

LOS RIOS COMMUNITY COLLEGE DISTRICT



BOARD MEETING AGENDA

Wednesday, April 11, 2018

5:30 pm

MEETING LOCATION:

Sacramento City College
 Performing Arts Center, Room 106
 3835 Freeport Boulevard
 Sacramento, CA 95822

1. CALL TO ORDER	Board President
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<p>2. ORAL COMMUNICATIONS</p> <p><i>The public may comment on any items within the Board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.</i></p>

3. CONSENT CONSIDERATIONS	
<i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: March 14, 2018 (page 3)	Brian King
B. Curriculum Proposals: ARC/CRC/SCC (page 13)	Jamey Nye
C. Board Policy Revisions: P-5165, 6622, 9414 Retirement Benefits (page 21)	JP Sherry
D. Claim: James Sanchez (page 30)	JP Sherry
E. EEO Fund Multiple Method Allocation Model Certification Form 2017-2018 (page 32)	Brian King
F. Special Event Authorization (page 44)	JP Sherry
G. Correction: Special Event Authorization (page 45)	JP Sherry
H. Ratify: Grants & Contracts Awarded (page 46)	Brian King
I. Ratify: Affiliation and Other Agreements (page 47)	Theresa Matista
J. Ratify: Bid Transactions (page 50)	Theresa Matista
K. Disposition of Surplus Equipment (page 51)	Theresa Matista
L. Disposition of Surplus Equipment – Salvage Value Greater than \$5,000 (page 52)	Theresa Matista
M. Purchase Orders, Warrants, Checks and Electronic Transfers (page 53)	Theresa Matista
N. Sabbatical and Professional Development Leave (page 55)	Brian King
O. Regular Human Resources Transactions (page 62)	Brian King

4. FIRST READING	
A. Board Policy Revisions: P-2523 Student Health Services (page 76)	JP Sherry
B. Board Policy Revisions: P-5121, P-6122, P-9121, P-9123 Recruitment (page 78)	JP Sherry
C. Board Policy Revisions: P-5111, P-6111, P-9111 Intent and Accountability for Equal Opportunity; Service Animals (page 90)	JP Sherry

5. ACTION	
A. Resolution No. 2018-02: District General Election (page 102)	Brian King
B. Deputy Chancellor's Employment Agreement (page 104)	Brian King

C. Contract Award: Multi-Campus Lighting (page 105)	Theresa Matista
D. Contract Award: SCC Union Stadium Concrete Decking Repair (page 106)	Theresa Matista

6. INFORMATION	
A. District Sustainability Program Update (page 107)	Theresa Matista
B. Sacramento City College: Phi Theta Kappa’s Amazing Year (page 108)	Michael Gutierrez

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
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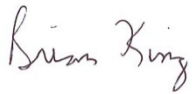
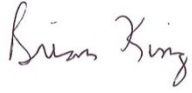
10. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
Pamela Haynes President ▪ Area 5	John Knight Vice President ▪ Area 3	Dustin Johnson ▪ Area 1 Robert Jones ▪ Area 2 Ruth Scribner ▪ Area 4	Deborah Ortiz ▪ Area 6 Tami Nelson ▪ Area 7 Evan Nguyen ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.			
Next Meeting: May 9 ▪ Regular Board Meeting ▪ Location: American River College			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: 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: April 11, 2018

SUBJECT:	Board Meeting Minutes: March 14, 2018	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 meetings held on March 14, 2018 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meetings held on March 14, 2018.



LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, March 14, 2018

1. CALL TO ORDER

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

Present:

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

Mr. Evan Nguyen, Student Trustee

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

David Weinshilboum, Iris Perez, Donnisha Lugo, and Julie Oliver addressed the Board of Trustees regarding sexual misconduct at Cosumnes River College.

Edward Fagan addressed the Board of Trustees regarding enrollment matters.

3. CONSENT CONSIDERATIONS

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

Roll Call Vote:

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

No: None

Absent: None

Student Trustee: Aye

Motion carried; 7:0

A. *Board Meeting Minutes: February 7 and 23-24, 2018*

That the Board of Trustees approve the minutes of the meetings held on February 7 and February 23 and 24, 2018.

B. Revision to the Regular 2018 Meeting Dates/Locations of the Board

That the Board of Trustees approve the revised board meeting calendar relocating the April 11 meeting to Sacramento City College.

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

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

D. Resolution No. 2018-01: SETA "VEAP" Grant Agreement

That the Board of Trustees approve resolution No. 2018-01 authorizing the Chancellor or his designee(s) to execute the contract and any future augmentations, amendments, renewals, extensions, or other modifications to the agreement.

E. Appointment: Citizens' Bond Oversight Committee

That the Board of Trustees appoint Mr. Douglas Haaland, Ms. Lynda Willis, Mr. Marty Katz, and Ms. Theresa Tena to the District's Citizens' Bond Oversight Committee for two-year terms up to a maximum of three consecutive terms.

F. Stipend Schedule Modifications

That the Board of Trustees approve the changes to the 2017-18 Athletic/Coaching Stipend Schedule (effective 7/1/2017) and the 2017-18 Department Chairs Stipend Schedule (effective 1/1/2018) as listed in the March agenda packet and approve the related memorandums of understanding with the LRCFT unit.

G. Special Event Authorization

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

H. Ratify Grants and Contracts Awarded

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

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
Prop 39 Mini Grant – Electrician's ESAF-TAC Project <ul style="list-style-type: none">Funds to support preparation of electrical workers in the area of energy storage and micro-grid systems02/01/2018 through 11/15/2018	ARC	\$17,238	Mendocino College / California Community

<ul style="list-style-type: none"> Administrator: Frank Kobayashi / Dean, Natomas Center 			Colleges Chancellor's Office
Student Financial Assistance Program Setaside Grant <ul style="list-style-type: none"> Funds to support administration of federal, state, and institutional financial aid programs 02/01/2018 through 12/31/2019 Administrator: Michael Lee / Supervisor, Fiscal Services 	DO	\$489,780	California Community Colleges Chancellor's Office
Strong Workforce Statewide Fiscal Funds – Innovative Paths to Public Service <ul style="list-style-type: none"> Funds to seed the development of a working, civil service collaborative amongst civil service employers, workforce and economic development agencies and the educational and training community that prepares and retrain the workforce. The purpose of the IPPS is to study, evaluate, test and modify ways to improve the pipeline into the public-sector and increase opportunities for diverse workers to work in the public-sector. 2/01/2018 through 12/31/2018 Administrator: Tammy Montgomery / AVC of Instruction 	WEDC	\$50,000	Chabot-Las Positas Community College District

I. Ratify: Affiliation and Other Agreements

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

J. Ratify: Bid Transactions

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
17027	Increase PO by \$5,052.00 for installation of bollards and 3 additional data cables. Extension of contract by 18 days.	\$5,052.00	2	Z Squared	\$809,909.00

K. Disposition of Surplus Equipment

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

L. Purchase Orders, Warrants, Checks, and Electronic Transfers

That the Board of Trustees approve the numbered purchase orders, warrants, checks, and electronic transfers issued during the period of January 16, 2018 through February 15, 2018.

PURCHASE ORDERS		
General Fund	0001096584-0001097125 B118785-B118794	\$ 6,247,225.99
Capital Outlay Fund	0003017575-0003017644	
Child Development Fund	0006000815-0006000817	
Self-Insurance Fund	0009000395-0009000398	
WARRANTS		
General Fund	757849-759892	\$ 17,477,124.52
General Fund-ARC Instructional Related	008225-008367	
General Fund-CRC Instructional Related	022898-022941	
General Fund-FLC Instructional Related	031212-031249	
General Fund-SCC Instructional Related	046671-046751	
Capital Outlay Fund	832473-832560	
Student Financial Aid Fund	900241-900270	
Child Development Fund	954477-954497	
Self-Insurance Fund	976416-976426	
Payroll Warrants	379497-381015	
Payroll Vendor Warrants	63371-63513	
February Leave Process	381016-383975	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 19,295,219.30
Clearing Checks	2771-2775	\$ 8,473.12
Parking Checks	-	\$ -
Bookstore Fund – ARC	32587-32693	\$ 1,675,034.14
Bookstore Fund – CRC	27833-27931	
Bookstore Fund – FLC	10186-10230	
Bookstore Fund – SCC	050053-050155	
Student Clubs Agency Fund – ARC	5472-5495	\$ 105,737.03
Student Clubs Agency Fund – CRC	4617-4652	
Student Clubs Agency Fund – FLC	2419-2439	
Student Clubs Agency Fund – SCC	3873-3898	
Foundation – ARC	5734-5800	\$ 175,276.00
Foundation – CRC	2446-2463	
Foundation – FLC	1503-1526	
Foundation – SCC	4397-4415	
Foundation – DO	0940-0951	
Associated Students Trust Fund – ARC	0942-0943	\$ 2,071.29
Associated Students Trust Fund – CRC	0820-0824	
Associated Students Trust Fund – FLC	0712-0713	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 5446-5538 Manual checks: 9213-9214	\$ 424,512.72
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$ 15,640.00
PARS	-	\$
Vendors	-	\$
Backup Withholding	-	\$
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 53,125.61
Bookstore	-	\$ 37,141.81
Payroll Direct Deposit Advices	892905-897805	\$ 12,268,742.12
Other Payroll Transactions	-	\$ 7,191.39

M. Regular Human Resources Transactions

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

4. FIRST READING

A. Board Policy Revision: P-5165, 6622, 9414 Retirement Benefits

Revisions to board policies P-5165, 6622 and 9414, Retirement Benefits were presented to the board for first reading and discussion.

5. ACTION

A. Community College Classified Employee of the Year

A motion was made by Trustee Scribner, seconded by Trustee Ortiz, that the Board of Trustees endorse the nomination of Don Reid, of American River College, for the 2018 California Community Colleges Classified Employee of the Year Award.

Roll Call Vote:

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

No: None

Absent: None

Student Trustee: Aye

Motion carried; 7:0

B. Board Representatives to College Graduation Programs: May 16, 2018

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

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

Roll Call Vote:

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

No: None

Absent: None

Student Trustee: Aye

Motion carried; 7:0

C. 2017 CCT Board Election

A motion was made by Trustee Knight, seconded by Trustee Johnson, that the Board of Trustees approve the list of nominations for the CCT Board of Directors listed below:

1. Ann Ransford
2. Eric Payne
3. Brent Hastey
4. Don Edgar
5. Suzanne Woods

Roll Call Vote:

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

No: None

Absent: None

Student Trustee: Aye

Motion carried; 7:0

6. INFORMATION

A. Cosumnes River College: Integrating Entrepreneurship throughout the Curriculum (culinary Arts)

Cosumnes River College representatives presented an update on the CRC Entrepreneurship program, established in 2014 as a 9-unit certificate in support of small business development. The program is expanding to include small business management, marketing and finance/accounting, embedded in non-business discipline courses throughout the campus. The first stage of the expansion will be into the Culinary Arts program. The purpose is to provide Culinary Arts students with the skills necessary to take advantage of self-employment opportunities which may arise.

7. BOARD MEMBER REPORTS

Trustee Nguyen attended the Cosumnes River College Foundation's A night with the stars event and participated in Lobby Day at the State Capitol in February.

Trustee Knight attended the Metro Chamber's Legislative Summit.

Trustee Nelson shared the middle school perspective of the student National Walkout Day activities that occurred at schools nationwide today.

Trustee Haynes attended the A2Mend Conference with President Bush. She thanked the Chancellor and exec staff for the board retreat.

8. FUTURE AGENDA ITEMS

No future agenda items were discussed.

9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

Halimeh Edais, President, Cosumnes College Associated Student Body

Jennifer Patrick, President, Cosumnes River College Classified Senate

Carlos Lopez, President, Districtwide Academic Senate

Jason Newman, LRCFT

Chancellor's Report:

ARC: ARC will host the Sacramento Regional STEM Fair on Saturday, March 10, with hundreds of 6-12 students from throughout the region expected to be on campus competing in a variety of events. A collaboration between community agencies, local schools, and ARC, the Sacramento Regional STEM Fair is a 12-county science, technology, engineering, and math competition for students in grades 6-12. ARC's STEM faculty and programs will be spotlighted as part of the event. This is the third year for ARC to host the STEM Fair.

CRC: Assistant Athletic Director Jeanne Calamar will receive a lifetime achievement award from her peers in the California Community College Athletic Director's Association (CCCADA) at their upcoming convention. The "Honoring Our Own" award will recognize Calamar for the service and leadership she has given to CRC, its athletes and the surrounding community. Calamar began her career at CRC in 1989 as an adapted PE instructor and women's basketball coach. Calamar has been the assistant athletic director for the last 24 years. In October 2015, Calamar received the City of Elk Grove's "Above and Beyond Award" for outstanding and dedicated service to improving the quality of life for individuals with disabilities. In July 2017, she was inducted into the Sly Park Basketball School Hall of Fame for coaching, dedication to and helping establish a girls division, in one of Northern California's premier fundamental basketball schools. Calamar will be presented with the award at the CCCAA Annual Convention on March 29, 2018 in Concord, CA.

