detrimental to the completion of assigned duties.~~

~~3.0 — [Payment for Physical Examinations or Medical Clearances](#)~~

~~3.1—The District shall pay a reasonable fee for employee physical examinations and medical clearances required by law to be paid from District resources. (Educ. Code 87408)~~

~~3.1.1—The Chancellor shall develop and implement rules and regulations governing such payments.~~

~~3.2—Payment for all other employee physical examinations or medical clearances is the responsibility of the employee.~~

## **1.0 Physical Examinations**

### **1.1 Authorization**

**1.1.1 Under conditions or at the appropriate times the Chancellor shall require partial or complete physical examinations or other appropriate medical clearances.**

**1.1.2 Where provisions of the law require physical examinations or medical clearances, an employee or prospective employee shall obtain such examinations or clearances as a condition of employment.**

### **1.2 Payment for Physical Examinations or Medical Clearances**

**1.2.1 The Los Rios Community College District shall pay a reasonable fee for such employee physical examinations and medical clearances as are required by law to be paid from District resources. (Ed. Code, § 87408.6)**

**1.2.1.1 The Chancellor shall develop and implement rules and regulations governing such payments.**

**1.2.2 Payment for all other employee physical examinations or medical clearances is the responsibility of the employee.**

[Policy - 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

LRCCD

Policy Adopted: 12/7/74  
 Policy Revised: 9/3/80; 10/20/82; 2/2/83; 12/6/00  
 Policy Reviewed:  
 Adm. Regulation: [R-5125](#)

**DRAFT 3/23/17**

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## 1.0 Building the Applicant Pool

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

## 2.0 Qualifications

- 2.1 An applicant must possess the minimum qualifications established for the position class; the individual must be able to perform the essential functions of the position with or without reasonable accommodation.
- 2.2 An applicant or candidate shall be disqualified for any of the following reasons:
- 2.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively; or of any felony; or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, §§ 87405, 88022) The Los Rios Community College District Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;
- 2.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405, 88022)
- 2.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406, 88022 or 88023 shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.
- 2.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant

to determine if the disqualification is job-related and consistent with business necessity.

2.2.2 Falsification or attempted deception in statement on the application;

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

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

### 3.0 Selection of Applicants

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

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

### 4.0 Internal Candidates

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

### 5.0 Selection of Candidates

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

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

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

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

### 6.0 Appointment to Positions

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

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



7.0 Police Records

7.1 Fingerprinting (Ed. Code, § 88024)

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

7.2 The Chancellor shall adopt appropriate Administrative Regulations.

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

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

LRCCD

Policy Adopted: 10/67

Policy Revised: 2/69; 3/70; 10/29/75; 8/15/70; 10/15/80; 10/20/82; 2/21/90; 7/16/97;  
10/1/03; 3/21/07; 5/13/15; 6/8/16

Policy Reviewed: 6/8/16

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

**DRAFT 3/23/17**

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## 1.0 Intent

- 1.1 This District Policy is intended to authorize the Los Rios Community College District Chancellor to establish procedures for recruitment, selection, and appointment of temporary employees.
  - 1.1.1 A temporary employee shall not be employed for more than one hundred seventy-five (175) days in any fiscal year.
- 1.2 Because of the limited duration of employment of these employees, the Los Rios Community College District Board of Trustees recognizes that the employment procedures should be less formalized and less cumbersome for the District than in the case of regular employees.
- 1.3 Temporary employees are not classified employees.
- 1.4 Student help, College WorkStudy, and substitute employees are not classified employees.
- 1.5 Temporary employees shall not establish permanence with the District and may be terminated at any time with or without cause. However, no employee shall be terminated for an unlawfully discriminatory purpose.
- 1.6 Before employing a temporary employee, the Board of Trustees shall specify the service to be performed and the ending date of the service.

## 2.0 Categories of Temporary Employees

- 2.1 Long-Term Temporary Employees
  - 2.1.1 Long-term temporary employees are temporary employees hired in an authorized and temporarily vacant regular classified position.
- 2.2 Short-Term Temporary Employees
  - 2.2.1 Short-term temporary employees are all other temporary, nonacademic employees.

