

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, May 10, 2017

5:30 pm

MEETING LOCATION:

Los Rios Facilities Management
Training Room
3753 Bradview Drive
Sacramento, CA 95827

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: April 5, 2017 (page 3)	Brian King
B. Curriculum Proposals: ARC/CRC/FLC/SCC (page 12)	Susan L. Lorimer
C. Board Policy Revisions: Intent and Accountability for Equal Opportunity, Service Animals (P-2113, P-5111, P-6111, P-9111) (page 20)	JP Sherry
D. Board Policy Revision: P-7241 Graduation Requirements (page 32)	JP Sherry
E. Board Policy Revisions: Medical Clearance Procedures: P-5121, P-5122, P-5125, P-6122, P-6123, P-9121, P-9123 (page 41)	JP Sherry
F. Claim: Felicitas Deanda (page 61)	JP Sherry
G. Claim: Christina Kumar (page 64)	JP Sherry
H. Resolution 2017-06: Intent to Execute a Quitclaim Deed: Arcade Creek Recreation and Park District (page 66)	JP Sherry
I. District Quarterly Financial Status Report (311Q) (page 71)	Theresa Matista
J. Los Rios Foundation – Quarterly Investment Report (page 75)	Theresa Matista
K. Special Event Authorization (page 78)	JP Sherry
L. Ratify: Grants and Contracts Awarded (page 79)	Brian King
M. Ratify: New Contracts and Renewals (page 80)	Theresa Matista
N. Bid Award: Charter Bus (page 81)	Theresa Matista
O. Ratify: Bid Transactions (page 82)	Theresa Matista
P. Ratify: Affiliation and Other Agreements (page 84)	Theresa Matista
Q. Disposition of Surplus Equipment (page 86)	Theresa Matista
R. Purchase Orders, Warrants, Checks and Electronic Transfers (page 88)	Theresa Matista
S. Warrants- Opening Doors (page 90)	Theresa Matista
T. Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-17 (page 91)	Brian King
U. Regular Human Resources Transactions (page 102)	Brian King

4. FIRST READING

A. Five Year Construction Plan and Final Project Proposals (page 118)

Theresa Matista

5. ACTION	
A. Resolution No. 2017-07: Recognizing Classified Employees (page 121)	Brian King
B. American River College Mission, Vision, and Commitment to Social Justice & Equity, and Strategic Plan (page 123)	Thomas Greene
C. Contract Award: CRC Science Complex Laboratory Controls Retrofit Buildings 200 and 400 (page 125)	Theresa Matista

6. INFORMATION	
A. Strong Workforce Program (page 126)	Susan L. Lorimer

7. BOARD MEMBER REPORTS

8. FUTURE AGENDA ITEMS

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

10. CLOSED SESSION
<i>Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.</i>
A. Pursuant to Government Code section 54957: Complaint Against Public Employee

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

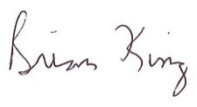
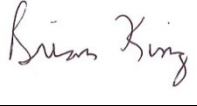
12. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
Ruth Scribner President ▪ Area 4	Pamela Haynes Vice President ▪ Area 5	Dustin Johnson ▪ Area 1 Robert Jones ▪ Area 2 John Knight ▪ Area 3	Deborah Ortiz ▪ Area 6 Tami Nelson ▪ Area 7 Marianna Sousa ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
Next Meeting: June 14, 2017 ▪ Regular Board Meeting ▪ Location: District Office			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.losrios.edu			
Help Us Help You			
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).			

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Board Meeting Minutes: April 5, 2017	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

STATUS:

The minutes of the Board of Trustees meeting held on April 5, 2017 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meeting held on April 5, 2017.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, April 5, 2017

1. CALL TO ORDER

The board meeting was called to order by President Scribner at 5:30 p.m., in the Student Center Board Room at American River College, 4700 College Oak Drive, Sacramento, California.

Present:

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

Ms. Marianna Sousa, Student Trustee

Dr. Brian King, Chancellor

Absent:

Ms. Deborah Ortiz
Mr. Robert Jones

2. ORAL COMMUNICATIONS

There were no oral communications.

3. CONSENT CONSIDERATIONS

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

Roll Call Vote:

Aye: Haynes, Johnson, Knight, Nelson, Scribner

No: None

Absent: Jones, Ortiz

Motion carried; 5:0

Student Advisory Vote: Aye

A. *Board Meeting Minutes: March 3-4 and March 15, 2017*

That the Board of Trustees approve the minutes of the meetings held on March 3-4 and March 15, 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 May 10, 2017 meeting.

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. Agreement for Auditing Services

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.

E. Appointment of Hearing Officers

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

F. 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
California Math Readiness Challenge <ul style="list-style-type: none"> • Funding to provide faculty release time to work with high schools, CSUS, and SCOE on Early Assessment Program Sr./Jr. Math activities. • 11/01/2016 through 9/30/2017 • Administrator: Steven Boyd / Vice President of Instruction 	SCC	\$48,000	California Community Colleges Chancellor's Office
Avenue E Diversity in Engineering <ul style="list-style-type: none"> • Partnership to identify and support Under-Represented and Minority Engineering students at LRCCD and UCD. • 1/01/2016 through 12/31/2017 • Administrator: Don Palm / Dean, Davis Center 	SCC	\$47,000	University of California, Davis
IEPI Innovation & Effectiveness <ul style="list-style-type: none"> • Funding to establish the infrastructure and develop and implement a student-centered and efficient academic scheduling process. • 5/01/2017 through 4/30/2018 • Administrator: Whitney Yamamura / Interim President, Sacramento City College 	SCC	\$200,000	Santa Clarita Community College District

G. 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
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

H. Ratify: Affiliation and Other Agreements

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

I. Disposition of Surplus Equipment

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

J. 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 February 16, 2017 through March 15, 2017.

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		\$ 8,483,067.01
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	

K. Special Rate Salary Schedule

That the Board of Trustees approve the salary schedule as listed in the April agenda packet effective April 5, 2017 to increase the hourly rate for temporary Police Communication Dispatchers.

L. Sabbatical and Professional Development Leaves

That the Board of Trustees approve the sabbatical/professional development leaves for the 2017 year as listed in the April agenda packet.

M. Regular Human Resource Transactions

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

4. FIRST READING

A. Board Policy Revisions: Intent and Accountability for Equal Opportunity, Service Animals (P-2113, P-5111, P-6111, P-9111)

Revisions to Board Policies P-2113, P-5111, P-6111, and P-9111 were presented to the Board of Trustees for first reading and discussion.

B. Board Policy Revision: P-7241 Graduation Requirements

Revisions to Board Policy P-7241 were presented to the Board of Trustees for first reading and discussion.

C. Board Policy Revisions: Medical Clearance Procedures: P-5121, P-5122, P-5125, P-6122, P-6123, P-9121, P-9123

Revisions to Board Policies P-5121, P-5122, P-5125, P-6122, P-6123, P-9121, and P-9123 were presented to the Board of Trustees for first reading and discussion.

5. ACTION

A. Resolution 2017-05: To Declare 8440 Poppy Ridge Road Property as Surplus

A motion was made by Mr. Knight, seconded by Mr. Johnson, 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.

Roll Call Vote:

Aye: Haynes, Johnson, Knight, Nelson, Scribner

No: None

Absent: Jones, Ortiz

Motion carried; 5:0

Student Advisory Vote: Aye

6. INFORMATION

A. Student Mental Health Services Update

In response to a 2014 request by the Board of Trustees, a districtwide 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 of student mental health needs. Members of the districtwide workgroup presented their findings from the student mental health services review, and provided possible actions to improve future services.

B. American River College's STEM Pathways

Representatives from American River College presented an overview of STEM (Science, Technology, Engineering, Mathematics) Career Pathways for underrepresented students. ARC's STEM programs function as conduits between high schools, universities and jobs. Faculty from ARC's STEM academic support programs shared highlights of their respective programs, and students shared their experiences in STEM at ARC.

7. BOARD MEMBER REPORTS

Trustee Haynes attended the Phi Theta Kappa awards luncheon, which included recognition of some Los Rios students.

Several Trustees attended the Sacramento City College Centennial Gala.

8. FUTURE AGENDA ITEMS

No future agenda items were discussed.

9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board of Trustees:

Mary Goodall, President, Classified Senate, American River College

Carlos Lopez, President, Academic Senate President, Folsom Lake College

Chancellor's Report:

ARC: ARC has been recognized by the National Arbor Day Foundation as part of their Tree Campus USA program. The recognition follows a lot of hard work by staff, faculty, and students. The college achieved the designation by meeting Tree Campus USA's five requirements: a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance, and the sponsorship of student service-learning projects. ARC's service learning project was a crowd-sourced tree inventory where about 25 volunteers geo-tagged each of the trees on campus. To date, the count is at 1,384—with an additional 300 scrub oaks not marked. ARC is one of only three California community colleges as well as one of only 11 of all two- and four-year California colleges and universities to receive this recognition.

CRC: Cosumnes River College Business Professor Man Phan was appointed by Governor Jerry Brown to the California Community College Board of Governors. Professor Phan has been at CRC for five years. In addition to his work at CRC, he was a business development manager at Steinberg Architects from 2008 to 2012 and at Carrier Johnson and Culture from 2004 to 2008. Phan also served as a legislative assistant with the San Diego County Board of Supervisors from 2001 to 2003 and was a member of the San Diego City Council in 1998. CRC alumnus Benjamin Perea was recently accepted to the Yale School of Medicine for his residency in pediatrics. Perea is currently at Chicago Medical School. Perea came to CRC from Laguna Creek High School in Elk Grove, transferred to UC Davis, is earning a degree in Microbiology, and will graduate from the Chicago Medical School in June.

FLC: The Folsom Lake College/Rancho Cordova College Promise program is off to an impressive start! The 2017-18 application period closed on March 31, 2017 with a total of 170 applicants. 154 of those applicants met the initial eligibility requirements and are on track to make up the inaugural Rancho Cordova Promise cohort. The enthusiastic response was higher than expected as FLC had originally projected 110 applicants. FLC looks forward to formally welcoming the Promise students and their parents with a picnic planned at the Rancho Cordova Center this summer to kick off the new school year. Special thanks to the City of Rancho Cordova for their forward thinking and investing in the future of their residents.

SCC: Sacramento City College's Centennial Gala was a hit! The fundraising event on Saturday, March 25, sold out and the college was able to raise about \$50,000 to support students and faculty innovation. The event showcased SCC's best live music and theater, accompanied by an elegant dinner, and was attended by some of Sacramento's most notable leaders, artists and entrepreneurs.

Chancellor King announced the following retirements:

Retirement			Years of Service
Gary D. Hartley	Dean, Instruction	FLC	13
Carole F. Sabo	Administrative Assistant I	ARC	16
Lauri J. Smedley	Business Technology Professor	SCC	19+
Elaine R. Stagner	Interpreter/Transliterater II	SCC	27
Jesus F. Malaret	Dean, Behavioral and Social Sciences	SCC	27

Margaret L. Ursin	Outreach Specialist	CRC	28
Laduan Smedley	Vice President, Administration	SCC	29+
Thuan T. Bui	Counselor	ARC	35+

10. ADJOURNMENT

President Scribner noted the next meeting will be held at the District's Facilities Management office, and thanked everyone for accommodating the movement of the April meeting to allow for spring break.

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

Motion carried; 5:0

President Scribner adjourned the meeting at 7:20 p.m.

BRIAN KING



Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: May 10, 2017
jd*

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

STATUS:

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

May 10, 2017

COURSE PROPOSALS

Course Deletions

American River College

1. **ARTNM 310 Design: Fundamentals (3.00 units)**

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

Cosumnes River College

1. **BIOL 351 Global Climate Change (3.00 units)**

Justification: This course was previously cross listed with GEOG 305 and contained content from both disciplines. This course was not tied to any of the Biology programs, so as a result the department has decided to delete this course in order to provide greater access to the department's core offerings. GEOG 305 will remain in place and has recently been revised to better meet that department's needs.

2. **SOCS 300 Introduction to Ethnic Studies (3.00 units)**

Justification: This course has been replaced by ETHNS (Ethnic Studies) 300.

3. **SOCS 320 Socio-Cultural, Economic and Political Experience of the African-American (3.00 units)**

Justification: This course has been replaced by ETHNS (Ethnic Studies) 320.

4. **SOCS 325 Asian Experience in America (3.00 units)**

Justification: This course has been replaced by ETHNS (Ethnic Studies) 330.

5. **SOCS 330 Mexican-Americans in the United States (3.00 units)**

Justification: This course has been replaced by ETHNS (Ethnic Studies) 340.

Folsom Lake College

1. **FCS 495 Independent Studies in Family and Consumer Science (1.00 - 3.00 units)**

Justification: The designator is being deleted from the FLC catalog.

2. **FCS 499 Experimental Offering in Family and Consumer Science (0.50 - 4.00 units)**

Justification: The designator is being deleted from the FLC catalog.

3. **HSER 341 Physiology and Pharmacology: Alcohol & Other Drugs (3.00 units)**

Justification: The class has not been offered in the last 4 years. The Human Service Department does not plan to offer the course in the near future. Because of moderate enrollment in the pre-requisite course (HSER 340), it is unlikely that the course will fill if it is offered.

4. **PSYC 380 Psychology of Business (3.00 units)**

Justification: This course does not currently meet the needs of our students or our program.

5. **TA 452 One-Act Play Workshop (3.00 units)**

Justification: This course no longer meets the needs of our students and is recommended for deletion.

New to District Courses

American River College

1. **DESGN 498 Work Experience in Design Technology (1.00 - 4.00 units)**

Prerequisite: None.

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

Enrollment Limitation: Students must be in a paid or unpaid internship, volunteer position, or job related to the advanced manufacturing field or the architectural and engineering field with a cooperating site supervisor. Students are advised to consult with the Design Technology Department faculty to review specific certificate and degree work experience requirements.

60.00 - 300.00 hours laboratory

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within the advanced manufacturing field or the architectural and engineering field. It is designed for students interested in work experience and/or internships in transfer-level occupational programs. Course content includes understanding the application of education to the workforce, completion of Title 5 required forms which document the student's progress and hours spent at the work site, and developing workplace skills and competencies. During the semester, the student is required to attend a weekly orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. First-time participants are required to attend a weekly orientation and a final

meeting. Returning participants are required to attend the first class meeting, a mid-semester meeting, and a final meeting and may meet individually with the instructor as needed to complete a work site observation and all program forms, receive updates, and assignments. Students may take up to 16 units total across all Work Experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

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

2. **FITNS 343 Spin Bike (1.00 unit)**

Prerequisite: None.