FLC: FLC presented a well-attended "DACA & Related Issues" event on February 23 at the Main Folsom campus. The featured speaker was César Moreno Pérez, the Associate Director of Human Rights & Community Relations for the American Federation of Teachers in Washington, D.C. Other community leaders that served as panelists included: Dr. Rita Cepeda, Emeritus Chancellor of San José/Evergreen Community College District and former Advisor for the White House Initiative for Educational Excellence; Mario Galván, Zapatista Solidarity Coalition of Sacramento; Jim González, Political Strategist and former San Francisco Supervisor; Jonathan Jayes-Green, Co-Founder of the UndocuBlack Network; and Dr. Rhonda Ríos Kravitz, Emeritus Dean of Learning Resources, Sacramento City College. The knowledgeable and passionate lineup of speakers and attendees discussed the current issues facing the fluctuating U.S. immigration policy and its effect

on the "Dreamer" population, particularly students of higher education. Local news stations CBS 13, FOX 40, and Univision 19 featured the event in subsequent broadcasts.

SCC: SCC and LRPD recently hosted a “Safety Exchange,” a college-wide discussion about safety concerns and how to address them. About 40 faculty, staff and students participated in the thoughtful and productive discussion. There will be another opportunity to participate in a second safety exchange later in the semester.

Chancellor King announced the following retirements:

Retirement			Years of Service
Julie Gossett	Nursing (LVN) Assistant Professor	SCC	2+
Irma Rodriguez	EOPS Coordinator	SCC	13+
Anthony Catania	Bookstore Supervisor	SCC	18
Deborah Rocco	Child Development Center Lead Teacher	SCC	18+
Lois Abraham	English Professor	ARC	20+
Karen Melton	Administrative Services Analyst	ARC	23
Robert Diamond	Accounting Professor	ARC	25+
David Hill	Counselor	FLC	27+
Deborah Gambrell	Counselor	SCC	28+
Rod Neubauer	Equipment Mechanic	FM	33
Nancy Arashiro	Counseling Clerk II	SCC	38

10. CLOSED SESSION

General Counsel Sherry announced closed session as listed below. The following board members went into closed session at 7:10 pm: Ms. Haynes, Mr. Johnson, Mr. Jones, Mr. Knight, Ms. Ortiz, Ms. Nelson and Ms. Scribner.

- A. Pursuant to Government Code section 94957: Complaint against Public Employee
- B. Pursuant to Government Code section 94957: Complaint against Public Employee
- C. Pursuant to Government Code section 95956.9 (b)(3)(A): Conference with legal counsel

Closed Session Adjourned: 7:32 pm

Open Session: 7:34 pm

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

On the item listed as 10.A, the Board of Trustees voted by a vote of 7 to 0 to deny the appeal presented in the closed session.

On the item listed as 10.B, the Board of Trustees voted by a vote of 7 to 0 to deny the appeal presented in the closed session.

On the item listed as 10.C, there was no report.

12. ADJOURNMENT

A motion was made by Trustee Nelson, seconded by Trustee Johnson, that the meeting be adjourned.

President Haynes adjourned the meeting at 7:35 p.m. in honor of Roy Herberger for his service to the community and support of Cosumnes River College over the years.

BRIAN KING


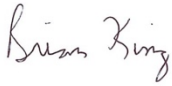
Chancellor and Secretary to the Board of Trustees

Draft Minutes presented to the Board of Trustees: April 11, 2018.
jd

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Curriculum Proposals: American River, Cosumnes River, and Sacramento City College	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Jamey Nye, Vice 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 March 23, 2018 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College –Joe Gilman, Valerie Rose, Al Ahmadi, Lisa Lawrenson; Cosumnes River College –Brian Noel, Amanda Wolcott-Paskey, Torence Powell; Folsom Lake College – Eric Wada, Monica Pactol; Sacramento City College – Dyan Pease (Chair), Richard Yang, Renee Medina, and Steven Boyd; District Senate – Alisa Shubb; Articulation Officer – Lynn Fowler; District Office – Albert Garcia; and Student Representative: Shania Pence.

RECOMMENDATION:

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

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

Mar 23, 2018

COURSE PROPOSALS

Course Deletions

American River College

1. **CHEM 311 Strategies for Problem Solving in Chemistry (0.75 units)**

Justification: CHEM 311 was originally offered as a companion section for each chemistry course. For example, there was one section of CHEM 311 for CHEM 309, another section for 420, and so on. CHEM 311 has now been replaced by individual courses, numbered 80-89, that correspond to a specific chemistry course. CHEM 311 will never be offered again in its current form and so can be deleted.

2. **CISA 141 Capturing and Publishing Digital Media (2.00 units)**

Justification: This course is out of date in our technology curriculum. Any topics within this course that still need addressed have been included in other courses. The "newer" courses that cover current/relevant topics that were in this course are: CISA 345: Technical Marketing Applications CISA 346: Social Media Applications CISW 350: Imaging for the Web

3. **FIRE 1622 Incident Command System (I-300) (1.00 unit)**

Justification: This course has been replaced by FFS 1510: Intermediate Incident Command System (I-300).

4. **FIRE 1623 Incident Command System (I-400) (0.75 units)**

Justification: This course has been totally rewritten to meet the current Federal government requirements. The new course developed to replace it is FFS 1511: Advanced Incident Command System (I-400).

5. **FIRE 1792 FIRE: Safety Officer S-404 (1.50 units)**

Justification: This course has been totally rewritten to meet the current Federal government requirements. It also supports the All-Hazards curriculum. The new course developed to replace it is FFS 1512: National Incident Management System (NIMS) ICS All-Hazards Safety Officer (E954).

6. **GEOG 380 Advanced GIS Software Applications (3.00 units)**

Justification: Upon program review, we removed this course from our GIS certificate and degree several years ago. Much of the material was ported to different GIS courses, specifically, GEOG 330 and GEOG 344. There are no prerequisites or program effects. We do not plan to reintroduce the course, so we are deleting it.

7. **GEOG 390 Field Studies in Geography (1.00 - 4.00 units)**

Justification: We are deleting this course because it has been replaced by four new field courses (391, 392, 393, 394), all of which are C-ID approved for the AA-T; this deletion will have no negative impact on articulation or transfer. We are simultaneously removing this course from the Geography AA-T, which currently includes the four new field courses.

8. **HSER 1000 Supervised Tutoring (0.00 units)**

Justification: This course was replaced by LRC 1000 to reflect the instructional department overseeing the course: the Learning Resource Center.

9. **POLS 332 Law and Society (3.00 units)**

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

10. **WELD 321 Shielded Metal Arc Welding (Stick Electrode Welding) (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. **AMT 323 Alternative Fueled-Hybrid Vehicle Safety-Service (1.00 unit)**

Justification: This course was created to provide limited instruction on hybrid, electric, and alternative fueled vehicles to supplement our other course offerings. The content of this course has since been added into AMT 321, making this course no longer necessary.

2. **ARCH 340 Introduction to Green Buildings I (1.50 units)**

Justification: We replaced the coursework in the (2) 8-week ARCH 340 AND 341 with the 16-week Arch 342 course.

3. **ARCH 341 Introduction to Green Buildings II (1.50 units)**

Justification: We replaced the coursework in the 8-week Arch 340 and 341 courses with the 16-week Arch 342.

4. **BUSTEC 306 Computer Keyboarding and Formatting (4.00 units)**

Justification: Based on industry needs and feedback, coupled with the goal of degree completion, this course no longer meets student needs.

5. **FCS 322 Family Development (3.00 units)**

Justification: After completion of program review it was determined that this course has not been offered in several years. The course was once an elective offering in our A.A. degree in Early Childhood Education. It remained in curriculum since it articulated to the Child Development degree at CSUS. With the articulation of ECE 314: Child, Family, Community, this course is no longer needed.

6. **HIT 171 Health Information Technology Directed Practice II (4.00 units)**

Justification: Due to reducing number of Professional Practice Experience (PPE) sites throughout the state, I am proposing that our program eliminate this course. Program accreditation requirements for student PPE hours are fully met by completion of HIT 170.

7. **LIBR 325 Internet Research Skills (3.00 units)**

Justification: Content of this course is currently covered in LIBR 318 and will be included in designing a more comprehensive library course in the future.

8. **PLTS 320 Viticulture and Enology (3.00 units)**

Justification: This course was a part of a program of study that is no longer offered through the agriculture or horticulture departments. This course has not been offered recently enough to be appropriately assessed, nor are there any plans to offer this course in its current form in the near future.

9. **PLTS 334 Agriculture Chemicals/Safety and Calibration (3.00 units)**

Justification: This course was a part of a program of study that is no longer offered through the agriculture or horticulture departments. This course has not been offered recently enough to be appropriately assessed, nor are there any plans to offer this course in its current form in the near future. The industry relevant SLOs and objectives taught in this course are covered in Hort 303 / PLTS 332.

10. **PLTS 336 Weeds and Weed Management (3.00 units)**

Justification: This course was a part of a program of study that is no longer offered through the agriculture or horticulture departments. This course has not been offered recently enough to be appropriately assessed, nor are there any plans to offer this course in its current form in the near future. The industry relevant SLOs and objectives taught in this course are covered in Hort 303 / PLTS 332.

New to District Courses

American River College

1. ANTH 391 Life and Culture Study Abroad (3.00 units)

Prerequisite: None.

Enrollment Limitation: The student must complete the pre-enrollment process into the Los Rios Community College District Study Abroad program as required by the American Institute for Foreign Studies (AIFS).

54.00 hours lecture

This course allows students to acquire a level of global competence while enrolled in the Los Rios Study Abroad program. Global competence is a continuing process of acquiring specific economic, historical, and geopolitical knowledge, which supports the intercultural communication skills and authentic lived experiences that allow a person to function in another culture, and result in attitudes of cultural appreciation and interdependence. While participating in a specific Study Abroad program the student will have opportunities to study and generally survey the host country's historical, cultural, and geopolitical influences, as well as the societal structures, to develop an understanding and appreciation of the host culture as different from U. S. American culture. Students may find information about the pre-enrollment meetings at the Study Abroad website, located at: http://www.arc.losrios.edu/Study_Abroad.htm

Justification: This course replaces the INDIS 350 Life and Culture in Study Abroad that has been offered for years through the Los Rios Community College District.

Cosumnes River College

1. CAM 303 Food Product Identification (2.00 units)

Prerequisite: None.

36.00 hours lecture

This course will cover the identification of different food products. Written materials, hands-on interaction with products, and product sampling will be utilized as methods to help students identify and understand products being studied.

Justification: This course is necessary for the CAM certificate and degree program. Exposure to and the ability to identify and work with a wide variety of food products is a necessary skill for students entering the Culinary Arts and Food Service industries. The addition of this course was approved by the program advisory committee and is in line with our 2017 PROF planning items.

Sacramento City College

1. **ENGRD 118 Accelerated College Reading (2.00 units)**

Prerequisite: ENGRD 11 with a grade of "C" or better, or placement through the assessment process.

Corequisite: ENGRD 310

36.00 hours lecture

This course provides intensive instruction and practice in critical reading and thinking skills necessary for success in ENGRD 310. Reading assignments are connected to assignments in ENGRD 310, so that the student might succeed at that course.

Justification: This course is designed for students concurrently taking ENGRD 310, who may have placed into ENGRD 110 or are in some way under-prepared to pass ENGRD 310 in a single semester. This course offers such students more focused instruction and the additional support they will need to succeed in transfer-level English Reading. Reading strategies will be acquired and practiced to improve the literal, interpretive, critical, and analytical reading abilities of students who do not yet comprehend texts written at the college level. This course fulfills the purpose of AB705 in that it accelerates the pace at which students can achieve reading competency, as well as improving the persistence rates of students by cutting back on exit points between courses. What's more, by developing ENGRD 118, we have dropped one unit from the previous 6-unit sequence involved in taking ENGRD 110 and then ENGRD 310.

PROGRAM PROPOSALS

Program Deletion(s)

American River College

1. **Automotive Service Technician**

Justification: This is no longer needed. We use the Automotive Component Service Technician certificate in place of this certificate.

Sacramento City College

1. **Electronics Facilities Maintenance Technician**

Justification: This program is an FAA (Federal Aviation Administration) training program. FAA terminated this training for the whole country 2 years ago.

2. **Electronics Facilities Maintenance Technician**

Justification: This program is an FAA (Federal Aviation Administration) training program. FAA terminated this training for the whole country 2 years ago.

3. **Electronics Mechanic**

Justification: This program no longer meets industry needs.

4. **Microcomputer Technician**

Justification: This program no longer meets industry needs.

5. **Microcomputer Technician**

Justification: This program no longer meets industry needs.

New Programs

American River College

1. **Music Instructional Assistant**

The certificate is an introductory program for students planning careers in music education for grades K-12

Justification: This certificate provides students a background in music education to teach beginning ensembles in K-12 in a paraprofessional role.

2. **Small Engines**

This certificate prepares students for employment in the automotive industry, specializing in small engines.

Justification: The automotive small engines industry is growing and in need of technicians. This certificate prepares students for employment in many different areas including, horticulture, off road vehicles, marine applications, and many others.

3. **Snap-On™ Certification**

This certificate prepares students for entry-level positions in the automotive industry. It provides the knowledge and skills needed for certification using current Snap-On™ diagnostic tools.

Justification: This certificate is designed for students looking to go to work in the automotive industry. Snap-On™ certifications show employers that students are knowledgeable with Snap-On™ equipment and diagnostic tools.