## 3.0 Job Qualifications

- 3.1 An applicant must possess the minimum qualifications established for the position and be able to perform the essential functions of the position with or without reasonable accommodation.
- 3.2 An applicant or candidate shall be disqualified for any of the following reasons:
  - 3.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011,

respectively; or of any felony; or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, §§ 87405, 88022) The Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;

3.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405, 88022)

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

3.2.1.3 2.2.1.22.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

3.2.2 Falsification or attempted deception on the application;

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

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

#### 4.0 Police Records

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

4.2 Temporary employees are subject to the same requirements regarding

disqualification based on criminal history as regular classified employees.

5.0 Implementation

5.1 The Chancellor shall adopt Administrative Regulations for the recruitment, selection, and appointment of temporary employees covered by this District Policy.

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

LRCCD

Policy Adopted: 7/16/97

Policy Revised: 2/4/98; 10/1/03; 5/13/15; 6/8/16

Policy Reviewed: 6/8/16

Adm. Regulation: [R-6123](#)

**DRAFT 3/23/17**

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

#### 1.0 Authority to Recruit

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

#### 2.0 Building the Applicant Pool

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

#### 3.0 Chancellor's Staff

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

#### 4.0 Qualifications

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

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

- 4.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively; or of any felony; or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, § 87405, 88022) The Los Rios Community College District Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;

- 4.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405, 88022)

- 4.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406 or 88022, shall be individually evaluated to determine if disqualification

based on their felony conviction(s) is job-related and consistent with business necessity.

4.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

4.2.2 Falsification or attempted deception in statement on the application;

4.2.3 Previous dismissal from District service by the Board of Trustees.;

~~4.2.4 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.~~

## **5.0 Physical Examinations**

### **5.1 Authorization**

**5.1.1 Under conditions or at the appropriate times the Chancellor shall require partial or complete physical examinations or other appropriate medical clearances.**

**5.1.2 Where provisions of the law require physical examinations or medical clearances, an employee or prospective employee shall obtain such examinations or clearances as a condition of employment.**

### **5.2 Payment for Physical Examinations or Medical Clearances**

**5.2.1 The Los Rios Community College District shall pay a reasonable fee for such employee physical examinations and medical clearances as are required by law to be paid from District resources. (Ed. Code, § 87408.6)**

**5.2.1.1 The Chancellor shall develop and implement rules and regulations governing such payments.**

**5.2.2 Payment for all other employee physical examinations or medical clearances is the responsibility of the employee.**

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

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(Formerly P-9115)

LRCCD

Policy Adopted: 12/14/77

Policy Revised: 8/15/79; 2/18/81; 6/16/82; 2/21/90; 12/9/98; 10/1/03; 5/13/15; 6/8/16

Policy Reviewed: 6/8/16

Adm. Regulation: [R-9121](#) (Formerly R-9115)

**DRAFT 3/23/17**

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

### 1.0 Authority to Recruit

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

### 2.0 Building the Applicant Pool

2.1 The Associate Vice Chancellor of Human Resources shall take those measures which are legally permissible to build an applicant pool that includes significantly underrepresented persons with disabilities.

### 3.0 Qualifications

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

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

3.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively; or of any felony; or a determination that the individual is a sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, § 87405, 88022) The Los Rios Community College District Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;

3.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405, 88022)

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

3.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of



Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

3.2.2 Falsification or attempted deception in statement on the application;

3.2.3 Previous dismissal from District service by the Board of Trustees.;

~~3.3 Positive results from an intradermal skin test and chest X-ray showing active tuberculosis.~~

#### **4.0 Physical Examinations**

##### **4.1 Authorization**

**4.1.1 Under conditions or at the appropriate times the Chancellor shall require partial or complete physical examinations or other appropriate medical clearances.**

**4.1.2 Where provisions of the law require physical examinations or medical clearances, an employee or prospective employee shall obtain such examinations or clearances as a condition of employment.**

##### **4.2 Payment for Physical Examinations or Medical Clearances**

**4.2.1 The Los Rios Community College District shall pay a reasonable fee for such employee physical examinations and medical clearances as are required by law to be paid from District resources. (Ed. Code, § 87408.6)**