54.00 hours laboratory

This course is specifically designed for students to improve their cardiovascular and strength levels with low impact on the joints. It emphasizes basic cycling and fitness drills based on speed work, resistance, and recovery periods.

Justification: This course expands the Kinesiology offerings in FITNS. It meets the needs of students wishing to focus on specific fitness/training and examine and improve their cardio fitness. This course will become a part of the A.A. degree in Physical Education and fulfill the P.E. requirement for graduation.

3. **PMED 298 Work Experience in Paramedic (1.00 - 4.00 units)**

Prerequisite: None.

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

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

60.00 - 300.00 hours laboratory

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

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

Cosumnes River College

1. **ENGRD 119 College Textbook Reading Skills (0.50 units)**

Prerequisite: None.

27.00 hours laboratory

This course offers instruction in academic reading skills to students who are concurrently enrolled in a college course. The instruction includes informal lecture, self-paced individual work, workshop, guided practice, and assisted learning. Pass or No Pass only.

Justification: This course provides textbook reading instruction that is designed to assist students in academic reading skills that are essential for academic success.

2. **ENGRD 311 Intensive Critical Thinking for College Success (3.50 units)**

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

54.00 hours lecture, 27.00 hours laboratory

This course emphasizes the theory and application of critical thinking through reading expository, argumentative, fictional and nonfictional literature and works to develop the following: critical and analytical reading skills for college-level text, critical and analytical evaluation in research, synthesizing information to form logical conclusions, comparing and evaluating multiple sources, application in critical reading strategies across the discipline, vocabulary development and expansion for college-level reading. This accelerated course is for students who are ready for the challenge of an intensive learning experience at college level. Students who have completed ENGWR 58/ENGRD 59 or assessed into ENGRD 110 and wish to take this intensive course must be prepared and motivated to challenge themselves in rigorous work in this class and the Supplemental Instruction lab.

Justification: This class provides students with an alternative pathway to college-level Reading course with rigorous work, challenging opportunity and intensive learning both in class and through weekly Supplemental Instruction sessions. Students who have completed ENGRD 59/ENGWR 58 with a C or better grade and those who are placed into ENGRD 110 through assessment make take this course instead of following the traditional course sequence. Students benefit from assistance and attention from both the instructor and student assistant to address areas that need to be improved. Students will also learn to advance their critical thinking skills, adopt proper study skills and apply appropriate reading strategies to further understand, evaluate, analyze and synthesize written text. This course is most ideal for students who are motivated and ready for the challenge to apply their knowledge and skills to fulfill the course requirement. 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.

1. **AH 101 Introduction to Community Health Work (1.50 units)**

Prerequisite: None.

Advisory: ENGRD 110 and ENGWR 101 with grades of "C" or better

27.00 hours lecture

This course is designed to introduce students to the broad perspective of community health work by applying different concepts with emphasis on health promotion and primary health care. The course will examine different health promotion and disease prevention strategies that are used as primary health and population-based methods. Public health, home health care settings, and clinic/hospital-based services will be addressed. Emphasis is placed on family-wellness and illness in various community settings using examples of various communities and cultural settings throughout California. Aspects of community health are explored based on a demographic and epidemiological approach as well as building an environmental awareness and acquiring problem-solving and critical thinking skills.

Justification: This is the introductory course for the new Community Healthcare Worker program. Students will take this course to get a better understanding of this career and determine if it is a career and program they want to pursue.

2. **AH 103 U.S. Healthcare Systems and Third Party Payers (2.00 units)**

Prerequisite: None.

Advisory: ENGRD 110 and ENGWR 101 with grades of "C" or better

36.00 hours lecture

The United States healthcare system is complex, organized by systems and programs by which health services are made available to the population and financed by government entities, private enterprises, or both. Various systems work on different aspects of providing care throughout the spectrum of health. This course provides an overview of the United States healthcare system as it has developed during the past century. Students are expected to achieve a basic understanding of the building blocks in anticipation of future careers and employment in the healthcare industry of the United States.

Justification: This is a core course developed for the Community Health Worker Program. The United States healthcare system is complex, organized by systems and programs by which health services are made available to the population and financed by government entities, private enterprises, or both. This course will provide students with information needed to work in this complex system.

3. **AH 105 Community Health Resources (2.00 units)**

Prerequisite: None.

Advisory: CISC 300 or LIBR 307

36.00 hours lecture

This course is designed to introduce students to the broad perspective of community health resources in the Greater Sacramento Service Area. Through various lectures from representatives of area organizations, students will gather community resources to assist clients with addressing their health needs.

Justification: This is a core course in the Community Health Worker program. Students need to have a broad perspective of the community health resources in the Greater Sacramento Service Area.

4. AH 121 Social Determinants of Health (2.00 units)

Prerequisite: None.

Advisory: ENGRD 110 and ENGWR 101 with grades of "C" or better

36.00 hours lecture

Social determinants of health are the conditions in which people are born, grow, live, work, and age. These factors can all have an impact on health. This course will help students understand health inequalities and how they are socially driven. Students will look at how health is affected by wider determinants and how they can make a difference as health professionals to close the health inequality gap. Through a range of case studies from high to low income countries, the student will gain a better understanding of social determinants of health, why health inequalities exist, and the role of health professionals and systems in reducing health inequality.

Justification: This is a core course developed for the new Community Health Worker program. Students need to understand how social determinants can have an impact on health. This course will help students understand health inequalities and how they are socially driven.

PROGRAM PROPOSALS

Program Deletion(s)

Folsom Lake College

1. Humanities, Interdisciplinary Studies

Justification: Due to overwhelming lack of interest (1 degree awarded in five years) due most likely to the popularity of the IS: Arts & Humanities degree, and due to the high degree of overlap between the IS: Humanities and IS: Arts & Humanities degrees, the Program Development and Planning Committee recommends that the IS: Humanities degree be deleted. The VPI, transfer and articulation officers, curriculum chair, and relevant faculty have been notified and support the deletion.

New Programs

Folsom Lake College

1. Nutrition Science

The Nutrition Science AS degree provides students with an excellent foundation for a variety of science and healthcare career opportunities. Graduates of this program may continue their study of nutrition, food science or any science related academic area. After transfer to and completion of a 4-year degree at a university-level institution, students can further their studies towards a Master's (M.S.) and/or Doctorate in Philosophy (Ph.D.) in nutrition or other basic science related area.

Justification: The Nutrition Science, A.S. degree addresses the need for students seeking a career in the field of nutrition and related fields. This degree is unique in that it is geared towards students who are not interested specifically in employment in dietetics and food sciences - such as those seeking the Nutrition and Dietetics AS-T. As an alternative option, this academic degree will complement the current offering by providing students a pathway to transfer into the UC system, specifically the UC Davis Nutrition Science B.S. degree.

2. Pre - Allied Health

This major prepares students to enter a variety of allied health training programs. It contains coursework required for majors such as Medical Lab Technology and Nursing. Students should work closely with their counselor to choose the appropriate courses for the program they wish to enter.

Justification: This proposed major is designed to offer students working towards entering allied health programs a recommended list of courses that will meet their goals.

Sacramento City College

1. Community Health Care Worker


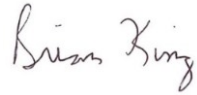
The Community Health Care Worker Certificate of Achievement consists of multi-disciplinary coursework to prepare individuals to work within the social service, public health, or health care workforce as Community Health Workers. This certificate program is designed to provide training in front-line public health care with an understanding of and connection to the communities served. It also provides training in facilitating patient access to health and social services to improve the quality and cultural competence of service delivery. Students will develop the skills to provide culturally appropriate health education and information, assist people in receiving the care they need, give informal counseling and guidance on health behaviors, and advocate for individuals and community health needs.

Justification: To better assess the demand and training needs for community health workers in the Sacramento region, the Center of Excellence conducted a survey of 54 organizations that employ workers in this field. Sacramento region organizations employ as many as 1,084 community health workers. Over the next 12 months employers will need to hire an additional 160 workers to support and advance their organization's goals and objectives. There are no community college training programs in the Sacramento region for this emerging profession.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

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:

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

[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](#)

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: May 10, 2017

SUBJECT:	Board Policy Revision: P-7241 Graduation Requirements	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	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. In addition, the colleges have all interpreted this policy to indicate that if a student has completed a baccalaureate or higher degree, they have fulfilled all of the general education requirements required by Title 5. This includes the Ethnic/Multicultural studies course requirement. The policy, however, does not clearly state this.

STATUS:

The first 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.

In addition, the proposed change makes clear that the Ethnic/Multicultural studies course requirement of the general education requirements is satisfied if a student has a prior baccalaureate degree or higher.

RECOMMENDATION:

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

[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, **Ethnic/Multicultural studies**, 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.

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 3/29/17

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Board Policy Revisions: Medical Clearance Procedures: P-5121, P-5122, P-5125, P-6122, P-6123, P-9121, P-9123	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	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:

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

[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](#)

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.

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

(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.

~~3.2.4.2.2~~ **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: May 10, 2017

SUBJECT:	Claim: Felicitas Deanda	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item F	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

Claimant is seeking damages from Los Rios Community College District.

RECOMMENDATION:

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



Claim for Damages Form

ONCE SUBMITTED, THIS IS A PUBLIC DOCUMENT

LRCCD Use Only
RECEIVED
 MAR 31 2017
 Chancellor's Office
 Los Rios Community College District

Claimant Information	First Name Felicitas	MI	Last Name Deanda
	Date of Birth (MM/DD/YY)*		Social Security No.*
	Driver's License No.	License State CA	Receives or is eligible for SSDI or Medicare? * (Yes/No) NO
	Home Address (Number/Street) 7560 32nd Street		Business Name (if including business address) Law Offices of John E. Virga
	City Sacramento	State CA	Zip Code 95822
	Business Address (Number/Street) 721 11th Street		
	Mail Notices to which address? <input type="checkbox"/> Home <input type="checkbox"/> Business <input checked="" type="checkbox"/> Attorney		City Sacramento
		Zip Code 95814	
Injury/Damage Information	Date injury/damage occurred (MM/DD/YY) 1/27/2017	Time of day injury/damage occurred 4:05 p.m.	Where did injury/damage occur? (College site, street address, intersection, other locations, etc.) 47th Avenue and Martin Luther King Blvd.
	How did injury /damage occur? (Describe accident or occurrence in complete detail/attach additional pages if needed) Ms. Deanda was driving south on MLK. As she went through the light at 47th Avenue, Mr. Bath was heading west on 47th and ran the red light at the intersection with MLK. As Ms. Deanda proceeded into the intersection on a green light, she collided with Mr. Bath.		
	Name(s) of Los Rios employees involved Jerry Lee Bath, III and Curtis Adams		Police Report No. 9252-2017-12095
	What action or inaction of Los Rios employee(s) causes your injury/damages? Mr. Bath caused Ms. Deanda's injuries by failing to exercise due care and running a red light without properly clearing an intersection.		
	What injuries/damages did you suffer? Ms. Deanda has injuries to her head, neck, shoulders, ribs, low back, heart and hips.		
	State the amount of the claim, if less than \$10,000 Unknown at this time. Damages in excess of \$25,000.		
	Include the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time the claim is presented, and list the basis for the computation of the amount claimed Ms. Deanda is still undergoing treatment for her injuries. The amount of general and special damages is unknown at this time.		
If the dollar amount of the claim is more than \$10,000, no dollar amount will be stated, but please indicate whether the claim is a limited civil case claim (total dollar amount less than \$25,000) <input type="checkbox"/> Yes, it is a limited civil case claim <input checked="" type="checkbox"/> No, it is not a limited civil case claim			
Certification	By signing below, I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that the presentation of a false claim is a felony (refer to CA Penal Code Sec 72). Note: If the signer is not the Claimant, indicate the relationship of the signer to the Claimant (parent, attorney, etc.) and address.		
	Signature 	Date 3/31/2017	Relationship and address (if not Claimant) Attorney 721, 11th Street, Sacramento CA 95814
Directions for Submission	Attach and include with this form any bills for medical treatment or expenses/estimates for personal property damage. Once submitted, this form becomes a public document. However, please note that Claimant's Date of Birth , Social Security No. , and Driver's License No. <u>WILL REMAIN CONFIDENTIAL.</u>		Return completed form to: Los Rios Community College District ATTN: General Counsel 1919 Spanos Court Sacramento, CA 95825

*Responses REQUIRED for Federal Medicare Secondary Payer Reporting

Attachment A
Felicitas Deanda LRCCD Claim Form

This page is submitted as Attachment A to the Los Rios Community College District Claim Report Form. Further, standing alone, it meets the claim presentation requirements of Government Code section 910.

Name of claimant: Felicitas Deanda.

Mailing address of claimant: 7560 32nd Street, Sacramento, CA 95822.

Mailing address for notice in this claim: 721 11th Street, Sacramento, CA 95814

Date, place, and circumstances giving rise to the claim: See paragraph "1" below.

Name of public employee causing the injury and loss: Jerry Lee Bath, III and Curtis Adams.

Amount of the claim: The value of the claim exceeds the amount of a limited civil case.

1. Description of Incident:

This case involves a January 27, 2017, accident that occurred at approximately 4:05 in the afternoon at the intersection of Martin Luther King Boulevard and 47th Avenue. Jerry Bath, an employee of Los Rios Community College District, ran a red light at the intersection and caused a collision with our client, Felicitas Deanda.

2. Describe injuries and/or property damages sustained as result of this incident:

As a result of this incident, Ms. Deanda was transported by ambulance to Kaiser South Hospital and suffered injuries, including but not limited to, her head, neck, shoulders, ribs, low back, heart, and hips. She has suffered extensive past economic and noneconomic damages. These include physical pain, physical impairment, loss of enjoyment of life, inconvenience, anxiety and humiliation, and emotional distress. Further, she will continue incurring these damages into the future.

This claim is being presented on behalf of the claimant by her attorneys at the Law Offices of John E. Virga, Inc. (721 11th Street, Sacramento, CA 95814; 916-444-6595)

DATED: March 31, 2017

By: 

KEVIN MCKINLEY
Attorney for Claimant

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Claim: Christina Kumar	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

Claimant is seeking damages from Los Rios Community College District.