4. **Studio Music Instructor**

This certificate focuses on studio music teaching and prepares students for employment as an owner or employee of a private or public music studio. It includes tutoring and coaching students/clients in basic instrumental/vocal technique with an emphasis on performance pedagogy.

Justification: This certificate provides students with a background in music education for private studio music instruction.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Board Policy Revision: P- 5165, 6622, 9414 Retirement Benefits	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	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:

Starting in 2017, the District negotiated with LRSA to include a five-year service requirement for employees to retire and qualify for District contributions towards their healthcare premiums as a post-retirement benefit. This same language was included in the LRCEA, LRCFT and SEIU contracts commencing in July of 2017. In 2017, these changes caused the District to remove much of the details of this benefit from Board Policy 5165 and 6622 (which concern classified and faculty) and to rely on the language that is in the Collective Bargaining Agreements for each unit. Finally, similar language was included in the management/confidential Board Policy approved by the Board in March 2017.

STATUS:

None of the changes to the Collective Bargaining Agreements or to the Board Policy were explicit, that for employees hired prior to the date of those changes, the rules that applied to them are the same ones that were in place (in the Board Policy) as of the date they were hired. While this has been the practice of the District, it is appropriate to make that explicit. This is the purpose of the proposed changes to Board Policy.

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 District Benefits for Retirees

- 1.1 The Los Rios Community College District provides a contribution toward healthcare premiums for certain retirees. Eligibility requirements for the District contribution are defined in the relevant Collective Bargaining Agreements.
- 1.2 The District provides group health insurance plans for retirees and their dependents. Eligibility to participate in the District’s health insurance plans for retirees and their dependents is defined in the relevant Collective Bargaining Agreements.

2.0 District Contribution Toward Healthcare Premiums

2.1 ~~Confidential or management employees~~ Los Rios College ~~€~~Federation of Teachers (LRCFT) employees who were first employed by the District on or after ~~March 15~~ July 1, 2017, must have retired from the District as defined in ~~section 1.0~~ the ~~relevant~~ Collective Bargaining Agreement and be collecting retirement benefits from either PERS or STRS, in order to receive the District contribution toward healthcare premiums (District Contribution). ~~Confidential or management employees~~ LRCFT employees who were first employed prior to ~~March 15~~ July 1, 2017 shall continue to have the same right to receive District ~~Health care premium e~~ Contributions under the policy that existed as of ~~March 14, 2017~~ the ~~time frame~~ date they were hired.

~~2.0-~~

3.0 Effective Date of District Contribution

3.1 Effective July 1, 2017, the District contribution for eligible retirees shall be established at \$280.00 per month.

4.0 Changes in District Contribution

4.1 Future changes in premiums shall be recommended at least biannually during the District’s budgetary process and are subject to the District’s ability to pay. Any changes in the contribution rate for retiree health insurance shall become effective the first of the month following adoption of the new rate, or as determined by the Board.

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LRCCD

Policy Adopted:	9/2/81	
Policy Revised:	10/20/82; 12/4/85; 12/7/88; 1/10/90; 12/12/90; 2/19/92; 2/26/94; 2/1/95; 1/24/96; 2/5/97; 2/4/98/ 2/3/99; 2/2/00; 2/7/01; 3/3/04; 11/3/04; 2/15/06; 4/16/08; 5/13/09; 5/26/10; 6/15/11; 8/14/13; 5/14/14; 8/12/15; 6/14/17	
Policy Reviewed:	6/14/17	
Adm. Regulation:	None	DRAFT12/13/17

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1.0 District Benefits for Retirees

- 1.1 The Los Rios Community College District provides a contribution toward healthcare premiums for certain retirees. Eligibility requirements for the District contribution are defined in the relevant Collective Bargaining Agreements.
- 1.2 The District provides group health insurance plans for retirees and their dependents. Eligibility to participate in the District's health insurance plans for retirees and their dependents is defined in the relevant Collective Bargaining Agreements.

2.0 District Contribution Toward Healthcare Premiums

- 2.1 ~~Confidential or management~~ Los Rios Classified Employee Association (LRCEA) and Service Employees, International Union (SEIU) employees who were first employed by the District on or after ~~March 15~~ July 1, 2017, must have retired from the District as defined in ~~section 1.0~~ the relevant Collective Bargaining Agreements and be collecting retirement benefits from either PERS or STRS, in order to receive the District contribution toward healthcare premiums (District Contribution). ~~Confidential or management employees~~ LRCEA and SEIU employees who were first employed prior to ~~March 15~~ July 1, 2017 shall continue to have the same right to receive District ~~Health care premium e~~ Contributions under the policy that existed as of ~~March 14, 2017~~ the time frame they were hired.
- 2.2 ~~Los Rios Supervisors Association (LRSA) employees who were first employed by the District on or after July 1, 2015, must have retired from the District as defined in the LRSA relevant Collective Bargaining Agreements and be collecting retirement benefits from either PERS or STRS, in order to receive the District contribution toward healthcare premiums (District Contribution). LRSA employees who were first employed prior to July 1, 2015 shall continue to have the same right to receive District Health care premium e Contributions under the policy that existed as of the time frame they were hired.~~

~~2.0~~

3.0 Effective Date of District Contribution

- 3.1 Effective July 1, 2017, the District contribution for eligible retirees shall be established at \$280.00 per month.

4.0 Changes in District Contribution

- 4.1 Future changes in premiums shall be recommended at least biannually during the District's budgetary process and are subject to the District's ability to pay. Any changes in the contribution rate for retired health insurance shall become effective the first of the month following adoption of the new rate or as determined by the Board.

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LRCCD

Policy Adopted: 7/65

Policy Revised: 10/67; 7/71; 12/3/75; 10/15/80; 10/20/82; 9/19/84; 1/11/89;
3/1/00; 1/17/90; 12/12/90; 2/19/92; 2/16/94; 2/1/95; 1/24/96; 2/5/97; 2/4/98;
2/17/99; 2/7/01; 3/3/04; 11/3/04; 2/15/06; 4/16/08; 5/13/09; 5/26/10;
6/15/11; 8/14/13; 5/14/14; 8/12/15; 6/14/17

Policy Reviewed: 6/14/17

Adm. Regulation: [R-6622](#)

[DRAFT 12/13/17](#)

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1.0 Retirement from District Service

- 1.1 To be eligible for retirement, confidential or management employees must have the equivalent of five (5) years of full-time service with Los Rios Community College District and
 - 1.1.1 Be at least age fifty-five (55), or
 - 1.1.2 Between the ages of fifty (50) and fifty-five (55) and receiving disability income under the District's Disability Income Protection Plan immediately prior to retirement.
- 1.2 Retirement from the District requires both of the following:
 - 1.2.1 Submission of a request for retirement to Human Resources; and
 - 1.2.2 Acceptance of the retirement request by the Chancellor, or designee.

2.0 District Benefits for Retirees

- 2.1 The District provides a contribution toward healthcare premiums for certain retirees. Eligibility requirements for the District contribution are defined in section 3.0. This benefit and the eligibility requirements are distinct from eligibility to participate in the retiree health insurance plans.
- 2.2 The District provides group health insurance plans for retirees and their dependents. Eligibility to participate in the District's health insurance plans for retirees and their dependents is defined in sections 4.0 and 5.0. This benefit and the eligibility requirements are distinct from eligibility for contributions toward healthcare premiums.

3.0 District Contribution Toward Healthcare Premiums

- 3.1 District health premium contributions for eligible identified District retired employees shall be provided as authorized by the Los Rios Community College District Board of Trustees.
- 3.2 Confidential or management employees who were first employed by the District on or after March 15, 2017, ~~In order to receive the District contribution toward healthcare premiums (District Contribution), the confidential or management employee~~ must have retired from the District as defined in section 1.0 and be collecting retirement benefits from either PERS or STRS, in order to receive the District contribution toward healthcare premiums (District Contribution). Confidential or management employees who were first employed prior to March 15, 2017 shall continue to have the same right to receive District Health care premium contributions under the policy that existed as of March 14, 2017.

- 3.3 The confidential or management employee must also meet the requirements of section 3.3.1 or 3.3.2.
- 3.3.1 Retirees granted contributory status on June 11, 1980 are eligible for the District Contribution.
- 3.3.1.1 District retirees who were granted contributory status on June 11, 1980 by the Board of Trustees are those employees who retired between the years 1969 through June 30, 1978, and had remained on the District recognized health plan, and had served the District for a minimum three (3) years, and were drawing benefits from STRS or PERS retirement system on June 11, 1980.
- 3.3.2 District retirees with an effective retirement date after June 30, 1978 are eligible for the District Contribution as established below:
- 3.3.2.1 Confidential and management employees hired prior to January 1, 2013 must have the minimum years of full-time service with the District as follows:
- 3.3.2.1.1 Employed before June 30, 1984: three (3) years
- 3.3.2.1.2 Employed between July 1, 1984 and June 30, 1990: seven (7) years
- 3.3.2.1.3 Employed between July 1, 1990 and December 31, 2012: ten (10) years
- 3.3.2.1.4 Employed after January 1, 2013: fifteen (15) years
- 3.3.2.2 Employees initially hired or rehired after January 1, 2017 must also have three (3) years of full-time service immediately preceding retirement. The three (3) years is not in addition to the years required by 3.3.2.1.
- 3.4 Full-time service requirement for 3.3.2 may be fulfilled in any regular position of the District and the definition of full-time service or one hundred percent full-time equivalent (1.00 FTE) of that position shall apply.
- 3.5 Effective July 1, 2017, the District Contribution for eligible retirees shall be established at a maximum of \$280.00 per month. The District Contribution is provided for the District retiree only.
- 3.6 If the monthly District Contribution exceeds the monthly health plan premium for a retiree, any excess contribution shall be available to the retiree for payment of Medicare premium costs.
- 3.7 The maximum monthly District Contribution amount is the lesser of the amount listed in 3.5 or the total combined health care and Medicare premiums for an individual retiree.

- 3.8 The monthly District Contribution for the retiree shall be processed electronically utilizing the retiree's selected financial institution.
- 3.9 Eligible retirees do not need to participate in the District's retiree medical program to receive the District Contribution. Documentation for retirees with coverage outside the District's plans must be submitted annually verifying that the retiree is covered by health insurance and the monthly cost for the retiree's insurance.
- 3.10 The District Contribution amount will be reviewed at least bi-annually and brought to the Board of Trustees for any recommended change. The District Contribution level is subject to the District's ability to pay. Any changes in the District's Contribution shall become effective the first of the month following adoption of the new rate or as determined by the Board of Trustees.
- 4.0 District Health Insurance for Retired Employees – Early Retirees
- 4.1 Employees retiring before age sixty-five (65) may participate in the District's early retiree health plans if they either are eligible for the District Contribution or have at least ten (10) years of full-time service with the District. In order to participate in the early retiree health plan, the confidential or management employee must have retired from the District as defined in section 1.0 and be collecting retirement benefits from either PERS or STRS. An early retiree may enroll at any time following retirement through age sixty-five (65). An early retiree who enrolls in the District's early retiree health plan and then leaves the plan will not be allowed to re-enroll in the early retiree program but will be eligible to participate in the District's plan for retirees over age sixty-five (65) as defined below.
- 4.1.1 Upon turning sixty-five (65), early retirees must elect a District health plan. If the enrollment paperwork is not received in Employee Benefits within the 7-month window of turning sixty-five (65), the retiree will not be able to enroll at a later date. The 7-month window coincides with the Medicare enrollment window and includes the three (3) months prior to turning sixty-five (65), the month of turning sixty-five (65), and the three (3) months after turning sixty-five (65). The retiree must be enrolled in Medicare Parts A and B.
- 4.1.2 Upon becoming Medicare eligible for a health-related, or any other reason, prior to turning age sixty-five (65), the retiree must elect a District health plan. If the enrollment paperwork is not received in Employee Benefits within the 7-month window of becoming Medicare-eligible, the retiree will not be able to enroll at a later date. The 7-month window coincides with the Medicare enrollment window and includes the three (3) months prior to becoming Medicare-eligible, the month of becoming Medicare-eligible, and the three (3) months after becoming Medicare-eligible. The retiree must be enrolled in Medicare Parts A and B.

- 4.1.3 If the retiree is not enrolled in a District early retiree health plan at the time of enrollment in the age sixty-five (65) plan or upon becoming eligible for Medicare, the retiree must provide evidence of continued coverage from the date of retirement to the age of sixty-five (65) or the date of becoming eligible for Medicare, as well as provide evidence of enrollment in Medicare, to enroll in a District age sixty-five (65) or over health plan.

5.0 District Health Insurance for Retired Employees – Age 65 or Older

- 5.1 Employees who retire at age sixty-five (65) or over may participate in the District's group health insurance plans if they either meet the requirements for the District Contribution or have at least ten (10) years of full-time equivalent service with the District. To participate in the District's plans for age sixty-five (65) and over, a retiring employee must participate continuously upon retirement or upon becoming eligible for Medicare. Employees that retire at age sixty-five (65) or over and elect coverage through a non-District plan are not eligible to participate at a later date.

6.0 Open Enrollment and Dependent Coverage

- 6.1 A retiree may enroll in any of the District's plans upon retirement.
- 6.2 An open enrollment will be offered annually at which time retirees may change plans or enroll in a plan if they have not been participating previously (early retirees only as defined in 4.1 and 4.1.1).
- 6.3 Dependents of retired employees are eligible to participate in the District's plan if enrolling at the same time as the retiree. Enrolled dependents may continue to participate in a District plan following the retiree's death.