**4.2.1.1 The Chancellor shall develop and implement rules and regulations governing such payments.**

~~3.2.4~~**4.2.2 Payment for all other employee physical examinations or medical clearances is the responsibility of the employee.**

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



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Resolution 2017-05: To Declare 8440 Poppy Ridge Road Property as Surplus	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Action Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	X
		INFORMATION	<input type="checkbox"/>

**BACKGROUND:**

In 2003 and 2005, the District acquired approximately 20 acres of land located at 8440 Poppy Ridge Road, Elk Grove, CA 95757 (further identified as Sacramento County Assessor’s Parcel Number 132-0290-015) (Poppy Ridge Parcel) as the potential site for the Cosumnes River College Elk Grove Center. When the design for the interchange on Highway 99 moved the interchange to Whitelock Parkway, the district acquired another site where the Elk Grove Center is now open.

**STATUS:**

As the Poppy Ridge Parcel is no longer necessary for Elk Grove Center purposes and the district has no other need for that property, it is appropriate for the district to declare it surplus and attempt to sell it. At its March 15, 2017 meeting in closed session, the Board of Trustees gave direction to the Chancellor and designee concerning the minimum price and terms for the Poppy Ridge Parcel. The first step in the multi-step process is to offer the property to public agencies and nonprofit corporations at the fair market value of \$3,222,750 in compliance with Education Code, section 81363.5 and Government Code, section 54222. Following those offers and any negotiations, the district will proceed with the further steps necessary for the sale of the Poppy Ridge Parcel, including providing formal notice of its intention to sell the property in an open and public process pursuant to the Education Code.

**RECOMMENDATION:**

It is recommended that the Board of Trustees Approve Resolution Number 2017-05 authorizing the Chancellor or designee to commence the process for the offering of the Poppy Ridge Parcel to the entities listed in Education Code, section 81363.5 and Government Code, section 54222 at the fair market value of \$3,222,750 and engage in negotiations as appropriate.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

## RESOLUTION

№ 2017-05

### To Declare 8440 Poppy Ridge Road Property, Sacramento County Assessor Parcel Number 132-0290-015-000, as Surplus

**WHEREAS**, the Los Rios Community College District (District) is the owner of approximately 20 acres of real property located within the District more particularly described as 8440 Poppy Ridge Road, Elk Grove, CA 95757 and the legal description of which is attached hereto as Exhibit "A" (Poppy Ridge Parcel) for the construction of the Cosumnes River College Elk Grove Center (Center) and identified as Sacramento County Assessor's Parcel Number 132-0290-015-000; and

**WHEREAS**, the subsequent design of the freeway interchange at Whitelock Parkway made the Poppy Ridge parcel less desirable for this purpose; and

**WHEREAS**, the District acquired another property for the Center; and

**WHEREAS**, the Poppy Ridge Parcel is not and will not be needed by the District for school classroom buildings;

**WHEREAS**, the District desires to sell its interest in the Poppy Ridge Parcel;

**WHEREAS**, prior to any sale, the Poppy Ridge Parcel must be offered to specified entities pursuant to Education Code, section 81363.5 and Government Code, section 54222;

**WHEREAS**, once the appropriate time periods described in Education Code, section 81363.5 and Government Code, section 54222 have lapsed, and no other offers have been made on the Poppy Ridge Parcel by the entities described in said sections, the District desires to sell the Poppy Ridge Property pursuant to Education Code, section 81360, and following: Now, therefore,

**BE IT RESOLVED**, that the Los Rios Community College District Board of Trustees hereby finds, determines, declares and resolves as follows:

1. That all the recitals above are true and correct;
2. That the Board hereby declares the Poppy Ridge Parcel as surplus because it is not now, nor will it be, needed by the District for classroom purposes;
3. That the Board hereby declares its intention to sell the Poppy Ridge Property;
4. That the Chancellor, or designee, is hereby authorized and directed to send written offers and to post and publish public offers as required by Education Code, section 81363.5 and Government Code, section 54222 at the fair market value of \$3,222,750;

5. In the event public agencies listed in Education Code, section 81363.5 and Government Code, section 54222 express and interest in the Poppy Ridge Property, the Board directs the Chancellor, or designee, to engage in good faith negotiations to attempt to arrive at a mutually satisfactory price and terms for the sale of the property;
6. In the event no public agencies listed in Education Code, section 81363.5 and Government Code, section 54222 express an interest, or any entity that does express an interest is not able to come to mutually satisfactory price and terms with the District, the Board authorizes the Chancellor, or designee, to commence the next steps of the public process for the sale of the Poppy Ridge Parcel under Education Code, section 81360 and following.