RECOMMENDATION:

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



Claim for Damages Form

ONCE SUBMITTED, THIS IS A PUBLIC DOCUMENT

LRCSD Use Only

received

MAY - 3 2017

Office of the General Counsel

Claimant Information

First Name Christina	MI	Last Name Kumar
Date of Birth (MM/DD/YY)*	Social Security No *	
Driver's License No	License State CA	Receives or is eligible for SSDI or Medicare? * (Yes/No) NO
Home Address (Number/Street) 7994 Devsingham Dr		Business Name (if including business address)
City Sacramento	State CA	Zip Code 95829
Mail Notices to which address? <input checked="" type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Albany		City State Zip Code

Injury/Damage Information

Date injury/damage occurred (MM/DD/YY) 3/15/17	Time of day injury/damage occurred 11:50 am	Where did injury/damage occur? (College site, street address, intersection, other locations, etc.) Bruceville Rd & Consumnes River RD
How did injury/damage occur? (Describe the accident or occurrence in complete detail on additional pages if needed) Christina was on Bruceville Rd on the second left hand turn lane. The light turned green and she started to proceed but then the car in front of her stopped so she stop. She was then rear ended		
Name(s) of Los Rios employees involved Daniel Broussard	Police Report No 17-73814	
Which section or institution of Los Rios employee(s) causes your injury/damages? They Employee rear ended my insured, Christina Kumar. she went to the ER for neck pain. Not treating further.		
What injuries/damages did you suffer? Neck pain		
State the amount of the claim, if less than \$10,000 damage \$1403.85		
Indicate the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time the claim is presented, and list the basis for the computation of the amount claimed		
If the dollar amount of the claim is more than \$10,000, no dollar amount will be stated, but please indicate whether the claim is a limited civil case claim (total dollar amount less than \$25,000) <input type="checkbox"/> Yes, it is a limited civil case claim <input checked="" type="checkbox"/> No, it is not a limited civil case claim		

Certification

By signing below, I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that the presentation of a false claim is a felony (refer to CA Penal Code Sec 72).
Note: If this signer is not the Claimant, indicate the relationship of the signer to the Claimant (parent, attorney, etc.) and address.

Signature Shirley Todd	Date 3/3/17	Relationship and address (if not Claimant) Insurance company oakland, CA 94623
----------------------------------	-----------------------	--

Directions for Submission

Attach and include with this form any bills for medical treatment or expenses/ammunition for personal property damage.

Once submitted, this form becomes a public document. However, please note that Claimant's Date of Birth, Social Security No., and Driver's License No. WILL REMAIN CONFIDENTIAL.

Return completed form to:
Los Rios Community College District
ATTN: General Counsel
1919 Spanos Court
Sacramento, CA 95823

*Responses REQUIRED for Federal Medicare Secondary Payer Reporting

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Resolution 2017-06: Intent to Execute a Quitclaim Grant Deed to the Arcade Creek Recreation and Park District	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

Education Code, section 81432, provides the district may quitclaim property to another public entity under the following conditions: “(a) A resolution authorizing such action and prescribing the terms of the sale, exchange or lease has been adopted by the unanimous vote of the members elected or appointed to the board; [and] (b) Such resolution has been published in a newspaper of general circulation in the district[.]” In 2013, the Board of Trustees unanimously approved quitclaiming three acres of district property that abuts Arcade Creek to the Arcade Creek Recreation and Park District to extend its hiking trail to the east side of Arcade Creek, and then over the creek to district property on the west side of the creek.

STATUS:

Since the start of this project, it has been determined that the Arcade Creek Recreation and Park District needs an additional 7,538 feet of property to complete the construction of the pedestrian bridge adjacent to the property already quitclaimed. As part of the consideration for this additional square footage, the Arcade Creek Recreation and Park District has agreed to pay for and hold the district harmless from any Americans with Disabilities Act (ADA) requirements its work might create.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Resolution 2017-06 quitclaiming the property described to the Arcade Creek Recreation and Park District and authorize the Chancellor or designee to execute the quitclaim deed and a right of entry for the construction work after the requisite notice is published.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2017-06

Intent to Execute a Quitclaim Grant Deed to the Arcade Creek Recreation and Park District

WHEREAS, the Los Rios Community College District is the owner of real property located at American River College, in the City of Sacramento, County of Sacramento, State of California, and further identified in the attached Exhibit "A"; and

WHEREAS, in 2013, the District was approached by the Arcade Creek Recreation and Park District to quitclaim its interest in slightly more than three acres situated in the Arcade Creek bed, or on the east side of the creek bed adjacent to the Arcade Creek Recreation and Park District (Recreation and Park District) land to extend its hiking trail to the east side of Arcade Creek, and then over the creek to District property on the west side of the creek; and

WHEREAS, the Board of Trustees determined that the identified parcels were not needed for school classrooms and quitclaiming the property to the Recreation and Park District served the interests of both districts, American River College and the community; and

WHEREAS, the Board of Trustees approved the resolution quitclaiming the property to the Recreation and Park District on April 10, 2013; and

WHEREAS, it has become clear that to complete the project, the Recreation and Park District needs an additional approximately 7,538 square feet of District property as described in the attached Exhibit "A" and as consideration for this transfer the Recreation and Park District has agreed to defend, indemnify and hold the District harmless from any claims arising out of this property, including claims made by third parties under the Americans with Disabilities Act; and

WHEREAS, granting a Quitclaim Deed is to the District's benefit, and it will not adversely affect the District in any respect; and

WHEREAS, Education Code, section 81430 provides that "the governing boards of any community college district may sell, exchange, grant to or quitclaim all or any of its interest in, or may lease for a term not exceeding 99 years, to the federal government or its agencies, to the state, or to any county, city and county, city or special district, or to any other school district, any real property belonging to the district, and which is not or will not at the time of delivery of title or possession be needed for school classroom buildings by the district owning it, as provided in this article"; and

WHEREAS, the District is required by Education Code, section 81432 to declare its intention in a resolution authorizing such action, and to publish such resolution in a newspaper published in the District and having a general circulation published no less than once a week for three weeks prior to the making of the consummation of the transaction: Now, therefore,

BE IT RESOLVED, that the Board of Trustees declares its intention to grant a quitclaim deed of the property described in the attached Exhibit "A" containing approximately 7,538 square feet to the Arcade Creek Recreation and Park District for the purpose of allowing the Recreation and Park District to extend its hiking trail to the east side of Arcade Creek, and then over the creek to District property on the west side of the creek.

BE IT FURTHER RESOLVED THAT that a copy of this resolution be published as required by Education Code, section 81432.

BE IT FURTHER RESOLVED THAT upon completion of the publication as required by Education Code, section 81432, the Chancellor or designee is authorized to execute the quitclaim deed to Arcade Creek Recreation and Park District described herein.

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2017-06 this tenth day of May, 2017, by the following called vote:

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

Attest:

Ruth Scribner, Board President

Brian King, Chancellor and Secretary to the Board

EXHIBIT "A"

QUITCLAIM

All that real property situate in the County of Sacramento, State of California, lying within a portion of Section 53, Rancho Del Paso, and being a portion of Lot 18 as shown on Record Map filed in Book 12 at Page 7 of Maps, Records of Sacramento County, and being more particularly described as follows:


Beginning at the Southerly Terminus of a Record Course described as South 44°00'00" East, 211.00 feet as delineated in Quitclaim Deed from Los Rios Community College District to Arcade Creek Recreation and Park District Recorded in Book 20130627 at Page 1051, said point also lying on the Westerly Boundary of said Quitclaim; thence from the point of beginning and leaving the Westerly Boundary of said Quitclaim South 87°34'12" West, 70.83 feet; thence North 50°42'33" West, 54.26 feet; thence North 15°41'00" West, 125.08 feet to a point on the Westerly Boundary of said Quitclaim, said point also being the Northerly Terminus of the above described Record Course of said Quitclaim; thence along the Westerly Boundary of said Quitclaim South 44°00'00" East, 211.00 feet to the point of beginning containing 7,538 square feet more or less.

See Exhibit 'B' attached hereto and made a part of this description.

End of Description

The **Basis of Bearings** for this description is identical to that of Quitclaim Deed from Los Rios Community College District to Arcade Creek Recreation and Park District Recorded in Book 20130627 at Page 1051.

This description has been prepared by me or under my direct supervision.


Ryan Thompson L.S. 8749

3-9-2017
Date

UNICO Engineering, Inc.
Folsom, CA



NORTHERLY TERMINUS OF
LINE DESCRIBED BY BEARING
AND DISTANCE OF S44°00'00"E
211 FEET PER BOOK 20130627
PAGE 1051

N15° 41' 00"W 125.08'

QUITCLAIM
AREA
7,538 SF +/-

N50° 42' 33"W
54.26'

S87° 34' 12"W
70.83'

S44° 00' 00"E
211.00'

POB

SOUTHERLY TERMINUS OF
LINE DESCRIBED BY BEARING
AND DISTANCE OF S44°00'00"E
211 FEET PER BOOK 20130627
PAGE 1051

ARCADE CREEK
RECR & PARK
DISTRICT
BOOK 20130627
PAGE 1051

CAMERON RANCH
UNIT No.2
52 RM 17

CAMERON RANCH
UNIT No.1
48 RM 15

AMERICAN
RIVER
COLLEGE



1"=150'

MAR 2017

EXHIBIT B QUITCLAIM AREA

UNICO
ENGINEERING

SHEET 1 OF 1

SACRAMENTO COUNTY

CALIFORNIA


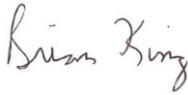
110 BLUE RAVINE RD SUITE 101 | FOLSOM, CA 95630
PHONE: 800.277.6623 | unicoengineering.com

70

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

BACKGROUND:

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

STATUS:

In accordance with AB 2910, the Governing Board should review the enclosed prescribed report (CCFS-311Q) at a regularly scheduled meeting and enter the report as part of the minutes of the meeting. As required, the District’s Chief Executive Officer (Chancellor) and Chief Business Officer have certified that the information for the quarter ended March 31, 2017 contained in this report is correct.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the March 31, 2017 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements.

LOS RIOS COMMUNITY COLLEGE DISTRICT
GENERAL FUND
STATEMENT OF APPROPRIATIONS, REVENUE & EXPENDITURES
FOR THE QUARTER ENDED MARCH 31, 2017
UNAUDITED

	Revised Budget	YTD Activity
BEGINNING FUND BALANCE, JULY 1		
Uncommitted	\$ 16,840,407	\$ 16,840,407
Committed	34,502,125	34,502,125
Restricted	4,676,380	4,676,380
TOTAL BEGINNING FUND BALANCE	56,018,912	56,018,912
REVENUE:		
GENERAL PURPOSE		
Total Computational Revenue	289,734,498	209,779,878
Lottery Funds	6,784,837	2,136,940
Apprentice/Other General Purpose/Interfund Transfers	29,757,993	18,347,446
TOTAL GENERAL PURPOSE	326,277,328	230,264,264
SPECIAL PROGRAMS	86,083,400	60,227,762
TOTAL REVENUE AND TRANSFERS IN	412,360,728	290,492,026
TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE	\$ 468,379,640	\$ 346,510,938
APPROPRIATIONS/EXPENDITURES:		
Academic Salaries	\$ 163,437,481	104,471,959
Classified Salaries	96,400,502	58,225,580
Employee Benefits	92,240,412	58,113,328
Supplies and Materials	13,720,057	4,793,884
Other Operating Expenses and Services	48,444,971	24,393,536
Capital Outlay	11,621,395	3,835,102
Payments to Students	16,100	8,945
Other Outgo	14,597,178	11,814,574
TOTAL APPROPRIATIONS/EXPENDITURES AND TRANSFERS OUT	440,478,096	265,656,908
ENDING FUND BALANCE		
Uncommitted	13,418,717	
Committed	12,397,125	
Restricted	2,085,702	
TOTAL ENDING FUND BALANCE	27,901,544	
TOTAL APPROPRIATIONS/EXPENDITURES AND ENDING FUND BALANCE	\$ 468,379,640	

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

District: (230) LOS RIOS

Quarter Ended: (Q3) Mar 31, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	272,673,655	285,917,982	345,267,515	324,196,416
A.2	Other Financing Sources (Object 8900)	6,662,575	1,197,079	933,839	2,080,912
A.3	Total Unrestricted Revenue (A.1 + A.2)	279,336,230	287,115,061	346,201,354	326,277,328
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	270,653,700	273,802,399	300,086,778	340,890,066
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,980,297	9,827,661	29,535,622	10,913,952
B.3	Total Unrestricted Expenditures (B.1 + B.2)	279,633,997	283,630,060	329,622,400	351,804,018
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-297,767	3,485,001	16,578,954	-25,526,690
D.	Fund Balance, Beginning	31,576,344	31,278,577	34,763,578	51,342,532
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	31,576,344	31,278,577	34,763,578	51,342,532
E.	Fund Balance, Ending (C. + D.2)	31,278,577	34,763,578	51,342,532	25,815,842
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	12.3%	15.6%	7.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	50,211	52,171	52,177	52,282
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		47,802,661	57,236,956	81,423,864
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	19,910,545	47,802,661	57,236,956	81,423,864

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	323,890,792	324,196,416	229,600,815	70.8%
I.2	Other Financing Sources (Object 8900)	1,033,560	2,080,912	663,449	31.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	324,924,352	326,277,328	230,264,264	70.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	337,528,581	340,890,066	215,795,209	63.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	10,500,771	10,913,952	9,794,090	89.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	348,029,352	351,804,018	225,589,299	64.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-23,105,000	-25,526,690	4,674,965	

L	Adjusted Fund Balance, Beginning	51,342,532	51,342,532	51,342,532
L.1	Fund Balance, Ending (C. + L.2)	28,237,532	25,815,842	56,017,497
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.1%	7.3%	

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Los Rios Foundation – Quarterly Investment Report	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right; font-family: cursive; font-size: small; margin-bottom: 5px;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right; font-family: cursive; font-size: small; margin-bottom: 5px;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

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

As an auxiliary organization, the Foundation is not required to operate under GC 53600 investment restrictions. The Foundation Board has adopted a Statement of Rules, Objectives and Guidelines to govern the investment of funds, which was revised October 2016. The funds should be invested with care, skill, prudence and diligence with the goal of producing returns equal to or exceeding prevailing standards among foundations of similar asset size, as well as for the protection of funds held in perpetual duration. The Statement defines the investment guidelines for specified asset classes for endowed funds as follows: equities, defined as common stock, convertible preferred stock, convertible bonds, and convertible stock, shall represent 25-60% of the total fund assets; fixed-income securities, defined as investments with maturities greater than one year that pay a fixed rate of return, shall represent 17-50% of the total assets; alternative investments, defined as fund-of-fund investments, shall represent up to 20% of the total fund assets; and cash, defined as maturities shorter than one year, shall represent 2-10% of the total fund assets. In addition, the Statement provides guidelines for investing non-endowed funds based upon the purpose of the donation and the horizon of time for the use of funds. The three non-endowed portfolio funds available are cash management, fixed income and balanced funds.