7.0 Dental

The District may offer a group dental insurance plan to retirees. The District contribution cannot be used toward dental premiums.

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LRCCD

Policy Adopted: 9/2/81
 Policy Revised: 6/16/82; 1/11/89; 1/17/90; 12/12/90; 2/19/92; 2/16/94; 2/1/95; 1/24/96;
 2/5/97; 2/4/98; 12/9/98; 2/3/99; 2/2/00; 3/3/04; 11/3/04; 2/15/06; 4/16/08;
 5/13/09; 5/26/10; 6/15/11; 8/14/13; 1/8/14; 5/14/14; 8/12/15; 3/15/17;
 6/14/17
 Policy Reviewed: 6/14/17
 Adm. Regulation: None

DRAFT 12/13/17

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Claim: James Sanchez	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	

STATUS:

Claimant is seeking damages from Los Rios Community College District.

RECOMMENDATION:

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



Claim for Damages Form

ONCE SUBMITTED, THIS IS A PUBLIC DOCUMENT

LRCCD Use Only

MAR 9 2018



Claimant Information	First Name <i>James</i>	MI <i>T</i>	Last Name <i>Sanchez</i>
	Date of Birth (MM/DD/YY)* [REDACTED]		Social Security No.* [REDACTED]
	Driver's License No. [REDACTED]	License State <i>Ca</i>	Receives or is eligible for SSDI or Medicare? * (Yes/No) <input checked="" type="checkbox"/> No
	Home Address (Number/Street) <i>2236 Edgewater Rd</i>		Business Name (if including business address)
	City <i>Sacramento</i>	State <i>CA</i>	Zip Code <i>95815</i>
Injury/Damage Information	Mail Notices to which address? <input checked="" type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Attorney		Business Address (Number/Street)
	Date injury/damage occurred (MM/DD/YY) <i>01/27/2018</i>		Time of day injury/damage occurred <i>12:15 pm</i>
	Where did injury/damage occur? (College site, street address, intersection, other locations, etc.) <i>American River College parking lot B</i>		
	How did injury /damage occur? (Describe accident or occurrence in complete detail/attach additional pages if needed) <i>I was not there when the car was hit.</i>		
	Name(s) of Los Rios employees involved		Police Report No. <i>18-0031</i>
	What action or inaction of Los Rios employee(s) causes your injury/damages?		
	What injuries/damages did you suffer? <i>damage to front driver bumper</i>		
	State the amount of the claim, if less than \$10,000		
	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		
	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 <i>[Signature]</i>	Date <i>2/19/2018</i>	Relationship and address (if not Claimant)
Directions for Submission	Attach and include with this form any bills for medical treatment or expenses/estimates for personal property damage.		Return completed form to: Los Rios Community College District ATTN: General Counsel 1919 Spanos Court Sacramento, CA 95825
	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>		

*Responses REQUIRED for Federal Medicare Secondary Payer Reporting

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	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. The allocation of monies is determined by compliance with the CCCCCO EEO Fund model. This model was established to increase compliance with legal EEO requirement 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 2017-2018 EEO Fund Multiple Method Allocation Model Certification Form to the District’s EEO Advisory Committee. The District’s EEO Advisory Committee certified the 2017-2018 EEO Certification Form during their March 8, 2018, meeting, indicating that 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 Fund Multiple Method Allocation Model 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 2017-2018 EEO Fund Certification Form.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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.)

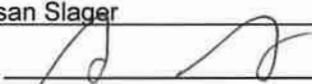
- Yes
- No

- 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: Susan Slager Title: Director, Human Resources
Signature:  Date: 3/28/18

Chief Human Resources Officer

Name: Ryan Cox Title: Associate Vice Chancellor, Human Resources
Signature:  Date: 3/28/18

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Brian King Title: Chancellor
Signature:  Date: 3/29/18

**President/Chair, District Board of Trustees
Date of governing board's approval/certification:**

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

Date Due at the Chancellor's Office: June 1, 2018
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 2017-2018

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 2017-2018

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

- In compliance with Title 5 section 53005, the District has an established EEO District-wide Advisory Committee that meets at least twice a year (agendas attached, 1.1). Committee membership includes diverse representation. (attached, 1.2).
- The District has submitted the Expenditure/Performance Reports for 2016-2017 (Annual EEO expenditure report attached, 1.3).
- The District has a current board-approved EEO Plan (attached, 1.4).

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2017-2018

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 addresses diversity, changing student demographics, and closing the achievement gap.(attached, 2.1).
- The District's Mission Statement addresses a commitment to diversity. Several of the colleges' individual statements also include statements referencing cultural competence/responsiveness and social justice. (attached, 2.2). 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 a diverse workforce and diverse hiring committees.(attached, 2.3). The Los Rios Equity Hiring Handbook for Hiring Process is a resource for equity officers and equity representatives who serve in a "quality control" role to ensure an equitable screening and selection process. (attached, 2.4.)
- Los Rios CCD Board Policies and Regulations require that a trained Equity Representative serve on each hiring committee. Equity Representatives must receive training updates by campus EEO's at least every two years per the Los Rios CCD Equity Hiring Manual (See 2.4). This training is *in addition* to the Equity training required of all committee members.
- Los Rios Board Polices 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, 2.5: 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, 2.6).

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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. (attached, 3.1.)
- 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, 3.2). 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 2017-2018

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 variety of diversity- related advertisement/recruitment resources for focused outreach to diverse groups and publications (attached, 4.1).
- The District also utilizes focused outreach and diverse publications for advertising its Faculty Diversity Internship Program (FDIP) (flyer attached, 4.2). The goal of the FDIP is to attract and train diverse individuals to become Adjunct and Full-Time Professors with the Los Rios CCD. In the 2017-2018 fiscal year, the District increased the amount of participants in the FDIP program.
- The District maintains a “Pathways to Los Rios” website, which includes information on the District, demographics, application tips and techniques, and a detailed breakdown of the hiring process. (<http://losrios.edu/hr/Pathways/Faculty&Administrative.pdf>) The purpose of this link is to ensure transparency and equal access for all interested applicants. The District also conducted an all-day “Pathways to Los Rios” workshop for FDIP interns on November 18, 2017. (attached, 4.3).
- The District employs a Recruitment Officer (job description attached) who actively networks and forms partnership with external agencies to enhance recruitment of diverse applicants. Examples of those agencies include: the Latina Leadership Network of the California Community Colleges, the Sacramento African American Chamber of Commerce, the Sacramento Asian Chamber of Commerce, the Sacramento Hispanic Chamber of Commerce and the Sacramento Rainbow Chamber of Commerce. The Recruitment Officer ensures that positions are advertised to maximize inclusivity for diverse populations. She also attends recruitment outreach events.
- 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, 4.4). Inclusive 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, 4.5).
- The District participates in the California Community Colleges Registry Job Fair for Faculty and Administrators in Los Angeles and the CCC Registry’s Northern California job fair in Oakland, California. (see attached, 4.6).
- The District’s recruitment department has initiated a Northern California Colleges/Universities Graduate Division Outreach Program, identifying and building relationships with graduate programs with diverse students in Los Rios hard-to-fill disciplines.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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.

- 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).(attached, 5.1).
- Per the District's EEO Plan and Board Regulations/Policies on Hiring Committees (R-5121 and R-5122 attached, 5.2) each hiring committee member is required to receive Title 5 training and each committee must include a trained Equity Representative.
- Each classified, faculty and management Los Rios CCD job application (attached, 5.3) 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, 4.5.)
- Salary information requests have been removed from all employment applications and employment reference check forms in consideration of efforts towards gender pay equality.
- 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, and VII – A). (see 2.3.)
- All classified, faculty and managerial interviews must include at least one question pertaining to diversity. (samples attached, 5.4).
- 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, 5.5), which addresses the District's commitment to equity, fairness and inclusion/diversity.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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, 6.1) requires each hiring committee representative to receive hiring 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 Equity Officers respectively. The training is tracked by Human Resources.
- Any employee may attend these trainings on any campus or at District Office irrespective of which site they work on (training documents attached, 6.2).
- The Equity Representative serving on a hiring committee 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 (See 1.1).
- On March 26 and 27, 2018, the District sent a total of 30 employees (3 teams, composed of 10 employees each, from the 4 colleges and the District Office) to USC's Center for Urban Education's "Institute for Equity in Faculty Hiring." (attached, 6.3.)

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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.

- The District and each college's Center for Professional Development offers a broad variety of workshops, trainings and activities designed to increase knowledge and understanding of cultural competency and diversity.
- ARCs "Diversity in the Classroom: A Reaching and Learning Institute" is a series created to address the professional development needs of ARC and LRCCD faculty. This Institute is designed to offer an opportunity to deepen all faculty's practices of diversity, cultural competence, and cultural humility in the classroom and workplace. (description attached, 7.1.)

FLC offers the following Flex workshops: Behavioral Intervention: *Education and Awareness; Best Practices for Supporting Student Mental Health in the Classroom; The ABCs of DSPS: What Everyone Should Know about Disability Services at FLC; New Developments in Technology and Strategies to Help Your Students with Disabilities Succeed; Professional Development Friday Workshops Fall 2017; Rising Temperatures: Hate Speech in a Campus Climate; New Faculty Academy Workshop Fall 2017; Culturally Responsive Teaching ; FLEX Workshops Spring 2018; Infusing Equity into Interview Questions; College Connections: Recruiting Underrepresented Students; and English Writing Acceleration.*

- SCC has a Cultural Awareness Center (CAC), which sponsors educational and intercultural programs that benefit the College's 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 diversity workshops. The goal of the CAC is to advance intercultural understanding and education through programs and activities that reflect the diversity of students, faculty, staff and the community. (attached, 7.2.)
- CRC has a very active Center for Professional Development. During the fall semester 2017, CRC hosted "Teaching Circles" workshops that dealt with issues of diversity and equity. " On January 10, 2018, CRC's Center for Professional Development hosted "The Wednesday PD Institute: A Focus on Equity Issues". (attached, 7.3.)

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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 include 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, 8.1). Effective July 1, 2017, LRCCD and Los Rios College Federation of Teachers have updated 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 add 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...”.
- 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 instruments are attached, 8.2).
- 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. (attached, 8.3.)

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2017-2018**

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

Yes

No


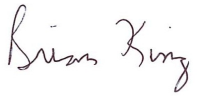
Please provide an explanation and evidence of meeting this Multiple Method, #9.

- 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 handbook is attached, 9.1).
- The District's most diverse category of employees, classified, may also teach as adjunct faculty per Board Regulation 6326, Section 7.0 – Adjunct Faculty Assignment (attached, 9.2).
- The Classified employee union contract includes 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. 9.3).
- 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, 9.4).
- 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 as 9.5).
- The District provides a Classified Leadership Academy, which consists of 16 four-hour sessions geared toward developing the skills and abilities of classified employees who have the potential for leadership and advancement. (see attached, 9.6)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

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

BACKGROUND:

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

STATUS:

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

College Events

Date of Event	College	Location	Name of Event	Alcohol
June 2, 2018	FLC	Harris Center	Folsom Lake Symphony	Wine


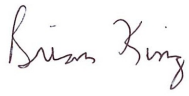
RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

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

BACKGROUND:

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

STATUS:

The below-listed special event is hereby corrected and presented for approval/ratification:

College Events

Date of Event	College	Location	Name of Event	Alcohol
March 23 rd - 24 th *, 2018	SCC	Performing Arts Center	Camellia Symphony Orchestra	Wine

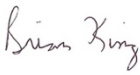
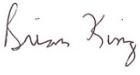
RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	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
Align Capital Region – CSUS Partnership <ul style="list-style-type: none"> • Funds to partner with CSUS to invest in region-wide, cross-sector collaboration through Align Capital Region (ACR) that will use technology in ways that are not common in higher education, and will reduce the time and cost it takes for students to complete degrees, including students from historically underrepresented groups. The innovation addresses two of the three state priorities by including curriculum redesign and efforts to address financial need. • 05/01/2017 through 6/30/2019 • Administrator: Kristen Emmett / Director of Institutional Advancement 	DO	\$2,000,000	State of California Department of Finance
Prop 39 Mini Grant – Living Lab Cooling Tower Upgrade <ul style="list-style-type: none"> • Funds to replace Sacramento City College’s existing 40 ton cooling tower, which is part of the SCC Mechanical Technology Department’s HVAC Living Lab. • 2/20/2018 through 11/15/2018 • Administrator: Donetta Webb / Dean, Advanced Technology 	SCC	\$94,103	Mendocino College / California Community Colleges Chancellor’s Office

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Ratify: Affiliation and Other Agreements	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item I	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. Career Catalyst Program Agreement between Foundation for California Community Colleges and Los Rios Community College District – American River College and Folsom Lake College to place student interns through the CCC Maker Initiative. Sierra Jt. CCD shall pay fees on behalf of Los Rios CCD per Career Catalyst Program Agreement No. CP-126-17-B and No. CP-126-17-J (Innovation Maker Grant #16-302-001). The term of this Agreement is from November 15, 2017 to June 30, 2018.
2. California State University, Sacramento will provide use of three classrooms on April 14, 2018 for American River College D.E.S.C. Undergraduate Research Conference.
3. County of Sacramento Department of Human Assistance Fresh Success Data Sharing Agreement No. DHA-LR-01-18 for Cosumnes River College student participation. The Fresh Success program will augment the college’s Extended Opportunity Program and services (EOPS).