**PASSED AND ADOPTED** as Los Rios Community College District Resolution No 2017-05 this fifth day of April, 2017, by the following called vote:

AYES	NOES	ABSENT
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*Attest:*

\_\_\_\_\_  
Ruth Scribner, Board President

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

All that portion of the Southeast one-quarter of the Northeast one-quarter of Section 11, Township 6 North, Range 5 East, M.D.B. & M., described as follows:

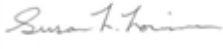

Beginning at Northwest corner of the Southeast one-quarter of the Northeast one-quarter of said Section 11 from which point of beginning of a 1-1/2 inch iron pipe monument tagged L.S. 2651 set to mark a point on the North line of said Section 11, said point being the Southeast corner of the parcel designated "L.W. Foster 215.788 Acres" on the Record of Survey entitled "Portion of Sections 2 & 3, T 6 N, R 5 E, M.D.B. & M.", recorded in the office of the Recorder of Sacramento County in Book 14 of Surveys, Map No. 44, bears the following (3) courses and distances; South 89°42'26" West 1317.35 feet North 00°01'10" East 1349.25 feet and South 89°58'04" West 968.19 feet; thence from said point of beginning along the North line of the Southeast one-quarter of the Northeast one-quarter of said Section 11 North 89°42'26" East 658.68 feet; thence South 00°17'32" East 1335.15 feet to a point on the one-quarter line dividing said Section 11 into North and South one-halves; thence along said one-quarter line South 89°17'44" West 656.60 feet to the Southwest corner of the Southeast one-quarter of the Northeast one-quarter of said Section 11; thence along the West line of the Southeast one-quarter of the Northeast one-quarter of said Section 11 North 00°12'02" East 1339.86 feet to the point of beginning.

**APN: 132-0290-015**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	Student Mental Health Services Update	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Information Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Susan L. Lorimer, Deputy Chancellor	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	
		INFORMATION	X

**BACKGROUND:**

In 2014, the Board of Trustees requested a review of services to students with disabilities, including mental health services. A district-wide work group was formed under the leadership of the Associate Vice Chancellor of Student Services to review current college services, including development of a survey for both students and employees about their perceptions on student mental health needs. The *Mental Health Needs Perception Survey* was administered by the District’s Office of Institutional Research. Highlights of the survey results for both students and employees were discussed at a subsequent focus group meeting, whose participants represented the colleges’ Behavioral Intervention/Response and Crisis Intervention Teams. The participants discussed best practices from their own and other colleges that support mental health services, the intersection of student mental health needs with the college’s Student Equity Plans, and inter- and intra-campus collaborations. The discussion and survey results informed the work of the project work group which met regularly throughout the fall 2016 semester to develop a potential framework and set of possible actions to improve mental health services throughout the four Los Rios colleges.

**STATUS:**

Members of the district-wide work group will give a presentation on their findings from the student mental health services review and provide potential options to improve future services.


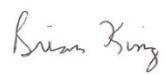
**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2017

<b>SUBJECT:</b>	American River College's STEM Pathways	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Information Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Thomas Greene, President, American River College	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	
		INFORMATION	X

**BACKGROUND:**

Representatives from ARC will present an overview of STEM (Science, Technology, Engineering, Mathematics) Career Pathways for underrepresented students, including current disaggregated data on freshmen enrollments, success rates, and graduation and transfer rates. ARC's STEM programs function as conduits between high schools, universities and jobs. Faculty from ARC's STEM academic support programs will share highlights of their respective programs, and students will share their experiences in STEM at ARC.

**STATUS:**

A presentation will be made to the Board of Trustees on American River College's STEM Pathways.

**RECOMMENDATION:**

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