

LOS RIOS COMMUNITY COLLEGE DISTRICT

BOARD MEETING AGENDA Wednesday, October 16, 2019 5:30 pm

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

1. CALL TO ORDER	Board President
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<p>2. ORAL COMMUNICATIONS <i>The public may comment on any items within the Board's jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. A yellow "Speaker's Card" must be submitted to the clerk of the board and comments are limited to three (3) minutes.</i></p>
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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: September 9 and 11, 2019 (page 3)	Brian King
B. Curriculum Proposals: ARC /FLC/SCC (page 14)	Jamey Nye
C. Los Rios Community College District Information & Communication Technology Accessibility Program; Board Policy 7136 ICT Accessibility; Board Policy 8321 Contracts and Contract Procedures (page 21)	JP Sherry
D. Resolution No. 2019-13: Liability Coverage for District Volunteers (page 60)	Mario Rodriguez
E. Disposition of Surplus Equipment (page 62)	Mario Rodriguez
F. Ratify: Grants & Contracts Awarded (page 63)	Brian King
G. Ratify: Bid Transactions (page 65)	Mario Rodriguez
H. Ratify: Affiliation and Other Agreements (page 66)	Mario Rodriguez
I. Purchase Orders, Warrants, Checks and Electronic Transfers (page 69)	Mario Rodriguez
J. Human Resources Transactions (page 71)	Jamey Nye

4. FIRST READING	
A. Board Policy Revisions: P-8254 Gifts, Devises, and Bequests and 8431 Naming of Facilities and Areas and Approval of Foundation Procedures (page 94)	JP Sherry

5. ACTION	
A. American River College Commemorative Naming for the ARC STEM Innovation Center (page 133)	Thomas Greene
B. Resolution No. 2019-14: General Obligation Bond (page 134)	Mario Rodriguez
C. Public Hearing: Resolution No. 2019-15: Power Purchase Agreement with ForeFront Power, LLC (page 165)	Mario Rodriguez
D. Contract Award: Captioning Services (page 171)	Mario Rodriguez

6. INFORMATION	
A. Undocumented Student Week of Action (page 172)	Jamey Nye

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. CLOSED SESSION <i>Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.</i>
A. Pursuant to Government Code section 54957: Public Employee Performance Evaluation: Chancellor
B. Pursuant to Government Code section 54957.6; Conference with Labor Negotiators – Agency designated representative: John Sharpe; Unrepresented Employee: Chancellor

11. ACTION
A. Chancellor’s Contract (page 173)

12. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION, IF NECESSARY
A. Report Out from August 14, 2019 Closed Session

11. ADJOURNMENT

LOS RIOS BOARD OF TRUSTEES			
John Knight President ▪ Area 3	Robert Jones Vice President ▪ Area 2	Dustin Johnson ▪ Area 1 Ruth Scribner ▪ Area 4 Pamela Haynes ▪ Area 5	Deborah Ortiz ▪ Area 6 Tami Nelson ▪ Area 7 Isabella-Marie Engel ▪ 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: November 13, 2019 ▪ Regular Board Meeting ▪ Location: Folsom Lake 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: October 16, 2019

SUBJECT:	Board Meeting Minutes: September 9 and 11, 2019	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

STATUS:

The minutes of the Board of Trustees meeting held on September 9 and 11, 2019 are attached for Board review and consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the minutes of the meeting held on September 9 and 11, 2019.

LOS RIOS COMMUNITY COLLEGE DISTRICT
Special Board Meeting Minutes
Wednesday, September 9, 2019

1. CALL TO ORDER

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

Present:

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

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

There were no oral communications.

3. POTENTIAL LOS RIOS 2020 BOND MEASURE STUDY SESSION

Vice Chancellor Mario Rodriguez, Associate Vice Chancellor Pablo Manzo, and Chris Tapio and Kelly Calkin from Townsend, Calkin, Tapio Public Affairs presented an overview of the topics listed below and answered question from members of the Board of Trustees.

- A. Measure A and Measure M
- B. Facilities Master Plans
- C. Future Bond Measure

4. ADJOURNMENT

President Knight adjourned the meeting 8:00 pm.

BRIAN KING

Chancellor and Secretary to the Board of Trustees

Draft minutes presented to the Board of Trustees: October 16, 2019

LOS RIOS COMMUNITY COLLEGE DISTRICT
Board Meeting Minutes
Wednesday, September 11, 2019

1. CALL TO ORDER

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

Present:

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

Isabella-Marie Engel, Student Trustee

Dr. Brian King, Chancellor

2. ORAL COMMUNICATIONS

Pablo Manzo thanked the Board of Trustees for their sincere support of Veterans at our colleges in honor of 9/11.

3. CONSENT CONSIDERATIONS

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

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: August 14, 2019*

That the Board of Trustees approve the minutes of the meetings held on August 14, 2019.

B. Curriculum Proposals: Folsom Lake College

That the Board of Trustees approve the curriculum proposals for Folsom Lake College listed in the board agenda packet.

C. Claim: Phillip Hadlock

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

D. Claim: Linda Dyer

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

E. 2019-20 Education Protection Account Expenditure Plan

That the Board of Trustees adopt for the 2019-20 fiscal year the plan to designate compensation costs for classroom instruction as funded by EPA. Upon approval, the District will update its website to reflect the Board's action.

F. District Annual Investment Report

That the Board of Trustees accept the District's Annual Investment Report for fiscal year 2018-19.

G. Disposition of Surplus Equipment

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

H. Ratify: Bid Transactions

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
18025	SCC Mohr Hall. Chiller coolant repair; storm check valve; reroute plumbing lines; plant start up; substitute composite metal panels; door opening. Revise completion date to 3/13/20	\$31,984.44	2	F&H Construction	\$17,969,476.63

19009R	FLC Veneer Repair. Additional brick. Revise completion date to 9/18/19.	\$27,123.00	1	TNT Industrial Contractors, Inc.	\$1,103,890.00
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BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
C20003	Davis II Mechanical Insulation	1	8/6/19	Performance Contracting Inc.	\$116,990.00
C20005	FLC Athletic Fields Drainage System	1	8/14/19	GreenOne Industries Inc.	\$181.890.00
BID AWARDS					
19027	ARC Boiler Replacement Phase 2	5	8/29/19	Stephens Construction, Inc.	\$448,784

Contractor Name	Base Bid	Total Bid
Stephens Construction, Inc.	\$448,784.00	\$448,784.00
Division 515	\$458,515.00	\$458,515.00
TNT Industrial Contractors, Inc.	\$511,869.00	\$511,869.00
American Plumbing Systems, Inc.	\$685,535.00	\$685,535.00
Bayview Engineering & Construction Co., Inc.	\$737,520.00	\$737,520.00

I. Ratify: Affiliation and Other Agreements

That the Board of Trustees Ratify and/or approve the agreements as listed.

- 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
Shriners Hospital for Children	Nursing	ARC	05/20/2019	Evergreen

- 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-2020-002

FLC	Facility Use	FLC 19-01
FLC	Facility Use	FLC 19-049
FLC	Facility Use	FLC 19-052
FLC	Facility Use	FLC 19-054
FLC	Facility Use	FLC 19-067
FLC	Facility Use	FLC 19-068
FLC	Facility Use	FLC 19-069
FLC	Facility Use	FLC 19-070
FLC	Facility Use	FLC 19-072
FLC	Facility Use	FLC 19-073
CRC	Facility Use	C20-0056
CRC	Facility Use	C20-0057
CRC	Facility Use	C20-0058
CRC	Facility Use	C20-0059
SCC	Facility Use	S20-0001
SCC	Facility Use	S20-0018
SCC	Facility Use	S20-0023
SCC	Facility Use	S20-0024
SCC	Facility Use	S20-0025
SCC	Facility Use	S20-0027
SCC	Facility Use	S20-0032
Harris Center	Facility Use	14237
Harris Center	Facility Use	14240
Harris Center	Facility Use	14244
Harris Center	Facility Use	14246
Harris Center	Facility Use	14309
Harris Center	Facility Use	14328
Harris Center	Facility Use	14330
Harris Center	Facility Use	14342
ARC	Facility Use	1075
ARC	Facility Use	1076
ARC	Facility Use	1077
ARC	Facility Use	1078
ARC	Facility Use	1079
ARC	Facility Use	1080
ARC	Facility Use	1081
ARC	Facility Use	1082

J. Purchase Orders, Warrants, Checks and Electronic Transfers

That the Board of Trustees approve the numbered purchase orders, warrants, checks and electronic transfers that are reflected on the schedule below.

PURCHASE ORDERS		
General Fund	0001106942-0001107639 B200483-B200668	\$ 6,648,164.08
Capital Outlay Fund	0003018317-0003018353	
Child Development Fund	0006000893-0006000898	
Self-Insurance Fund	-	
WARRANTS		
General Fund	782662-783616	\$ 21,737,244.03
General Fund-ARC Instructional Related	01009-10059	
General Fund-CRC Instructional Related	023456-023468	
General Fund-FLC Instructional Related	031587-031590	
General Fund-SCC Instructional Related	047874-047909	

Capital Outlay Fund	834034-834129	
Student Financial Aid Fund	-	
Child Development Fund	954741-954750	
Self-Insurance Fund	976553-976563	
ODSFD	-	
Payroll Warrants	442295-443356	\$ 4,909,537.88
Payroll Vendor Warrants	65888-66004	
July Leave Process	443357-444654	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 1,225,656.50
Clearing Checks	2815-2815	\$ 585.75
Parking Checks	3144-3144	\$ 33.00
Bookstore Fund – ARC	33841-33896	\$ 850,314.93
Bookstore Fund – CRC	28638-28667	
Bookstore Fund – FLC	10673-10695	
Bookstore Fund – SCC	51186-51260	
Student Clubs Agency Fund – ARC	5895-5908	\$ 78,104.43
Student Clubs Agency Fund – CRC	5176-5211	
Student Clubs Agency Fund – FLC	2720-2734	
Student Clubs Agency Fund – SCC	4272-4279	
Foundation – ARC	6295-6474	\$ 205,157.25
Foundation – CRC	2728-2751	
Foundation – FLC	1823-1851	
Foundation – SCC	5196-5249	
Foundation – DO	1113-1125	
Associated Students Trust Fund – ARC	-	\$ 565.52
Associated Students Trust Fund – CRC	0903-0904	
Associated Students Trust Fund – FLC	0744-0745	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 6865-6932 Manual checks: 9226-9239	\$ 507,836.31
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$
PARS	-	\$ 71,350.07
Vendors	-	\$
International Wire- Ethan Way Center	-	\$ 1,168.20
Backup Withholding	-	\$ -
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 70,379.38
Bookstore	-	\$ 49,789.92
Payroll Direct Deposit Advices	990821-999878	\$ 8,360,292.49
Other Payroll Transactions	-	\$ 3,795.00

K. Human Resources Transactions

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

4. FIRST READING

- A. Los Rios Community College District Information & Communication Technology Accessibility Program; Board Policy 7136 ICT Accessibility; Policy 8321 Contracts and Contract Procedures

The Accessibility Program and Policies 7136 and 8321 were presented for first reading.

5. ACTION

- A. Public Hearing: Adoption of 2019-20 Proposed Budgets

Public Hearing: President Knight declared a public hearing to receive comments on the 2019-20 proposed budgets.

A motion was made by Trustee Haynes, seconded by Trustee Nelson, that the Board of Trustees adopt the 2019-20 proposed budgets for the General Fund (Z budget), Instructionally-Related, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Service, Fiduciary, Trust and Auxiliary Funds of the District for filing with the appropriate County/State agencies.

Roll Call Vote:

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

No: None

Absent: None

Student Trustee: Aye

Motion carried; 7:0

6. INFORMATION

- A. Citizens' Bond Oversight Committee Annual Report 2018-19

Associate Vice Chancellor Pablo Manzo presented the Citizens' Bond Oversight Committee Annual Report to the Board of Trustees.

7. BOARD MEMBER REPORTS

Trustee Nelson attended the Los Rios Promise kickoff at the Rancho Cordova Center, the New Faculty Reception, the Academic Senate Board Retreat, and the LRCFT Labor Day picnic.

Trustee Ortiz expressed her appreciation the work that the Chancellor and staff put into the study session on the proposed 2020 bond measure earlier this week.

Trustee Haynes apologized for missing the New Faculty Reception and LRCFT Labor Day picnic due to a family obligation, but she attended the Rancho Cordova Promise kickoff and Gov.

Newsom's visit to Cosumnes River College about the California Community College Promise Program. Trustee Haynes thanked the staff for the bond study session.

Trustee Scribner attended the Cosumnes River College Convocation and acknowledged the wonderful energy in the room. She echoed the accolades to the facilities team for the thorough study session, as well as all the work that goes into the District's bond program.

Trustee Engel reported that the first student advisory committee meeting of the semester today was a success.

8. FUTURE AGENDA ITEMS

No future agenda items were discussed.

9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:
Aesha Abduljabbar, American River College Associated Student Body
Courtnee Mack, Sacramento City College Classified Senate
Gary Aguilar, President, Districtwide Academic Senate
Dean Murakami, President, LRCFT

Chancellor's Report:

ARC: The Association of Fundraising Professionals California Capital Chapter selected ARC's Kirsten DuBray as the Outstanding Fundraising Professional of the Year. Kirsten will be honored at this year's National Philanthropy Day Luncheon at the Hyatt Regency. This award recognizes both Kirsten's 18 years as a fundraiser for ARC and her 10 years of volunteer service with the Front Street Animal Shelter. This award recognizes fundraising professionals who exemplify the ethics, commitment and dedication necessary to improve our society.

CRC: CA Governor Gavin Newsom stopped by CRC earlier this month as his first stop traveling the state to highlight the Promise initiative. Newsom first visited an Introduction to Political Science class and the students were able to ask the governor about anything they wanted. The questions varied on everything from immigration reform to the Paradise fire, and the Promise program. He then walked with CRC President Ed Bush and Trustee Pamela Haynes to the financial aid office in the Library building where he talked with several students and did media interviews. Governor Newsom visited a college in southern CA later that week.

FLC: Folsom Lake College welcomed members of the greater college community for the "Let's Talk Free Speech" event, sponsored by the FLC Equity Center, on September 5 at the Main Folsom campus. The knowledgeable and collaborative panel of speakers included student, college, and district leaders, as well as Abre' Conner, Staff Attorney for the American Civil Liberties Union, and Joe Martinez, the Student Expression and Campus Activities Coordinator for UC Davis. Speakers and attendees discussed the protections surrounding the first amendment, the use of outside

spaces on public college campuses as free speech areas, as well as ways that students and employees can unite to support each other when incidents of controversial or hateful speech on campus occur.

SCC: This week, Assemblymember Kevin McCarty presented Sacramento City College with a check for \$2.4 million to create a Basic Needs and Veterans Resource Center. The project will serve students with housing assistance, food distribution, CalWORKS, CalFresh and other programs, as well as include an upgraded Veterans Resource Center. The VRC will support veteran students and their families with counseling, VA benefits, schoolwork and admissions assistance, and more.

Chancellor King announced the following retirements:

Retirement			Years of Service
William Davis	MESA/CCCP Coordinator	ARC	15+
Joslyn Gaines	Outreach Specialist	ARC	18
Ramona Cobian	Student Support Specialist	SCC	40
Douglas Gardner	Art Professor, 28.3%	ARC	58+

10. CLOSED SESSION

General Counsel Sherry announced Item 10.A of closed session as listed below, which was heard in open session per the request of the public employee. A translator addressed the Board of Trustees on behalf of Thanh Nguyen.

- A. Pursuant to Government Code section 54957: Public Employee Discipline/Dismissal/Release (1 employee)

General Counsel Sherry announced Item 10.B of closed session as listed below. The following board members went into closed session at 7:30 pm: Ms. Haynes, Mr. Johnson, Mr. Jones, Mr. Knight, Ms. Ortiz, Ms. Nelson and Ms. Scribner.

- B. Pursuant to government code section 54957: Complaint against Public Employee

Closed Session Adjourned: 8:03 pm
Open Session: 8:04 pm

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

On the item identified at 10.B on the board agenda, the Board of Trustees denied the appeal of the student by a vote of 7 to 0.

10. ADJOURNMENT

A motion was made by Trustee Haynes, seconded by Trustee Johnson, that the meeting be adjourned with a moment of silence in honor and memoriam of the victims, those who ran toward danger and those families, who after 18 years are living will all the challenges that have come with the events of September 11, 2001.

President Knight adjourned the meeting 8:05 pm.

BRIAN KING


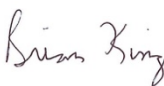
Chancellor and Secretary to the Board of Trustees

Draft minutes presented to the Board of Trustees: October 16, 2019

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

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

STATUS:

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs; general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The attached curriculum was approved at the September 27, 2019 meeting.

The District Curriculum Coordinating Committee membership includes the following representatives: American River College – Valerie Rose (chair), Joe Gilman, Al Ahmadi; Cosumnes River College – Brian Noel, Amanda Wolcott-Paskey, Juana Esty; Folsom Lake College – Rose Giordano, Eric Wada, Danny Siegfried; Sacramento City College – Dyan Pease (Chair), Renee Medina, Richard Yang, Shannon Gilley; District Senate – Alisa Shubb; Articulation Officer – Lynn Fowler; District Office – Tammy Montgomery; and Student Representative: TBA.

RECOMMENDATION:

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

Los Rios Community College District

Recommendation for Adoption by the Board of Trustees

September 27, 2019

COURSE PROPOSALS

Course Deletions

Folsom Lake College

1. **GEOG 332.1 Introduction to Desktop GIS (1.50 units)**

Justification: This course is no longer in demand at FLC.

2. **GEOG 332.2 Intermediate Desktop GIS (1.50 units)**

Justification: This course is no longer in demand at FLC.

3. **GEOG 350 Data Acquisition in GIS (3.00 units)**

Justification: This course is no longer in demand at FLC.