STATUS:

This report represents the investment activity for the quarter ended March 31, 2017. The investments are directed by the Los Rios Foundation Finance Committee and realized and unrealized earnings are shown in the accompanying schedules. The return for the endowed portfolio of \$8.9 million for the quarter ended March 31, 2017 was 4.84% compared to 4.69% for the composite benchmark. The yield for the quarter ended March 31, 2017 for the total managed portfolio of \$12.1 million is 3.82%. This compares to the composite benchmark of 3.70% for the same period. In accordance with generally accepted accounting principles, investments are restated to market value as of each fiscal year-end.

RECOMMENDATION:

It is recommended that the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended March 31, 2017.

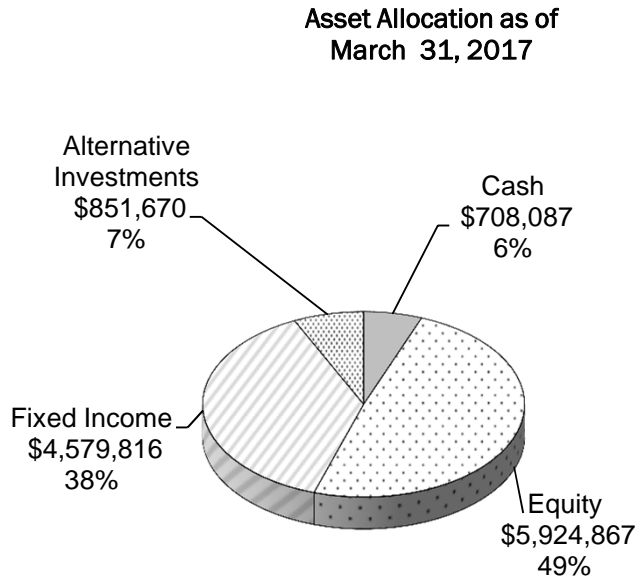
**Los Rios Foundation
Investment Portfolio**
For the Period July 1, 2016 - March 31, 2017

TOTAL PORTFOLIO	Guidelines	Opening Balance July 2016	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
<u>Managed (Endowed):</u>										
Cash (Scholarship)	2-10%	156,012	129,811			29	29		285,852	4%
Fixed Income										
Breckinridge*		1,739,484	169,138	(51,743)	1,580	32,273	(17,890)	(9,546)	1,881,186	21%
Total Fixed Income	17-50%	1,739,484	169,138	(51,743)	1,580	32,273	(17,890)	(9,546)	1,881,186	21%
<u>Equities</u>										
Parametric Portfolio		2,392,999	(119,856)	243,952	62,340	47,758	354,050	(14,257)	2,612,936	29%
Snow		644,358	(36,000)	68,023	46,977	8,666	123,666	(5,509)	726,515	8%
NFJ International (Formerly: JP Morgan International)		667,969	(36,712)	100,572	(1,913)	9,718	108,377	(5,591)	734,043	8%
Hansberger International		661,618		98,001	15,195	6,289	119,485	(5,651)	775,452	9%
MLP (Master Limited Partnership)		264,520		11,277	26,906	18,934	57,117	(1,243)	320,394	4%
Brandes International Small Cap		168,538		17,879	306	3,706	21,891	(758)	189,671	2%
Brandes EM		473,062		89,588	(294)	8,426	97,720	(4,926)	565,856	5%
Total Equities	25-60%	5,273,064	(192,568)	629,292	149,517	103,497	882,306	(37,935)	5,924,867	65%
<u>Alternative Investments</u>										
Liquid Alternatives		819,451	442	28,233	1,270	8,974	38,477	(6,700)	851,670	10%
UBP		441	(441)				-		-	0%
Total Alternative Investments	up to 20%	819,892	1	28,233	1,270	8,974	38,477	(6,700)	851,670	10%
Total Managed (Endowed)		7,988,452	106,382	605,782	152,367	144,773	902,922	(54,181)	8,943,575	100%
<u>Managed (Non-endowed):</u>										
Madison Short Duration Fixed Income*		2,394,811	335,000	(66,440)	2,914	48,920	(14,606)	(16,575)	2,698,630	
Total Managed (Endowed & Non-endowed)		10,383,263	441,382	539,342	155,281	193,693	888,316	(70,756)	11,642,205	
<u>Non-Endowed:</u>										
Cash Management - Money Market		400,406	15,525			62	62		415,993	
<u>Cash Clearing Account</u>										
Gift Receipt		2,732	3,506	(5,593)	5,593	4	4		6,242	
TOTAL PORTFOLIO		10,786,401	460,413	533,749	160,874	193,759	888,382	(70,756)	12,064,440	

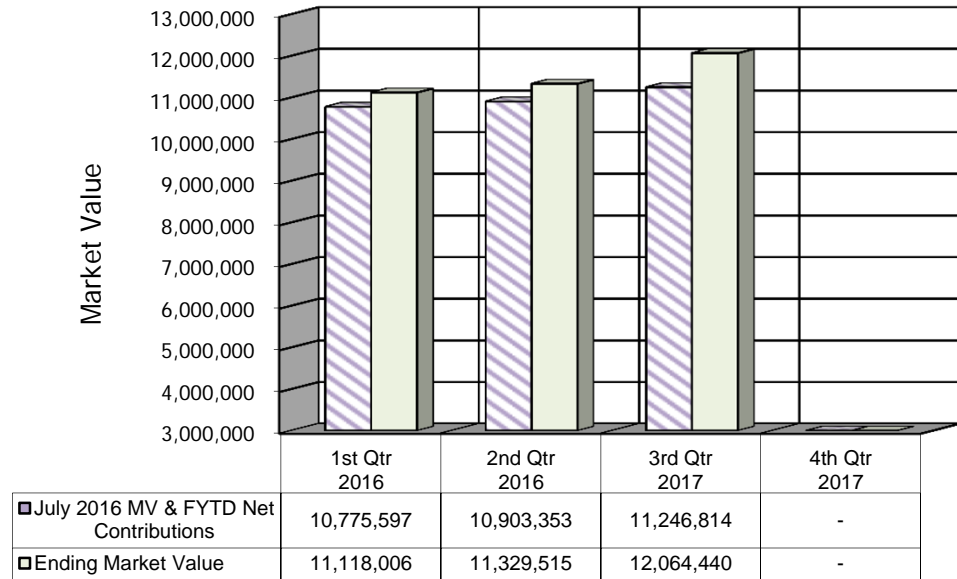
(a) Market Value from UBS Financial Services, Inc. statement dated 3-31-17.

*Includes accrued interest

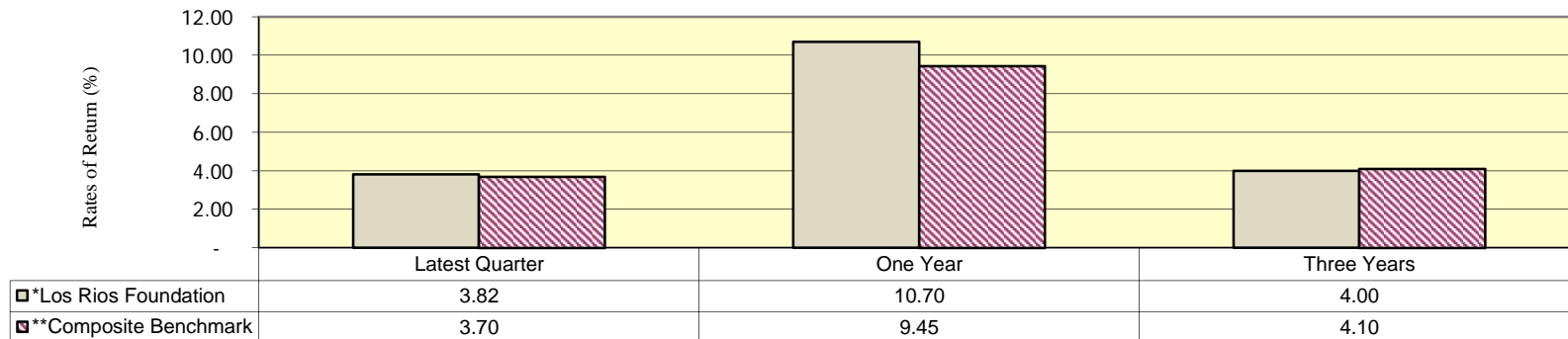
**Los Rios Foundation
Account Summary
as of March 31, 2017**



Portfolio Change July 2016 through March 2017



Performance Analysis as of March 31, 2017



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

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Special Event Authorization	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item K	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

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

STATUS:

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

Community/External Events

Date of Event	College	Location	Name of Event	Alcohol
May 26, 2017	ARC	Student Center Patio	Summer Words Writing Festival	Beer/Wine
June 3, 2017	FLC	Harris Center	The Folsom Lake Symphony Festa Italiana Reception	Wine



RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

BACKGROUND:

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

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
CAERC Consortium-Wide Professional Development <ul style="list-style-type: none"> • Funding to supplement professional development plans supporting adult education offerings, alignment and pathways, and increased student services. • N/A – 6/30/2017 • Administrator: Jamey Nye / Associate Vice Chancellor, Instruction 	WED	\$19,000	Sacramento County Office of Education
IEPI Innovation & Effectiveness <ul style="list-style-type: none"> • Funding to establish the infrastructure and develop and implement a student-centered and efficient academic scheduling process. • 4/01/2017 through 4/30/2018 • Administrator: Monica Pactol / Vice President, Instruction 	FLC	\$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: May 10, 2017

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

BACKGROUND:

Pursuant to Board Policy 8315, the 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
FLC Server room expansion - Design service services	\$47,800.00	I	3/15/17-3/31/19	Stafford King Wiese	FM
ARC Storm drain extension - Architect & engineering and fees	\$99,000.00	I	8/23/16 – 8/31/20	Wood Rodgers, Inc.	FM
District Office Energy Management System - lighting architectural & engineering design services	\$27,810.00	I	4/11/17 – 9/1/17	Pressey & Associates Inc.	FM
ARC, FLC, DO consulting, redesign and implementation of Website	\$236,250.00	I	3/10/17 – 1/1/18	Ingeniux Corp.	DO Communications and Media Relations
District Wide job placement services to increase employment in field of study for Career Tech Ed	\$125,000.00	I	4/5/17 – 9/30/17	Seta	ETW

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

BACKGROUND:

The district issued a request for proposal for bus charters to provide transportation services for District wide instructional field trips, physical education, health and athletic activities, and other similar activities. The committee, comprised of college and district staff, received seven responses and five transportation companies were selected based on price and responsiveness. Five companies were selected in order to provide multiple choices for reserving trips and these include: Silverado Stages, Sterling Transportation, Charter America, Neumann and Amador Stage. The initial contract period will be for a period of 3 years, renewable annually for an additional 2 year period. It is anticipated that the annual charter bus allocation will be approximately \$600,000 based on the average cost per trip and the number of trips per year. However, the actual cost will vary, depending upon location and duration.

STATUS:

Pursuant to Board Policy 8315 the bid transaction herein listed is presented for approval and/or ratification.

Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
17004	District Wide Charter Bus Services (<i>price evaluation based on total of 8 hour minimum rate for a 20 and a 47 passenger bus, plus cancellation fee if any</i>)	7	3/30/17	1-Silverado Stages \$1,336.50 2-Sterling Transportation \$1,480.00 3-Charter America \$1,490.00 4-Neumann \$1,832.00 5-Amador Stage Lines \$1,872.53	\$600,000 (estimate)

RECOMMENDATION:

It is recommended that the Board of Trustees ratify and/or approve the bid award #17004 to Silverado Stages, Sterling Transportation, Charter America, Neumann, and Amador Stage Lines. 81

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

BACKGROUND:

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

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
17014	SCC Cafeteria Subway	2	4/25/17	Norwood Construction Services	\$287,775.00
17018	CRC Pool Heater Upgrades	4	4/3/17	Division 5-15	\$312,000.00
17015	District Wide Elevator Maintenance	4	4/27/17	Elevator Industries	\$99,480.00
17019	District Wide Parking Citations and Collection Services	2	4/28/17	Data Ticket	\$28,306.09

Bidders for 17014 SCC Cafeteria Subway

Contractor Name	Total Bid
Norwood Construction	\$287,775.00
TNT Industrial Contractors	\$388,804.00

Bidders for 17018 CRC Pool Heater Upgrades

Contractor Name	Total Bid
Division 5-15	\$312,000.00
Tricon Construction	\$319,950.00
TNT Industrial Contractors	\$363,213.00
Diede Construction	\$489,000.00

Bidders for 17015 District Wide Elevator Maintenance

Contractor Name	Total Bid
Elevator Industries	\$99,480.00
Thyssenkrupp Elevator	\$122,928.00
Kone	\$147,708.00
Capitol Elevator	\$166,800.00

Bidders for 17019 District Wide Parking Citations and Collection Services

Contractor Name	Total Bid
Data Ticket	\$28,306.09
iParq	\$75,341.93

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

BACKGROUND:

Pursuant to 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 Brown Stevens Elmore & Spare established a Sales Listing Agreement for the property sale of 8440 Poppy Ridge Road located in Elk Grove, CA and contains approximately 19.55 acres. The term of this agreement will end 11/1/2017.
2. Los Rios Community College District and Red Hat, Inc. established an agreement with Red Hat Academy. Red Hat will provide materials such as Internet deployed and managed curriculum, software, and services for the purpose of the Linux classes at Sacramento City College. Los Rios Community College District will pay the amount of \$0.00. The term of this agreement will end 3/23/2018.
3. Los Rios Community College District and Mojave National Preserve established an agreement for special park use for a Sacramento City College's Biology (Biology FS 310) field trip to explore the Natural History of the Mojave Desert. Los Rios Community College District will pay the amount of \$0.00. The term of this agreement will end 5/25/17.
4. 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

Agency	Clinical Program	Campus	Contract Date	Term
City of Sacramento Fire Dept.	EMT	ARC	3/12/2012	Amendment EXP: 6/30/2017
Bay Area Kids Dentist	Dental Asst.	SCC	3/28/2017	Evergreen
Advance Physical Therapy	PTA/OTA	SCC	3/27/2017	Evergreen
University Post-Acute Rehab	PTA/OTA	SCC	4/6/20017	Evergreen
Marvin Koh, DDS	Dental Asst.	SCC	4/18/2017	Evergreen
Steven E. Penn, DDS	Dental Asst.	SCC	4/18/2017	Evergreen
Absolute HealthCare Solutions	HIT	CRC	4/25/2017	Evergreen
Sutter Valley Hospitals	PTA/OTA	SCC	5/1/2017	EXP: 5/1/2019

- * EMT- Emergency Medical Technician
- * PTA/OTA – Physical Therapy Assistant/Occupational Therapy Assistant
- * HIT – Health Information Technology

2. Below is a list of Facility Use Agreements for events where the facilities are provided free of charge or events where the District has or will receive payment from the user.