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
Rehab Care Group Inc.	OTA	SCC	01/16/2018	Evergreen
Sacramento Food Bank Family Services Campus	LVN	SCC	03/05/2018	Evergreen
Sacramento Native American Health Center	Dental Asst.	SCC	03/07/2018	Evergreen
Arden Rehab and Health Center	DM	ARC	03/09/2018	Evergreen
Travis Unified School District	PTA/OTA	SCC	03/13/2018	Evergreen
DaVita Dialysis	Nursing	SCC	03/13/2018	Evergreen

- * PTA/OTA – Physical Therapy Assistant/Occupational Therapy Assistant
- * LVN - License Vocational Nursing
- * DM - Dietary Manager

5. 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.

ON-CAMPUS FACILITY USE AGREEMENTS

Campus	Type of Agreement	Permit Number
EDC	Facility Use	EDC-2018-007
EDC	Facility Use	EDC-2018-009
EDC	Facility Use	EDC-2018-010
EDC	Facility Use	EDC-2018-013
EDC	Facility Use	EDC-2018-014
EDC	Facility Use	EDC-2018-015
FLC	Facility Use	FLC- 17-074
FLC	Facility Use	FLC-18-010
FLC	Facility Use	FLC-18-012
FLC	Facility Use	FLC- 18-013
FLC	Facility Use	FLC- 18-014
FLC	Facility Use	FLC- 18-016
FLC	Facility Use	FLC- 18-017
SCC	Facility Use	S18-0072
SCC	Facility Use	S18-0073
SCC	Facility Use	S18-0082
SCC	Facility Use	S18-0086
SCC	Facility Use	S18-0087
SCC	Facility Use	S18-0088
SCC	Facility Use	S18-0089
SCC	Facility Use	S18-0095
SCC	Facility Use	S18-0096
SCC	Facility Use	S18-0098
CRC	Facility Use	C18-0077
CRC	Facility Use	C18-0078
CRC	Facility Use	C18-0079
CRC	Facility Use	C18-0080
CRC	Facility Use	C18-0081
CRC	Facility Use	C18-0082
CRC	Facility Use	C18-0083
CRC	Facility Use	C18-0084

CRC	Facility Use	C18-0085
CRC	Facility Use	C18-0086
CRC	Facility Use	C18-0087
CRC	Facility Use	C18-0088
CRC	Facility Use	C18-0089
CRC	Facility Use	C18-0090

Harris Center	Facility Use	11520
Harris Center	Facility Use	11538
Harris Center	Facility Use	12100
Harris Center	Facility Use	12174
Harris Center	Facility Use	12176
Harris Center	Facility Use	12178
Harris Center	Facility Use	12260
Harris Center	Facility Use	12282
ARC	Facility Use	962
ARC	Facility Use	963
ARC	Facility Use	964
ARC	Facility Use	965
ARC	Facility Use	966
ARC	Facility Use	967
ARC	Facility Use	968
ARC	Facility Use	969
ARC	Facility Use	970
ARC	Facility Use	971
ARC	Facility Use	972
ARC	Facility Use	973

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Ratify: Bid Transactions	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item J	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
18002	ARC Boiler Replacement	4	03/23/18	TNT Industrial Contractors Inc.	\$139,330.00

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

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

BACKGROUND:

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.

STATUS:

The District has a quantity of surplus materials for disposal such as outdated or unneeded items. The District has located a scrap dealer who will take selected surplus items for recycling. Any items remaining will be discarded.

The surplus items to be recycled or disposed of are either irreparable, obsolete, in poor condition or not needed for district/college operations and include the following: 1 advanced stack hub; 1 amplifier; 9 computers; 3 controllers; 1 document camera; 2 DVD/CD players; 15 microtowers; 5 monitors; 1 photo enlarger; 2 plotters; 7 printers; 4 projectors; 1 refrigerator; 1 server; 2 Smart UPS units; 7 switches; 3 televisions; 2 TV monitors; 2 VCR's and 1 video camera.

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



RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Disposition of Surplus Equipment – Salvage Value Greater than \$5,000	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item L	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

The Education Code regulates the procedure by which a community college district can dispose of real and personal property. Education Code section 81450-81450.5 provides that the governing board may, sell for cash, exchange for value or donate any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. The methods for disposal differ based upon the estimated value of the equipment. Whereas, most equipment is disposed of either through the State of California or, if the State will not accept, through a scrap dealer, items with a value greater than \$5,000 either individually or in aggregate, require a public auction, noticed as required by law.

STATUS:

The District will auction the following items which in aggregate have a value greater than \$5,000: 1986 Clark Electric lift model TM12; two (2) 2002 Ford Think Cart; Ryan Sod Cutter; 1995 Chevy Astro Van; 1996 Chevy Astro Van; 1988 Club Car Carry All II; 1993 Ford Ranger; 1993 Toro Ground Master Mower; Millcreek Top Dresser. Due to the poor condition of each item, the equipment is no longer suitable for school use. The District, via public auction, intends to sell to the highest bidder or donate to an interested school/public entity.

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Purchase Orders, Warrants, Checks and Electronic Transfers	ATTACHMENT: Yes	
		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:

A listing of purchase orders, warrants, checks and wires issued during the period of February 16, 2018 through March 15, 2018 is on file in the District Business Services Office for review.

RECOMMENDATION:

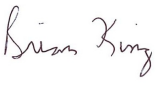

It is recommended that the Board of Trustees approve the numbered purchase orders, warrants, checks and electronic transfers that are reflected on the attached schedule.

PURCHASE ORDERS			
General Fund	0001097126-0001097653 B118795-B118800	\$ 2,678,342.05	
Capital Outlay Fund	0003017645-0003017685 B318001-B318001		
Child Development Fund	0006000818-0006000818		
Self-Insurance Fund	-		
WARRANTS			
General Fund	759893-761131	\$ 10,347,877.72	
General Fund-ARC Instructional Related	008368-008459		
General Fund-CRC Instructional Related	022942-022977		
General Fund-FLC Instructional Related	031250-031267		
General Fund-SCC Instructional Related	046752-046810		
Capital Outlay Fund	832561-832632		
Student Financial Aid Fund	900271-900278		
Child Development Fund	954498-954509		
Self-Insurance Fund	976427-976430		
Payroll Warrants	383976-385709		\$ 8,395,523.80
Payroll Vendor Warrants	63514-63668		
March Leave Process	385710-387231		
CHECKS			
Financial Aid Disbursements (E-trans)	-	\$ 2,283,470.95	
Clearing Checks	2776-2776	\$ 275.00	
Parking Checks	3083-3093	\$ 642.00	
Bookstore Fund – ARC	32694-32783	\$ 661,547.03	
Bookstore Fund – CRC	27932-27994		
Bookstore Fund – FLC	10231-10261		
Bookstore Fund – SCC	050156-050217		
Student Clubs Agency Fund – ARC	5496-5524	\$ 77,332.18	
Student Clubs Agency Fund – CRC	4653-4670		
Student Clubs Agency Fund – FLC	2440-2455		
Student Clubs Agency Fund – SCC	3899-3909		
Foundation – ARC	5801-5811	\$ 60,996.74	
Foundation – CRC	2464-2476		
Foundation – FLC	1527-1548		
Foundation – SCC	4416-4431		
Foundation – DO	0952-0956		
Associated Students Trust Fund – ARC	0944-0950	\$ 2,040.66	
Associated Students Trust Fund – CRC	0825-0828		
Associated Students Trust Fund – FLC	0714-0716		
Associated Students Trust Fund – SCC	-		
Regional Performing Arts Center Fund	USI Check System 5539-5625	\$ 455,057.41	
ELECTRONIC TRANSFERS			
Board of Equalization	-	\$ 9,000.00	
PARS	-	\$	
Vendors	-	\$	
Backup Withholding	-	\$	
Retiree Health Trust	-	\$ -	
Self-Insurance	-	\$ 87,206.63	
Bookstore	-	\$ 26,629.24	
Payroll Direct Deposit Advices	897806-902818	\$ 12,977,097.14	
Other Payroll Transactions	-	\$ 7,372.00	

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	2018-19 Sabbaticals/Professional Development Leaves	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item N	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

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

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

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

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

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

RECOMMENDATION:

It is recommended that the attached sabbatical/professional development leaves be approved by the Board of Trustees for the 2018-19 year.

**Spring 2018 Board Agenda
Sabbatical Leaves**

American River College

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

Type B Leave: 1.350 FTE Type B Leave requested

Type A Leave Time

Annual FTE

Four (4) Type A Leaves unused during 2018/19

2.000 FTE Type A Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Amanda Corcoran	English Professor	20%	Fall 2018	.100
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“Wise Interventions: Class Discussions”

Proposal: This project focuses on the development of proven frameworks to assist the college’s faculty to recognize, implement and sustain effective, safe and inclusive class discussion techniques that allow for more equitable collaborative learning.

Marcia McCormick	Psychology Professor	40%	Fall 2018	.200
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“Study Abroad Faculty Support Development”

Proposal: The goals of this proposal include 1) improving the infrastructure and support available to faculty considering teaching in the study abroad program, 2) increasing awareness of the study abroad program specific among district employees, 3) increasing outreach into the community, 4) increasing outreach to newly entering students in the District, and 5) improving student support by providing information related to financing study abroad.

Lazette Nowicki	Nursing Professor	50%	Fall 2018	.250
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“Curriculum Implementation, Phase III”

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

Susan Ramones	Biology Professor	20%	Fall 2018	.100
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“Development of Online Biology Labs 2”

Proposal: This proposal focuses on the development of the second half of labs intended for students taking a fully-online biology class. With the creation of these remaining labs by the end of 2018, ARC’s Biology 310 (General Biology) will be capable of being offered online.

**Spring 2018 Board Agenda
Sabbatical Leaves**

American River College (continued)

Kate Williamson	Librarian	100%	Fall 2018	.500
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“ARC Library Web Upgrade”

Proposal: The purpose allows the faculty member to upgrade her website design, management, accessibility, and usability skills. In turn, those skills will be used to overhaul ARC's library website as they transition to the “new” content management system, Ingeniux. As all Los Rios Libraries share and collaborate on web resources and move towards more web-based models of providing resources, ARC will have a librarian that is able to maintain and develop those resources.

Kristina Zajic	Speech Language Pathology Professor/Coordinator	40%	Fall 2018	.200
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“Sign Language Pathology Assistant (SLPA) Infrastructure Modifications, Part 2”

Proposal: The purpose of this proposal is four-fold: 1) SLPA curriculum development, 2) modifications of the SLPA program student manual, 3) updates to the SLPA program coordinator manual, and 4) website development for the SLPA program.

.233 FTE Type B Leave unused during 2018/19

.233 FTE Type B Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

**Spring 2018 Board Agenda
Sabbatical Leaves**

Cosumnes River College

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

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

Type A Leave Time

Annual FTE

Cesar Plasencia	Physical Education Professor	100%	Fall 2018	.500
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“Professional Development and Growth in the Field of Coaching and Physical Education”

Proposal: Professor will enroll in the Mexican Soccer Federation coaching degree course that is delivered in Guadalajara, Mexico. The module that the professor will take is the 11v11 module which consist of full field tactics and strategies as well as the latest and most current exercise physiology, sports psychology and team management concepts and methodologies.

One (1) Type A Leave unused during 2018/19

.500 FTE of Type A Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

1.022 FTE Type B Leave unused during 2018/19

1.022 FTE Type B Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

**Spring 2018 Board Agenda
Sabbatical Leaves**

Folsom Lake College

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

Type B Leave: .800 FTE Type B Leaves requested

<u>Type A Leave Time</u>	<u>Annual FTE</u>
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Mary Hansen	Health Center Nurse	50%	Fall 2018	.250
		50%	Spring 2019	.250

“An Exploration of Student Coaching Modalities, Techniques and Usages for Increasing Student Success”

Proposal: The purpose of this project is to research student coaching modalities and techniques for increasing student success, as part of the ongoing effort across the district to address students’ mental health needs; and to enhance her personal development as a coach by participating in ongoing training opportunities.

Zero (0) Type A Leave unused during 2018/19

0.000 FTE of Type A Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

<u>Type B Leave Time</u>	<u>Annual FTE</u>
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Francis Fletcher	English Professors	40%	Fall 2018	.200
Tina Royer		40%		.200

“Options for Zero-Cost Rhetorics and Readers in English Courses”

Proposal: The purpose of this project is to research, review and summarize the strengths and weaknesses of current options for zero-cost rhetorics and readers to be used with the English department’s writing courses, including ENGWR 101, ENGWR 300, ENGWR 301, and ENGWR 302. By creating a repository of zero-cost textbooks that have been reviewed and summarized, the candidates hope to encourage faculty adoption so some English courses can be designated as zero-cost textbook courses in conjunction with SB-1359.

Debbie Moreno	Social Science Professor	40%	Fall 2018	.200
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“Heritage Wetlands Signage Development”

Proposal: The purpose of this project is to identify funding sources, both external and internal, and develop an implementation plan for FLC wetlands trail signage.