New to District Courses

American River College

1. **DCDT 191 Speed and Skill Development (3.00 units)**

Prerequisite: None.

36.00 hours lecture, 54.00 hours laboratory

This course covers diesel component diagnosis and repair, including electrical, hydraulics, engine, fabrication, and other areas in preparation for competing in the state fair. This course may be taken up to four times for credit.

Justification: This course is offered to meet the demand for skilled entry-level technicians in the diesel industry. Entry level position opportunities include diesel technician, fabrication, hydraulic technician, and equipment research and development technician. This course helps students prepare for the state fair competition, which provides valuable opportunities and experiences for our students.

2. ENGLT 486 Honors African American Literature (3.00 units)

Prerequisite: None.

Enrollment Limitation: Eligibility for the Honors Program.

54.00 hours lecture

This course is an advanced seminar on African American literature from the slave narratives to the present. This comprehensive literary study includes analysis of significant historical and cultural influences and relevant critical approaches and contexts in a variety of literary genres. In comparison to ENGLT 330, this honors course uses an intensive instructional methodology designed to challenge motivated students and cultivate advanced critical thinking skills. Instruction emphasizes critical thinking in a seminar style, where the focus is on analysis and evaluation of literature and literary theories. Honors students will also develop proficiency in library and internet-based research, make oral and written presentations, and participate in student-led group discussions. An MLA style research paper is also required. This course is not open to students who have completed ENGLT 330.

Justification: The purpose of this proposal is to expand the Honors General Education options in the humanities and to include a course in African-American literature. There is significant discipline-based need and student-based desire for an African American Literature course at American River College. Students will be provided the opportunity to appreciate the rich African American literary tradition and developed knowledge of African American contributions to literature. This course is a related offering to the Umoja Program's ENGWR 480 and ENGWR 482 courses as well as the proposed Social Justice Degree.

3. SPEECH 362 Mediated Communication Experience (3.00 units)

Prerequisite: None.

54.00 hours lecture

This course focuses on the skills and concepts necessary to communicate effectively in the online environment. Topics include online group work and presentations, public speaking, interviewing, conference calls, and computer mediated interpersonal communication. Students will be expected to use their own video recording devices.

Justification: The CSU system no longer prohibits 100% online courses from satisfying GE Area A1 requirements. While public speaking is still fundamentally conceptualized and treated as a live, face to face experience, emerging technologies are allowing communicators to interact via computer mediated channels in ways that intersect with traditional rhetorical theories and computer mediated communication (CMC) theories. This course is designed to meet CSU Area A1 by providing students the opportunity to participate in and engage with fully online oral communication experiences.

4. **AT 178 BAR Repair Technician Updates UT055 (1.0 Unit)**

Prerequisite: None.

18 hours lecture, 36 hours out-of-class work, for a total of 54 student learning hours.

This course improves automotive repair technicians' abilities to diagnose and repair emissions failures on complex computer-controlled vehicles that use variable valve lift and valve timing technologies.

Justification: State licensed Smog Check technicians are required to complete at least 16 hours of advanced technical update training every two years to maintain their license. This course fulfills that need.

Folsom Lake College

1. **BUS 303 Introduction to Business Data and Data Analytics (3.00 units)**

Prerequisite: None.

Advisory: MATH 120

54.00 hours lecture

This course provides an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements used to make business and management decisions. This course covers the fundamental database design, structures, and management systems. The course includes instruction in simple query language to build equity-relationship diagrams a study of data modeling and relational operations to provide management information solutions.

Justification: This course supports the newly created Business Analysis/Data Analytics certificate and degree program. The course will emphasize the use of data analytics to solve business problems and improve business operations.

2. **BUSTEC 309 Computer Familiarization (1.00 unit)**

Prerequisite: None.

18.00 hours lecture, 18.00 hours laboratory

This is an introductory course to provide general knowledge on topics such as how computers work, computer terminology, and the impact of computers on society and the work environment. Beginning level hands-on instruction using an operating system, word processing software, spreadsheet software, and the Internet will be emphasized. Students will be reading and interpreting written and oral instructions of a technical nature. Students with limited computer knowledge should take this course in-class, not on-line. Students should have access to a computer with internet and an active Los Rios e-mail account. They should have computer media

to store data files such as a USB drive. This course is not open to students who have previously taken CISC 300.

Justification: This course is designed primarily for those who have limited computer knowledge or experience. It is a base course for all students who want to become more familiar with computer terminology, hardware, and software. It is listed as an advisory course in a number of different degree or certificate programs here at FLC. This course is being added to the BUSTEC catalog to replace CISC 300 which is being deleted.

3. TAFILM 365 Acting for the Camera (3.00 units)

Prerequisite: None.

36.00 hours lecture, 54.00 hours laboratory

This is an introductory course in the theories and techniques of acting for the camera. This course compares the differences between acting on the stage and acting for the camera. Scenes and commercials will be rehearsed, performed, and critiqued. This course is not open to students who have completed TA 356.

Justification: Moving this course from TA to new TAFILM designator to align with other Los Rios colleges.

Sacramento City College

1. ATCAD 309 Airline Operations and Performance (3.00 units)

Prerequisite: FLTEC 302, 304, 306, 310, 314, 320, and 330 with grades of "C" or better; Students who do not wish to pursue a degree or certificate from Sacramento City College and who meet the experience and recency requirements of 14 CFR 65.57(a) may enroll after completing FLTEC 314.

Advisory: Students be prepared to take the FAA ADX aeronautical knowledge exam at or before the completion of the course. The exam is administered by FAA-contracted testing facilities. Current charges are \$150-\$165. Students under the age of 21 will take instructor-developed exams. Students must be 21 years of age or more to take the exam.

54.00 hours lecture

This course introduces advanced subject matter in relation to airline operations regulations, weight and balance, winter operations, and calculating aircraft performance and limitations for a variety of large turboprop and turbojet aircraft. The course will prepare the student to take the Federal Aviation Administration's (FAA) Aeronautical Knowledge exam for Aircraft Dispatcher (ADX). Students should complete the ADX by the end of the course. The exam is offered at FAA contract testing sites not affiliated with Sacramento City College. Current costs for the exam range from \$150-\$165. These costs are not included in the enrollment fees for this course. FAA regulations (14 CFR 65.53(a)) requires that a person be at least 21 years of age to take the

required ADX aeronautical knowledge exam. Students under the age of 21 will be required to take instructor-developed exams.

Justification: This course is part of a change to the Aircraft Dispatcher program based on a recommendation from the industry council. The timing of Federal Aviation Administration (FAA) testing revision cycles and available materials had required students who were preparing for the exam to procure two sets of materials. By offering this course, specific airline and large aircraft topics required to maintain FAA authorization for Sacramento City College's 14 CFR Part 65 Aircraft Dispatcher training program can be presented in greater detail.

2. MAKR 155 Wood Maker (1.00 unit)

Prerequisite: None.

54.00 hours laboratory

Learn to safely make usable prototypes from different types of wood materials with traditional woodworking tools and methods. Supplies are provided for all training projects for this course but not for larger scale commercial projects. Students have access to all equipment after completing the required safety training and any relevant workshops. Students who have taken this course as MAKR 299 are not eligible to enroll in this course.

Justification: This course will provide hands-on skills in the topic area needed to accompany the survey courses designed for entry level makers. Sacramento City College is developing a physical makerspace and digital fabrication facility. Curriculum is being developed across disciplines to utilize this space. This course is one of several introductory, no-prerequisite courses to serve as gateways into these fields.

3. MAKR 156 Print Maker (1.00 unit)

Prerequisite: None.

54.00 hours laboratory

Apply graphic design principles and commercial production standards for digital printing using large format and specialty printing devices using industry equipment. Projects include the creation of banners, stickers, T-shirts, posters, decals, static cling, laser cutting and engraving, and vehicle wraps and associated technologies. Supplies are provided for required projects for this course.

Justification: This course will provide the hands-on skills on equipment used in the digital printing industries. Sacramento City College is developing a physical makerspace and digital fabrication facility. Curriculum is being developed across disciplines to utilize this space. This course is one of several introductory, no-prerequisite courses to serve as gateways into these fields.

4. NUTRI 335 Principles of Food Science (3.00 units)

Prerequisite: None.

54.00 hours lecture

This course is designed to introduce students to the basic fundamentals of food science and underlying technology associated with providing a safe, nutritious, and abundant supply of fresh and processed foods to humans. Students are introduced to the nature and scope of the world food problem as well as the solutions that have been proposed. This is followed by an introduction to looking at foods and food systems in scientific terms and how understanding basic scientific principles explains how and why we process, prepare, and store foods for human consumption. Students will be introduced to how the food industry and regulatory agencies deal with potential health hazards associated with toxic chemicals and disease-causing organisms that can be present in foods, and how food preservation and processing can extend food availability from times of plenty to times of scarcity and from regions of surplus to regions of deficiency.

Justification: In collaboration with UC Davis's food science program, we hope to create an introductory food science course that will provide students with exposure to the topic of food science as well as the unique transfer opportunities in food science, viticulture, and brewing at UC Davis.

PROGRAM PROPOSALS

New Programs

Folsom Lake College

1. Business Analyst/Data Analytics



The Business Analyst/Data Analytics program focuses on the skills and technical training necessary to conduct business operations analysis in order to control technical and operational budgets and to develop business strategies. The curriculum explores the use of data in decision-making, project management techniques, and the uses of databases to make business decisions.

Justification: The study of data analysis analysis and data analytics has become increasingly more important to business and management including public management. Universities are developing new business programs that include business data and data analytics. The occupation of analyst has a bright outlook and the public agencies have numerous position description that are analyst jobs. <https://thebestschools.org/rankings/best-online-bachelors-business-intelligence/>

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Information & Communication Technology Accessibility Program; Policy 7136: ICT Accessibility; Policy 8321: Contracts and Contract Procedures	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	JP Sherry, General Counsel 	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor 	ACTION	
		INFORMATION	

BACKGROUND:

The Los Rios Accessibility Task Force (ATF) met from April 2017 to March 2019 to create a comprehensive District-wide program that ensures access for students, faculty and staff with disabilities to Information Communication Technology (ICT). Members of the ATF included faculty, managers and staff from across the District and Colleges, and representatives from Student Services, Instruction, IT, DSPS, Distance Education and Universal Design, the webmasters, the Communications team, General Services and Finance.

STATUS:

In its final meeting, the ATF recommended that the District adopt the Information and Communication Technology Accessibility Program (Accessibility Program), a remediation plan, and the Accessibility Statement. It also recommended that the District request that the Academic Senate encourage faculty to include an accessibility statement in their syllabus. The ATF recommended the expansion of the use of a computer program (called "Ally") to assist faculty in creating accessible ICT in their courses. Finally, the ATF recommended that each of these components be shared broadly. The Accessibility Program and implementing policies are presented to the Board for approval. The Administrative Regulations are attached for informational purposes. Pursuant to the Trustees's request, also attached is the ATF committee list.

The Accessibility Program is divided into three parts. The first part (page 5) is the accessibility statement, which states that the District is committed to creating an accessible community and providing information about how to get assistance when items are not accessible. This statement has already been placed on the District websites and will be added to the College websites and incorporated into Canvas.

The second part of the Accessibility Program contains accessibility guidelines (pages 6-13). These include both organizational and technical recommendations. The organizational recommendations specify that it is the responsibility of persons who produce or select content (adopters) to select accessible ICT. It also requires that the District and Colleges communicate

the accessibility policies and provide training and support to persons who create ICT content. The technical recommendations provide content guidelines on how to create accessible ICT. Last, the Accessibility Program sets forth recommendations regarding procurement of ICT to ensure it is accessible.

The third part of the Accessibility Program is the proposed Board Policies and Administrative Regulations (pages 14-22). Simultaneous with this Board item, these Policies are submitted to the Board of Trustees for first reading. While there are two separate Policies, 7136 and 8321; the bones of each are essentially the same.

The first section of each Policy sets forth the intent of the District to provide accessible ICT for official District/College academic and business functions. The second section of each Policy sets forth the scope of the Policy to include all ICT used to conduct official District/College academic and business functions. The third and fourth sections of each Policy provide the relevant definitions regarding ICT and identify the standards the District/Colleges will meet to make its ICT accessible. In the fifth section of each Policy, requests for accommodations related to students shall be handled by DSPS and requests by employees shall be resolved by Human Resources.

Finally, in the sixth section of each Policy, the ATF recommended that all new ICT be accessible within 24 months of the enactment of the Policy. Upon further review of the scope of this project and the breadth of information technology across the District, staff is recommending 36 months as a more achievable timeframe. Each Policy places the obligation to select accessible ICT on the adopters of ICT. Each Policy provides for accommodations to be made for legacy ICT (i.e. old ICT that is currently not accessible but is requested to be accessible by a student with a disability). Finally, each Policy finds that the District/Colleges will not make ICT accessible when the task of making something accessible fundamentally alters the nature of the educational program or constitutes an undue burden on the District or College.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Accessibility Program and Policies 7136 and 8321.

LOS RIOS

Community College District

**Los Rios Community College District
Information & Communication Technology
Accessibility Program**

March 11, 2019

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Introduction

This document summarizes the Los Rios Community College District (LRCCD) *Information and Communication Technology (ICT) Accessibility Program*. The ICT Accessibility Program consists of the following components:

- **Accessibility Statement** – a public statement affirming the institution’s commitment to ICT accessibility and soliciting input and feedback.
- **Accessibility Guidelines** – a summary of practical guidelines for building and maintaining an accessible institution at the District/Colleges.
- **Accessibility Policies and Regulations** – formal statements of the institution’s guiding principles related to ICT accessibility and explanations of the work processes and shared responsibilities of the LRCCD community to implement and maintain an accessible environment.

Each of these components is covered in their respective sections of this document:

[ICT Accessibility Statement](#)

[Accessibilty Guidelines](#)

[District Policies and Regulations](#)

ICT Accessibility Statement

The ICT Accessibility Statement is a central and defining component of the **LRCCD Accessibility Program**. As such, it should be easily and visibly available from web pages, LMS courses, and document repositories. Faculty are encouraged to include accessibility information in their course syllabi.

ICT Accessibility Statement

The Los Rios Community College District (the “District”) and its four Colleges are committed to creating an accessible community, that is, one that provides websites, course materials, documents, and applications that are accessible to all current and future students, faculty, staff, and other constituents.

The District’s Information and Communications Technologies (ICT) adhere to accessibility standards such as the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 AA, Sections 504 and 508 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

For students with disabilities, the District/Colleges are committed to providing reasonable academic and administrative accommodations that support their educational programs through our Disability Services and Programs for Students (DSPS) offices. These reasonable academic and administrative accommodations shall not fundamentally alter the educational programs.

For employees with disabilities, the District/Colleges are committed to providing reasonable accommodations to ensure all employees can perform the essential functions of their job.

Table 1: Contact Information for DSPS Offices

College	DSPS Website	DSPS Location	Phone
ARC	ARC DSPS Website	North Entrance of Student Services	(916) 484-8382
Natomas Center	ARC DSPS Website	ARC Main Campus, North Entrance of Student Services	(916) 484-8382
CRC	CRC DSPS Website	BS-104	(916) 691-7275
Elk Grove Center	CRC DSPS Website	CRC Main Campus, BS-104	(916) 691-7275
FLC	FLC DSPS Website	Aspen Hall, FL1-36	(916) 608-6611
El Dorado Center	FLC DSPS Website	B-121	(530) 642-5630
Rancho Cordova Center	FLC DSPS Website	Building 1, First Floor	(916) 361-6312
SCC	SCC DSPS Website	Student Services	(916) 558-2087
Davis Center	SCC DSPS Website	SCC Main Campus, Student Services	(916) 558-2087
W. Sacramento Center	SCC DSPS Website	SCC Main Campus, Student Services	(916) 558-2087
Employees	GC’s Website	District Office, Human Resources	(916) 558-3063

While we strive to adhere to accepted guidelines and standards for usability and accessibility, it may not always be possible to do so. Should you experience difficulty accessing any District ICT, or wish to provide feedback or suggestions, please fill out the form below or call your DSPS Office listed above.

<<< Insert Form Here >>>

Accessibility Guidelines

Information and Communication Technology (ICT) accessibility relates to all electronic information and technology used to conduct academic and business functions. ICT includes information technology, electronic content, web pages, web-based applications, courses in the learning management system and supplemental systems, documents, forms, and application system screens from the College's Enterprise Resource Planning (ERP) systems (the student information system, financial system, human resources system, etc.) and their auxiliary systems.

Student access to inclusive educational opportunities is one of the District's highest priorities and requires a community of stakeholders to design, monitor, and uphold accessible practices. Offices across the District should work collaboratively to provide an environment free from discrimination and to protect the rights and dignity of students, faculty, and staff.

The District/Colleges adhere to the following standards and guidelines related to accessibility of ICT:

- Sections 504 and 508 of the Rehabilitation Act of 1973;
- Title II of the Americans with Disabilities Act;
- Accessibility standards described in the Web Content Accessibility Guidelines (WCAG), version 2.0, levels A and AA, or the most current version approved by the Vice Chancellor of Education and Technology.
- Title 5 § for distance education courses offered by the colleges.

This section delineates a set of minimum and practical guidelines for building and maintaining an accessible institution at the Los Rios Community College District. Guidelines are divided into three sets:

- **Organizational and process guidelines** address general components necessary to build an accessible environment.
- **Content guidelines** address the basic details of building accessible content.
- **Procurement guidelines** address the acquisition of accessible products and services.

Organizational and Process Guidelines

This section lists guidelines addressing general components necessary to build an accessible environment.

1. Responsibilities

If electronic content is published on behalf of the District or is used to conduct District and College business, it is considered part of ICT. Consequently, all members of the Los Rios community who produce content for consumption by others will impact the District's overall accessibility and share responsibility for building and maintaining an accessible institution.