FACILITY USE AGREEMENTS FOR ON-CAMPUS

Campus	Type of Agreement	Permit Number
SCC	Facility Use	S17-0057
SCC	Facility Use	S17-0061
SCC	Facility Use	S17-0067
SCC	Facility Use	S17-0074
SCC	Facility Use	S17-0088
SCC	Facility Use	S17-0094
SCC	Facility Use	S17-0097
SCC	Facility Use	S17-0098
SCC	Facility Use	S17-0099
SCC	Facility Use	S17-0101
SCC	Facility Use	S18-0006
SCC	Facility Use	S17-0057
SCC	Facility Use	S17-0061
SCC	Facility Use	S17-0067
SCC	Facility Use	S17-0074
SCC	Facility Use	S17-0088
SCC	Facility Use	S17-0094
SCC	Facility Use	S17-0097
SCC	Facility Use	S17-0098
SCC	Facility Use	S17-0058
SCC	Facility Use	S17-0072
SCC	Facility Use	S17-0081
SCC	Facility Use	S17-0087
SCC	Facility Use	S17-0093
SCC	Facility Use	S17-0096
SCC	Facility Use	S18-0001
SCC	Facility Use	S18-0004

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: May 10, 2017

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

BACKGROUND:

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: 5 access points; 2 adapters; 1 amplifier; 2 battery backups; 2 bookshelves; 1 box; 1 box of printer parts; 1 bulletin board; 30 burets; 3 cabinets; 7 boxes of cables; 1 calculator; 1 camera; 1 cart; 9 cartridges; 8 chairs; 1 coffee maker; 2 computers; 62 concrete planters; 1 condenser; 2 converters; 3 desks; 3 dessicator containers; 10 dessicators; 15 distillation heads; 2 document cameras; 2 drafting tables; 9 DVD drives; 1 box electronics projects; 1 ergo board; 2 filing cabinets; 1 firewall; 100 flasks; 2 folders; 8 gas mantles; 15 HDD's; 34 HDD mobile racks; 1 headset; 11 ink cartridges; 1 instant letter folder; 1 iron worker; 7 joint gas valves; 16 keyboards; 1 box keyboards / PC stands; 1 lamp; 1 luggage w/wheels; 2 magazine racks; 10 mantle rings; 3 micro towers; 1 microphone; 1 microwave; 4 monitors; 22 motherboards; 34 mouse pads; 1 phone; 30 pipettes; 1 plastic flat w/foam; 1 player; 1 box power cables; 3 power supplies; 9 printers; 1 processor; 1 projector; 2 radios w/chargers; 1 refrigerator; 2 remote pedals; 1 router; 1 sander; 1 scanner; 2 servers; 1 shelf; 3 shelving units; 1 sign; 11 speakers; 1 stand; 1 stereo; 13 switches; 6 tables; 1 tablet; 14 test tube racks; 50 test tubes; 10 thili tubes; 1

tripod; 2 televisions; 2 typewriters; 1 vacuum; 1 welder; 3 welding carts; 2 welding tools; 29 whiteboards; 1 wire feeder; 1 wire spool; 5 boxes of wires and 9 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: May 10, 2017

SUBJECT:	Purchase Orders, Warrants, Checks and Electronic Transfers	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item R	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right; margin-bottom: 5px;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor, Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right; margin-bottom: 5px;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

A listing of purchase orders, warrants, checks and wires issued during the period of March 16, 2017 through April 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	0001091666-0001092211 B117763-B117775	\$ 4,206,277.20
Capital Outlay Fund	0003017180-0003017216	
Child Development Fund	0006000792-0006000799	
Self-Insurance Fund	0009000375-0009000375	
WARRANTS		
General Fund	744697-7445213;7445215- 745704;745706-746454	\$ 14,170,092.71
General Fund-ARC Instructional Related	007312-007408	
General Fund-CRC Instructional Related	022620-022654	
General Fund-FLC Instructional Related	031037-031057	
General Fund-SCC Instructional Related	045962-046024	
Capital Outlay Fund	831717-831798	
Student Financial Aid Fund	900080-900083	
Child Development Fund	954341-954360	
Self-Insurance Fund	976367-976374	
Payroll Warrants	345860-347693	
Payroll Vendor Warrants	61944-62094	
April Leave Process	347694-349325	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 18,456,818.72
Clearing Checks	2644-2644	\$ 495.00
Parking Checks	-	\$ -
Bookstore Fund – ARC	31416-31465	\$ 1,074,071.60
Bookstore Fund – CRC	027161-027181	
Bookstore Fund – FLC	9725-9780	
Bookstore Fund – SCC	048873-048968	
Student Clubs Agency Fund – ARC	5199-5218	\$ 37,902.75
Student Clubs Agency Fund – CRC	4285-4306	
Student Clubs Agency Fund – FLC	2241-2246	
Student Clubs Agency Fund – SCC	3589-3601	
Foundation – ARC	5277-5290	\$ 84,279.73
Foundation – CRC	2260-2264	
Foundation – FLC	1292-1307	
Foundation – SCC	3977-4008	
Foundation – DO	0848-0848	
Associated Students Trust Fund – ARC	0836-0842	\$ 1,496.18
Associated Students Trust Fund – CRC	0686-0688	
Associated Students Trust Fund – FLC	0606-0607	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 4555-4638	\$ 624,694.45
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$
PARS	-	\$ 32,552.96
Vendors	-	\$ -
Backup Withholding	-	\$ 2,361.90
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 77,496.50
Bookstore	-	\$ 59,835.39
Payroll Direct Deposit Advices	839930-844823	\$ 12,586,589.75
Other Payroll Transactions	-	\$ 9,685.13

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Warrants – Opening Doors	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item S	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right; font-family: cursive; font-size: small; margin-bottom: 5px;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<div style="text-align: right; font-family: cursive; font-size: small; margin-bottom: 5px;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

STATUS:

The following warrants were issued during the period of March 16, 2017 through April 15, 2017:

<u>Payee</u>	<u>Warrant Number</u>	<u>Amount</u>
Opening Doors	745214	\$1,155.00
Opening Doors	745705	\$1,029.00

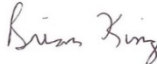

RECOMMENDATION:

It is recommended that the Board of Trustees approve these warrants.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-17	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item T	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

Each year, districts receive money from the California Community College Chancellor’s Office (CCCCO) Equal Employment Opportunity (EEO) Fund, allocation of monies is determined by compliance with the CCCCCO EEO Fund model. This model was established to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce. The CCCCCO has identified nine best-practice areas for success in promoting EEO. These nine areas will serve as the “multiple methods” for allocating the EEO Fund to districts.

The District’s EEO Advisory Committee, chief human resources officer, chief executive officer and governing board must certify on the EEO Fund Multiple Method Allocation Model Certification Form (EEO Fund Certification Form) that the District met a minimum of the multiple method requirements in order to receive EEO funds.

STATUS:

The Human Resources office prepared and presented the 2016-17 EEO Fund Multiple Method Allocation Model Certification Form to the District’s EEO Advisory Committee. The District’s EEO Advisory Committee certified the 2016-17 EEO Fund Multiple Method Allocation Model Certification Form during their March 6, 2017 meeting, indicating the district met each of the nine multiple method requirements. The chief human resources officer and chancellor have certified the EEO Fund Certification Form. The EEO Fund Certification Form is attached, with the associated district and college documents available for review in the Human Resources office.

RECOMMENDATION:

It is recommended that the Board of Trustees approve and certify the 2016-17 EEO Fund Certification Form.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Los Rios Community College District

The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Theresa Cuny Title: Interim Director, Human Resources
Signature: _____ Date: _____

Chief Human Resources Officer

Name: Ryan Cox Title: Associate Vice Chancellor, Human Resources
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Brian King Title: Chancellor
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 10, 2017

Name: Ruth Scribner Title: President/Chair, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc lleblanc@cccco.edu Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Please provide an explanation and evidence of meeting this Multiple Method, #1.

- The District has an established EEO District-wide Advisory Committee that meets at least twice a year ([agendas attached](#)) and is in accordance with Title 5, Section 53005. Committee membership is in keeping with the District's EEO Plan and includes diverse representatives ([attached](#)).
- The District has submitted the Expenditure/Performance Reports for 2015-2016 ([Annual EEO expenditure report attached](#))
- The District has a current board-approved EEO Plan ([attached](#)).

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

- The Los Rios CCD Strategic Plan outlines its capacity to address diversity, changing student demographics, and closing the achievement gap ([attached](#)).
- The Los Rios CCD, its office of Human Resources and each of the four College's Mission Vision & Values Statements address a commitment to diversity, and several also include statements referencing cultural competence/responsiveness and social justice ([attached](#)). These statements are published on district and campus websites and physically posted at prominent locations at each site.
- The Los Rios CCD Faculty Hiring Manual addresses the importance of diverse workforce and diverse hiring committees ([attached](#)).
- Los Rios CCD Board Policies and Regulations on hiring committees require that a trained Equity Representative serve on each committee. Equity Representatives must receive training updates by campus EEO's at least every two years per the Los Rios CCD Equity Hiring Manual ([attached](#)). This training is *in addition* to the Equity training required of all committee members.
- Available to employees is a number they can call to anonymously report concerns around bullying or hostile work environments which may involve issues involving diversity ([attached](#)).

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

- Los Rios Board Policies and Regulations address equal opportunity and non-discrimination for students, staff, faculty and managers and states: “The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status.”, and that the “...District shall take appropriate steps to halt any unlawful discrimination, harassment, or exclusion and prevent its recurrence and the District shall take appropriate steps to remedy the effects of any unlawful discrimination, harassment, or exclusion”.
(attached:
Students: Policies: 2113, 2114, 2423, 2424 & Regulations: 2113, 2423, 2425
Faculty: Policies: 5111, 5172, 5173 & Regulations: 5111, 5121, 5172, 5176
Classified: Policies: 6111, 6161, 6163 & Regulations: 6111, 6122, 6163, 6165
Management/Confidential: Policies: 9111, 9152, 9153 & Regulations: 9111, 9121, 9152, 9157)
- The District timely and thoroughly investigates all complaints of discrimination and harassment and takes appropriate action where a violation is found (Board Regulation 5172 Discrimination and Harassment Complaints) (attached).

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

- The District provides travel reimbursement for faculty and management positions, as well as the option to conduct first stage interviews remotely via Skype or CCC Confer for interviewees, which includes hard-to-hire areas/disciplines such as Nursing, Sciences, Mathematics, Career Technical, etc. (The procedure/guideline on travel reimbursement for candidates is attached, as well as a faculty job advertisement which addresses candidate travel reimbursement).
- Los Rios has developed a detailed four-part framework by which to evaluate the qualifications of hard-to-hire and uniquely qualified faculty applicants using an Equivalency Verification Form (attached). This framework takes into consideration varying degrees of specialized training, work experience, recognized accomplishments and education.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #4 (Focused outreach and publications)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

- The District uses a myriad of diversity related advertisement/recruitment resources for focused outreach to diverse groups and publications ([lists attached](#)).
- The District also employs focused outreach and diverse publications for advertising its Faculty Diversity Internship Program (FDIP) ([flyer attached](#)). The goal of the FDIP is to attract and train diverse individuals to become Adjunct and Full-Time Professors with the Los Rios CCD.
- The District maintains a “Pathways to Los Rios” website ([attached](#)) which includes information on the district, demographics, application tips and techniques, and detailed breakdown of the hiring process. The purpose of this link is to ensure transparency and equal access for all interested applicants as a means of broadening our reach to a diverse pool of applicants and facilitating their success.
- The district employs a Recruitment Officer ([job description attached](#)) who actively networks and forms partnership with external agencies to enhance recruitment of diverse applicants. The Recruitment Officer ensures that positions are advertised so as to maximize inclusivity for diverse populations and also attends equity training and recruitment outreach events ([samples attached](#)).
- The District maintains updated job descriptions per collective bargaining agreements ([LRCEA contract Section 15.3 Job Classification Review and LRSA contract Section 5.12 attached](#)). Faculty job descriptions are developed on an ongoing basis and in coordination with the college/district division and Human Resources per the Faculty Hiring Manual ([samples attachment](#)).

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

- The Los Rios Community College District will be implementing, within the next few months, an exit interview survey for manager, faculty and classified staff ([draft exit interview attached](#)) and will maintain a data base of exit interview information, analyze the data for patterns impacting particular monitored groups. This information will then be utilized on an annual basis, by Human Resources staff, to review and determine if changes need to be implemented.
- Human Resources reviews the diversity of applicant and interview pools for each position/recruitment, and takes appropriate measures if/when concerns occur. Applicant and employee demographics are reviewed annually with the Board of Trustees ([Attached are District's EEO Plan Analysis of Applicant Pools, Plan Component 10: Analysis of District Workforce and Applicant Pool, and P-5121 providing for steps/review for ensuring diversity in hiring](#)).
- Per the District's EEO Plan and Board Regulations/Policies on Hiring Committees ([R-5121 and R-5122 attached](#)) each hiring committee member is required to receive required Title 5 Hire Committee training and each committee must include a trained Equity Representative.
- Each classified, faculty and management Los Rios CCD job application ([attached](#)) includes a section for applicants to address their experience/background related to diversity and cultural competence.
- Every Los Rios job description across all classifications includes the requirement that the individual demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students ([current job advertisements attached](#)).
- The Los Rios CCD Faculty Hiring Manual requires hire committees to include screening and interview criteria on a candidate's ability/experience with diversity (Faculty Hiring Manual - Sections VI - A, VI - B, VII - A, and VII - B).
- All classified, faculty and managerial interviews include at least one question pertaining to diversity ([samples attached](#)).
- Per the Equity Manual on Hiring, applicant pools may not be released for review by hiring committees until both the screening criteria and interview questions have been finalized.
- Upon a recommendation for hire, the Equity Representative completes an EEO Checklist ([attached](#)), which addresses the District's commitment to equity, fairness and inclusion/diversity.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

- The Los Rios EEO Plan Component 8 ([attached](#)) requires each hiring committee representative to receive hire committee training at least every two years, which meets the requirements of Title 5. This training is conducted at each college and the District Office by the campus and District EEO's respectively.
- Any employee may attend these trainings on any campus or at District Office irrespective of which site they work on ([training documents attached](#)).
- The Equity Representative is responsible for reporting any breaches involving equity or discrimination to the campus or District EEO and discusses Los Rios' Shared Principles document with committee members addressing the District's commitment to equity, fairness and inclusion/diversity ([attached](#)).