Tracy Rauschkolb	English Professor	40%	Fall 2018	.200
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“Research Best Practices of Reading Across the Disciplines (RAD) Programs”

Proposal: The purpose of this project is to research best practices in Reading Across the Disciplines.

.250 FTE Type B Leave unused during 2018/19

.250 FTE Type B Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

**Spring 2018 Board Agenda
Sabbatical Leaves**

Sacramento City College

**Type A Leave: Two (2) Type A Leaves requested
One (1) Type A Leave converted to .500 Type B Leave**

Type B Leave: 1.166 FTE Type B Leaves requested

Type A Leave Time

Annual FTE

Dianne Bennett	Chemistry Professor	100%	Fall 2018	.500
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“Build a Free, On-line Organic Chemistry LibreText”

Proposal: This project entails the development of a free, on-line organic chemistry textbook, which will be adopted for use in CHEM 420 at SCC and available for use by any college, university, or person with internet access.

Kathryn Stanton	Geology Professor	100%	Spring 2019	.500
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“LRCCD Master Laboratory Manual for Physical Geology & Earth Science”

Proposal: This project is a collaborative effort to create a low-or no-cost, district-wide laboratory Geology & Earth Science manual for use by LRCCD geoscience students and faculty.

Zero (0) Type A Leave unused during 2018/19

0.000 FTE of Type A Leave Remains Available for 2018/19 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

Miriam Barbaria	Spanish Professor	53.3%	Fall 2018	.267
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“Online Spanish Courses for Heritage Speakers”

Proposal: Spanish Heritage Speaker classes, Spanish 413 and 415, are not currently supported by online materials. This project will support the development of online materials to be used in conjunction with traditional textbooks, providing these students with equivalent opportunities to those provided for non-Heritage Spanish students.

Ilana Johnson	Anthropology Professor	40%	Fall 2018	.200
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“Zero-Cost Laboratory Manual for Anthropology 301”

Proposal: This project entails creating a laboratory manual for the Physical Anthropology Laboratory (ANTH 301) that is zero-cost for students and can be used by all faculty in the department.

**Spring 2018 Board Agenda
Sabbatical Leaves**

Sacramento City College (continued)

Robyn Waxman	Graphic	40%	Fall 2018	.200
	Communication Professor	40%	Spring 2019	.200

“Graphic Communication Transfer to Sac State Graphic Communication”

Proposal: This project will make modifications to GCOM curricula at Sacramento City College in order that our GCOM students transfer seamlessly from the SCC program to the CSUS program. To facilitate that process, the faculty member will actually enroll in two semesters of graphic design at Sac State and then make adjustments to GPHD 25 and GPHD 30 at SCC accordingly.

0.299 FTE Type B Leave unused during 2018/19

0.299 FTE Type B Leave Remains Available for 201/19 (per LRCFT Section 11.6.8.5)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

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

RECOMMENDATION:

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

M A N A G E M E N T

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Bates, Rukiya F. (M.A., California State University, Sacramento)	Interim Dean of Financial Aid and Student Success	01/29/18 – 04/30/18 <i>(Revised)</i>

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Jolly, Julia A. (After 29+ years of service)	Associate Vice President, Instruction	06/30/18
Palm, Donald R. (After 20+ years of service)	Dean, Davis Center	08/31/18

FACULTY

APPOINTMENT TO TEMPORARY POSITION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Medcalf, John C. (M.A., California State University, Sacramento)	Mathematics Assistant Professor, L.T.T.	03/22/18 – 05/16/18
<u>Folsom Lake College</u>		
Poliseno, Michelle C. (M.A. Equivalence)	Mathematics Assistant Professor (74.13%), L.T.T.	03/19/18 – 05/16/18
<u>Sacramento City College</u>		
Crawford, Robert L. (M.A., University of California, Davis)	Mathematics Assistant Professor (84.8%), L.T.T.	04/02/18 – 05/16/18

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Beasley, AnnMarie M.	Anthropology Professor	Maternity	02/27/18 – 04/10/18
Case, Lynda R.	English Professor	Medical	10/23/17 – 03/31/18
Deleon, Leonel	Mathematics Professor	Administrative	03/21/18 – 05/16/18
<u>Sacramento City College</u>			
Hunter, Mark A.	Mathematics Professor	Medical	03/27/18 – 05/16/18
Villanueva, Maria C.	Counselor	Medical	01/16/18 – 04/15/18

PRE-RETIREMENT WORKLOAD REDUCTION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>American River College</u>			
Atwater, Keith L.	Humanities Professor	0.8 to 0.6	08/23/18 – 05/31/21 (Revised)
Kleemann, Joann C.	Nursing Professor	1.0 to 0.9	08/23/18 – 05/31/23
Pesis, Karen H.	Chemistry Professor	1.0 to 0.85	08/23/18 – 05/31/22
Pezone, Susan E.	ESL Professor	1.0 to 0.759	08/23/18 – 05/31/23

FACULTY

PRE-RETIREMENT WORKLOAD REDUCTION(S) – (CONTINUED)			
<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>			
Do, Minhong T.	Foreign Language Professor	1.0 to 0.5	08/23/18 – 05/31/23
<u>Folsom Lake College</u>			
Holmsen, Ellen C.	Counselor	0.8 to 0.6	07/01/18 – 06/30/19 <i>(Revised)</i>
McHargue, Tim E.	DSPS Coordinator	0.75 to 0.5	07/01/18 – 06/30/21 <i>(Revised)</i>

PRE-RETIREMENT WORKLOAD REDUCTION(S) – RESCISION(S)			
<u>Name</u>	<u>Subject/Position</u>	<u>FTE</u>	<u>Effective Date(s)</u>
Ruedas, Manuel F.	Counselor	0.8 to 1.0	07/01/18

REASSIGNMENT / TRANSFER(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
McCormack, John J.	Apprenticeship Faculty Coordinator From Automotive Mechanics Technology Professor	07/01/18

RETIREMENT(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Case, Lynda R. (After 29+ years of service)	English Composition Professor	04/01/18
Ruedas, Manuel F. (After 30+ years of service)	Counselor	12/21/18
<u>Cosumnes River College</u>		
Saller, Brandon D. (After 3 years of service)	Engineering Assistant Professor	05/17/18

FACULTY

RETIREMENT(S) - CONTINUED

Sacramento City College

VanSickle, Debra L. (After 29 years of service)	Mathematics Professor	05/17/18
Newman, Forrest L. (After 34 years of service)	Physical Science Professor	05/17/18

2017 – 2018 SABBATICAL AND PROFESSIONAL DEVELOPMENT LEAVE(S) – REVISIONS

The following is a revision from the 2017-18 Sabbatical and Professional Development Leaves approved by the Board of Trustees on November 8, 2017.

American River College

Type B Leave Time

The proposal has been revised for the following faculty member as indicated below:

<u>Employee</u>	<u>Discipline</u>	<u>Percent</u>	<u>Semester</u>	<u>Annual FTE</u>
Lee, Dennis J.	English	40.0%	Spring 2018 Fall 2018	.200

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2017
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
McCormick, Marcia Lynn	Psychology, General	20 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2017
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Martin, Mary S.	Mathematics, General	18 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2017
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Gregory, Richard C.	Physical Education	10 %

TEMPORARY, PART-TIME EMPLOYEES Spring 2018
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Arcure, Amber I.	Registered Nursing	10 %
Bapst, Donald J.	English	20 %
Beckwith, Cade J.	Administration of Justice	1 %
Benavidez, Tuesday M.	Registered Nursing	62 %
Blackthorne, Henry N.	English	42 %
Bohanec, Cogen	Classics-Humanities	20 %
Boyd, Rebecca M.	Librarian	4 %
Burke-Polana, Sharon R	Drafting Technology	33 %
Campbell, Morgan T.	Chemistry, General	45 %
Carapia-Aguillon, Catalina	English	67 %
Chapman-Martin, Talia Elizabeth	Sign Language Interpreting	1 %
Chinte, David S	ESL Reading	27 %
Cranford, Michelle S.	Administration of Justice	1 %
Currea, Ana Maria S.	Reading	33 %
Curry, James M	Mathematics, General	13 %
DeSouza, Kara D.	Psychology, General	16 %
Duff, Jeanne A.	Software Applications	24 %
Garbutt, Daniel A	Administration of Justice	1 %
Hatcher, Scott A.	Administration of Justice	1 %
Helms, Shelby C.	Sign Language Interpreting	13 %
Knox, Paul Douglas	English	65 %
Kronzer, Matthew	English	54 %
Larabee, Linda G.	Reading	37 %
Medcalf, John C.	Mathematics, General	36 %
Merchant, Synnovie	Office Technology/Office Computer Applicati	28 %
Mirzaagha, Mohammad E.	Mathematics, General	27 %
Parkman, Sharon	Registered Nursing	35 %
Peters, Irene	Mathematics, General	33 %
Rawlins, Jenna L.	Sociology	40 %
Riggio, Jason S.	Natural Resources	9 %
Roome, Elizabeth C.	ESL Writing	2 %
Roome, Elizabeth C.	ESL Integrated	1 %
Ruckels, Melynda S.	Registered Nursing	16 %

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

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

**TEMPORARY, PART-TIME EMPLOYEES Spring 2018
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ruckman,David J.	ESL Integrated	27 %
Sakakihara,Paul	General Work Experience	27 %
Sarmiento,Meredith A.	Librarian	2 %
** (B5) Schaumburg,Timothy A	Automotive Technology	35 %
Smedley,Lashauna D.	ESL Integrated	8 %
** (B5) Stein,Kevin L.	Automotive Collision Repair	23 %
** (B5) Stickel,Mike E.	Automotive Collision Repair	37 %
Thaw,Min Min	Economics	38 %
Theiss,William Francis	Software Applications	23 %
Tuso,Richard	Automotive Technology	41 %
Word,Richard L.	Administration of Justice	1 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2018
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Awad,Veneece	Pharmacy Technology	8 %
Brewer,Janet L.	Diagnostic Medical Sonography	13 %
Enck,Maizy E.	Fine Arts, General	20 %
Holden,Cherrelle L.	English	3 %
Huynh,Sandra	Pharmacy Technology	19 %
Posey,Katherine L.	Small Business and Entrepreneurship	11 %
Welty,Ann E.	Counselor	56 %
Wildie,Kevin J.	History	35 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2018
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn,Kristina D.	Counselor	62 %
Dey,Sanchita	Chemistry, General	22 %
Gillies-Doherty,Laura	Chemistry, General	26 %
Oliveira da Silva,Debora	Nutrition, Foods, and Culinary Arts	20 %
Rahman Jackson,Lishia	Counselor	59 %
Rink,Shelley F.	Music	20 %
Roberts,Mark E.	Mathematics, General	17 %
Swanson,James K.	Emergency Medical Services	65 %
Yang,Kou	Counselor	43 %

**TEMPORARY, PART-TIME EMPLOYEES Spring 2018
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ahlenstorf,Tracy	Counselor	2 %
Anaya,Marc J.	Counselor	11 %
Atkins,Tonya M.	Chemistry, General	1 %
Betz,Deborah Y.	Counselor	35 %
Blackburn,Lori G.	Academic Guidance	7 %
Boyd,Rebecca M.	Librarian	35 %
Braun,Regina J	Counselor	26 %
Cardenas,Theresa M.	Counselor	19 %
Carnero,Mark A.	Sociology	40 %
Chave,Joshua J.	Counselor	14 %

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

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

**TEMPORARY, PART-TIME EMPLOYEES Spring 2018
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Clem, Renata L.	General Work Experience	27 %
Cook, Onisha S.	Counselor	6 %
Crawford, Robert L.	Mathematics, General	27 %
Dang, Tina G.	Counselor	13 %
Delgado, Julio C	Counselor	27 %
Garboushian, Maida Y.	Counselor	62 %
Gates, Jennine E.	Dental Hygienist	38 %
Geddis, Maurice A.	Counselor	50 %
Goldberg, Sherri B.	General Work Experience	3 %
Gutierrez, Alicia I.	Counselor	60 %
Heidebrecht, Karen	Counselor	25 %
Hung, Gary W.	Counselor	5 %
Hung, Gary W.	Counselor	9 %
Jones, Amy Rebecca	Counselor	51 %
Jones-Thomas, Brandy S.	Counselor	43 %
Korp, Diana R.	Dental Hygienist	3 %
Korp, Norbert Gunter	Dental Hygienist	7 %
Labensohn, Daniel J.	Counselor	43 %
Lee, Emily S	Dental Hygienist	34 %
Lee, Pao	Counselor	32 %
Maningo, Rita A.	Counselor	28 %
McClain, Jimmie Jo	Dental Hygienist	6 %
McGhee, Kelly F.	Counselor	13 %
Meyer, Virginia C.	Botany, General	28 %
Montellano, Elizabeth	Counselor	14 %
Nelsenador, Matt B.	Mathematics, General	25 %
Nguyen, Alfonso K.	Counselor	18 %
O'Neal-Watts, Jennifer Lee	Librarian	17 %
Palaspas, Candice	Counselor	14 %
Pea, Sarah O.	Dental Hygienist	22 %
Piskun, Yelena	Counselor	13 %
Reach, Lorna	Counselor	59 %
** (A1) Ruiz, Aracely	Counselor	60 %
Saffold, Stephen P.	Dental Hygienist	18 %
Sanchez, Hortencia Paras	Office Technology/Office Computer Applicati	47 %
Sanchez, Jose de Jesus	Counselor	38 %
Silveira, Leslie C.	Counselor	30 %
** (A1) Smith, Jennifer L.	Mathematics, General	47 %
Suy, Shaun	Counselor	13 %
Vargas-Onate, Jacqueline	Counselor	39 %
** (A1) Wright, Tatyana N.	Counselor	39 %
** (A1) Wright, Tatyana N.	Counselor	10 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2018
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Arambel, Leah A.	Reading	10 %
Aucoin-Ratcliff, Debra J.	Registered Nursing	10 %
Auyeung, Tak	Computer Programming	25 %