- Staff, administrators, and faculty are responsible for creating shared ICT that are accessible to their expected audiences.
- Staff, administrators, and faculty adopters of ICT shall select and use ICT that is accessible to their expected audiences, unless to do so places an undue burden on the

District/College or to do so will fundamentally alter the nature of the educational program or service.

- Faculty writing a distance education addendum to a Course Outline of Record shall specify how the portion of instruction delivered via distance education will be accessible to all students.
- The District/College shall purchase new ICT that is accessible to its expected audiences and make all new or redeveloped ICT accessible to its expected audiences unless to do so places an undue burden on the District/College or to do so will fundamentally alter the nature of the educational program or service.

2. Communication

The District and Colleges are responsible for communicating their accessibility policies, regulations, and processes and for soliciting feedback and input from its user community.

- Every web page should contain a link to provide access to the District's Accessibility Statement and to allow users to report and/or provide feedback on accessibility issues.
- Every course site should contain a link to provide access to the District's Accessibility Statement and to allow users to report and/or provide feedback on accessibility issues.
- Faculty are encouraged to include accessibility information in their course syllabi.
- The distance education addendum to a Course Outline of Record shall specify how the portion of instruction delivered via distance education will be accessible to all students.

3. Training

When electronic content is shared across the District or is used to conduct business, it needs to be accessible to all members of the District community. Consequently, all members of the community who produce content for consumption by others will impact the District's overall accessibility and need to be trained in creating accessible content.

The District and Colleges have the responsibility to provide timely and appropriate training to its constituents. Human Resources should include accessibility training in all new employee onboarding processes. Special care should be taken to ensure that adjuncts receive information and direction about accessibility. District and college administrators, staff, and faculty have the responsibility to take advantage of that training.

4. Support

Support should be readily available to all individuals who create content destined to be shared with others, specifically to faculty, staff, and webmasters. Support should include:

- Clear accessibility guidelines,
- Web-accessible documentation,
- Just-in-time training modules, and
- Access to trained support staff.

5. Alternative Forms of Content

All digital content hosted on the District/Colleges web pages and Canvas courses should provide an alternative form to assist people with a visual, auditory, or learning disability. All video and audio material should provide an accompanying transcript and captions.

Wherever possible, textual material should provide audio/video versions of the content.

For Canvas courses, faculty can utilize the *Blackboard Ally* plug-in to automatically generate alternate forms of content. For example, Ally can create HTML, tagged PDF, ePub, electronic Braille, and audio versions of a given document.

Faculty can submit their audio/video content to services providing auto-generated captioning, such as *3C Media*. Faculty should verify their accuracy and edit the captions.

A good practice for those who create their own video content is to create a script prior to making the recording. Creating a script before recording the video allows for a more organized recording session and makes it easy to provide users with a transcript.

6. Accessibility Checkers

In recognition of the increasing importance of creating accessible documents, the current versions of most applications, such as Microsoft Word, PowerPoint, and Adobe Acrobat Pro, have built-in automated accessibility checkers. For Canvas courses, faculty can utilize the built-in Canvas accessibility checker as well as the *Blackboard Ally* checker. All individuals who create shared electronic content should incorporate this step into their content production processes.

7. Automated Website Checks

Because web page content is so dynamic, webmasters should run automated tests of important websites regularly. This quickly and easily alerts them to any major accessibility issues present on the website. Automated tools such as *SortSite* by *PowerMapper*, *Blackboard Ally*, TPG's *Accessibility Resource Center (ARC)*, or *SiteImprove* can comprehensively check broken links, compatibility, search engine optimization, privacy, usability and web standards. Automated website checks should be run against all websites at least every three months.

8. Keyboard- Only Analysis

Keyboard accessibility is an extremely important aspect of web accessibility, as many people who have motor disabilities cannot use a mouse and must rely solely on use of their keyboard. Simple keyboard checks can be performed by using the **Tab**, **Enter**, and **Spacebar** keys. **Tab** can be used to navigate forward to all links on a web page. **Shift + Tab** can be used to navigate backwards through links on a web page. **Enter**, **Spacebar**, and at times the **Arrow Keys** can also be used to visit links or navigate between links on a web page.

Keyboard-only testing should be routinely conducted against samples of web pages and course content to check for general navigability as well as the following:

- Navigation order should be logical and intuitive for the user who is exploring the web page.
- A visual focus, typically a small rectangular box (border), should appear around the selected linked content on the web page.
- Drop-down lists on a web page should open automatically upon navigation or be opened using the **Enter** key.

Content Guidelines

This section delineates content guidelines that address the basic details of building accessible content in the District/Colleges websites, documents, and course materials.

1. Provide Titles for All Pages and Documents

Screen readers can read the title property associated with any given document, providing a brief description of the document's content. The document title may be the only means that a person can determine the content of a document from a directory structure. Some content management systems, such as SharePoint, display this title property in their directories and can search for words within the title. Always provide a document title in the *properties* section of the document creation tool.

2. Provide Structure Using Headings

Headings are used to give documents and web pages structure and provide a visual indication of areas that are important on the page. They are typically formatted to stand out, so readers can visually understand the structure of the document or web page and navigate through all sections. For example, headings may use a larger, bold font and may be formatted with a larger-than-normal vertical space between paragraphs.

For purposes of accessibility, headings enable a reader to navigate the web page or document using a keyboard only, jumping from heading to heading, if desired. Headings also allow screen readers to function properly for an individual with vision limitations. In order to be usable, the text of headings must be defined with the *Heading* property, not just formatted to look like a heading.

3. Describe All Non- Textual Material

If non-textual objects are used to convey meaning in a document, those objects will not be understandable to a person who is blind unless the author provides a complete description that can be read by a screen reader application. As a rule, all pictures, images, shapes, charts, SmartArt, etc. must be described in the surrounding text or via *Alt text* (alternative text) that can be read by screen readers.

4. Use Accessible Fonts and Font Sizes

There are hundreds of different fonts to choose, but some can be very difficult to read for people with vision problems and should consequently be avoided. Some examples to avoid (from Microsoft Office) include:

- **Bauhaus 93 12 point.**
- Bodini MT Poster Compressed 12 point.
- *Brush Script MT 12 point.*
- **SHOWCARD GOTHIC 12 POINT.**
- **Snap ITC 21 point**

Part of the process of selecting an appropriate font should consider whether the font contains serifs or not. Serifs are the small extra embellishments that appear at the ends of some letter components. Fonts without such embellishments are referred to as *sans serif* fonts.

Figure 1: Sans Serif versus Serif Fonts



Early research in typography indicated that **serif** fonts, when printed on a high-quality offset press, were easier to read and enabled better retention and comprehension of the content than **sans serif** fonts. Theoretically, this is due to the extra information in the font face that makes it easier for the eye to quickly recognize letters and avoid the ambiguity between certain sans serif letters such as lower case “L” versus upper case “I” (for example, in the sans serif Candara font, “l” versus “I”). As low-resolution computer screens and printers came into play, the simpler sans serif fonts seemed to be superior. With today’s high-resolution screens, the equation has changed again.

This author selected the Calisto MT serif font for body text and often selects sans serif fonts for headings. It is best to select a simple, easy-to-read **serif font**, at least 12 points in size for the main text in a document.

5. Ensure Sufficient Contrast Between Text and Background

For text to be accessible to people with low vision, there must be sufficient contrast between the text and the background. The WCAG 2.0 level AA standard requires a contrast ratio of at least 4.5:1 for normal text and 3:1 for large text. Large text is defined as 14-point bold or larger, or 18-point regular or larger.

As an example, the following table indicates the color contrast ratio for black text on grey backgrounds.

Table 2: Contrast Ratios for Different Combinations of Black Text on Grey Background

Contrast Level	Ratio	Description
Great Contrast	21.00 to 1	Black on white provides excellent contrast
Good Contrast	10.24 to 1	Black on light grey provides reasonable contrast
Borderline Contrast	5.10 to 1	Black on medium grey provides marginal contrast
Failed Contrast	3.00 to 1	Black on dark grey provides poor contrast

To check the contrast ratio of a given pair of colors, determine the Hex value of the foreground and background colors and input their values into a contrast calculator such as WebAIM’s Color Contrast Checker available at <https://webaim.org/resources/contrastchecker/>.

If color is used as the only means to convey information, that information may not be available to a person with color blindness. It is important, therefore, to provide an alternate means of understanding the content.

It is also important to avoid the use of *vibrating* colors. These are highly saturated bold colors that seem to vibrate when placed in close proximity to one another. Some colors may cause an *after image* and be bothersome to some readers.

6. Set and Confirm Reading Order

When you insert an image or other non-text object into your document, you have options to control its placement. These options include placing the object *in line with text*, so it appears like a single large character. A second option is to *anchor* the image to a location on the page and wrap text around it. Anchored images may create complications in reading order for screen readers. Whenever possible, place images *in line with text* and format the paragraph containing the image with a centered paragraph style. Otherwise, you must explicitly set the *reading order* within your application. Check that the document's *reading order* is logical and consistent with the document's intent and structure.

7. Caption All Images, Figures, Charts, and Tables

Captions on images, figures, charts, and tables provide useful information to users of screen readers about the content of the captioned object.

In most applications, to insert a caption, right-click the object, select the *Insert Caption...* option from the list, and complete the caption dialog box. To invoke this option for a table in Microsoft Word, visit the *Table Properties* dialog box.

8. Format Lists Using List Attributes

Lists often provide the reader with a welcome relief to a solid block of text and can be effective in conveying related information. Lists can be either ordered or unordered. When creating lists, it is important to use the built-in features of your application rather than creating the list by manually inserting bullet-like characters or numbers before each line.

For example, in Microsoft Word, use the *Bullet* function on the *Home* tab of the ribbon to apply bullets to text. In HTML, use the unordered list () and ordered list () tags to designate lists and the list item () tags to designate each item in the lists. Screen readers can interpret this formatting as a list and read the content appropriately.

9. Format Tables Using Table Attributes

To enable a screen reader to correctly interpret and read data in tables, always include a header row defining the data in each column. In web pages, this requires the use of the table header (TH) and table data (TD) HTML elements.

In documents, the header row should be formatted to reappear on top of the table if it is split across pages. In Microsoft Word, this can be done by first selecting the top header row, then right-clicking and selecting *Table Properties*, and checking the *Repeat as header row at the top of each page* option under the *Rows* tab.

Procurement Guidelines

This section lists guidelines addressing the District and College's procurement of:

1. Content Creation Tools
2. Educational Software
3. Course Materials

4. Professional Services

The District and its Colleges strive to provide Information and Communication Technology (ICT) that is accessible to its current and future students, faculty, staff, and other constituents and to make the District/Colleges accessible institutions. To that end, the District and its Colleges are committed to procuring and using ICT that is accessible to their expected audiences, unless to do so places an undue burden on the District/College or will fundamentally alter the nature of the educational program or service.

1. Content Creation Tools

Content creation tools, such as the *Canvas Learning Management System*, the *Microsoft Word* processing program, and the *Adobe Acrobat* PDF document system, must be capable of producing electronic content that complies with the District accessibility standards. See *Policy 7136 ICT Accessibility* for details.

The District procurement policies require the tool vendor to provide an Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) version 2.2. The ACR should be validated by either a hands-on demonstration, a trial period, or an independent third party. See *Policy 8321 Contracts and Contract Procedures* and *Regulation 8321 Contracts and Contract Procedures* for details.

2. Educational Software

Educational software, such as *Wolfram Mathematica*, *Hawkes Learning*, and *Pearson's MyMathLab* must be capable of being effectively used by all students, i.e., it must meet the District's accessibility standards. See *Policy 7136 ICT Accessibility* for details.

The District procurement policies require the software vendor to provide an Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) version 2.2. The ACR should be validated by either a hands-on demonstration, a trial period, or an independent third party. The educational software vendor should indemnify the District against any accessibility-related claims and any required accommodations. See *Policy 8321 Contracts and Contract Procedures* and *Regulation 8321 Contracts and Contract Procedures* for details.

3. Course Materials

Third-party course materials, such as publisher-provided PowerPoint presentations and quiz banks, as well as audio and video materials, must comply with the District's accessibility standards. See *Policy 7136 ICT Accessibility* for details.

Procurement decisions should be conditional upon successful accessibility using automated (Blackboard Ally) and manual (keyboard-only and screen-reader) testing procedures. See *Policy 7136 ICT Accessibility, 6.0 Selection of ICT* for details.

4. Professional Services

The District and Colleges occasionally hire third party consultants and professional services companies. The work of these parties must comply with the District' accessibility standards. See *Policy 7136 ICT Accessibility* for details.

The District procurement policies require consultants to indemnify the District against any accessibility-related claims and any required accommodations related to their products and services. See *Policy 8321 Contracts and Contract Procedures* and *Regulation 8321 Contracts and Contract Procedures* for details.

District Policies and Regulations

This section contains an explanation of the institution's guiding principles related to ICT accessibility. The Los Rios Community College District and its four Colleges are committed to providing websites, course materials, documents, and business applications that are accessible to all current and future students, faculty, staff, and other constituents.

Student access to inclusive educational opportunities is one of the College's highest priorities and requires a community of stakeholders to design, monitor, and uphold accessible practices. Offices across all campuses work collaboratively to provide an environment free from discrimination and to protect the rights and dignity of students, faculty, and staff. The Accessibility Task Force recommends the following draft policies and regulations for vetting and approval through the participatory governance process.

Policy 7136 ICT Accessibility

The LRCCD Accessibility Policy applies to all official information and communication technology (ICT) used to conduct academic and business functions. ICT includes information technology, web pages, web-based applications, learning management system courses, documents, and application system screens from the PeopleSoft and auxiliary systems. If electronic content is published on behalf of LRCCD or is used to conduct College business, it is subject to the Accessibility Policy.

1.0 Intent

- 1.1 It is the policy of the Los Rios Community College District and its Colleges to work to provide Information and Communication Technology (ICT) that is accessible to current and future students, faculty, staff, and other constituents, and to make the District/Colleges accessible institutions.
- 1.2 The District/Colleges are committed to working to provide websites, learning management systems, documents, and business applications that are usable by all current and future students, faculty, staff, and other constituents.
- 1.3 Student, faculty and staff access to inclusive educational opportunities is one of the District/Colleges' highest priorities and requires a community of stakeholders to design, monitor, and uphold accessible practices. Offices across all campuses must work collaboratively to provide an environment that protects the rights and dignity of students, faculty, and staff.

2.0 Scope of the Policy

- 2.1 This District Policy applies to all ICT used to conduct official District/College academic and business functions.

3.0 Definitions

- 3.1 To make ICT "accessible" means to design the ICT to provide a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the

information as fully, equally, and independently as a person without a disability.

- 3.2 An “accessible institution” is one that is committed to the goal that all students, faculty, staff, and constituents can access the institution’s ICT. Specifically, they can perceive, understand, navigate, interact, and contribute to ICT because its content and content-creation tools have been proactively designed to be accessible.
- 3.3 “Accommodation” is an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. Accommodations must be reasonable and not place an undue burden on the District/College or fundamentally alter the nature of the educational program or service.
- 3.4 An “adopter” of ICT is the faculty, staff or administrator that chooses to use ICT in conjunction with official academic or business functions of the District/College.
- 3.5 “Americans with Disabilities Act (ADA)” refers to the Americans with Disabilities Act of 1990.
- 3.6 “Disability Services and Programs for Students (DSPS)” provides a variety of academic support services to students with disabilities. DSPS’s goal is to provide students the opportunity to participate fully in all aspects of College programs and activities through appropriate and reasonable accommodations.
- 3.7 “Information and Communication Technology (ICT)” refers to any information technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information. Examples of ICT are electronic content, telecommunications products, computers and ancillary equipment, software, information kiosks and transaction machines, videos, IT services, and multi-function office machines which copy, scan, and fax documents.
- 3.8 “Legacy ICT” is ICT created prior to the adoption of this policy that is not currently accessible.
- 3.9 “Remediation” refers to the process of making legacy ICT accessible. A remediation plan is one that successfully modifies legacy ICT (document, website, etc.) so that it is accessible over a period of time.
- 3.10 “Section 504” is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability.
- 3.11 “Section 508” is a part of the Rehabilitation Act of 1973 that governs accessibility of information technology (IT) in the Federal government, and in any state or locality that accepts federal funding.
- 3.12 “WCAG 2.0” or Web Content Accessibility Guidelines (WCAG) 2.0 defines how to make Web content more accessible to people with disabilities.

Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities.

4.0 Standard and Guidelines

4.1 The District/Colleges will adhere to the following standards and guidelines related to accessibility of ICT:

4.1.1 Sections 504 and 508 of the Rehabilitation Act of 1973;

4.1.2 Title II of the Americans with Disabilities Act;

4.1.3 Accessibility standards described in the Web Content Accessibility Guidelines (WCAG), version 2.0, levels A and AA, or the most current version approved by the Vice Chancellor of Education and Technology.

5.0 Accommodations

5.1 Student requests for accommodations regarding ICT or legacy ICT shall be resolved by the DSPS offices.

5.2 Appeals of student requests for accommodations shall be resolved pursuant to Administrative Regulation 2731.

5.3 Appeals of faculty, staff or public requests for accommodation shall be resolved by the College's 504 Officer in consultation with Human Resources.

6.0 Selection of ICT

6.1 Within 36 months of the adoption of this policy, all new (i.e., non-existent until after this policy was adopted) or redeveloped (i.e., existing before this Policy was adopted but substantially changed in terms of its functionality or structure after the policy was adopted) ICT shall be made accessible to its expected audiences unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service.

6.2 The District Policy for faculty selection of textbooks and academic materials for courses are set forth in District Policy and Administrative Regulation 7134. However, faculty adopters of ICT shall select and use ICT that is accessible to their expected audiences, unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service.

6.3 The District/Colleges shall make ICT accessible to its expected audiences in a timely manner and in such a way as to protect the privacy and independence of persons with disabilities.

6.4 Upon request by a qualified person with a disability, Legacy ICT shall be made accessible unless to do so constitutes an undue burden on the District/Colleges or result in fundamental alterations of the educational programs or services of the District/Colleges.