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

- Los Rios regularly invests in a wide range of trainings focused on professional development in relation to diversity ([Annual EEO expenditure report attached](#)).
- The District and each College's Center for Professional Development offers a myriad of workshops, trainings and activities designed to increase knowledge and understanding of cultural competency and diversity. Recent examples from across the District include the following topics: "The Neuroscience of Decision Making, EEO Laws, Educational Benefits of Diversity, and Best Practices", "Eleventh Annual Fall Ethics Symposium", "The Daniel Model of Leadership", "Re-Envisioning your Syllabus through the Lens of Equity in the Classroom", "Safe Space Training: "LGBTQIA 101" Training for Faculty, Staff, Managers and Students", "Becoming and Effective Ally for Student Equity with Tim Wise" and "Pedagogy and Gender Nonconforming Students" ([descriptions attached](#)).
- ARC conducts an Equity Action Institute ([see attached](#)), an intensive two-semester program designed for full-time ARC faculty who want a dedicated time and space and a cohort experience

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

focused on improving disproportionately impacted student population success rates at American River College. Participating faculty are committed to 12 weekly meetings in the spring semester with additional time for outside assignments and activities and 12 hours of workshops during the subsequent fall semester. http://www.arc.losrios.edu/CTL/Academies_Institutes.htm

- ARC conducts “Diversity in the Classroom: A Reaching and Learning Institute.” Designed to offer faculty an opportunity to deepen teaching faculty’s practices of diversity literacy and equity in the classroom, participants in the program meet weekly during the spring semester.
- ARC’s UNITE (Universal eNgaging Inclusive Transformative Education) ([see attached](#)) is ARC’s Community and Diversity Center. UNITE creates collective spaces in which student, staff, faculty, and administrators share lived realities, stories, and histories as equity education for the campus community. Additionally, UNITE provides a welcoming and inclusive environment that engages in brave dialogue about diversity, social justice, and equity. UNITE offers support, advocacy, and leadership opportunities for and about disproportionately impacted communities. A major focus of UNITE is to promote a better understanding and awareness of the everyday student experience through collaborative partnerships across the campus community. <http://www.arc.losrios.edu/UNITE.htm>
- FLC has a “Folsom Lake College’s 2017 Social Justice Spring”, which is focused on 100 days of opportunities that support the college’s mission, vision and equity statement. It holds events such as “Combat Islamophobia”, “Peer Educators: Stereotypes and Media Bias” and “Trans Inclusion Panel and Discussion”. ([attached](#)) <https://sites.google.com/apps.losrios.edu/flcsocialjusticespring/home?authuser=0>
- SCC has a Cultural Awareness Center ([attached](#)) which sponsors educational and intercultural programs that benefit our diverse student population and the community of Sacramento and “are designed to promote advocacy, inquiry and inclusion” via speakers, films, community forums, book reviews and workshops. <http://www.scc.losrios.edu/cac/>
- CRC’s PD website maintains a list of books and articles on race, culture and diversity specifically for faculty and staff use; contains links to professional development booklets, annual workshops, such as Black History Month, Women’s History Month, and Asian-Pacific American Month, and conferences, such as the 15th Annual Multicultural Conference, and requires all new hires to sign an oath of inclusion ([attached](#)). <https://www.crc.losrios.edu/facstaff/sharedgov/profdev>
- CRC conducts an Equity Academy to promote equity in the classroom by creating a collective learning environment that fosters innovative inquiry and reflection into equity-based pedagogical practices ([Equity Academy Application attached](#)).
- Each college in the District participated in a LRCCD Faculty Equity Summit, providing an opportunity for faculty to learn hands-on tools that inform their current practices to improve equity, to understand the faculty’s role in addressing equity gaps, and how faculty members across campuses are uniquely positioned to further equity. ([attached](#))

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

- The Los Rios Supervisor Association (LRSA) presented training for Spring 2016 and brought Joan Zeglarski, Partner, HFT Associates, to present on Personality Styles at Your Worksite. ([flyer attached](#))
- Each college has a standing committee focused on issues surrounding equity and diversity as well as its own student equity plan which involves faculty engagement in a variety of different projects intended to raise awareness about diversity, inclusion and designed to mitigate disproportionate impacts on diverse populations: ([links below](#)):

http://www.arc.losrios.edu/Student_Success_and_Support_Program_and_Student_Equity_Plan.htm
https://www.crc.losrios.edu/files/planning/CRCStudent_Equity_Plan_SEPFINALv4.pdf
http://inside.flc.losrios.edu/inside_dir/content/major_docs/oir_docs/2015_Student_Equity_Plan.pdf
https://dms.scc.losrios.edu/alfresco/d/d/workspace/SpacesStore/be4e97a8-c3fd-48d4-acde-6d45f0e326bd/Student%20Equity%20Plan%202015-16%20FINAL_12-11-15_revised%20KZ%203-4-2016.pdf

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

- Los Rios faculty performance evaluation documents includes specific criteria by which faculty measure relative to diversity including, “Adjusts methodologies for students/clientele with special needs and/or different learning styles”, “Provides evidence that the dignity of the individual is respected, and/or “Fosters a classroom or workplace environment that is free from harassment, prejudice or bias ([attached](#)). Effective July 1, 2017, LRCCD and Los Rios College Federation of Teachers have agreed to update wording on the faculty performance evaluation to include, “Adjusts methodologies for students/clientele with diverse and/or special needs and/or different learning styles” and “Fosters an inclusive environment that is free from harassment, prejudice or bias” and to added to the faculty Self Study, under Efforts Taken to Stay Current, “These would include workshops attended, research undertaken, conference presentation, service on advisory or departmental committees, service or professional development related to diversity and equity in your field, speaking engagements...”.
- The Management and Supervisor evaluation process Self-Evaluation/Staff Feedback Survey includes, in the Human Relations component, “Demonstrates a commitment to the diversity of staff and students”. Additionally, managers are able to address diversity in their own self-study document as well as in their annual goals statement ([samples attached](#)).

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

- Standard language in classified job postings include a qualification which requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles. In addition, the classified evaluation instrument includes a section where additional factors, including diversity, may be addressed. ([sample classified job posting and classified evaluation instrument are attached](#)).

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No



Please provide an explanation and evidence of meeting this Multiple Method, #9.

- The District runs a very successful Faculty Diversity Internship Program (FDIP). The FDIP includes approximately 40 Interns per year who receive approximately thirty-five hours of training on community colleges and instruction during each fall semester. In the spring, the Interns are matched with a Faculty Mentor to assist in teaching a discipline related class. This program has resulted in many interns being hired as adjunct and/or tenure-track faculty ([FDIP is attached](#)).
- Our most diverse category of employees, classified, may also teach as adjunct faculty per Board Regulation 6326, Section 7.0 – Adjunct Faculty Assignment ([attached](#)).
- The Classified employee union contract include educational leave, which provides employees the opportunity to take paid leave (85% pay and full benefits) for up to five months to further their education. ([Article 7.21 LRCEA Contract Staff Development Leave is attached](#)). Regular and ongoing Professional Development activities are also offered to classified personnel at no cost on each campus and at District ([sample topics attached](#)).
- The District's Doctoral Release Program offers administrators and confidential staff release time to work on advanced studies. Roughly 75% of enrollees in this program reflect diversity background. ([Policy 9236 attached](#)).
- Regular employees may also receive tuition reimbursement for Los Rios CCD classes and external college courses per their union contract and District Regulations ([Article 16 LRCEA Agreement: Professional Growth and Career Development, Article 16.2 SEIU Agreement: Professional Growth, Article 5.9.1 – 5.9.3 LRSA Agreement: Professional Growth, Regulation 9236, Section 4.0: Reimbursement for Classes – Management Employees and Section 5.0: Reimbursement for Classes – Confidential Employees attached](#)).

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

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

RECOMMENDATION:

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

MANAGEMENT

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Sears, Cheryl A. (B.S., University of North Dakota)	Director of Administrative Services	05/11/17
<u>Folsom Lake College</u>		
Snowden, Robert L. (Ed.D., University of San Francisco)	Dean of Instruction, Visual and Performing Arts / Languages and Literature	05/11/17

APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)

<u>Cosumnes River College</u>		
Sperling, Dustin E. (M.S., Cal Poly San Luis Obispo)	Grant Program Director - Career and Technical Programs	06/01/17 – 06/30/18

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Peterson, Susan E. (M.S.N., University of California, San Francisco)	Interim Director, Nursing Academic Program	01/12/17 – 12/31/17 (Revised)
Stephenson, Jeffrey W. (Ph.D., Capella University)	Interim Associate Vice President of Student Services	12/01/16 – 04/05/17 (Revised)
<u>District Office</u>		
Singh, Anita K. (M.S., California State University, Sacramento)	Interim Director of General Services	10/03/16 – 06/30/17 (Revised)
<u>Folsom Lake College</u>		
Snowden, Robert L. (Ed.D., University of San Francisco)	Interim Dean, Visual and Performing Arts	01/01/17 – 05/10/17 (Revised)

REASSIGNMENT / TRANSFER(S)American River College

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
Booth, Derrick W.	Dean of Kinesiology and Athletics From Dean of Business and Computer Science	04/01/17

RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Dunn, John G.	American Apprenticeship Initiative Grant Project Director	04/24/17
	<u>Folsom Lake College</u>	
VanDam, Dale A.	Dean of Instruction, El Dorado Center	07/04/17

FACULTY

APPOINTMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Dieu, Anne L. (M.S., Kansas State University)	Fashion Assistant Professor	08/17/17
<u>Cosumnes River College</u>		
Frigm, Michael P. (M.S., Texas Tech University)	Culinary Arts Management Assistant Professor	08/17/17
Hoang, Linda (M.S., Santa Clara University)	Mathematics Assistant Professor	08/17/17
Lam, Nam H. (M.S., University of Texas at Dallas)	Mathematics Assistant Professor	08/17/17
Patterson, Jason A. (D.C., Southern California University of Health Sciences)	Biology Assistant Professor	08/17/17
<u>Folsom Lake College</u>		
Gregory, Richard C. (M.A., National University)	Kinesiology Assistant Professor/Head Men's Baseball Coach	08/17/17
Green, Dominik J. (Ph.D., University of California, Davis)	Chemistry Assistant Professor	08/17/17
Jordan, Denis Marshall (M.S., Virginia Polytechnic Institute and State University)	Mathematics Assistant Professor	08/17/17

APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
McKnight-Flentroy, Dana (M.S.W., California State University, Sacramento)	Foster and Kinship Care Education Coordinator	07/01/17 – 06/30/18

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Folsom Lake College</u>		
Aghabeigi, Farah (M.A., University of St. Thomas)	Accounting Assistant Professor, LTT	08/17/17 – 12/14/17
<u>Sacramento City College</u>		
Knowles, Deborah J. F. (M.S., John F. Kennedy University)	Campus Life Coordinator, LTT	02/09/17 – 06/12/17 (Revised)

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Goold, Grant B.	Paramedics Professor (60%) / Coordinator (40%)	Medical	04/01/17 – 04/14/17
Heeren, Christopher P.	Mathematics Professor	Type C	01/11/18 – 05/16/18
<u>Cosumnes River College</u>			
Nguyen, Nhat N.	Mathematics Assistant Professor	Type C (50%)	02/21/17 – 05/15/17 (Revised)
Nguyen, Nhat N.	Mathematics Assistant Professor	Type C	05/16/17 – 05/17/17 (Revised)
<u>Folsom Lake College</u>			
Tyler, Erica A.	Anthropology Professor	Medical	01/17/17 – 05/31/17 (Revised)
<u>Sacramento City College</u>			
Wu, Tsz Yan P.	Mathematics Assistant Professor	Maternity	07/26/17 – 11/16/17
Wu, Tsz Yan P.	Mathematics Assistant Professor	Type C	01/11/17 – 05/16/17

PRE-RETIREMENT WORKLOAD REDUCTIONS(S)
--

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Rooney, Sue A.	Reading Professor	.80 to .60	08/17/17 – 05/31/21

REASSIGNMENT / TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Snowden, Robert L.	CCCCO CTE Coordinator From Communication Media Professor	07/01/15 – 08/03/16 (Revised)

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Dillon, Donald E.	Kinesiology Professor / Head Football Coach (After 18+ years of service)	05/18/17

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Noel,Brian E	Automotive Technology	49 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bartoe,Timothy M	Registered Nursing	23 %
Lee,Houa	Counselor	58 %
Lee,Houa	Counselor	3 %
Mueller,Robert G.	Administration of Justice	1 %
Overton,Steven T.	Counselor	16 %
Stein,Kevin L.	Automotive Collision Repair	2 %
Tateishi,Robin L.	Emergency Medical Services	1 %
Tuso,Richard	Automotive Technology	5 %
Welsh,Randall P	Automotive Collision Repair	4 %
Westre,Barbara J	Counselor	14 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Christenson,Sandra L.	English	52 %
Gifford,Christina M.	English	60 %
Kellogg,Cynthia	English	20 %
Peletta,April A.	English	40 %
Spears,Estelita L	General Work Experience	13 %
Vargas-Onate,Jacqueline	Counselor	32 %
Vargas-Onate,Jacqueline	Counselor	3 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Griffin,Robert C.	Counselor	3 %
Logan,Thomas E.	English	27 %
Mays,Judy L.	Counselor	3 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Feindert,Kerstin	English	13 %
Marshall-Mills,Denise L.	Counselor	3 %
Noel,Brian E	Automotive Technology	22 %
Weathers-Miguel,Lee L.	Counselor	1 %

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

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

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

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**

Allen,Randy K.	Journalism	20 %
Lepe,Leonela G.	Counselor	3 %
Williams,Nichelle	Interpersonal Skills	3 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Albrecht,Christian	Administration of Justice	0 %
Ayers,Harold R.	Administration of Justice	0 %
** (B4) Bradshaw,Don A.	Administration of Justice	0 %
Brown,Orie A.	Administration of Justice	0 %
** (A5) Hayes,David V.	Administration of Justice	0 %
Herman,Kathryn M.	Counselor	7 %
Herman,Kathryn M.	Counselor	42 %
Hoag,Steven E.	Counselor	30 %
Hudson,Michael R.	Administration of Justice	0 %
Huerta,Teresa A.	Administration of Justice	0 %
Huggins,Ross R.	Administration of Justice	0 %
Hughes,Heather V.	Counselor	2 %
Hughes,Heather V.	Counselor	32 %
Hughes,Tori	Administration of Justice	0 %
Jameson,Richard L	Administration of Justice	0 %
Jenkins,Arthur	Counselor	8 %
Jenkins,James C.	Administration of Justice	0 %
Jones,Jenny L.	Counselor	7 %
Kaneyuki,Brent Y.	Administration of Justice	0 %
Kelley,Sean M.	Administration of Justice	0 %
Kientz,Michelle L.	Counselor	5 %
Kientz,Michelle L.	Counselor	2 %
Kientz,Michelle L.	Counselor	22 %
Kitching,Dale E.	Administration of Justice	0 %
Konstantynov,Dmytro	Counselor	5 %
Konstantynov,Dmytro	Counselor	5 %
Konstantynov,Dmytro	Counselor	17 %
Koscheski,Frances M.	Nurse	14 %
Laird,Brian B.	Administration of Justice	0 %
Lawrence,Aaron Preston Sakai	Counselor	8 %
Lee,Houa	Counselor	2 %
Lee,Houa	Counselor	19 %
Lee,Houa	Counselor	29 %
Lommori,Michael L.	Administration of Justice	0 %
Longhitano,Amber L.	Academic Guidance	20 %
Longhitano,Amber L.	Counselor	7 %
Longhitano,Amber L.	Counselor	27 %
Luallin,Steven J.	Administration of Justice	0 %
Mar,James K.	Counselor	14 %
Marion,Derrick T.	Administration of Justice	0 %