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 2018
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Dvorak,Michael C.	Mathematics, General	32 %
Fox,David E.	Software Applications	53 %
Kiefer,Christian J.	English	20 %
Klier,Julie A.	English	13 %
Marte,Dyanne N.	Fashion	13 %
Marte,Dyanne N.	Fashion Design	13 %
Marte,Dyanne N.	Fashion Merchandising	13 %
Mays,Judy L.	Counselor	3 %
** (B5) McCormack,John J.	Automotive Technology	29 %
Parrinella,Lisa M.	Registered Nursing	3 %
Sabzevary,Iraj	Computer Programming	15 %
Schuster,Randall O.	Drafting Technology	23 %
** (A2) Stewart,Daniel N.	Chemistry, General	30 %
Valcu,Sanda I.	ESL Reading	27 %
Youngs,Cynthia	Reading	23 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2018
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Geissler,Markus	Information Technology, General	20 %
Zisk,Paul	Sociology	60 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Spring 2018
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bacod,Maristella A.	Counselor	6 %
Belair,Diane M.	Counselor	6 %
Beyrer,Kimberlee M.D.	Counselor	14 %
** (A5) Bui,Dinh N.	Academic Guidance	49 %
** (A2) Coppola,Jessica D.	Nutrition, Foods, and Culinary Arts	20 %
Fellman,Melissa	Dental Hygienist	23 %
Figueroa,Larisa C.	Dental Hygienist	7 %
Gambrell,Deborah M.	Coordinator	6 %
Gambrell,Deborah M.	Coordinator	6 %
Hodge,Tracey L.	General Work Experience	3 %
** (A5) Hoerl,Ada Boone	Health Occupations, General	5 %
Hogarty,Patrick	Computer Networking	10 %
Hunter,Michael J.	Geography	5 %
Jones,Christine M.	Dental Hygienist	10 %
Lepe,Leonela G.	Counselor	14 %
Malik,Jamil I.	Counselor	6 %
McKee,Georgeann M.	Administration of Justice	40 %
Mendez-Nunez,Luis R.	Mathematics, General	44 %
Rice,Helen M.	Nursing	50 %
Spritzer,Terrie R.	Learning Skills, Learning Disabled	22 %
Steever,Joseph M.	Mathematics, General	33 %
Stone,Leila M.	Counselor	5 %
Tuifua,Amelia S.	Counselor	18 %

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 2018

Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Wagner, Glenda G.	Nursing	54 %
Wallace, Shanda L.	Dental Hygienist	7 %
Williams, Nichelle	Counselor	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

CLASSIFIED

APPOINTMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Fregoso Gonzalez, Monica A.	Administrative Assistant I, 50%	DO	01/02/18
Harman, Katrina M.	Digital Communications Specialist	DO	04/02/18
Leonard, Megan L.	Research Analyst	DO	03/26/18
Lewis, Susan	Facilities Planning & Engineering Specialist	FM	04/16/18
Matthews, Emily J.	Police Communication Dispatcher	DO	03/26/18
Mosleh, Firas S.	Counseling Clerk II	SCC	03/26/18
Perez, Renee R.	Administrative Assistant I	CRC	04/04/18
Rashed, Reymond G.	College Safety Officer	DO	03/26/18
Walker, Rebeka	Instructional Assistant – Costuming & Makeup, 30%, 10 months	ARC	03/27/18

LEAVE(S) OF ABSENCE				
<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bielefield, Yvonne A.	Student Personnel Assistant-Career & Transfer Center	Staff Development, 100%	FLC	10/01/18 – 01/01/19

PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Popovac, Maria	Account Clerk II	DO	04/09/18

PROMOTION(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bachinsky, Irina	Accounting Specialist (Accountant)	DO (DO)	03/19/18
Hart, Nanette M.	Confidential Administrative Assistant I (Administrative Assistant I)	DO (SCC)	04/12/18

CLASSIFIED

PROMOTION(S), CONTINUED			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Kearney, Michael B.	Admissions/Records Evaluator/Degree Auditor (Admissions/Records Evaluator II	CRC CRC)	03/09/18

REASSIGNMENT(S)/TRANSFER(S)			
<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Smalley, Heather	Account Clerk II (Clerk III	ARC ARC)	04/02/18

RECISION OF PLACEMENT ON 39-MONTH RE-EMPLOYMENT LIST			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Russo, Renee C.	Administrative Assistant I	FLC	01/19/18

RESIGNATION(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Mitchell, Lamar B.	Instructional Assistant – Mathematics	ARC	05/25/18

RETIREMENT(S)			
<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Russo, Renee C.	Administrative Assistant I (After 17 years of service)	FLC	01/19/18

TERMINATION(S)			
<u>Employee ID Number</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
0003134*	American River College	ARC	04/12/18

*Subject to appeal if requested by employee.

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



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Afshar, Zoha	Instructional Assistant	03/312/2018	06/630/2018
Diaz, Hugo E.	Student Personnel Assistant	03/319/2018	06/630/2018
Hollingsworth, Christen L.	Special Projects	02/221/2018	06/630/2018
Lee, Doen	Student Personnel Assistant	03/319/2018	06/630/2018
Liu, Abraham	Special Projects	02/21/2018	06/630/2018
Lopez, Rodrigo A.	Student Personnel Assistant	03/319/2018	06/630/2018
Mendenhall, JoAnn	Special Projects	03/319/2018	06/630/2018
Parker, London B.	Special Projects	03/35/2018	06/630/2018
Phan, Khang Thieu Thuong	Special Projects	03/35/2018	06/630/2018
Presley, Lenore Fawn	Special Projects	01/116/2018	06/630/2018
Ricchiuto, Rachel R.	Advanced Interpreter	03/312/2018	06/630/2018
Siniyaya, Yelena	Clerk III	03/31/2018	06/630/2018
Spears, Meghan A	Special Projects	03/310/2018	06/630/2018
Walker, Rebeka T.	Instructional Assistant	03/37/2018	06/630/2018
Wilkes, Jason M.	Special Projects	03/315/2018	06/630/2018
<u>Cosumnes River College</u>			
Canales, Olga M.	Lifeguard I	02/215/2018	06/630/2018
Chasengnou, Emily N.	Financial Aid Clerk I	02/226/2018	06/630/2018
Collins, Kathleen J.	Account Clerk I	02/228/2018	06/630/2018
Courson, Pamela	Clerk I	03/39/2018	06/630/2018
Do, Thuan D.	Asst. Financial Aid Officer	01/125/2018	06/630/2018
Lotz, Emily M	Buyer - Bookstore I	02/226/2018	06/630/2018
Mosupyoe, Palesa L.	Administrative Asst. I	03/37/2018	06/630/2018
Pedretti, Amy R.	Assistant Coach	02/228/2018	06/630/2018
Penney, Ashley E.	Special Projects	03/314/2018	06/630/2018
Rojas Gonzalez, Nayeli Evelin	Financial Aid Clerk II	02/226/2018	06/630/2018
Vang, Paul	Student Personnel Assistant	03/31/2018	06/630/2018
Williams, Melonie S.	Administrative Asst. II	03/31/2018	06/630/2018
Xiong, Ma	Custodian	03/316/2018	06/630/2018
<u>District Office / Business and Economic Development Center / Facilities Management / Police Services</u>			
Sobers, Nicole E.	Clerk I	03/326/2018	06/630/2018
Vykhovanets, Eduard	Campus Patrol	03/35/2018	06/630/2018

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Folsom Lake College</u>			
Delucchi, Linnea O.	Instructional Assistant	03/325/2018	06/630/2018
Mayfield, Stephen T.	Student Personnel Assistant	03/325/2018	06/630/2018
Piper, Alyssa M.	Student Personnel Assistant	03/326/2018	06/630/2018
Whitfield, Cameron J.	Special Projects	03/325/2018	06/630/2018
<u>Sacramento City College</u>			
Acosta, Ruben	Instructional Assistant	02/225/2018	06/630/2018
Aflleje, Kaela Jae G.	Administrative Asst. I	03/319/2018	06/630/2018
Browne, Maribeth Thi	Clerk I	02/225/2018	06/630/2018
Guerrero, Luis G.	Instructional Assistant	03/31/2018	06/630/2018
Han, Helen Kwon	Student Affairs Specialist	03/31/2018	06/630/2018
Hennike, Craig C.	Special Projects	03/319/2018	06/630/2018
Hoyle, Susan Q.	Special Projects	03/320/2018	06/630/2018
Licciardo, Deborah J	Library Technician	03/320/2018	06/630/2018
Nguyen, Bob H.	Instructional Assistant	02/226/2018	06/630/2018

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Board Policy Revision: P- 2523 Student Health Services	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel 	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King, Chancellor 	ACTION	
		INFORMATION	

BACKGROUND:

Currently, Board Policy 2523 specifies that each College will maintain a health service program. Historically, the District has not required a student health fee, however, the current desire of faculty, staff and students is to expand the health services available to Los Rios Community College students. Under Education Code section 76355, the District may require a mandatory student health fee, but must exempt certain categories of students.

STATUS:

The proposed change to the Student Health Services Policy allows the District to charge the maximum student health service fee for full-time and part-time students (currently \$20 for fall and spring, with no charge in the summer) and explicitly lists those students exempt from paying a health service fee. It clarifies that certain students who are exempt for paying are also ineligible to receive health services unless the consent to pay the fee. Language was also added to require minors to have parental consent to receive health services.

RECOMMENDATION:

This policy is presented for first reading.

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1.0 Student Health Services

- 1.1 Each College shall maintain a health service program that reflects the overall philosophy of the college and is responsive to the needs of its students, within the confines of available funding. (Education Code §§ 76400-76409)

2.0 Student Health Fee

- 2.1 All full-time and part-time students shall be charged a maximum health fee allowable each primary term enrolled to support health supervision and services for students. The following students are exempt from paying the fee:

2.1.1 Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

2.1.2 Students who are attending a community college under an approved apprenticeship training program.

2.1.3 Students who meet the income standards for the California College Promise Grant (Part A only).

2.1.4 Students currently incarcerated.

2.1.5 Students admitted as special part-time students (K-12).

2.1.6 Students enrolled only in Public Safety Training Center courses.

2.1.7 Students enrolled only in UC Davis Co-Op program courses.

- 2.2 Students exempted under Section 2.1.4, 2.1.5, 2.1.6, and 2.1.7 above are not eligible to receive the services of the college health program, unless they opt to pay the fee; all other exempted students are eligible to receive the services.

- 2.3 Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent for treatment signed by his or her parent or guardian.

LRCCD

Policy Adopted: 6/30/65
Policy Revised: 4/23/69; 11/19/80; 2/10/82
Policy Reviewed:
Adm. Regulation: [R-2523](#)

[DRAFT 3/6/2018](#)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Board Policy Revision: P- 5121, 6122, 9121, and 9123 Recruitment	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel <i>JP Sherry</i>	CONSENT/ROUTINE	
		FIRST READING	X
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

BACKGROUND:

The District’s current practice for employees that quit or resign while serious charges of misconduct are pending is to note in their file that they are not eligible for rehire upon their resignation. That practice, however, is not reflected in the Board’s hiring policies.

STATUS:

The proposed revised policies provide that employees who have quit, resigned, or retired from their employment with the Los Rios Community College District during an ongoing investigation into serious charges are ineligible to be rehired. The only exception to this rule is for those former employees who are later exonerated, that is, found innocent of the charges.

RECOMMENDATION:

This policy is presented for first reading.

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1.0 Building the Applicant Pool

- 1.1 The Los Rios Community College District Director, Human Resources shall take those measures 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 Quitting, resigning, or retiring while an investigation into serious misconduct is pending or a disciplinary action is pending. Employees who quit, resign or retire while an investigation or disciplinary action is pending who are subsequently exonerated from misconduct are eligible to be rehired.

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.

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LRCCD

Policy Adopted: 8/15/79

Policy Revised: 9/3/80; 10/20/82; 2/21/90; 12/6/00; 10/1/03; 3/21/07; 5/13/15; 6/8/16;
5/10/17

Policy Reviewed: 5/10/17

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

[DRAFT 3/20/2018](#)

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1.0 Building the Applicant Pool

1.1 The Los Rios Community College District Director, Human Resources, shall take those measures 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 Quitting, resigning, or retiring while an investigation into serious misconduct is pending or a disciplinary action is pending. Employees who quit, resign or retire while an investigation or disciplinary action is pending who are subsequently exonerated from misconduct are eligible to be rehired.

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.