6.5 Where ICT is identified that is not accessible, the District/College shall promptly render the ICT accessible unless to do so constitutes an undue

burden on the District/Colleges or results in fundamental alterations of the educational programs or services of the District/Colleges.

- 6.6 Where ICT cannot be made accessible, the District/Colleges shall provide equally effective alternative access to the student, faculty, staff or administrator.

Policy 8321 Contracts and Contract Procedures

1.0 Authorization to Contract

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

2.0 Non-Discrimination and Affirmative Action for Contract Compliance

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

3.0 Information and Communication Technology Accessibility

3.1 Intent

- 3.1.1 It is the policy of the District and its Colleges to work to provide Information and Communication Technology (ICT) that is accessible to its current and future students, faculty, staff, and other constituents and to make the District/Colleges accessible institutions.
- 3.1.2 The District/Colleges are committed to working to provide websites, learning management systems, documents, and business applications that are usable by all current and future students, faculty, staff, and other constituents.

3.1.3 Student, faculty and staff access to inclusive educational opportunities is one of the District/Colleges' highest priorities and requires a community of stakeholders to design, monitor, and uphold accessible practices. Offices across all Colleges must work collaboratively to provide an environment that protects the rights and dignity of students, faculty, and staff.

3.2 Scope

3.2.1 This District Policy applies to all ICT used to conduct official District/College academic and business functions.

3.3 Definitions

3.3.1 To make ICT "accessible" means to design the ICT to provide a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

3.3.2 An "accessible institution" is one that is committed to the goal that all students, faculty, staff, and constituents, including those with visual, auditory, physical, speech, cognitive, and neurological disabilities, can access the institution's ICT. Specifically, they can perceive, understand, navigate, interact, and contribute to ICT because its content and content-creation tools have been proactively designed to be accessible.

3.3.3 "Accommodation" is an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. Accommodations must be reasonable and not place an undue burden on the District/College or fundamentally alter the nature of the educational program or service.

3.3.4 An "adopter" of ICT is the faculty, staff or administrator that chooses to use ICT in conjunction with official academic or business functions of the District/College.

3.3.5 "Americans with Disabilities Act (ADA)" refers to the Americans with Disabilities Act of 1990.

3.3.6 "Disability Services and Programs for Students (DSPS)" provides a variety of academic support services to students with disabilities. DSPS's goal is to provide students the opportunity to participate fully in all aspects of College programs and activities through appropriate and reasonable accommodations.

3.3.7 "Information and Communication Technology (ICT)" refers to any information technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control,

display, switching, interchange, transmission, reception, or broadcast of data or information. Examples of ICT are electronic content, telecommunications products, computers and ancillary equipment, software, information kiosks and transaction machines, videos, IT services, and multi-function office machines which copy, scan, and fax documents.

- 3.3.8 “Legacy ICT” is ICT created prior to the adoption of this policy that is not currently accessible.
- 3.3.9 “Remediation” refers to the process of making legacy ICT accessible. A remediation plan is one that successfully modifies legacy ICT (document, website, etc.) so that it is accessible over a period of time.
- 3.3.10 “Section 504” is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability.
- 3.3.11 “Section 508” is a part of the Rehabilitation Act of 1973 that governs accessibility of information technology (IT) in the Federal government, and in any state or locality that accepts federal funding.
- 3.3.12 “WCAG 2.0” or Web Content Accessibility Guidelines (WCAG) 2.0 defines how to make Web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities.

3.4 Standards and Guidelines

- 3.4.1 The District/Colleges shall adhere to the following standards and guidelines related to accessibility of ICT:
 - 3.4.1.1 Sections 504 and 508 of the Rehabilitation Act of 1973;
 - 3.4.1.2 Title II of the Americans with Disabilities Act;
 - 3.4.1.3 Accessibility standards described in the Web Content Accessibility Guidelines (WCAG), version 2.0, levels A and AA, or the most current version approved by the Vice Chancellor of Education and Technology.

3.5 Accommodations

- 3.5.1 Faculty or staff requests for accommodations regarding ICT or legacy ICT shall be resolved by the Vice President of Administration at the College in consultation with Human Resources.

3.6 Selection of ICT and Technology Procurement

- 3.6.1 Within 36 months of the adoption of this policy, all new (i.e., non-existent until after this policy was adopted) or redeveloped (i.e., existing before this Policy was adopted but substantially changed in terms of its functionality or structure after the policy was adopted) ICT shall be made accessible to its expected audiences, unless to do so places an undue burden on the District/Colleges, or to do so will fundamentally alter the nature of the educational program or service.

- 3.6.2 Staff and administrator adopters of ICT shall select and use ICT that is accessible to their expected audiences, unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service.
- 3.6.3 The District/Colleges shall make ICT accessible to its expected audiences in a timely manner and in such a way as to protect the privacy and independence of persons with disabilities.
- 3.6.4 Where ICT cannot be made accessible, the District/Colleges shall provide equally effective alternative access to the student, faculty, staff or administrator.
- 3.6.5 The District/Colleges shall purchase ICT that is accessible to its expected audiences, as long as the technology is available for purchase and does not constitute an undue burden on the District/Colleges or result in fundamental alterations of the educational programs or services of the District/Colleges.
- 3.6.6 Upon request by a qualified person with a disability, legacy ICT shall be made accessible unless to do so constitutes an undue burden on the District/Colleges or results in fundamental alterations of the educational programs or services of the District/Colleges.
- 3.6.7 Where ICT is identified that is not accessible, the District/College shall promptly render the ICT accessible unless to do so constitutes an undue burden on the District/Colleges or results in fundamental alterations of the educational programs or services of the District/Colleges.
- 3.6.8 Where ICT cannot be made accessible, the District/Colleges shall provide equally-effective alternative access to the student, faculty, staff or administrator.

Regulation 7136 ICT Accessibility

1.0 Determination of Undue Burden/Fundamental Alteration

- 1.1 The determination of whether making ICT accessible will place an undue burden on the District/College, or fundamentally alter the nature of the educational program or service, shall be made in accordance with the procedures of Board Policy and Administrative Regulation 2731.
- 1.2 Any determination that making the ICT accessible will place an undue burden on the District/College, shall be made in consultation with the Vice President of Student Services and the General Counsel.

Regulation 8321 Contracts and Contract Procedures

1.0 Construction Contract Change Orders Associated with Bids

- 1.1 Changes to bids will be in conformance with Public Contract Code.
- 1.2 Change orders that do not exceed fifteen thousand dollars (\$15,000) or ten percent (10%) of the contract price shall be approved by the Chancellor or designee and ratified by the Los Rios Community College District Board of

Trustees. Change orders that exceed bid limits or ten percent (10%) of the original contract price (whichever is higher) shall be bid.

2.0 Changes to Purchase Orders and Requisitions

- 2.1** A change to the authorized amount of a purchase order or requisition that is seven hundred fifty dollars (\$750.00) or less can be processed by purchasing staff without additional authorization from the Chancellor or College/District designee.
- 2.2** A change to a purchase order or requisition over seven hundred fifty dollars (\$750.00) must be authorized by the Chancellor or College/District designee.

3.0 Emergency Purchases

3.1 For Contracts that fall under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), in cases of emergency, when repair or replacements of public facilities are necessary, the Board of Trustees may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. The notices to be given and the procedures to be followed shall follow Public Contract Code section 22050.

3.1.1 In cases of emergency, the Board of Trustees by four-fifths vote shall delegate to the Chancellor or designee the authority to enter into emergency contracts, subject to report to the Board of Trustees within 7 days or at its next regularly scheduled meeting which shall be no more than 14 days after the action was taken.

3.1.2 The Chancellor or designee must report at each subsequent meeting until the contract is completed or terminated.

3.1.3 During each regularly scheduled meeting after entering into an emergency contract, the Board of Trustees shall determine, by a four-fifths vote, that there is a need to continue the action and shall terminate the action at the earliest possible date.

3.2 In emergencies not covered by CUPCCAA, in order to prevent work stoppage with respect to any building program, the Chancellor or designee shall be authorized to use individual judgment, subject to a later report to the Board of Trustees and ratification of that action by the Board of Trustees. A unanimous vote of the Board of Trustees is required for emergency purchases. (Pub. Contract Code, § 20654)

4.0 Stop Notices

If a District contractor or subcontractor submits a stop notice or any documentation related to a stop notice, the District shall follow the Stop Notice Procedure attached to this Administrative Regulation as Attachment A.

5.0 Determination of Undue Burden/Fundamental Alteration

- 5.1 The determination of whether making ICT accessible will place an undue burden on the District/College, or fundamentally alter the nature of the educational program or service, shall be made in accordance with the procedures of Board Policy and Administrative Regulation 2731.
- 5.2 Any determination that making the ICT accessible will place an undue burden on the District/College shall be made in consultation with the Vice President of Student Services and the General Counsel.

6.0 Purchasing Accessible Technology

- 6.1 As part of the purchasing process of ICT, the vendor shall supply:
 - 6.1.1 A verified Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) version 2.2;
 - 6.1.2 A statement that provides an evaluation of the product's accessibility; and,
 - 6.1.3 Test results showing the product is accessible.
- 6.2 The District/College making the purchase will provide the following to their IT Department:
 - 6.2.1 Documentation regarding accessibility supplied by the vendor;
- 6.3 In the event that that no suitable product can be found that meets minimum accessibility requirements, a description of the reason the product was selected should be submitted to the Vice President of Administration at the College or the Associate Vice Chancellor of Finance at the District Office.

Summary

The Los Rios Community College District aspires to create and sustain an accessible community, that is, one that provides websites, course materials, documents, and applications that are accessible to all current and future students, faculty, staff, and other constituents.

The District/Colleges will accomplish this by adhering to accepted guidelines and standards for usability and accessibility. Where it is not possible to immediately do so, the District/Colleges will provide students with disabilities with appropriate academic and administrative accommodations that support the fundamental nature of their educational programs through our Disability Services and Programs for Students (DSPS) Offices. For employees with disabilities, the District/Colleges are committed to providing appropriate accommodations to ensure all employees can perform the essential functions of their job.

Appendix A

Person filling out this Checklist:

Component/Agency:

Name:

Title:

Telephone:

Fax number:

E-mail address:

Software application under review:

Title/Version:

Developer:

Customization: choose the most appropriate description:

- (a) commercial off-the-shelf software (used "as is")
- (b) commercial software, but modified for agency use
- (c) custom software developed under contract
- (d) custom software developed in-house

Description: choose the most appropriate:

- (a) word processor
- (b) spreadsheet
- (c) database
- (d) groupware
- (e) e-mail
- (f) Internet browser
- (g) other Internet access
- (h) online database access
- (i) other (describe):

Used by approximately [blank] members of the public and [blank] employees on a weekly basis.

Category	Question	Y	N	N/A
Keyboard Access	1. Does the software provide keyboard equivalents for all mouse actions, including buttons, scroll windows, text entry fields, and pop-up windows?			
Keyboard Access	2. Does the program provide clear and precise instructions for use of all keyboard functions as part of the user documentation?			
Keyboard Access	3. Are instructions regarding keyboard use widely available for all users in your component?			

Keyboard Access	4. Does the software have a logical tabbing order among fields, text boxes, and focal points?
Keyboard Access	5. When navigating screens and dialog boxes using the keyboard, does the focus follow a logical tabbing order?
Keyboard Access	6. Is there a well-defined focal point that moves with keyboard navigation? (<u>e.g.</u> , can you use the arrow keys to navigate through a list followed by pressing the ENTER key or space bar to select the desired item)?
Keyboard Access	7. Are shortcut keys provided for all pull-down menus?
Keyboard Access	8. Does the software support existing accessibility features built into the operating system (<u>e.g.</u> , sticky keys, slow keys, repeat keys in Apple Macintosh OS or Microsoft Windows 95)?
Timing	9. If timed responses are present, does the software allow the user to modify the timing parameters of any required timed responses?
Screen Elements	10. Are all descriptions or labels for fields positioned immediately to the left or directly above the control, and do they end in a colon, so that it is easy for screen reading software to associate the labels with the corresponding fields?
Screen Elements	11. Does every window, object, and control have a clearly named label?
Screen Elements	12. Does the software application use standard controls rather than owner-drawn or custom controls?
Icons	13. Does the software have a user selectable option to display text on icons, <u>i.e.</u> , text only icons or bubble help?
Icons	14. Is the use of icons consistent throughout the application?
Icons	15. Are menus with text equivalents provided for all icon functions or icon selections on menu, tool, and format bars?
Sounds	16. If there are audio alerts, are visual cues also provided? Note: Most operating systems handle this issue in the client/server environment; the question is most relevant in a dumb terminal environment.
Sounds	17. Does the software support the "show sounds" feature where it is built into the operating system?
Sounds	18. Can the user disable or adjust sound volume?
Sounds	19. If information is provided in an audio format, is it also capable of being displayed by the user in a visual format?

- Display 20. Is the software application free of patterned backgrounds used behind text or important graphics?
- Display 21. Can a user override default fonts for printing and text displays?
- Display 22. Can a user adjust or disable flashing, rotating, or moving displays?
- Color 23. Does the software ensure that color-coding is never used as the only means of conveying information or indicating an action?
- Color 24. Does the application support user-defined color settings system-wide?
- Color 25. Is highlighting also viewable with inverted colors?
- Size 26. If the software application draws its own screen elements, does it pick up the size settings that the user has selected in the Control Panel?
- Documentation 27. Are all manuals and documentation provided in electronic format as well as ASCII text files, including text descriptions of any charts, graphs, pictures, or graphics of any nature?
- Documentation 28. Can a user choose to have any report generated by the software made available in a "print to ASCII file" format?
- Training 29. Is special training provided for users with disabilities that will enable them to become familiar with the software and learn how to use it in conjunction with assistive technology provided as an accommodation?

30. After you have evaluated this application using the Checklist, test it by running the application with a sampling of the common assistive technologies used by persons with disabilities (including, at a minimum, screen readers, and, if possible, alternate input devices, screen enlargement software, and voice recognition software and devices). Describe the accessibility successes and problems you encountered during these testing exercises, as well as your plans for addressing any problems: [space provided for answer]

1.0 Intent

- 1.1 It is the policy of the Los Rios Community College District and its Colleges to work to provide Information and Communication Technology (ICT) that is accessible to current and future students, faculty, staff, and other constituents, and to make the District/Colleges accessible institutions.
- 1.2 The District/Colleges are committed to working to provide websites, learning management systems, course materials, documents, and business applications that are usable by all current and future students, faculty, staff, and other constituents.
- 1.3 Student, faculty and staff access to inclusive educational opportunities is one of the District/Colleges' highest priorities and requires a community of stakeholders to design, monitor, and uphold accessible practices. Offices across all Colleges must work collaboratively to provide an environment that protects the rights and dignity of students, faculty, and staff.

2.0 Scope of the Policy

- 2.1 This District Policy applies to all ICT used to conduct official District/College academic and business functions. Attached hereto is the District's ICT Statement. [Appendix A]

3.0 Definitions

- 3.1 To make ICT "accessible" means to design the ICT to provide a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.
- 3.2 An "accessible institution" is one that is committed to the goal that all students, faculty, staff, and constituents can access the institution's ICT. Specifically, they can perceive, understand, navigate, interact, and contribute to ICT because the content and content-creation tools have been proactively designed to be accessible.
- 3.3 "Accommodation" is an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks.
- 3.4 An "adopter" of ICT is the faculty, staff or administrator that chooses to use ICT in conjunction with official academic or business functions of the District/College.
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6.4 Upon request by a qualified person with a disability, legacy ICT shall be made accessible unless to do so constitutes an undue burden on the District/Colleges or results in fundamental alterations of the educational programs or services of the District/Colleges.

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6.6 Where ICT cannot be made accessible, the District/Colleges shall provide equally effective alternative access to the student, faculty, staff or administrator.

Policy Adopted:
Policy Revised:
Policy Reviewed:
Adm. Regulation:

LRCCD

DRAFT

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- 2.2 All contractors, subcontractors, vendors, and suppliers shall be notified of the District's employment policy (compliance with Executive Orders 11246 and 11375) and shall be requested to take appropriate action on their part. On all contracts and bids, contractors, subcontractors, vendors, and suppliers shall be asked to sign a notice of compliance, unless exempted by law.
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3.3.4 An “adopter” of ICT is the faculty, staff or administrator that chooses to use ICT in conjunction with official academic or business functions of the District/College.

3.3.5 “Americans with Disabilities Act (ADA)” refers to the Americans with Disabilities Act of 1990.

3.3.6 “Disability Services and Program for Students (DSPS)” provides a variety of academic support services to students with disabilities. DSPS’s goal is to provide students the opportunity to participate fully in all aspects of College programs and activities through appropriate and reasonable accommodations.

3.3.7 “Information and Communication Technology (ICT)” refers to any information technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information. Examples of ICT are electronic content, telecommunications products, computers and ancillary equipment, software, information

kiosks and transaction machines, videos, IT services, and multi-function office machines which copy, scan, and fax documents.

3.3.8 “Legacy ICT” is ICT created prior to the adoption of this policy that is not currently accessible.

3.3.9 “Remediation” refers to the process of making legacy ICT accessible. A remediation plan is one that successfully modifies legacy ICT (document, website, etc.) so that it is accessible over a period of time.

3.3.10 “Section 504” is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability.

3.3.11 “Section 508” A part of the Rehabilitation Act of 1973 that governs accessibility of information technology (IT) in the Federal government, and in any state or locality that accepts federal funding.

3.3.12 WCAG 2.0” or Web Content Accessibility Guidelines (WCAG) 2.0 defines how to make Web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities.