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

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Menard, Sigrid A.	Counselor	35 %
Michaels, Craig	Administration of Justice	0 %
Montoya, Sally E.	Administration of Justice	0 %
Moore, Reyna C.	Academic Guidance	20 %
Mueller, Robert G.	Administration of Justice	0 %
Nazareno, Randy P.	Counselor	17 %
Nelson, Douglas S.	Administration of Justice	0 %
Neves, Megan G.	Counselor	20 %
Nguyen, Alfonso K.	Counselor	9 %
Overton, Steven T.	Counselor	10 %
Palaspas, Candice	Counselor	31 %
** (B5) Parisius, Mark J.	Administration of Justice	0 %
Ramos, Gabriel F.	Administration of Justice	0 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A5) Adams, Jon	Physical Education	15 %
** (A5) Adams, Jon	Health Education	20 %
Ahearn, Thomas T.	English	20 %
Ahmadi, Abbas	Information Technology, General	13 %
Ahmadi, Abbas	Computer Networking	7 %
Allen, Cheryl A.	Child Development/Early Care and Educatio	20 %
Arden-Ogle, Ellen A.	Speech Communication	40 %
Avalos, Amy M.	Guidance	7 %
Beloglovsky, Miriam	Child Development/Early Care and Educatio	20 %
Beloglovsky, Miriam	Child Development Administration and Mana	13 %
Butler, Patrick A.	Real Estate	20 %
Evans, Debra L.	Computer Support	13 %
Fagin, Edwin D.	Economics	40 %
Farnam, Farhad	Economics	20 %
Fishman, Wendell	Website Design and Development	18 %
Fishman, Wendell	Information Technology, General	13 %
Geissler, Markus	Information Technology, General	27 %
Geissler, Markus	Software Applications	13 %
Hancock, Sarah	English	27 %
Hannan, Everett J.	Psychology, General	60 %
Hansen, Caroline V.	Reading	20 %
Hansen, Priscilla S.	English	20 %
Harden, Jeremy	Mathematics, General	33 %
Harrington, Beverly J.	English	27 %
Hicks, Charity C.	Information Technology, General	13 %
Hoang, Frank A.	Chemistry, General	50 %
Hoang, Linda	Mathematics, General	33 %
Hoang, Linda	Mathematics Skills	20 %
Horrell, Eldean J.	Office Technology/Office Computer Applicati	27 %
Huang, Chao-Jen	Software Applications	13 %
Huang, Chao-Jen	Computer Programming	35 %
Impinna, Christopher R.	Veterinary Technician (Licensed)	7 %
Jackson, Hiram	Geology	35 %
Jay-Anderson, Mary Alexis	Speech Communication	40 %
Kim, Steve	Health Information Technology	24 %
Knudsen, Mark James	Chemistry, General	30 %

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

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
LaDue,Cheri L.	Physical Education	15 %
Lawlor,Michael J.	Physics, General	35 %
Leung,Amy M.	Economics	40 %
Lewis,Melanie A.	English	20 %
** (A1) Long,James Howard	Physiology (Includes Anatomy)	50 %
Lugo,Donnisha C.	Sociology	40 %
Mahmood,Ghazanfar B	Health Occupations, General	20 %
Mapeso,Ray	Human Services	20 %
Markalanda,Piyali D.	Mathematics, General	33 %
Marslek,Michael R.	Accounting	27 %
Martin,Mary S	Mathematics, General	27 %
Mathis,Jaqueline S.	Academic Guidance	20 %
McDowell,Stephen C.	Chemistry, General	50 %
McNee,Shay D.	History	40 %
Mederos,Lisa-Marie	Business Management	20 %
Miller,Casey R.	English	20 %
Miller,Nathan D.	Speech Communication	40 %
Mills,Shannon L.	Anthropology	20 %
Mnichowicz,Bernard J.	Real Estate	20 %
Monnot,Andrew E.	Mathematics, General	27 %
Morales,Martin F.	Political Science	60 %
Moreno,Camille	Mathematics Skills	40 %
Mulhern,Jeannette L.	Child Development/Early Care and Educatio	20 %
Murakami-Smith,Lynne M.	Physical Fitness and Body Movement	15 %
Muranaka,Brandon I.	Mathematics, General	33 %
Nelsenador,Matt B.	Mathematics, General	33 %
Nelson,David D	Culinary Arts	47 %
Nguyen,Yen Thi	Vietnamese	35 %
Ninh,Thien-Huong T	Sociology	40 %
Noel,Brian E	Automotive Technology	45 %
Nuttall,Johnathan Richard	Physiology (Includes Anatomy)	20 %
Osman,Mohammed	Software Applications	20 %
Osman,Mohammed	Computer Programming	20 %
Osman,Mohammed	Computer Support	7 %
Otiono,Erica N.	Family Studies	20 %
Pandey,Rajeev R.	Chemistry, General	57 %
Parker,Grant	Music	20 %
Parks,Lance M.	Information Technology, General	20 %
Parks,Lance M.	Computer Networking	24 %
Paskey,Amanda M.	Anthropology	45 %
Perkins,Deirdre S.	Computer Networking	23 %
Phan,Man	Business and Commerce, General	20 %
Phan,Man	Marketing & Distribution	20 %
Reed,Diana M.	History	20 %
Spisak,John H.	Computer Networking	24 %
Spisak,John H.	Computer Support	8 %

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

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

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aghabeigi, Farah	Accounting	27 %
BoarerPitchford, Julie K.	Nutrition, Foods, and Culinary Arts	20 %
Boylan, Catherine A.	Speech Communication	40 %
Brandson, Margaret N.	Speech Communication	20 %
Brinkley, Amy E	Library Science, General	7 %
Buch, Dipali D	Business and Commerce, General	20 %
Burke, Paul W.	Sociology	20 %
Hale, Daniel R.	Astronomy	40 %
Hamkar, Behzad	History	20 %
Hart, Aleris E.	Painting & Drawing	28 %
Haug, Paula R.	Speech Communication	40 %
Hawley, Jenny L.	English	20 %
Hicks, Andrea Joeleen	Speech Communication	20 %
Hoffman, Dale H.	Sociology	20 %
Howery, Matthew D	Philosophy	20 %
Jennings, Nathan P.	Geographic Information Systems	20 %
Jensen, Wayne C.	Mathematics, General	50 %
Johnson, Justin Louis	Physical Education	15 %
Johnson, Justin Louis	Intercollegiate Athletics	15 %
Jordan, Denis M.	Mathematics, General	33 %
Knudson, Anita L.	English	20 %
Knudson, Anita L.	History	20 %
Lacy, David J	English	40 %
Lowe, Aisha N.	Psychology, General	20 %
Lynch, Blair N.	Psychology, General	20 %
Maddock, Robert A.	History	40 %
Mayol, Glenn	Intercollegiate Athletics	15 %
Milton, Piper Isabeau	Fine Arts, General	20 %
Mohrmann, Peter R.	Dramatic Arts	20 %
Mullen, Sara M.	Psychology, General	20 %
Olsen, Marc C.	Mathematics, General	33 %
Oswald, Jason D.	Chemistry, General	30 %
Palomares, Carmelita	Study Skills	20 %
Ramos, Maria I.	Nutrition, Foods, and Culinary Arts	20 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adams, Stephen	History	20 %
Albumalalah, Aoss H.	Physiology (Includes Anatomy)	25 %
Alfaro, Ricardo	Mathematics, General	60 %
Allen, Randy K.	Applied Photography	28 %
Allender, Julia	Physical Education	15 %
Allender, Julia	Physical Fitness and Body Movement	10 %
Anderson, Jared A.	Speech Communication	20 %
Anderson, Kevin M.	Information Technology, General	23 %
Anderson, Kevin M.	Computer Information Systems	12 %
Anderson, Kevin M.	Software Applications	18 %
Andrews, Dean S.	Accounting	53 %
Armstrong, Charles H.	Physics, General	20 %

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

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

CLASSIFIED

APPOINTMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Banh, Eric M.	Counseling Clerk II	SCC	05/08/17
Belciug, Samuel F.	Police Communication Dispatcher	DO	05/01/17
Hunnefeld, Terri M.	Admissions/Records Clerk II	ARC	04/13/17
Larsen, Amber M.	Maintenance/Operations Clerk	CRC	05/02/17
Lorge, Brenna M.	Police Communication Dispatcher	PD	04/17/17
Moskalyuk, Olga V.	Administrative Assistant II	FLC	04/06/17
Robinson, MollyAnna I.	Clerk III (75%)	CRC	04/06/17
Romo Cuellar, Nancy	Admissions/Records Clerk II	ARC	04/21/17
Valavsky, Vlad	Instructional Assistant-Welding Technology	ARC	04/17/17
Weast, Danielle N.	Public Relations Technician	CRC	04/13/17
Wood, Richard C.	Instructional Assistant-Campus Computer Laboratory	ARC	04/26/17

PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Galang, Andrea L.	Confidential Human Resources Specialist II (Administrative Assistant I	DO SCC)	04/24/17
Jackson, Taurus R.	Confidential Human Resources Specialist III (Confidential Human Resources Specialist I	DO DO)	04/03/17
Kao, Line	Administrative Assistant I (Clerk III, 83.3%	ARC ARC)	04/19/17
Solorio, Gilbert	Information Technology Business/Technical Analyst II (Information Technology Business/Technical Analyst I	DO DO)	04/17/17
Vang, Khou	Admissions/Records Evaluator I (Account Clerk II	ARC ARC)	05/15/17

CLASSIFIED

PROMOTION(S), CONTINUED

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Walter, Mina R.	Information Technology Business/ Technical Analyst II (Information Technology Business/ Technical Analyst I	DO DO)	04/17/17

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

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Ledet, Shawn J.	Library Technician (Library Technician	FLC SCC)	05/01/17
Ruiz, Javier L.	Admissions/Records Clerk II (Bookstore Stock Clerk	ARC ARC)	05/01/17

RECLASSIFICATION(S)

<u>Name</u>	<u>Proposed Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Campbell, Joe L.	Media Systems/Resources Specialist (Media Systems/Resources Technician I	CRC CRC)	09/27/16
Foster, Cassandra K.	Interpreter/Transliterater III (Interpreter/Transliterater II	SCC SCC)	01/27/17
Meinz, Paul J.	Information Technology Business/Technical Analyst I (Research Analyst	CRC CRC)	02/27/17

RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Rowland, Corinne C.	Media Systems/Resources Technician I	ARC	04/22/17
Solorio, Gilbert	Information Technology Business/ Technical Analyst II	DO	05/02/17
Somov, Tatyana	Accountant	SCC	04/11/17

CLASSIFIED

RETIREMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Danenberg, Anne	Research Analyst (After 8+ years of service)	SCC	07/15/17
Kennedy, Michael J.	Maintenance Electrician (After 17 years of service)	FM	07/09/17
O'Brien, Gertrude W.	Instructional Assistant-Food Service Management (After 34 years of service)	ARC	05/20/17

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Coleman, Angelique C.	Special Projects	3/20/2017	6/30/2017
Holmes, Donna C.	Tutorial Services Assistant	4/27/2017	6/30/2017
Huang, Susan Xiao	Instructional Assistant	3/23/2017	6/30/2017
Jett, Jack Saylor	Special Projects	3/20/2017	6/30/2017
Jones, Hiesheena M.	Student Personnel Assistant	3/20/2017	6/30/2017
Killorn, Troy	Financial Aid Officer	4/11/2017	6/30/2017
Kuyper, Tanner E.	Athletic Trainer	3/25/2017	6/30/2017
Lehman, Linda A.	Special Projects	3/20/2017	6/30/2017
Martinez, Ruben	Special Projects	3/20/2017	6/30/2017
Monahan, Alena M.	Instructional Assistant	4/5/2017	6/30/2017
Nelson, Danah K.	Instructional Assistant	3/15/2017	6/30/2017
Peng, Yang Ming	Clerk I	4/3/2017	6/30/2017
Perry Harlan, Mary E.	Special Projects	3/20/2017	6/30/2017
Piscitelli, Stephanie R.	Special Projects	10/17/2016	6/30/2017
Rios, Benjamin A.	Custodian	2/6/2017	6/30/2017
Spencer, Caitlyn N.	Student Personnel Assistant	4/1/2017	6/30/2017
Svyatoshchik, Anastasiya	Financial Aid Clerk II	4/3/2017	6/30/2017
Tran, Chau V.	Instructional Assistant	3/23/2017	6/30/2017
Williams, Shanti R.	Clerk I	3/15/2017	6/30/2017
<u>Cosumnes River College</u>			
Carthen, Charlene A.	Special Projects	3/28/2017	6/30/2017
Clemons, Daniel S.	Special Projects	3/22/2017	6/30/2017
Galloway, Gloria M.	Administrative Asst. II	4/10/2017	6/30/2017
Lewis, Ronnie R.	Asst. Financial Aid Officer	3/27/2017	6/30/2017
Nguyen, Tung V.	Instructional Assistant	3/31/2017	6/30/2017
Ojeda Pedraza, Jimmy	Instructional Assistant	2/28/2017	6/30/2017
Overton, Christopher D.	Special Projects	4/5/2017	6/30/2017
Reasoner, John B.	Special Projects	3/24/2017	6/30/2017
Rojas Gonzalez, Nayeli Evelin	Financial Aid Clerk I	4/3/2017	6/30/2017
Tam, Angel	Custodian	4/14/2017	6/30/2017
Wong, Anne M.	Administrative Asst. I	4/3/2017	6/30/2017
Wu, Qiongxin	Custodian	4/14/2017	6/30/2017
Yang, Linda	Financial Aid Clerk I	3/27/2017	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>			
Perez, Renee R.	Special Projects	4/28/2017	6/30/2017
Birk, Aknoor K	Clerk I	4/25/2017	6/30/2017
Karnaukh, Oleg A.	Senior IT Technician	7/1/2016	6/30/2017
Sledz, Oleksandr	Senior IT Technician	7/1/2016	6/30/2017
Tiepelman, Mark S.	Campus Patrol	7/1/2016	6/30/2017