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

LRCCD

Policy Adopted: 10/67

Policy Revised: 2/69; 3/70; 10/29/75; 8/15/70; 10/15/80; 10/20/82; 2/21/90; 7/16/97;
10/1/03; 3/21/07; 5/13/15; 6/8/16; 5/10/17

Policy Reviewed: 5/10/17

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

[DRAFT 3/20/2018](#)

[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 Quitting, resigning, or retiring while an investigation into serious misconduct is pending or a disciplinary action is pending. Employees who quit, resign or retire while an investigation or disciplinary action is pending who are subsequently exonerated from misconduct are eligible to be rehired.

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

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

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

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Policy 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;
5/10/17

Policy Reviewed: 5/10/17

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

[DRAFT 3/20/2018](#)

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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.

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

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LRCCD

Policy Adopted: 4/13/16

Policy Revised: 6/8/16; 5/10/17

Policy Reviewed: 5/10/17

Adm. Regulation: [R-9123](#)

[DRAFT 3/20/2018](#)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

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

BACKGROUND:

Board Policy requires each college to have a Staff Diversity Committee. Recently, American River College undertook a redesign of its shared governance structure wherein the goals and responsibilities of the Staff Equity Committee were incorporated into every committee and work group at the College. As a result, ARC dissolved its Staff Equity Committee.

STATUS:

The language of the proposed policies allow for the new structure presented by American River College’s redesign. To obtain an exemption, the College must apply to the Chancellor and demonstrate that the college is achieving the purpose of the Staff Equity Committee by alternative methods, has adopted principles of staff equity into it existing committees, and has trained staff in equal opportunity, equity issues, and diversity.

RECOMMENDATION:

This policy is presented for first reading.

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1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an equal opportunity program that adheres to the equal employment opportunity policies of the Los Rios Community College District and the guidelines of the Board of Governors of California Community Colleges, and complies fully with the acts of Congress, the laws of the State of California, and the rules, regulations, and guidelines pertaining thereto.
- 1.2 The Board of Trustees has the overall responsibility for insuring equal opportunity and equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and staff development, and for improving the representation of underrepresented groups in all areas where unlawful discrimination, harassment, or exclusion has been shown. The Board of Trustees may delegate this responsibility to the Chancellor.
- 1.3 All employees involved in the implementation of equal opportunity programs shall assume responsibilities and duties as outlined in the Administrative Regulations.
- 1.4 The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of 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. A College may apply to the Chancellor or his designee for an exemption to this requirement based upon a satisfactory demonstration that the College is achieving the purpose of the Staff Equity Committee by alternative methods, has adopted the principles of staff equity into its existing committees, and has trained staff in equal opportunity, equity issues, and diversity.
- 2.0 Staff Equity
- ~~2.1 — Colleges shall establish a Staff Equity Committee.~~
- ~~2.2~~2.1 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.
- 3.0 Internal Dissemination

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

4.0 External Dissemination

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

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

5.0 Staff Development

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

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LRCCD

Policy Adopted: 6/30/65

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

Policy Reviewed: 5/10/17

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

[DRAFT 2/12/2018](#)

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1.0 Board Intent

- 1.1 It is the intent of the Los Rios Community College District Board of Trustees to implement fully an equal opportunity program that adheres to the equal employment opportunity policies of the Los Rios Community College District and the guidelines of the Board of Governors of California Community Colleges, and complies fully with the acts of Congress, the laws of the State of California, and the rules, regulations, and guidelines pertaining thereto.
- 1.2 The Board of Trustees has the overall responsibility for insuring equal opportunity and equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and staff development, and for improving the representation of underrepresented groups in all areas where unlawful discrimination, harassment, or exclusion has been shown. The Board of Trustees may delegate this responsibility to the Chancellor.
- 1.3 All employees involved in the implementation of equal opportunity programs shall assume responsibilities and duties as outlined in the Administration Regulations.
- 1.4 The District and its Colleges in their human resource practices guarantee that staff members, applicants, and persons involved in employment relations with the District shall not be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of 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.
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- 2.0 Staff Equity
- ~~2.1 — Colleges shall establish a Staff Equity Committee.~~
- ~~2.2~~2.1 The Staff Equity Committee shall work with the Equity Officer and shall consist of staff trained in equal opportunity, equity issues, and diversity.
- 3.0 Internal Dissemination
- 3.1 All District employees shall be made aware of the District's equal opportunity plan.

4.0 External Dissemination

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

5.0 Staff Development

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

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(Formerly P-6115)

LRCCD

Policy Adopted: 1/23/74

Policy Revised: 10/19/75; 8/15/79; 10/15/80; 10/20/82; 10/2/85; 4/23/86; 2/21/90, 7/16/97;
10/1/03; 4/13/11; 4/8/15; 11/9/16; 5/10/17

Policy Reviewed: 5/10/17

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

[DRAFT 2/12/2018](#)

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1.0 Board Intent

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- 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.
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plan.

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- 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.

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

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(Formerly P-9112 and P-9113)

LRCCD

Policy Adopted: 10/1/03

Policy Revised: 4/13/11; 4/8/15; 11/9/16; 5/10/17

Policy Reviewed: 5/10/17

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

[DRAFT 2/12/2018](#)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Resolution No. 2018-02: District General Election	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	X
		INFORMATION	<input type="checkbox"/>

STATUS:

The Sacramento County Office of Voter Registration and Elections has notified the District that the governing board must file a resolution in preparation for the November 6, 2018 election. The resolution shall set forth:

1. The authority, purpose, and date of the election;
2. Candidate’s Statement – number of words and cost;
3. Determination of payment of the cost of the candidate’s statement;
4. Method of breaking tie vote (by lot specified); and
5. Consolidation with the statewide general election.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 2018-02 that describes specifications for the November 6, 2018 election.



LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2018-02

SPECIFICATIONS FOR GENERAL DISTRICT ELECTION

WHEREAS, an election will be held within the Los Rios Community College District that will affect Sacramento and Placer counties on November 6, 2018, for the purpose of electing Board of Trustees Areas 1, 2 and 6; and

WHEREAS, a General Election will be held within the counties of Sacramento and Placer on the same day; and

WHEREAS, Elections Code § 10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election; and

WHEREAS, the Los Rios Community College District trustee boundaries have not changed since they were filed with the Sacramento, El Dorado, Placer, Solano and Yolo counties Registrar of Voters in 2011: Now, therefore,

BE IT RESOLVED, that the Los Rios Community College District requests the Board of Supervisors of Sacramento and Placer counties to consolidate the regularly scheduled General District Election for the Trustee in Area 1, the Trustee in Area 2, and the Trustee in Area 6 with the statewide election to be held November 6, 2018, said election to be held and conducted in the manner prescribed in Section 10418 of the Elections Code; and

BE IT FURTHER RESOLVED, the candidate pays at the County Voter Registration and Elections Office(s) applicable for the publication of the candidate’s statement, pursuant to Elections Code § 13307. The limitation on the number of words that a candidate may use in his or her candidate’s statement is 200 words; and

BE IT FURTHER RESOLVED, that if a tie vote makes it impossible to determine which of two or more candidates has been elected to the board of trustees, the winner or winners shall be determined by lot drawn by the Board of Trustees; and

BE IT FURTHER RESOLVED, that the District agrees to reimburse the Sacramento and Placer Counties’ Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the counties’ current Election Cost Allocation Procedures.

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2018-02 this ninth day of April, 2018, by the following called vote:

AYES	NOES	ABSENT
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Attest:

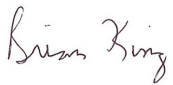
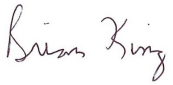
Pam Haynes, Board President

Brian King, Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Deputy Chancellor's Employment Agreement	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Brian King, Chancellor	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

In July 2017, Deputy Chancellor Sue Lorimer retired. Since that time Vice Chancellor Theresa Matista has been assigned increasing responsibilities, including oversight of Financial Aid and responsibility for Human Resources effective April 12, 2018.

STATUS:

Given significant increased responsibilities, it is recommended that Theresa Matista be reclassified to the position of Deputy Chancellor. Ms. Matista earned a Masters in Business Administration from California State University, Sacramento, and a Bachelors of Science in Finance from Santa Clara University. She has a broad variety of leadership experience having served as the Associate Vice Chancellor – Finance, Director of Fiscal Services, General Accounting Supervisor, Payroll Supervisor, and Accounting Specialist at the District Office. The material terms of the recommended contract for Ms. Matista include:

- An initial term of May 1, 2018 - June 30, 2020
- An annual salary of \$229,672 (Range C, Step 4 of the 2017-2018 Interim Management Salary Schedule) plus longevity increment
- Health and welfare benefits
- Allowance of \$550/month for auto

RECOMMENDATION:

It is recommended that the Board of Trustees approve the reclassification of Theresa Matista as Deputy Chancellor including the material terms outlined above.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Contract Award: Multi-Campus Lighting	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

The California Clean Energy Jobs Act (Prop. 39) passed by the voters in 2012, allocates revenue to California's General Fund and the Clean Energy Job Creation Fund for five fiscal years (2013-14 to 2017-18). Roughly \$550 million annually is available for appropriation by the Legislature for eligible projects to improve energy efficiency and expand clean energy generation in schools and community colleges.

Los Rios has been taking advantage of Prop. 39 funding to implement energy saving strategies to reduce energy consumption in our facilities and other projects that improve efficiency. Projects include lighting, HVAC, and plumbing systems. These projects save energy and reduce maintenance costs while improving the learning environment.

This project will replace several forms of lighting at multiple locations across the District. The scope includes but is not limited to: replacing existing fluorescent, compact fluorescent (CFL) lamps, and high intensity discharge (HID) lamps with new light emitting diode (LED) lamps, retrofitting existing fixtures with new LED retrofit products, and replacing existing fixtures with new LED luminaires at ARC, CRC, and SCC and changing the stairwell lighting at FLC.

STATUS:

The plans and specifications for Bid number 17025 to replace lighting fixtures at all four main campuses were publicly advertised for bids. A total of four (4) bids were received.

<u>Contractor</u>	<u>Total Bid</u>
Star Energy Management, Inc. (contractor relieved)	\$ 562,000.00
Big Valley Electric	\$ 905,000.00
Clear Blue Energy Corp	\$ 909,846.12
Fluoresco Services Inc.	\$ 989,551.00

RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for Bid number 17025 to Big Valley Electric for the total contract amount of \$905,000.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Contract Award: SCC Union Stadium Concrete Decking Repair	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>Theresa Matista</i> Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

The SCC Union Stadium project aims to address issues surrounding structural integrity, water infiltration, accessibility, mechanical, electrical and plumbing within the baseball stadium at SCC. The most significant portion of the work includes providing a new concrete and metal deck below the existing bleachers. This work will correct both structural concerns and water infiltration issues. The accessibility issues addressed will include parking, signage, ramps, restrooms, and shower. The project also includes new lighting, a new ticket booth window, and new gates. This project is funded through a combination of District capital outlay, program development, scheduled maintenance and special repairs, and College discretionary dollars.

STATUS:

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

Contractor Name	Base Bid	Alternate 1	Alternate 2	Alternate 3	Total Bid
Swierstok Enterprise, Inc., DBA ProBuilders	\$ 698,000.00	\$ 180,000.00	\$ 195,000.00	\$ 60,000.00	\$ 1,133,000.00
Diede Construction Inc.	\$ 1,547,000.00	\$ 818,000.00	\$ 783,000.00	\$ 57,000.00	\$ 3,205,000.00


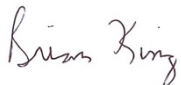
RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for Bid 17026 to Swierstok Enterprise, Inc., DBA ProBuilders for the base bid contract amount of \$698,000.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	District Sustainability Program Update	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Theresa Matista, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	X

BACKGROUND:

For many years, the District has recognized the environmental, economic and social benefits of resource efficiency and sustainability. Our efforts to reduce consumption of natural resources and minimize waste are many and varied, touching on all aspects of the college community and environment. The District Strategic Plan includes the value of “building a culture of sustainability.” This value calls for the District and its colleges to demonstrate leadership to achieve a sustainable future for the region. The integration of a sustainable philosophy into our business practices has led to many successful efforts to reduce the District's use of resources, reduce its carbon footprint and provide an environmentally friendly environment in which to learn and work.

STATUS:

Staff will provide an update regarding districtwide sustainability efforts in construction and operational programs, as well as providing highlights of the colleges’ efforts to support and promote sustainability as a goal throughout the District.

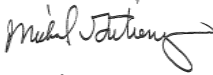

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: April 11, 2018

SUBJECT:	Sacramento City College Phi Theta Kappa's Amazing Year	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Michael Gutierrez, President Sacramento City College	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	x

BACKGROUND:

Phi Theta Kappa is the international honor society for two-year institutions. Beta Eta Psi is SCC's chapter of Phi Theta Kappa. Beta Eta Psi has grown tremendously over the past three years and has gone from being a one star chapter to being a five-star chapter based on PTK International's five star ranking system. In fact, Beta Eta Psi is one of a handful of five star chapters in the state of California that has won numerous awards in the Nevada/California regions including awards for our college and honors in action projects. We have also witnessed two SCC students elected to regional Vice President positions in the Nevada/ California regions and currently support one student running for international Vice President.

STATUS:

Future goals include, continuing to receive awards at the regional level while increasing Beta Eta Psi's prominence within the organization by actively participating and applying for international awards and maintaining a strong presence within the SCC campus community.

RECOMMENDATION:

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