3.4 Standards and Guidelines

3.4.1 The District/Colleges shall adhere to the following standards and guidelines related to accessibility of ICT:

3.4.1.1 Sections 504 and 508 of the Rehabilitation Act of 1973;

3.4.1.2 Title II of the Americans with Disabilities Act;

3.4.1.3 Accessibility standards described in the Web Content Accessibility Guidelines (WCAG), version 2.0, levels A and AA, or the most current version approved by the Vice Chancellor of Education and Technology.

3.5 Accommodations

3.5.1 Faculty or staff requests for accommodations regarding ICT or legacy ICT shall be resolved by the Vice President of Administration at the College in consultation with Human Resources.

3.6 Selection of ICT and Technology Procurement

3.6.1 Within 36 months of the adoption of this policy, all new (i.e. non-existent until after this policy was adopted) or redeveloped (i.e. existing before this Policy was adopted but substantially changed in terms of its functionality or structure after the policy was adopted) ICT shall be made accessible, unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service..

3.6.2 Staff and administrator adopters of ICT shall select ICT that is accessible,

unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service.

3.6.3 The District/Colleges shall make ICT accessible in a timely manner and in such a way as to protect the privacy and independence of persons with disabilities.

3.6.4 Where ICT cannot be made accessible, the District/Colleges shall provide equally effective alternative access to the student, faculty, staff or administrator.

3.6.5 The District/Colleges shall purchase ICT that is accessible, as long as the technology is available for purchase and does not constitute an undue burden on the District/Colleges or result in fundamental alterations of the educational programs or services of the District/Colleges.-

3.6.6 Upon request by a qualified person with a disability, Legacy ICT shall be made accessible unless to do so constitutes an undue burden on the District/Colleges or result in fundamental alterations of the educational programs or services of the District/Colleges.

3.6.7 Where ICT is identified that is not accessible, the District/College shall promptly render the ICT accessible unless to do so constitutes and undue burden on the District/Colleges or results in fundamental alterations of the educational programs or services of the District/Colleges.

~~2.4.13.6.8~~ 3.6.8 Where ICT cannot be made accessible, the District/Colleges shall provide equally effective alternative access to the student, faculty, staff or administrator.

(Formerly P-8311)

LRCCD

Policy Adopted: 9/1/65
Policy Revised: 1/23/74; 2/4/81; 6/16/82; 4/19/95; 6/10/15; 11/9/16
Policy Reviewed: 11/9/16
Adm. Regulation: [R-8321](#)

[DRAFT](#)

1.0 Determination of Undue Burden/Fundamental Alteration

1.1 The determination of whether making ICT accessible will place an undue burden on the District/College, or fundamentally alter the nature of the educational program or service, shall be made in accordance with the procedures of Board Policy and Administrative Regulation 2731.

1.2 Any determination that making the ICT accessible will place an undue burden on the District/College shall be made in consultation with the Vice President of Student Services and the General Counsel.

LRCCD

Regulation Adopted:

Regulation Revised:

Regulation Reviewed:

Board Policy:

DRAFT 8/28/18

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

1.0 Construction Contract Change Orders Associated with Bids

- 1.1 Changes to bids will be in conformance with Public Contract Code.
- 1.2 Change orders that do not exceed fifteen thousand dollars (\$15,000) or ten percent (10%) of the contract price shall be approved by the Chancellor or designee and ratified by the Los Rios Community College District Board of Trustees. Change orders that exceed bid limits or ten percent (10%) of the original contract price (whichever is higher) shall be bid.

2.0 Changes to Purchase Orders and Requisitions

- 2.1 A change to the authorized amount of a purchase order or requisition that is seven hundred fifty dollars (\$750.00) or less can be processed by purchasing staff without additional authorization from the Chancellor or College/District designee.
- 2.2 A change to a purchase order or requisition over seven hundred fifty dollars (\$750.00) must be authorized by the Chancellor or College/District designee.

3.0 Emergency Purchases

- 3.1 For Contracts that fall under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), in cases of emergency, when repair or replacements of public facilities are necessary, the Board of Trustees may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. The notices to be given and the procedures to be followed shall follow Public Contract Code section 22050.
 - 3.1.1 In cases of emergency, the Board of Trustees by four-fifths vote shall delegate to the Chancellor or designee the authority to enter into emergency contracts, subject to report to the Board of Trustees within 7 days or at its next regularly scheduled meeting which shall be no more than 14 days after the action was taken.
 - 3.1.2 The Chancellor or designee must report at each subsequent meeting until the contract is completed or terminated.
 - 3.1.3 During each regularly scheduled meeting after entering into an emergency contract, the Board of Trustees shall determine, by a four-fifths vote, that there is a need to continue the action and shall terminate the action at the earliest possible date.
- 3.2 In emergencies not covered by CUPCCAA, in order to prevent work stoppage with respect to any building program, the Chancellor or designee shall be

authorized to use individual judgment, subject to a later report to the Board of Trustees and ratification of that action by the Board of Trustees. A unanimous vote of the Board of Trustees is required for emergency purchases. (Pub. Contract Code, § 20654)

4.0 Stop Notices

If a District contractor or subcontractor submits a stop notice or any documentation related to a stop notice, the District shall follow the Stop Notice Procedure attached to this Administrative Regulation as [Attachment A](#).

5.0 Determination of Undue Burden/Fundamental Alteration

5.1 The determination of whether making ICT accessible will place an undue burden on the District/College, or fundamentally alter the nature of the educational program or service, shall be made in accordance with the procedures of Board Policy and Administrative Regulation 2731.

5.2 Any determination that making the ICT accessible will place an undue burden on the District/College shall be made in consultation with the Vice President of Student Services and the General Counsel.

6.0 Purchasing Accessible Technology

6.1 As part of the purchasing process of ICT, the vendor shall supply:

6.1.1 A verified Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) version 2.2;

6.1.2 a statement that provides an evaluation of the product’s accessibility; and

6.1.3 Test results showing the product is accessible.

6.2 The District/College making the purchase will provide the following to their IT Department:

6.2.1 Documentation regarding accessibility supplied by the vendor;

6.3 In the event that no suitable product can be found that meets minimum accessibility requirements, a description of the reason the product was selected should be submitted to the Vice President of Administration at the College or the Associate Vice Chancellor of Finance at the District Office.

(Formerly R-8311)

LRCCD

Adm. Regulation Adopted: 6/23/65

Adm. Regulation Revised: 10/16/68; 2/4/81; 6/16/82; 4/19/95; 1/27/97; 1/15/03; 4/17/06; 4/27/15

Adm. Regulation Reviewed: 4/27/15

Board Policy: [P-8321](#)

[DRAFT 3/28/19](#)

Technology Accessibility Task Force

TASK FORCE:

General Counsel:	JP Sherry (DO) Kaitlyn Sherer (DO)
Student Services	Melanie Dixon (DO)
Instruction:	Tammy Montgomery (DO)
General Services:	Mario Rodriguez (DO)
IT:	Mike Day (or designee) (DO)
Academic Senate:	Gary Aguilar (ARC)
DSPS:	Gwyneth Tracy (Emeritus) Toni Newman (SCC) Nisha Beckhorn (ARC) Yolanda Garcia-Gomez (CRC)
Distance Education:	Marsha Reske (ARC) Greg Beyrer (CRC) Amy Brinkley (FLC) Kandace Knudson (SCC)
Universal Design for Learning:	Leslie Reeves (ARC)
Faculty:	Marie Cooley (ARC) Jena Trench (CRC) Angela Prelip (FLC) Chris Tromborg (SCC)
IT Analyst:	Kevin Williams (SCC)
Webmasters:	Christina Ocrant (CRC) Dawn Pedersen (SCC)
Dean, Distance Education & Kinesiology, Health, Athletics	Matt Wright (FLC)
Communications Lead:	Gabe Ross (DO) Katrina Harman (DO)

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Resolution No. 2019-13: Liability Coverage for District Volunteers	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>MR</i> Mario Rodriguez, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

Presently, there are approximately 1,017 volunteers, including student volunteers, who donate their time in various capacities throughout the District. In order for the volunteers to be covered under the Statewide Association of Community Colleges (SWACC) Memorandum of Coverage for “liability”, it is recommended that the Governing Board approve a resolution stating that the District recognizes volunteers, and that an approved list of volunteer services will be updated and maintained.

STATUS:

A recent survey of volunteer activity in the District reveals the following volunteer services are being performed.

Volunteer Groupings	Number of Volunteers
Academic & Foundations	3
a. Tutors	54
b. Student and event helpers, etc.	183
Athletics/PE (coaches, trainers, etc.)	190
Drivers (i.e. field trips)	51
Observatory Docents	25
Others (Harris Center, Veteran’s Center, etc.)	511
Total	1,017

RECOMMENDATION:

It is recommended that the Board of Trustees approve Resolution No. 2019-13 regarding liability coverage for volunteers.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2019-13

Liability Coverage for District Volunteers

WHEREAS, the Los Rios Community College District recognizes the need for and benefit derived from individuals and groups providing volunteer services to the District; and

WHEREAS, the Los Rios Community College District desires to provide liability coverage for the individuals in their capacity as volunteers to the District while they are performing services for the District in accordance with District policies and regulations: Now, therefore,

BE IT RESOLVED that, for the purposes of extending this coverage to official volunteers of the District, all individuals who directly volunteer to provide services to the District, and whose volunteer services are accepted in accordance with District policies and regulations shall be covered by the District's general liability insurance program. The type of volunteer service shall be on file at the appropriate District or local site office prior to commencing volunteer services.

PASSED AND ADOPTED as Los Rios Community College District Resolution No. 2019-13 this sixteenth day of October, 2019, by the following called vote:

AYES	NOES	ABSENT
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John Knight, Board President

Attest:

Brian King
Chancellor and Secretary to the Board

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item E	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>MR</i> Mario Rodriguez, 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 that needs to be disposed of, such as outdated desks and computers. The District has located a scrap dealer who will take selected surplus items for recycling. Any items remaining will be disposed.

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 audio snake; 1 broadcast pix unit; 1 charging cart; 1 compressor; 201 computers; 1 digital sample player; 1 digital VCR; 7 document cameras; 4 fax machines; 14 iMac's; 16 laptops; 27 micro towers; 7 mini towers; 79 monitors; 1 powered mixer; 10 printers; 16 projectors; 10 SBC units; 8 servers; 1 smart encoder; 1 subwoofer; 1 task chair; 2 televisions; 3 towers; 1 view station and 1 vision panel.

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


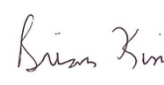
RECOMMENDATION:

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: October 16, 2019

SUBJECT:	Ratify: Grants and Contracts Awarded	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item F	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
SCOE CSPP QRIS Block Grant <ul style="list-style-type: none"> • Funding to increase the number of children in low-income areas with opportunities to attend high-quality state preschool programs. • 7/01/2019 through 6/30/2021 • Administrator: Theresa Tena / Interim Vice President, Administration 	CRC	\$13,300	Sacramento County Office of Education
Workability III <ul style="list-style-type: none"> • Funding to provide Employment Services to Department of Rehabilitation students who are job ready, including Human Career Development 330 Job Seeking skills class. Staff will also work one-on-one with DOR students for job referral, development of job leads, resume assistance, assistance with job applications, job development and placement, and follow up services after placement. • 7/01/2019 through 6/30/2022 • Administrator: Molly Springer / Dean, Student Equity/Success, Support & Student Development 	SCC	\$634,395	Department of Rehabilitation
CRC Trio Upward Bound – Monterey Trail/Valley High School <ul style="list-style-type: none"> • Funding for colleges to provide fundamental support to high school students from low-income families to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. • 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor 	CRC	\$287,537	U.S. Department of Education

<p>CRC Trio Upward Bound – Florin High School</p> <ul style="list-style-type: none"> • Funding for colleges to provide fundamental support to high school students from low income families to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. • 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor 	CRC	\$287,537	U.S. Department of Education
<p>ARC Trio Upward Bound – Center High School</p> <ul style="list-style-type: none"> • Funding for colleges to provide fundamental support to high school students from low income families to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. • 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor 	ARC	\$287,537	U.S. Department of Education
<p>ARC Trio Upward Bound – Inderkum High School</p> <ul style="list-style-type: none"> • Funding for colleges to provide fundamental support to high school students from low income families to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. • 9/02/2019 through 8/31/2020 • Administrator: Jamey Nye / Deputy Chancellor 	ARC	\$287,537	U.S. Department of Education
<p>ARC Title III- Strengthening Institutions</p> <ul style="list-style-type: none"> • Funding to help eligible IHEs to become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management and fiscal stability. • 10/01/2019 through 9/30/2020 • Administrator: Jeffrey Stephenson / Vice President, Student Services 	ARC	\$449,995	U.S. Department of Education

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Ratify: Bid Transactions	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item G	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>MRP</i> Mario Rodriguez, 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.

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
17026	SCC Union stadium concrete decking repair	\$9,628.32	12	Pro Builders	\$1,189,172.32

BID AWARDS					
Bid No	Description	No of Responses	Award Date	Successful Vendor	Contract Amount
20002	ARC Student Wellness Center	6	9/12/19	REM Construction Inc.	\$491,883.00

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: October 16, 2019

SUBJECT:	Ratify: Affiliation and Other Agreements	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item H	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Mario Rodriguez, Vice Chancellor Finance & Administration <i>MR</i>	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor <i>Brian King</i>	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:

RECOMMENDATION:

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

1. Resolution of claim for damages to shower area in SCC North Gymnasium. Due to faulty design and/or workmanship, the shower floor failed. The cost to repair was approximately \$82,600. The District agreed to settle for a payment of \$74,000 to resolve this claim without litigation.
2. Sacramento County Department of Human Assistance Memorandum of Understanding which establishes an interagency multi-disciplinary collaborative model consisting of the above mentioned parties, whose purpose is to improve outcomes of educational achievement, economic self-sufficiency and independence for Sacramento County Welfare-to-Work participants enrolled as students in the Los Rios Community College District and their families in Sacramento County by helping them:
 - Access the services and resources available in the community (education, job training, health services referrals, and basic needs).
 - Integrate these services with school district/community services.
 - Provide prevention strategies for family issues that can interfere with student learning and family functioning.
3. FORD MOTOR COMPANY Technical Support Operations License Agreement granting a license to reproduce and use FORD training curriculum and other course materials to deliver FORD-specific training to students for the goal of producing qualified technicians for possible employment at Ford and/or Lincoln dealerships
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
Elmwood Care Center	PTA/OTA	SCC	07/16/19	Evergreen
Chapel of the Angels Funerals & Cremations	Funeral Services	ARC	09/10/19	Evergreen
Grissom's Chapel & Mortuary	Funeral Services	ARC	09/10/19	Evergreen

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

INTERNSHIP AGREEMENTS

Company/Agency	Internship Type	ID Number	Contract Date	Term
KCRA-TV	Broadcast	1522679	09/18/2019	12/19/2019

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-2020-003
EDC	Facility Use	EDC-2020-004
EDC	Facility Use	FLC 19-040
FLC	Facility Use	FLC 19-066
FLC	Facility Use	FLC 19-074
FLC	Facility Use	FLC 19-077
CRC	Facility Use	CR20-0060
CRC	Facility Use	CR20-0061
SCC	Facility Use	S20-0034
SCC	Facility Use	S20-0039
SCC	Facility Use	S20-0045
SCC	Facility Use	S20-0046
Harris Center	Facility Use	14142
Harris Center	Facility Use	14143
Harris Center	Facility Use	14210
Harris Center	Facility Use	14210
Harris Center	Facility Use	14294
Harris Center	Facility Use	14329
Harris Center	Facility Use	14331
Harris Center	Facility Use	14332
Harris Center	Facility Use	14333
Harris Center	Facility Use	14334
Harris Center	Facility Use	14335
Harris Center	Facility Use	14343
Harris Center	Facility Use	14344
Harris Center	Facility Use	14348
Harris Center	Facility Use	14349
Harris Center	Facility Use	14350
Harris Center	Facility Use	14404
Harris Center	Facility Use	14405
Harris Center	Facility Use	14407
ARC	Facility Use	1061
ARC	Facility Use	1062
ARC	Facility Use	1063
ARC	Facility Use	1064
ARC	Facility Use	1065
ARC	Facility Use	1066
ARC	Facility Use	1067
ARC	Facility Use	1068
ARC	Facility Use	1069
ARC	Facility Use	1070
ARC	Facility Use	1071
ARC	Facility Use	1072
ARC	Facility Use	1073
ARC	Facility Use	1074

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

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

BACKGROUND:

A listing of purchase orders, warrants, checks and wires issued during the period of August 16, 2019 through September 15, 2019 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	0001107015-0001108294 B200638-B200789	\$ 4,619,714.46
Capital Outlay Fund	0003018354-0003018382	
Child Development Fund	0006000899-0006000902 B620015-B620015	
Self-Insurance Fund	0009000439-0009000439	
WARRANTS		
General Fund	783617-784692	\$ 14,870,014.01
General Fund-ARC Instructional Related	010060-010130	
General Fund-CRC Instructional Related	023469-023492	
General Fund-FLC Instructional Related	031591-031607	
General Fund-SCC Instructional Related	047910-047970	
Capital Outlay Fund	834130-834207	
Student Financial Aid Fund	900454-900498	
Child Development Fund	954751-954757	
Self-Insurance Fund	976564-976567	
ODSFD	-	
Payroll Warrants	444655-445788	\$ 7,967,619.58
Payroll Vendor Warrants	66005-66140	
September Leave Process	445789-448771	
CHECKS		
Financial Aid Disbursements (E-trans)	-	\$ 22,244,718.93
Clearing Checks	-	\$
Parking Checks	-	\$
Bookstore Fund – ARC	33897-33944	\$ 893,079.16
Bookstore Fund – CRC	28668-28739	
Bookstore Fund – FLC	-	
Bookstore Fund – SCC	51261-51353	
Student Clubs Agency Fund – ARC	5909-5937	\$ 123,548.38
Student Clubs Agency Fund – CRC	5212-5241	
Student Clubs Agency Fund – FLC	2735-2761	
Student Clubs Agency Fund – SCC	4280-4308	
Foundation – ARC	6475-6541	\$ 97,139.96
Foundation – CRC	2752-2777	
Foundation – FLC	1852-1870	
Foundation – SCC	5250-5273	
Foundation – DO	1126-1135	
Associated Students Trust Fund – ARC	1018-1018	\$ 4,050.40
Associated Students Trust Fund – CRC	0905-0906	
Associated Students Trust Fund – FLC	-	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 6933-7011 Manual checks: 9242-9242	\$ 523,661.72
ELECTRONIC TRANSFERS		
Board of Equalization	-	\$
PARS	-	\$
Vendors	-	\$
International Wire- Ethan Way Center	-	\$
Backup Withholding	-	\$ -
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 105,203.87
Bookstore	-	\$ 35,189.18
Payroll Direct Deposit Advices	999879-1004857	\$ 12,326,829.26
Other Payroll Transactions	-	\$ 4,411.00
Foundation Scholarships	-	\$ 43,500.00