Folsom Lake College

Awabdy, Amira D.	Tutorial Services Assistant	4/5/2017	6/30/2017
Beauchamp, Wendy	Special Projects	4/3/2017	6/30/2017
Hill, Deirdre R.	Student Personnel Assistant	4/12/2017	6/30/2017
Martorana, Emily R.	Special Projects	3/25/2017	6/30/2017
Robinson, Colleen E.	Reader/Tutor	3/25/2017	6/30/2017
Robinson, Colleen E.	Counseling Clerk I	3/27/2017	6/30/2017
Rodriguez, Kurt W	Special Projects	3/25/2017	6/30/2017
Thomas, Leigh T.	Clerk II	3/27/2017	6/30/2017
Tsigirlash, Maria	Clerk I	4/11/2017	6/30/2017

Sacramento City College

Anderson, Joshua D.	Special Projects	3/27/2017	6/30/2017
Anderson, Zachary Franklin-Ray	Clerk II	3/25/2017	6/30/2017
Bernstein, Stacy N.	Instructional Assistant	3/27/2017	6/30/2017
Han, Erin Y.	Instructional Assistant	3/25/2017	6/30/2017
Lopez, Natalie	Clerk III	4/3/2017	6/30/2017
Lopez, Teresa M.	Account Clerk I	4/5/2017	6/30/2017
Masten, Taylor N.	Athletic Trainer	4/5/2017	6/30/2017
Stallings, Valerie Ann	Instructional Svcs Assist. II	3/25/2017	6/30/2017
Vaivai, Nyla	Student Personnel Assistant	3/21/2017	6/30/2017
Vazquez Tapia, Monica G.	Clerk I	3/25/2017	6/30/2017
Wallace, Nancy S	Clerk I	3/25/2017	6/30/2017
Ward, Roberta M.	Instructional Assistant	3/25/2017	6/30/2017

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Five Year Construction Plan and Final Project Proposals	ATTACHMENT: Yes	
		ENCLOSURE: Yes	
AGENDA ITEM:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

The State Chancellor’s Office has a prescribed capital outlay process and calendar for requesting State funds for capital outlay projects. Each year the District must file a Five Year Construction Plan which lists all proposed projects, whether State funded or not. Final Project Proposals (FPPs), which are prepared to request State funding for projects that are listed in the Five Year Construction Plan, are also to be submitted with the Five Year Construction Plan each year by July 1.

Although a district may qualify for State funding, all districts are competing with each other for the limited funds available. There is currently a multi-billion dollar backlog of funding requests for capital projects on file with the State. Facility capacity/load ratios (enrollment growth) and local contribution of funds are key elements in the State’s prioritization of funding capital projects.

STATUS:

Last year the Chancellor’s Office recommended twenty-nine projects for approval in the Governor’s budget. Of those twenty-nine, three were Los Rios FPPs. In first draft of the Governor’s budget only five (5) projects total were included, none of which were Los Rios projects. As a result, the Chancellor’s Office has decided to carry forward the FPPs submitted last year and these will compete for potential State funding in 2019.

This report is a first reading of the draft Five Year Construction Plan and information on the three resubmitted FPPs that the Board will be asked to approve on June 14, 2017. The attached executive summary describes the Five Year Construction Plan and FPPs.

Drafts of this year’s Five Year Construction Plan and the resubmitted three FPPs have been prepared. Copies have been distributed to Board Members. The FPPs proposed to be resubmitted this year are: American River College Technical Education Building Modernization, Elk Grove Center Phase 2 Building and Folsom Lake College Instructional Building Phase 2.1.

RECOMMENDATION:

First reading – the final Five Year Construction Plan and three FPPs will be brought to the Board on June 14, 2017 for action.

**State Five Year Construction Plan
And
Final Project Proposals**

Executive Summary

State Five Year Construction Plan:

The basic intent and purpose of the Plan is to analyze enrollment forecasts and determine the amount and type of spaces that will be needed to meet increases in enrollment and changes in the educational program. The Plan is used to determine overall estimated costs and identify possible funding sources.

The major components of the Plan are: Forecasted student load (enrollment/WSCH), facilities capacity to handle load, proposed new space, proposed modernizations and possible funding sources. The first three components are compiled into “capacity/load ratios”. Capacity/load ratios represent, as a percentage, the facilities capacity to handle forecasted student load (or demand). These capacity/load ratios are the primary tool used by the State to determine which projects will be approved. Also the State has a priority system, which causes districts to compete against each other to offer the State the least cost alternative. Because of this many of the projects have a local contribution indicated. The local contribution is intended to make our projects more competitive for scarce State funding.

This year’s State Five Year Construction Plan lists 20 projects, comprised mainly of new construction projects and modernization projects.

Possible Sequencing of State Funded Projects

In November 2016, the voters passed Proposition 51 authorizing \$7 billion in general obligation bonds for new construction and modernization of K–12 public school facilities; charter schools and vocational education facilities; and \$2 billion for California Community Colleges facilities. This influx of bond dollars has allowed for a backlog of FPPs to be eased. The current funding schedule for Los Rios FPPs could be as follows:

FPPs previously submitted and potentially scheduled for 2018-19 State funding

- ARC Natomas Center Phase 2 & 3

FPPs to be submitted this year for potential State funding in 2019-20

- ARC Technical Education Building Modernization
- CRC Elk Grove Center Phase 2
- FLC Instructional Building Phase 2.1

Following is a brief Description of these FPPs:

ARC Natomas Center Phase 2 and 3 This project combines Phase 2 and 3 into one project and will provide approximately 35,400 ASF of new instructional and related support space at Natomas Center. This new building will be connected to the existing Phase 1 building at Natomas. The estimated total cost of this project is \$37,537,000. The total request for State funding is \$26,271,000 for portions of the Preliminary Plans, Working Drawings and Construction of this project. Los Rios is proposing to fund the remaining cost of this project, to include portions of the Preliminary plans, Working drawings and Construction and all of the Equipment; for a total District contribution of \$11,266,000.

ARC Technology Building Modernization This project will modernize, by replacing, the existing Technology building. The existing use of the building, primarily Automotive, Welding and Electronics will remain the same in the new modernized building. The size of the new building will be 60,552 ASF and will include the space from several portable buildings adjacent to the Technology building, that will be removed as part of this project. The estimated total cost of this project is \$46,559,000. The total request for State funding is \$23,529,000 for portions of the preliminary plans, working drawings and construction of this project. Los Rios is proposing to fund the remaining portion of the preliminary plans, working drawings, construction and all of the equipment, totaling \$23,030,000.

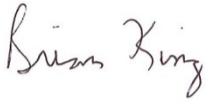
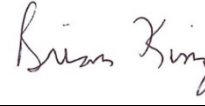
CRC Elk Grove Center Phase 2 This project will construct the second phase of the new educational center in Elk Grove. It will provide 15,200 ASF of instructional, office and related spaces in a new multi-story building near the current Phase 1 building. The estimated total cost of this project is \$13,792,000. The total request for State funding is \$7,045,000 for portions of the preliminary plans, working drawings and construction of this project. Los Rios is proposing to fund the remaining portion of the preliminary plans, working drawings, construction and all of the equipment, totaling \$6,747,000.

FLC Phase 2.1 Instructional Buildings This project will provide new science instructional spaces for Folsom Lake College. This project will provide 48,900 ASF of instructional, office and related spaces in a new multi-story science building near the front of the campus. The estimated total cost of this project is \$47,954,000. The total request for State funding is \$24,453,000 for portions of the preliminary plans, working drawings and construction of this project. Los Rios is proposing to fund the remaining portions of the preliminary plans, working drawings and construction costs and the entire equipment cost, totaling \$23,501,000.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Resolution No. 2017-07: Recognizing Classified Employees	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	X
		INFORMATION	

STATUS:

Pursuant to Education Code § 88270, a resolution has been prepared to recognize the contributions that classified employees make to the Los Rios Community College District educational community.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 2017-07 recognizing classified staff contributions to the District.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2017-07

RECOGNIZING CLASSIFIED EMPLOYEES

WHEREAS, the Los Rios Community College District employs over 2,000 classified employees in diverse areas of professional support from fiscal services, clerical and administrative support, to specialized areas in human resources, information technology and telecommunications, campus security and emergency services, health care, food services, grounds keeping, custodial services, energy and utility resources, engineers and electrical maintenance, construction and facilities management, and food service workers; and

WHEREAS, the third week of May has been recognized as Classified School Employee Week; and

WHEREAS, classified staff endeavors and support are critical to the District's ongoing strategic plan framework of vision, mission, and values for developing, maintaining and promoting organizational effectiveness, community, economic and workforce development and student success: Now, therefore,

BE IT RESOLVED that the Board of Trustees of the Los Rios Community College District extends sincere appreciation to all classified staff districtwide for their unparalleled service, notable enthusiasm, distinguished professionalism, and ongoing remarkable contributions to our entire District and college service communities.

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2017-07 this tenth day of May, 2017, by the following called vote:

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

Ruth Scribner, Board President



Attest:

Brian King
Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	American River College Mission, Vision, Commitment to Social Justice and Equity, and Strategic Plan	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Thomas Greene, President American River College <div style="text-align: right; font-family: cursive; font-size: 1.2em;">  </div>	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <div style="text-align: right; font-family: cursive; font-size: 1.2em;">  </div>	ACTION	X
		INFORMATION	<input type="checkbox"/>

BACKGROUND:

The Accrediting Commission standards call for a college to have a statement of mission that “describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement” and to “periodically reviewed and updated as necessary.”

American River College governance and decision-making processes include a review of its mission and vision on a three to five-year cycle. Recent reviews and Board action occurred in 2003, 2008 and 2012. The most recent ARC review/revision process began in September, 2016 in conjunction with the development of a new strategic plan and the College’s membership in Achieving the Dream. Broad-based participation in this process was achieved through the facilitation of several Collegewide summits and forums; engagement with standing committees and constituency groups; and through a variety of other outreach efforts. In addition to revising its mission and vision statements, the College established for the first time, a *Commitment to Social Justice and Equity*.

These revised and newly created statements, in addition to the College’s new Strategic Plan were approved by the ARC Planning Coordination Council on May 1, 2017.

RECOMMENDATION:

It is recommended the Board approve the revised mission of American River College.

American River College

Strategic Plan

2017-2021

Our Vision

Transform the future of all students and our community through inclusive, equitable education.

Our Mission

American River College places students first in providing an academically rich, inclusive environment that inspires critical thinking, learning and achievement, and responsible participation in the community.

American River College, serving the greater Sacramento region, offers education and support for students to strengthen basic skills, earn associate degrees and certificates, transfer to other colleges and universities, and achieve career as well as other academic and personal goals.

Our Commitment to Social Justice and Equity

American River College strives to uphold the dignity and humanity of every student and employee. We are committed to equity and social justice through equity-minded education, transformative leadership, and community engagement. We believe this commitment is essential to achieving our mission and enhancing our community.

STRATEGIC GOALS

- SG 1** **Students First** – The College engages and connects students early and often to people, programs, and services as an integrated educational experience. By providing personalized, proactive support, the College fosters relationships that ensure all students, particularly the historically underserved and marginalized, persist, learn, and succeed.
- SG 2** **Clear and Effective Paths** – The College provides easily recognizable pathways to, through, and beyond ARC. Offering well defined and supported pathways provides a foundation for success as students enter the College, make timely progress toward achieving their informed educational goals, and seamlessly transfer to other colleges and universities or find employment in their chosen career.
- SG 3** **Exemplary Teaching, Learning & Working Environment** – The College ensures an equitable, safe, and inclusive teaching, learning, and working environment. Culturally relevant curriculum, innovative, high-quality instructional methods and technologies, exemplary academic and student support services, and comprehensive and integrated professional development create the best conditions for teaching and learning. The College promotes liberation and honors the dignity, humanity, and contributions of all members of our community.
- SG 4** **Vibrancy and Resiliency** – The College promotes a culture of innovation, entrepreneurship, sustainability, and transparent communication. Proactive, effective, and efficient operational systems and governance and data-informed approaches to planning, decision-making, and resource allocation provide a high level of service to our students, community, and to one another.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Contract Award: CRC Science Complex Laboratory Controls Retrofit Buildings 200 and 400	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<div style="text-align: right; margin-bottom: 5px;"><i>Theresa Matista</i></div> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	<div style="text-align: right; margin-bottom: 5px;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	<input checked="" type="checkbox"/>
		INFORMATION	<input type="checkbox"/>

BACKGROUND:

The CRC Science Complex Laboratory Controls Retrofit project is a proposition 39 project focused on improving energy efficiency in schools. This project award will address and replace inefficient mechanical control systems and components in existing lab spaces to reduce cooling and heating demands throughout the year while also allowing staff better control of individual equipment and fume hoods.

STATUS:

The plans and specifications were publicly advertised for bids. Bidders were asked to provide a total bid amount. A total of 2 bids were received.

<u>Contractor</u>	<u>Total Bid</u>
ACCO Engineering Systems, Inc.	\$555,880
Bobo Construction	\$738,914



RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for Bid #16016R1 to ACCO Engineering Systems, Inc. for the total contract amount of \$555,880.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: May 10, 2017

SUBJECT:	Strong Workforce Program	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Susan L. Lorimer, Deputy Chancellor	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	<input type="checkbox"/>
		INFORMATION	<input checked="" type="checkbox"/>

BACKGROUND:

Members of the Board of Trustees have requested an overview of the Strong Workforce Program within the Los Rios Community College District.

STATUS:

Representatives from the District’s Career Technical Education Leadership group will provide an overview of the Strong Workforce Program (SWP) and related workforce development efforts across the Los Rios Community College District. Further, faculty and students from Cosumnes River College and Folsom Lake College will share highlights of SWP-funded programs at their colleges.

Strong Workforce Program: In 2016, at the recommendation of the California Community College Board of Governors, the Governor and Legislature approved the SWP, a new annual recurring investment of \$200 million to expand and improve career and technical education (CTE) in California Community Colleges. Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination, and funding, the SWP aims to increase the number of students enrolled in CTE programs leading to high-demand, high-wage jobs. Additionally, the SWP is focused on improving program quality, as evidenced by more students completing certificate and degree programs, transferring, finding employment, or improving their earnings. This new ongoing funding is structured as a 60 percent local share allocation for each community college district and a 40 percent regional share determined by a regional consortia of colleges to focus on the state’s seven macro-economic regions. Both the local and regional share require local stakeholders to collaborate, including industry and local workforce development boards.

RECOMMENDATION:

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