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

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

RECOMMENDATION:

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

MANAGEMENT

APPOINTMENT(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Gilliam, Dierdre A. (D.N.P., Regis University)	Director of the Student Health & Wellness Center	10/21/19
	<u>Folsom Lake College</u>	
Sloan, Sandra L. (B.S., California State University, Chico)	Director of Marketing and Communications Harris Center for the Arts	10/17/19

APPOINTMENT(S) TO TEMPORARY POSITION(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>	
Amini, Banafsheh M. (M.A., University of California, Davis)	Interim Associate Dean (III) of Instruction	09/23/19 – 12/23/19
Sencil, Sabrina M. (M.A., University of San Diego)	Interim Dean of Institutional Effectiveness	01/17/19 – 10/31/19 <i>(Revised)</i>
	<u>District Office</u>	
Sommer, Cynthia L. (Ph.D., University of California, Davis)	Interim Associate Dean (III) of Special Projects	09/10/19– 11/10/19
	<u>Sacramento City College</u>	
Lambert, Angelena G. (M.A., California State University, Sacramento)	Interim Dean of Mathematics, Statistics and Engineering	10/07/19 – 12/31/19
Smith, Stephanie A. (M.B.A., California State University, Sacramento)	Interim Vice President of Administrative Services	09/02/19 – 10/11/19

LEAVE(S) OF ABSENCE			
<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>		
McDaniel, Kimberly	Associate Vice President of Enrollment & Student Services	Medical	07/05/19 – 08/16/19 <i>(Revised)</i>

MANAGEMENT

RECLASSIFICATION(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Chavez-Hernandez, Rosana	Hispanic Serving Institution (HSI) Grant Project Director (VII)-Step 1 From Hispanic Serving Institution (HSI) Grant Project Director (VIII)	10/16/19
Ramirez, Martin M.	Hispanic Serving Institution (HSI) STEM-Step 3 Grant Project Director (VII) From Hispanic Serving Institution (HSI) STEM Grant Project Director (VIII)	10/16/19

RESIGNATION(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Gardner, Kasey	Dean of Behavioral & Social Sciences	11/02/2019

RETIREMENT(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Caldwell, Patricia S. (After 5+ years of regular service)	Dean of Technical Education	12/31/19

INTERJURISDICTIONAL EXCHANGE (per Government Code Section 19050.8)		
<u>Name</u>	<u>Position</u>	<u>Effective Dates(s)</u>
	<u>Cosumnes River College</u>	
Tena, Theresa	Interim Vice President of Administrative Services & Student Support From State Chancellor's Office	02/25/19 – 12/23/19 (Revision)

FACULTY

APPOINTMENT(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>	
Ozeran, Megan (M.L.I.S., San Jose State University)	Public Services Librarian – Technology and Electronic Resources	01/02/20

APPOINTMENT(S) TO TEMPORARY POSITION(S)		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Hughes, Heather V. (M.A., Santa Clara University)	Counselor, L.T.T.	10/17/19 – 06/30/20

LEAVE(S) OF ABSENCE			
<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>Cosumnes River College</u>		
Sharkey, Debra A.	Geography Professor	Medical (20%)	08/22/19 – 12/12/19

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>		
Miller, Bonnie J.	Counselor	1.0 to 0.80	07/01/20 – 06/30/25

FACULTY

REASSIGNMENT(S) / TRANSFER(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Black, Bethani A.	Women's Swim and Dive Professor From Kinesiology, Health, and Athletics Professor and Head Men's and Women's Swimming Coach	10/01/19
<u>Cosumnes River College</u>		
Crandley, Patrick A.	Distance Education Coordinator From Computer Animation and Graphic Design Professor (3D-Graphic Communication)	07/01/19
<u>Sacramento City College</u>		
Buechner, Marybeth	Biology Professor (60%), Science Literacy Coordinator (40%) From Dean, Planning, Research and Institutional Effectiveness	01/16/20

RESIGNATION(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Vellone, Shannon L.	Anthropology Professor	10/05/19

RETIREMENT(S)

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Leever, Carol E. (After 18+ years of regular service)	Computer Information Science Professor	09/01/19
Ondricka, Deborah L. (After 23+ years of regular service)	Public Services Librarian	05/21/20
<u>Cosumnes River College</u>		
Bernardo, Carol J. (After 13+ years of regular service)	Cooperative Work Experience and Internship Coordinator	12/20/19

FACULTY

<p>2019 – 2020 SABBATICAL AND PROFESSIONAL DEVELOPMENT LEAVE(S) – REVISIONS</p>
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The following is a revision from the 2019-20 Sabbatical and Professional Development Leaves approved by the Board of Trustees on April 10, 2019.

Sacramento City 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>
Iredale, Michael J.	Nursing	60.0	Fall 2019 Spring 2020	.300

**TEMPORARY, PART-TIME EMPLOYEES Summer 2019
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aranda,Amanda L.	Counselor	1 %
Boling,Patrick V.	Cross Term	4 %
Boling,Patrick V.	Cross Term	6 %
** (A1) Gomez,Martin	Coordinator	8 %
Jenkins,Arthur	Counselor	1 %
Kalman,Mikalai	Cross Term	6 %
Lenz,Dakota J.	Coordinator	20 %
Queen,Kim K.	Counselor	4 %
Scalzi-Pesola,Jennifer S.	Counselor	6 %
Teves,Randall K.	Mathematics, General	17 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2019
Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Aldredge,Teresa W.	Counselor	9 %
Dang,Tina G.	Counselor	1 %
De Mars,Eva	Physical Education	30 %
Ellis,Miriam	Coordinator	57 %
Kagan,Alexander	Counselor	11 %
Neves,Megan G.	Counselor	2 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2019
Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Darr-Glynn,Kristina D.	Counselor	15 %
Pitts,Lorilie A.	Librarian	10 %
Tavares,Tyrone Michael	Counselor	12 %

**TEMPORARY, PART-TIME EMPLOYEES Summer 2019
Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Piskun,Yelena	Counselor	10 %
Williams,Nichelle	Counselor	14 %

**TEMPORARY, PART-TIME EMPLOYEES Fall 2019
American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Adams,Jane P.	Academic Guidance	20 %
** (A1) Adams,Jane P.	Counselor	25 %
** (A1) Adams,Jane P.	Counselor	3 %
Allen,John E.	History	20 %
Andersen,James A.	Emergency Medical Services	10 %
Beckerman,Nathan S.	Emergency Medical Services	10 %
Boroughs,Terry J.	Earth Science	30 %
** (A2) Bowles,Christy M.	Natural Resources	30 %
Bucher,Jill A.	Registered Nursing	64 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Buljan,Laurette C.	English	60 %
Bystrom,Helen C.	English	57 %
Calero,Tyra O.	Dance	15 %
Caspersen Schultz,Julie A.	ESL Writing	29 %
Caspersen Schultz,Julie A.	Coordinator	37 %
Chan,Betty	Political Science	40 %
Charles,Kelly	English	1 %
Ciobanasiu,Johnathan	English	10 %
Constante,David A.	Human Services	20 %
Curry,James M.	Mathematics, General	23 %
Dang,Tina G.	Counselor	15 %
Daniels,Lisa M	Reading	37 %
Davis,Danielle R.	History	14 %
Davis,Sarah N	Librarian	7 %
Del'Nero,Christina M	Counselor	15 %
Dhaliwal,Kuldip K.	Reading	10 %
Dunmore,Steven E.	Intercollegiate Athletics	15 %
Eckley,Terri L.	Human Services	2 %
Econome,Jennie G.	Counselor	30 %
** (B5) Elledge,Clayton E.	Emergency Medical Services	10 %
Fagiolo,Catherine E.	Music	37 %
Flynn,Lorraine M.	English	40 %
Fox,Elyse M	Librarian	7 %
** (B5) French,Scott D.	Administration of Justice	1 %
Fukui,Katherine	ESL Writing	51 %
Fulkerson,Melissa C.	Music	9 %
Fusco,Sandro	Mathematics, General	41 %
Gable,Monica L.	Paralegal	60 %
Garasanin,Olivera	History	20 %
Gelotte,Danielle	Counselor	15 %
Griffin,Madison S	ESL Reading	7 %
Griffin,Madison S	ESL Integrated	7 %
Gutowsky,Edward A.	English	13 %
Hanson,Christopher James	Emergency Medical Services	10 %
Harlan Fontanoza,Tara J.	Reading	1 %
Hawe,Larry E.	Automotive Technology	66 %
Hein,Randall D.	Emergency Medical Services	10 %
** (B5) Henderson,Craig	Emergency Medical Services	10 %
Herman,Kathryn M.	Counselor	60 %
Hernandez,Israel	Administration of Justice	1 %
Hojjat,Payam J	Computer Infrastructure and Support	24 %
** (A5) Homan,Steve P.	Music	3 %
Hoover,Jeffrey L.	Music	5 %
Howard,Monika F.	Academic Guidance	18 %
Huerta,Teresa A.	Administration of Justice	1 %
Jantz,Darlene H.	ESL Reading	23 %
Jay,Susan M.	General Work Experience	27 %
Jones,Jayme E.	Counselor	60 %
Kaneyuki,Brent Y.	Administration of Justice	1 %
Kawamoto,Walter T.	Sociology	20 %
Kempster,Steven M.	Counselor	15 %
Kiefer,Michelle L.	Coordinator	15 %
Kientz,Michelle L.	Counselor	55 %
Klier,Julie A.	Reading	20 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Knoll,Whitney L.	English	33 %
Krimm,Eric	Administration of Justice	1 %
Laird,Brian B.	Administration of Justice	1 %
Laughton,Barbara A.	English	47 %
Lee,Sara E.	History	20 %
Lenaghan,Alice Elizabeth	Music	3 %
Lenz,Dakota J.	English	67 %
Leyva,John James	ESL Writing	27 %
Lotter,Richard B.	Music	3 %
Marks,Cory T	Administration of Justice	1 %
Marmer,Richard	Human Services	2 %
Massetti,Thomas P.	Administration of Justice	1 %
** (B2) McCormack,Nicole Elizabeth	Automotive Technology	13 %
McCoy,Karen	Librarian	5 %
Medcalf,John C.	Mathematics, General	41 %
Melby-Harada,Cynthia Diane	Job Seeking/Changing Skills	7 %
Miles,Elizabeth V.	Natural Resources	12 %
Minnick,Michael	Child Development/Early Care and Educatio	20 %
Miranda,Yolanda O.	Counselor	15 %
Mitchell,Robin S.	Registered Nursing	50 %
Mokarami,Yadollah	Accounting	20 %
Molson,Stephenee M	Registered Nursing	20 %
Montgomery,Kelly J.	Business and Commerce, General	20 %
Montgomery,Kelly J.	Office Technology/Office Computer Applicati	13 %
Moody,Heather	Intercollegiate Athletics	49 %
Murdock,Merredith R	Administration of Justice	1 %
Nevarez,Jesus B.	Counselor	31 %
Nielsen,Ruth C.	Counselor	42 %
Nolan-Marion,Meagan	Human Services	29 %
O'Brien,Leslie S.	Floriculture /Floristry	43 %
Odell,Ashley R.	Academic Guidance	20 %
Oehler-Stricklin,Dylan O.	English	45 %
Parker,Patricia L	Registered Nursing	50 %
Peterson,Susan E.	Registered Nursing	34 %
Pezone,John P.	Administration of Justice	1 %
Plezia-Missler,Dorothy E.	Counselor	49 %
Ponce,Carlos F.	Administration of Justice	1 %
Possemato,Frank	English	3 %
Powers,Matthew T.	Administration of Justice	1 %
Preciado,Monica Isabel	Counselor	21 %
Pulido,Brandi N.	Counselor	59 %
Riley,Robert R.	Emergency Medical Services	10 %
Rivera-Carpenter,Veronica M.	Infants and Toddlers	20 %
Robinson,Anthony M.	Reading	33 %
Rodriguez-Rutten,Paula	Mathematics, General	49 %
Sakakihara,Paul	General Work Experience	33 %
Samarina,Irina	Music	3 %
Schultz,Diane S.	Gerontology	3 %
Scott,Tatiana N.	Music	3 %
Shepherd,Elden B.	Administration of Justice	1 %
Shragge,Bryan	Human Services	22 %
Smith,Forsynthia	Human Services	17 %
Soghomonians,Arlen	Emergency Medical Services	10 %
Sowinski,Lisa M	Mathematics, General	61 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019**American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Stevens,De Anna D.	Administration of Justice	1 %
** (B5) Stewart,Dale R.	Emergency Medical Services	10 %
Tabrizi,Setareh H.	English	50 %
Tateishi,Robin L.	Emergency Medical Services	10 %
Torres,Alex	Computer Infrastructure and Support	24 %
Torres,Santos	Sociology	40 %
Wake,Audra G.	Paralegal	20 %
Ward,Scot W.	Emergency Medical Services	10 %
Welter,Lee O.	Emergency Medical Services	10 %
Westre,Barbara J.	Counselor	5 %
Weydemuller,Brian J.	Reading	3 %
Wilouza,Monica E.	Emergency Medical Services	10 %
Wilson,Keri K.	Administration of Justice	1 %
Wolfley,Ronald E.	Emergency Medical Services	10 %
Young,Kelly	Reading	7 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2019**Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A5) Adams,Jon M.	Coordinator	32 %
Aptekar,Rachel M.	Biology, General	60 %
Beyrer,Kimberlee M.D.	Counselor	9 %
BoarerPitchford,Julie K.	Nutrition, Foods, and Culinary Arts	40 %
Castagna,Christine N.	Geography	20 %
Cho,Andrew	Ceramics	28 %
de Jesus,Michael	Restaurant and Food Services Management	13 %
De Mars,Eva	Physical Education	30 %
Dow,Keith E.	Physics, General	20 %
Ellis,Miriam	Coordinator	50 %
Elston,Tyler M.	Sociology	50 %
Falloon,Matthew T.	English	60 %
Fortunato,Monique	Anthropology	45 %
Fuller,Serena Marie	Nutrition, Foods, and Culinary Arts	25 %
Gelotte,Danielle	Counselor	3 %
Gilmore,Cassandra C.	Anthropology	35 %
Gorchoff,Sara M.	Psychology, General	20 %
Hoang,Frank A.	Chemistry, General	15 %
Holden,Cherrelle L.	English	20 %
Jay,Susan M.	Fire Technology	27 %
Jones,Jenny L.	Counselor	37 %
Kusler,Jennifer E.	Geography	35 %
Lautamo,Mikko	Animation	28 %
Levine,Stefani F.	ESL Writing	20 %
Lisuk,Mieke N	History	20 %
Marchak,Taras R.	English	7 %
Miller,Matthew K.	Dramatic Arts	20 %
Mondragon-Lopez,Sergio	Counselor	2 %
Morris,Ljiljana	Astronomy	30 %
Nazaryan,Kevin	Construction Inspection	20 %
Neach,Ryan T	Political Science	35 %
Nguyen,Alfonso K.	Learning Skills, Learning Disabled	30 %
Ogilvie,Sheila M.	Academic Guidance	60 %
Popescu,Bogdan	Physics, General	35 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019

Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Popescu,Bogdan	Astronomy	20 %
Possemato, Frank	English	40 %
Roberts, Jerist T.	Academic Guidance	20 %
Schirmer, Marie A.	Nutrition, Foods, and Culinary Arts	40 %
Smith, Leon T.	Other Humanities	20 %
Song, Kur	Information Technology, General	35 %
Spisak, John H.	Information Technology, General	35 %
Strong, Michael W.	Astronomy	40 %
Trussell, David K.	Civil & Construction Mgmt Technology	22 %
** (B5) Visger, Robert J.	Construction Crafts Technology	33 %
White, Jaisha A.	General Work Experience	33 %
Wildie, Kevin J.	History	20 %
Zambello, Giancarlo	Psychology, General	40 %
Zenuk, Elizabeth A.	Physical Education	15 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2019

Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Andrews-Cardoza, Kym M.	Psychology, General	20 %
Bauer, Christian A.	Philosophy	40 %
Beese, Michelle A.	Counselor	40 %
Bonifacini, John R.	Physical Education	30 %
Bromgard, Gregg D.	Psychology, General	20 %
** (A5) Coco-Russell, Diana E.	Sculpture	15 %
Darr-Glynn, Kristina D.	Counselor	40 %
DiGaetano, Anthony L.	Business and Commerce, General	40 %
Duran, Teresa L.	Study Skills	60 %
Enck, Maizy E.	Fine Arts, General	14 %
Faulds, Scott A.	Business and Commerce, General	20 %
Fitch, Susan M.	Economics	40 %
Funderburg, Kelly L.	General Work Experience	40 %
** (A1) Haeuptle, Christina W.	Speech Communication	20 %
Hopkins, Don R.	Administration of Justice	40 %
Jacques, Molly M.	Physical Education	15 %
Johnston, Erin L.	Physical Education	30 %
Kinney, Sasha M	Library Science, General	7 %
Lorenzo, Gina M.	Counselor	39 %
Lynch, Blair N.	Psychology, General	20 %
Mabry, Morice L.	Marketing & Distribution	20 %
Mendoza, Nicole C.	Psychology, General	20 %
Miranda, Yolanda O.	Counselor	6 %
Mirmobiny, Shadieh	Other Humanities	20 %
Nielsen, Ruth C.	Counselor	16 %
Oliver, Noelle E.	English	20 %
Osorio, Cecilia G.	Agriculture Technology & Sciences, Gen	15 %
Patten Armbrust, Evelyn T.	Psychology, General	20 %
Radekin, Rachel R.	Job Seeking/Changing Skills	7 %
Rahman Jackson, Lishia	Study Skills	20 %
Rahman Jackson, Lishia	Counselor	42 %
Ramil, Heather L.	Water and Wastewater Technology	40 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Schall,Erin	Radiologic Technology	51 %
Snow,Camille D.	Counselor	20 %
Udall,Annette M.	Classics-Humanities	20 %
Williams,Jasmine S.	Speech Communication	20 %
Wilson,Anna M.	English	33 %
Yazdanmehr,Mohammad M.	Radiologic Technology	31 %

TEMPORARY, PART-TIME EMPLOYEES Fall 2019
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Abe,Donyale K	Health Occupations, General	53 %
Anapolsky,Carol S.	Digital Media	8 %
Anzini-Varesio,Rosemary	Sociology	40 %
Ashe,Chipo C.	Academic Guidance	20 %
Bartkiewicz,Matthew	Aviation and Airport Management and Servic	42 %
Beyrer,Kimberlee M.D.	Counselor	29 %
Boyd,Rebecca M.	Librarian	37 %
Bratton,Clayton G.	Physics, General	20 %
Bratton,Clayton G.	Astronomy	30 %
Cardenas,Theresa M.	Counselor	6 %
Castillo,David C.	Drafting Technology	33 %
Dang,Tina G.	Counselor	6 %
Delgado,Julio C	Counselor	14 %
Denman,Tiffany N.	English	40 %
Diaz-Gastelum,Gloria	Spanish	53 %
Dimond,Alison G.	Nutrition, Foods, and Culinary Arts	25 %
Etting,Stephanie F	Anthropology	45 %
Geddis,Maurice A.	Counselor	8 %
Gilgun,John	Speech Communication	40 %
Gleason,Kevin D.	History	20 %
Guimont,Roger C	Environmental Control Technology (HVAC)	20 %
Handy,Kimberly A.	Business and Commerce, General	60 %
Hayashi,Heather N.	Librarian	7 %
Hernandez,Israel	Administration of Justice	20 %
Hughes,Jonathan G.G.	Microbiology	20 %
Hung,Gary W.	Counselor	6 %
Imagine,Eve M.	Reading	4 %
Jackson,Charisse I	Licensed Vocational Nursing	35 %
Johnson-Arthur,Camille	Sociology	20 %
Jones,Evan A.	English	60 %
Kahl,Timothy J.	English	40 %
Kehl,Anthony J.	Physical Fitness and Body Movement	40 %
Kinney,Sasha M	Librarian	4 %
Kuwamoto,Jill	Fashion	28 %
Le,Tommy V	Nursing	8 %
Lenore,Samarea	Psychology, General	20 %
Lensky,Renata	General Work Experience	1 %
Lewis,Lysha	Sociology	20 %
Lore,Elisabeth Marie	English	20 %
Madrigal,Abraham	Counselor	14 %
Manna,Wendy	Occupational Therapy Technology	5 %
Mayol,Glenn	Intercollegiate Athletics	15 %

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TEMPORARY, PART-TIME EMPLOYEES Fall 2019
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
McClain, Jimmie Jo	Dental Hygienist	38 %
Mehlhoff, Tyler D	Nursing	6 %
Meza, Ryan Angel	Applied Photography	22 %
Miramontes Quinones, David M	Interpersonal Skills	13 %
Miramontes Quinones, David M	Job Seeking/Changing Skills	13 %
Mohrmann, Peter R.	Technical Theater	10 %
Molson, Stephene M	Nursing	12 %
Moylan-Aube, Joanne E.	Counselor	16 %
Neilson, Wendy N.	Occupational Therapy Technology	2 %
Norman, Janith A	Business Management	20 %
Okada, Mikiya	Electronic Game Design	27 %
Okada, Mikiya	Animation	13 %
Orr, Timothy A.	History	45 %
Otsuki, Andrew L.	Chemistry, General	53 %
Palaspas, Candice M.	Counselor	1 %
Pettler, Janelle S.	Computer Programming	8 %
Pettler, Janelle S.	Coordinator	14 %
Phillips, Valerie J.	Dental Hygienist	53 %
Piskun, Yelena	Counselor	25 %
Poorjahanshah, Homer	Chemistry, General	20 %
Rice, Colette M.	Dramatic Arts	20 %
Richmond, Pamela R.	English	60 %
Robinson, Leslie A.	Aviation and Airport Management and Servic	42 %
Sotelo, Justin B.	Applied Photography	57 %
Tabatabaei, Katayoon	Chemistry, General	33 %
Tener, Sean G.	Aviation and Airport Management and Servic	62 %
Torres, Laura	English	20 %
Tubra, Timothy D.	Physical Therapy Assistant	10 %
Upton Benton, Tyffani A.	Speech Communication	20 %
Walton, Nicole A.	Nursing	21 %
** (A1) Wright, Tatyana N.	Counselor	39 %
** (A1) Wright, Tatyana N.	Counselor	11 %
Yuponce, Wendell John	Commercial Music	20 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019
American River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Alexander, Carie D.	Counselor	6 %
Alexander, Carie D.	Counselor	18 %
** (A2) Angelone, Michael A.	English	47 %
Arambel, Leah A.	Reading	7 %
Aranda, Amanda L.	Counselor	10 %
Beaushaw, Frank W.	Diesel Technology	47 %
Bertoglio, Nancy A.	Reading	3 %
Blaney, Julie	Health Occupations, General	20 %
Bradford, Aaron R.	English	20 %
Casper-Denman, Kristina E.	Anthropology	30 %
Crowder, Michael H.	English	40 %
Eifertsen, Dyne C.	Music	20 %
Engler, Denise M.	Reading	20 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019**American River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Finnecy, Timothy J.	Physical Education	20 %
Fong, Angela J.	Counselor	16 %
Garvey, Andrea P.P.	Psychology, General	20 %
Gilman, Joseph A.	Music	33 %
Griffin, Robert C.	Counselor	2 %
Hamre, Susan M.	Music	7 %
Jones, Stanley M.	Landscape Design & Maintenance	20 %
Kair, Beven	Mathematics, General	20 %
Kem-Rivera, Toladette	Counselor	12 %
Kinoshita, Rory M.	Mathematics, General	33 %
Knirk, Brian D.	Culinary Arts	30 %
Knirk, Brian D.	Restaurant and Food Services Management	27 %
Kraft, Mary Ellen	Non Instructional Assignment	20 %
Lapierre, Arthur	Music	28 %
Lovering, Janay N.	English	40 %
Mireles-Tijero, Mayra	Counselor	6 %
Nazareno, Randy P.	Counselor	20 %
O'Brien, Kathleen P.	English	20 %
Overgard, Jayne A.	Mathematics, General	20 %
Payne, Michael D.	Chemistry, General	40 %
Poague, Robin L.	Administration of Justice	1 %
Pollard, Margaret P.	Accounting	40 %
Pries, Shannon S.	Reading	3 %
Queen, Kim K.	Counselor	6 %
Register, James M.	Mathematics, General	33 %
Reilly, Robin L.	Tax Studies	27 %
Reynolds, Tera L.	Counselor	1 %
Rutaganira, Thomas	Mathematics, General	33 %
Scalzi-Pesola, Jennifer S.	Academic Guidance	2 %
** (B2) Sjolund, Joe P.	Counselor	11 %
Thompson, Steven Dean	Music	45 %
Unmack, Cynthia L.	Political Science	20 %
Vinsant, Denise T.	Counselor	6 %
** (B5) Weckman, Craig R.	Coordinator	40 %
Weissbart, Brian	Chemistry, General	25 %
Youngs, Cynthia	Reading	7 %
Zack Lopez, Marjorie S.	Job Seeking/Changing Skills	13 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019**Cosumnes River College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Adkins Pogue, Andrea D.	Academic Guidance	20 %
Andrews, David C.	Horticulture	33 %
** (A5) Beyrer, Gregory M.	Academic Guidance	7 %
Calamar, Jeanne M.	Adapted Physical Education	43 %
Carlson, William D.	Automotive Technology	60 %
Doan, Anna N.	Counselor	2 %
Farley, Rhonda	ESL Writing	20 %
Fishman, Wendell	Website Design and Development	40 %
Hoang, Linda	Mathematics Skills	13 %
Lam, Nam H.	Mathematics, General	30 %
Martinez-Alire, Crystal D	Counselor	2 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019
Cosumnes River College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Morales, Martin F.	Political Science	40 %
Moreno, Camille	Mathematics, General	15 %
Moreno, Camille	Mathematics Skills	20 %
Newman, Jason C.	History	40 %
Noel, Brian E	Automotive Technology	57 %
Oliver, Julie A.	Microbiology	40 %
Pandey, Rajeev R.	Chemistry, General	45 %
Paskey, Amanda M.	Anthropology	30 %
Pereira, Michael J.	Automotive Technology	57 %
Phan, Man	Business and Commerce, General	20 %
Phan, Man	Marketing & Distribution	20 %
Roberts, Jason M.	Welding Technology	20 %
Russell, Michael W.	Chemistry, General	30 %
Thomas-Fisk, Cory E.	Civil & Construction Mgmt Technology	35 %
Torres, Christopher P.	Counselor	3 %
Torres, Christopher P.	Counselor	3 %
Torres, Gabriel S.	Spanish	50 %
Wassmer, Dana	Nutrition, Foods, and Culinary Arts	20 %
Weathers-Miguel, Lee L.	Counselor	3 %
** (A1) Wohl, Matthew H.	Counselor	8 %

REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019
Folsom Lake College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Brown, Krisi L.	English	40 %
Curran, Timothy M.	Mathematics, General	27 %
** (B2) Ellerman, Curtis H.	Business Administration	20 %
Farrand, Brittney N.	English	27 %
Fowler, Caleb L.	Computer Programming	20 %
Gregory, Richard C.	Physical Education	15 %
Harden, Jeremy	Mathematics Skills	13 %
Haug, Paula R.	Speech Communication	60 %
Jensen, Wayne C.	Mathematics, General	33 %
Lacy, David J.	English	20 %
Longhitano, Amber L.	Counselor	15 %
Lopez, Carlos J.	Spanish	55 %
Moraga, Juan Carlos	Spanish	35 %
Nersesyan, Vadim	Mathematics, General	27 %
Oberth, Christine H.	Chemistry, General	20 %
Pedro, Jason R.	Medical Laboratory Technology	18 %
Pittman, Jason W.	Geography	8 %
Prellip, Angela N.	Speech Communication	40 %
Raskin, Samuel W.	Earth Science	15 %
** (A1) Rauschkolb, Teresa N.	English	13 %
Roehr, Rebecca S.	English	13 %
** (A2) Royer, Tina L.	English	24 %
Tavares, Tyrone Michael	Counselor	18 %
** (A2) Wada, Eric B.	Biology, General	15 %

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REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019
Sacramento City College

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Anderson, Kevin M.	Computer Networking	24 %
Armstrong, Dana	English	20 %
Bomberry, Deskaheh D.	Physical Fitness and Body Movement	20 %
** (A2) Coppola, Jessica D.	Coordinator	20 %
Dao, Binh C.	Chemistry, General	30 %
deGennaro, Paul J.	Physiology (Includes Anatomy)	50 %
Doonan, William F.	Anthropology	40 %
Felker, Jeffery J.	Reading	7 %
Fellman, Melissa M.	Dental Occupations	7 %
Fellman, Melissa M.	Dental Hygienist	38 %
Freas, Adam C.	Counselor	14 %
Gales, Marques J.	Physical Fitness and Body Movement	5 %
Ganas, Josephine I.	Dental Occupations	7 %
Greenwell, Andrea L.	Physiology (Includes Anatomy)	20 %
Hernandez-Chaidez, Adan	Academic Guidance	20 %
Hernandez-Chaidez, Adan	General Work Experience	20 %
Hernandez-Chaidez, Adan	Counselor	6 %
Huang, Ling	Chemistry, General	35 %
Iredale, Michael J.	Nursing	16 %
Ishchuk, Alexandr A.	Chemistry, General	13 %
James, Stephen C.	Environmental Science	7 %
Jean-Gilles, Reginald G.	Real Estate	20 %
Jones, Christine M.	Dental Hygienist	7 %
Knudson, Kandace M.	Coordinator	30 %
Lane, Tammie R.	Dental Assistant	8 %
Leonard, Duane E.	ESL Reading	2 %
Logan, Shane P.	Sociology	40 %
Maeda, Richard	Health Occupations, General	20 %
Marshall, Doris F.	Nursing	7 %
McDaid, Liam I.	Astronomy	20 %
Mendez-Nunez, Luis R.	Mathematics, General	40 %
Miller, Nicholas B.	Sociology	47 %
** (B3) Randolph, Melodi L.	Dental Assistant	7 %
Regalado, Maria Carmen	Psychology, General	40 %
Rice, Helen M.	Nursing	26 %
Rice, Helen M.	Licensed Vocational Nursing	20 %
Richardson, Michael B.	Physics, General	20 %
Rojas, Karla P.	Other Interdisciplinary Studies	7 %
Rosenberger, Randy	Mathematics, General	27 %
Shewa, Wondimagegn T.	Chemistry, General	57 %
** (A2) Stanton, Kathryn J.	Geology	15 %
** (B5) Stevenson, Elizabeth	Job Seeking/Changing Skills	7 %
Stewart, Devoun R.	Chemistry, General	57 %
Strimling, Amy K.	Children with Special Needs	1 %
Tromborg, Chris T.	Psychology, General	20 %
Vargas-Onate, Jacqueline	Academic Guidance	16 %
Xu, Meili	Computer Programming	50 %

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C L A S S I F I E D

APPOINTMENT(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Arreola, Daniel R.	Financial Aid Clerk II	SCC	09/09/19
Baptista, Daniel F.	Information Technology Business/ Technical Analyst I	DO	09/23/19
Carter, Anthony M.	Student Personnel Assistant – Outreach Services	ARC	10/21/19
Greenhill, Regan	Facilities Planning and Engineering Specialist	FM	09/19/19
Jai-Johnson, Arionna	Clerk III	ARC	09/09/19
Lopez, Teresa M	Account Clerk II	CRC	09/09/19
Miller, Stacy H.	Athletic Trainer, 50%	FLC	09/09/19
Rohrbach, Trevor A.	Groundskeeper	FM	10/01/19
Shah, Elizabeth A.	Instructional Assistant – English as a Second Language, 9 months	SCC	10/07/19
Torres Martinez, Alejandro	Student Personnel Assistant – Educational Center	SCC	10/08/19

LEAVE(S) OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Cox, Kelly M.	Instructional Assistant - Aeronautics	Personal, 100%	SCC	09/05/19 – 01/05/20
Quintell, Melonie M.	Administrative Assistant I	Personal, 22.8%	FLC	08/24/19 – 12/19/19

PROMOTION(S)

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Bachinsky, Sergey	Senior Information Technology Technician- Lab/Area Microcomputer Support (Media Systems/Resources Technician I	CRC CRC)	09/05/19
Devi, Sunita	Administrative Assistant II (Administrative Assistant I	CRC CRC)	07/17/19

C L A S S I F I E D

PROMOTION(S), CONTINUED

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Hurtado, Lynn M.	Administrative Assistant II (Administrative Assistant I)	CRC CRC)	08/09/19
Marsant, Stanislav	Administrative Assistant I (Clerk III)	CRC SCC)	09/30/19
Robinson, April K.	Student Personnel Assistant – Student Services (Administrative Assistant II)	CRC CRC)	09/30/19
Rodrian, Shannon	Student Personnel Assistant – Student Services (Admissions/Records Evaluation I)	SCC SCC)	10/01/19
Thiessen, Levi M.	Custodial/Receiving Supervisor (Receiving Clerk/Storekeeper)	FLC FLC)	09/16/19

REASSIGNMENT(S)/TRANSFER(S)

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Allison, Clinton D.	Student Support Supervisor (Counseling Supervisor)	ARC ARC)	10/21/19
Fox Sailor, Margaret D.	Clerk III, 80% (Clerk III, 50%)	CRC CRC)	08/01/19
Moldovan, Elena	Financial Aid Clerk II, 100% (Financial Aid Clerk II, 60%)	FLC FLC)	10/01/19
Tran, Trang T.	Accountant (Accountant)	ARC DO)	10/01/19
Williams, Nicole A.	Student Personnel Assistant - Student Services (Student Personnel Assistant – Student Services)	SCC ARC)	10/01/19

C L A S S I F I E D

RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Aguirre, Maria C.	Student Personnel Assistant – Student Services	CRC	10/05/19
Osai, Elisabeth	Financial Aid Clerk II	SCC	09/27/19
Phelps, Tanner S.	Instructional Assistant – Adaptive Physical Education, 50%, 9 months	SCC	05/23/19

RETIREMENT(S)

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Parker Jr., John W.	Information Technology Network Administrator Analyst II (After 35 years of regular service)	DO	12/31/19
Powell, Ilse R.	Lead Instructional Assistant – English as a Second Language, 10 months (After 29 years of regular service)	ARC	03/01/20
Jones Jr., Roosevelt M. B.	Mechanical/Electrical Systems Technician, 75%, 9 months / Instructional Assistant – Mechanical/Electrical Technology, 25%, 9 months (After 31 years of regular service)	SCC	12/31/19

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>			
Ahmadi, Pakiza	Account Clerk I	09/20/2019	06/30/2020
Al Kawaz, Amenah I.	Instructional Assistant	08/24/2019	06/30/2020
Arnott, Andrea M.	Art Model	09/20/2019	06/30/2020
Avetisyan, Diana	Clerk II	08/20/2019	06/30/2020
Bains, Divinder	Special Projects	08/01/2019	06/30/2020
Baldwin, Caitlin R.	Child Dev Ctr Assoc. Teacher	08/01/2019	06/30/2020
Baquerfo, Loury Mae M	Special Projects	09/23/2019	06/30/2020
Burns, Tristan D.	Instructional Assistant	09/19/2019	06/30/2020
Burrows, Stacey A	Instructional Assistant	09/03/2019	06/30/2020
Burt, Kelvin Jershoun	Clerk III	09/05/2019	06/30/2020
Castro Silva, Viridiana	Special Projects	08/20/2019	06/30/2020
Clemens, Joshua A	Instructional Assistant	09/03/2019	06/30/2020
Collins, Sara R.	Intermediate Interpreter	08/26/2019	06/30/2020
Contreras, Adriana V.	Lifeguard II	08/26/2019	06/30/2020
Evans, David N.	Instructional Assistant	08/15/2019	06/30/2020
Flakes, Rodney L.	Special Projects	08/26/2019	06/30/2020
Ford, Joshua J.	Assistant Coach	08/01/2019	06/30/2020
Gomez, Stephanie	Outreach Specialist	09/20/2019	06/30/2020
Henry, Rachel F.	Beginning Interpreter	09/03/2019	06/30/2020
Kelly, Kathleen R.	Special Projects	09/19/2019	06/30/2020
Knott, Dustin E.	Special Projects	09/10/2019	06/30/2020
Lipscomb, Fleurdeliza L	Special Projects	09/09/2019	06/30/2020
Mathews, Daniel E	Maintenance Technician I	09/25/2019	06/30/2020
Mccafferty, Sheilagh R	Instructional Assistant	08/26/2019	06/30/2020
Mora, Laura V.	Clerk I	09/16/2019	06/30/2020
Onestar, Emily K.	Counseling Clerk II	08/26/2019	06/30/2020
Pfingston, Thomas G	Special Projects	08/29/2019	06/30/2020
Pulatova, Dilorom	Custodian	09/20/2019	06/30/2020
Quinonez, Crystal J.	Child Dev Ctr Assoc. Teacher	08/26/2019	06/30/2020
Rainey, Sydney J.	Special Projects	09/10/2019	06/30/2020
Reid, Daniel J.	Special Projects	08/20/2019	06/30/2020
Reid, Michael J.	Specialty Coach	08/26/2019	06/30/2020
Sapryga, Illia	Programmer I	08/26/2019	06/30/2020
Sharaf, Fahed K.	Special Projects	09/01/2019	06/30/2020
Sims, Lorie T.	Beginning Interpreter	08/26/2019	06/30/2020
Smith, Zachary D	Special Projects	09/10/2019	06/30/2020
Somerville, Mackenzie L.	Special Projects	09/18/2019	06/30/2020
Stubblefield, Laura E.	Special Projects	08/26/2019	06/30/2020
Taylor, Jason M.	Assistant Coach	10/01/2019	06/30/2020
Torres, Cesar B.	Student Personnel Assistant	09/20/2019	06/30/2020

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College (Continued)</u>			
Wells, Cody E	Programmer I	09/16/2019	06/30/2020
Wilson, Martine C.	Student Personnel Assistant	09/03/2019	06/30/2020
Youngman, Peter M.	Special Projects	09/16/2019	06/30/2020
<u>Cosumnes River College</u>			
Aldrich, Megan M	Instructional Assistant	07/01/2019	06/30/2020
Anguiano, Erika A.	Assistant Coach	08/21/2019	06/30/2020
Bradley, Mathew J.	Assistant Coach	08/21/2019	06/30/2020
Champion, Anthony R.	Assistant Coach	08/26/2019	06/30/2020
Chan, Helen	Student Personnel Assistant	08/19/2019	06/30/2020
Chapman, Jasmine M.	Special Projects	07/01/2019	06/30/2020
Chavez-Calderon, Dennis J	Financial Aid Clerk II	08/25/2019	06/30/2020
Dazhan, David P.	Assistant Coach	08/23/2019	06/30/2020
Emmons, Julie A.	Athletic Trainer	08/01/2019	06/30/2020
Estrada-Galvan, Diego Fernando	Special Projects	09/17/2019	06/30/2020
Hacker Jr, Michael L.	Groundskeeper	07/01/2019	06/30/2020
Hoang, Steve N	Reader/Tutor	07/01/2019	06/30/2020
Iqueda, Angel A.	Special Projects	09/17/2019	06/30/2020
Jacobs, Jennifer Rose	Instructional Assistant	08/21/2019	06/30/2020
Jacobs, Jennifer Rose	Instructional Assistant	08/21/2019	06/30/2020
Kucera, Kristen L	Instructional Assistant	07/01/2019	06/30/2020
Lagrutta, Rick V.	Art Model	07/01/2019	06/30/2020
Lara, Jose	Clerk I	09/09/2019	06/30/2020
Lockwood, Addom R	Instructional Assistant	08/24/2019	06/30/2020
Maximo Sanchez, Eduardo A.	Assistant Coach	08/01/2019	06/30/2020
Nguyen, Eric	Intrcollegiate Game Technician	08/20/2019	06/30/2020
Pfeifer, Christopher J.	Special Projects	09/17/2019	06/30/2020
Ramirez, Rafael A.	Instructional Assistant	08/20/2019	06/30/2020
Reyes, Marylou C.	Custodian	07/01/2019	06/30/2020
Salomon, Paul Lorenz T	Art Model	07/01/2019	06/30/2020
Smith, David A.	Assistant Coach	08/28/2019	06/30/2020
Sowles, Olivia R.	Special Projects	08/21/2019	06/30/2020
Takahashi, Reiko Y.	Instructional Assistant	09/23/2019	06/30/2020
Tarver, Destiny L	Financial Aid Clerk I	09/10/2019	06/30/2020
Templeton, Christine R	Instructional Assistant	07/01/2019	06/30/2020
Tinker, Jayna L.	Art Model	07/01/2019	06/30/2020
Tinoco-Valencia, Andres	Instructional Assistant	07/01/2019	06/30/2020
Vang, See	Clerk I	08/29/2019	06/30/2020

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>District Office / Business and Economic Development Center / Facilities Management / Police Services</u>			
Argenbright, Kaylee E.	Special Projects	08/28/2019	06/30/2020
Carreon, Christopher B.	Campus Patrol	07/01/2019	06/30/2020
Denton, Dustin D.	Campus Patrol	09/17/2019	06/30/2020
Fink, Brandon C.	Police Comm Dispatcher	08/26/2019	06/30/2020
Hoganson, Nolan A.	Campus Patrol	08/22/2019	06/30/2020
Korniychuk, Margarita Y.	Control Center Technician	08/26/2019	06/30/2020
Magallanes, Elisa	Administrative Asst. I	09/27/2019	06/30/2020
Mukanoheli, Philomene	Clerk III	09/16/2019	06/30/2020
Ochoa, Thalia V	Clerk III	10/07/2019	06/30/2020
Tiepelman, Mark S.	Campus Patrol	07/01/2019	06/30/2020
Velazquez, Stacy H.	Campus Patrol	09/16/2019	06/30/2020
Williams, Earthal Y.	Clerk I	09/16/2019	06/30/2020
Williams, Jameica G.	Campus Patrol	09/05/2019	06/30/2020
Woodward, George A.	Campus Patrol	08/19/2019	06/30/2020

Folsom Lake College

Cardona, Katherine M	Reader/Tutor	09/11/2019	06/30/2020
Chima, Gurminder S.	Assistant Coach	09/09/2019	06/30/2020
Crum, Ryan D.	Reader/Tutor	08/21/2019	06/30/2020
Darabpour, Keyan	Clerk I	08/25/2019	06/30/2020
Fontes, Katie C.	Assistant Coach	09/05/2019	06/30/2020
Ghiorso, Timothy G	Special Projects	08/25/2019	06/30/2020
Howard, Bethany R.	Reader/Tutor	09/09/2019	06/30/2020
Miller, Stacy H.	Athletic Trainer	09/03/2019	06/30/2020
Moncallo, Bernie D.	Special Projects	09/04/2019	06/30/2020
Moore, Gordana A.	Special Projects	09/11/2019	06/30/2020
Mudd, Jordan D.	Reader/Tutor	09/05/2019	06/30/2020
Rahman, Ferdousi	Instructional Assistant	08/30/2019	06/30/2020
Reisner, Christine A.	Reader/Tutor	09/05/2019	06/30/2020
Shannon, Molly F.	Reader/Tutor	09/09/2019	06/30/2020
Sheikhshoaei, Mohammad	Reader/Tutor	08/30/2019	06/30/2020
Wishon, Danielle N.	Reader/Tutor	09/05/2019	06/30/2020

Sacramento City College



Acosta, Ruben	Instructional Assistant	08/26/2019	06/30/2020
Alvarez, Susana	Outreach Specialist	08/28/2019	06/30/2020
Badovinac, John D.	Assistant Coach	09/11/2019	06/30/2020
Benites, Alejandra Ruiz	Student Personnel Assistant	09/12/2019	06/30/2020
Berry, Lashonda	Student Personnel Assistant	08/26/2019	06/30/2020
Boyce, Johana E.	Beginning Interpreter	09/02/2019	06/30/2020
Camacho-Rodriguez, Jose M.	Instructional Assistant	08/28/2019	06/30/2020
Cannon, Riley Q.	Clerk I	09/23/2019	06/30/2020

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>Sacramento City College (Continued)</u>			
Caselli, Matthew J.	Special Projects	07/01/2019	06/30/2020
Clark, Brian M.	Athletic Trainer	08/28/2019	06/30/2020
Clinkenbeard, Maceiko E.	Assistant Coach	08/30/2019	06/30/2020
Cortes Trujillo, Teresa de Jesus	Special Projects	08/19/2019	06/30/2020
Davis, Girtha L.	Special Projects	08/28/2019	06/30/2020
Esparza, Gabriel A.	Student Support Specialist	08/19/2019	06/30/2020
Estrada, Erik Dylan E	Instructional Assistant	09/03/2019	06/30/2020
Gill, Parambir K.	Student Personnel Assistant	08/26/2019	06/30/2020
Graves, Marcus E.	Student Support Specialist	07/10/2019	06/30/2020
Hefley, Natalie R.	Clerk I	07/22/2019	06/30/2020
Keating, Amy C.	Clerk I	09/02/2019	06/30/2020
Killian, Ashley A.	Special Projects	08/20/2019	06/30/2020
Knox, Tamara M.	Instructional Assistant	01/02/2020	06/30/2020
Lehman, William B.	Custodian	09/23/2019	06/30/2020
Li, Jiawei	Laboratory Technician	08/26/2019	06/30/2020
Lin, Xiping	Special Projects	08/01/2019	06/30/2020
McCracken, Matthew P.	Special Projects	09/01/2019	06/30/2020
Meas, Sorya S.	Special Projects	09/13/2019	06/30/2020
Nelson, Andrea E.	Financial Aid Clerk I	09/09/2019	06/30/2020
Palenyy, Alicia	Instructional Assistant	07/01/2019	06/30/2020
Pereira, Carmen	Special Projects	08/26/2019	06/30/2020
Rasul, David G.	Clerk I	07/01/2019	06/30/2020
Romo Cuellar, Janeth	Admissions/Records Clerk II	09/04/2019	06/30/2020
Ruegg, Christopher	Beginning Interpreter	08/26/2019	06/30/2020
Rurouni, Kristen A.	Advanced Interpreter	08/25/2019	06/30/2020
Sanders, Jocelyn N	Admissions/Records Clerk I	08/19/2019	06/30/2020
Simmons, Alvin P	Custodian	08/22/2019	06/30/2020
Steiner Jr., Martin A.	Assistant Coach	07/01/2019	06/30/2020
Vaca, Daniel J.	Clerk I	08/26/2019	06/30/2020
Vaden, Mikaela V.	Assistant Coach	07/01/2019	06/30/2020
Vasquez Bastidas, Merly J.	Special Projects	08/19/2019	06/30/2020
White, Taraja N.	Account Clerk II	09/01/2019	06/30/2020
Wigley, Jeanette E	Laboratory Technician	08/12/2019	06/30/2020
Willis, Jenae M.	Account Clerk I	09/03/2019	06/30/2020
Winton, Megan M.	Clerk I	07/01/2019	06/30/2020
Zavala, Jarely G.	Special Projects	08/26/2019	06/30/2020
Zayati, Ousema K.	Laboratory Technician	08/25/2019	06/30/2020

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Board Policy Revisions: P-8254 Gifts, Devises, and Bequests and 8431 Naming of Facilities and Areas and Approval of Foundation Procedures	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:

The Los Rios Colleges Foundation (“the Foundation”) has recently reviewed and revised its Gift Acceptance, Real Estate and Naming procedures. The changes to the attached policies will align the Foundation procedures with Board Policy.

STATUS:

To maximize donations and to steward donors properly, the revisions to Board Policy 8254 will entrust the role of the sole recipient of gifts, donations, bequests and devises for the District/Colleges to the Foundation. The policy will further charge the Foundation with the fiduciary and stewardship obligation for these funds and activities.

The changes to Board Policy 8431 clarify the types of minor structures that are excluded from the normal naming requirement process. For example, non-public facing spaces with limited exposures, such as gardens, fountains, and donor walls will no longer need to go through the Board approval process but will instead follow the Los Rios Colleges Foundation naming procedure. In these cases, the naming decision will be delegated to the College Presidents, the Associate Vice Chancellor of Resource Development and/or the Foundation with the concurrence of the Chancellor. Ultimately, this will reduce the workload for the Board and staff. Major donations and major naming opportunities will continue to follow the existing process to ensure that the naming of the buildings of the colleges are reflective of the Board’s and District’s values and that appropriate value is provided for those opportunities. The Foundation’s Gift Acceptance and Real Estate procedures are also attached for review and approval. These procedures dictate the definitions, restrictions and requirements for the Foundation to receive gifts on the District’s behalf.

RECOMMENDATION:

These policies and procedures are presented for first reading.

1.0 Acceptance of Gifts, Devises and Bequests

- 1.1 The Los Rios Community College District Board of Trustees may accept on behalf of, and in the name of, the Los Rios Community College District or the Los Rios Colleges Foundation such gifts, donations, bequests, and devises as are made to the District or the Los Rios Colleges Foundation for community college purposes. (Ed. Code, § 72205) The Foundation exists to secure, manage, and distribute gifts, donations, bequests, and devises for the District/College(s), its faculty, its students and the Foundation. The Foundation is to function as the sole recipient of these gifts, donations, bequests, and devises.
- 1.2 The Board of Trustees directs that all gifts, donations, bequests, and devises to the District/College(s) or the Foundation shall be reported to and channeled through the Foundation. The Foundation Board shall approve all gifts, donations, bequests, and devises to District/College(s) as appropriate under the Foundation's Gift Acceptance Procedure, which shall be approved by the Foundation Board and the Board of Trustees.
- 1.3 The Board of Trustees charges the Foundation with the fiduciary and stewardship responsibilities with respect to gifts, donations, bequests, and devises to the District/College(s).
- 1.4 Where a donor requires that a gift not go through the Foundation, the Chancellor or his/her designee shall decide whether and how to execute that gift.

2.0 Disposition of Gifts, Devises and Bequests

- 2.1 Any gift of cash accepted pursuant to 1.0 above is deposited in the fund designated by the donor.
- 2.2 Any gift of a physical nature having form and substance may be assigned to the College or District organizational unit that is intended by the donor to be the recipient.

3.0 Implementation

- 3.1 The Chancellor or designee is authorized to develop administrative rules and regulations to implement the intent of this District Policy.

(Formerly P-8253; P-8252)

LRCCD

Policy Adopted: 7/2/75

Policy Revised: 2/4/81; 6/16/82; 5/3/89; 10/21/15; 1/16/19

Policy Reviewed: 10/21/15; 1/16/19

Adm. Regulation: [R-8254](#)

[DRAFT 6/12/19](#)

1.0 Authority

- 1.1 The Los Rios Community College District Board of Trustees shall approve the naming of the facilities and areas of the Los Rios Community College District and its Colleges.
- 1.2 The Board of Trustees may seek the advice of the Los Rios Colleges Foundation in making a decision to name a particular building or area.
- 1.3 The Chancellor and the Los Rios Colleges Foundation may recommend approval of exceptions to this District Policy.

2.0 Principles

- 2.1 Buildings and areas may be named in honor of friends, benefactors, and persons who have made significant contributions to the College, the District, or to education in California or the nation.
- 2.2 The naming of a building or place is a matter of serious, long-term commitment. The choice to give a personal name to a building implies permanence of that designation—both in terms of the designation itself and to the maintenance and refurbishment of the building. The naming opportunity thus has both moral and financial implications. The District reserves the right to remove the name of a building in the appropriate circumstances.
- 2.3 Buildings and areas may be named for persons who: have rendered significant, permanent service to education in California or the nation; who have distinguished themselves in the work of a College, campus, discipline, or department within the District; who are indigenous to the area and hold a unique place in history; or have made a substantial gift to the College or the District through its official fundraising arm, the Los Rios Colleges Foundation.
- 2.4 Buildings and areas may not be named for current District employees. When an area or building is proposed to be named for individuals associated with the District or California education, a period of not less than three years should elapse between the end of the individual's service to the District or California education and consideration by the Board of Trustees.
- 2.5 In all instances where the word "person," "individual," or "donor," is used in this District Policy, the same shall be deemed to include corporations, foundations, or other appropriate legal entities.

3.0 Guidelines

- 3.1 Names of facilities or areas should lend prestige to the District/College, and to staff, students, and community. The credentials, character, and reputation of each individual for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. Nominations submitted to the Board of

Trustees for consideration shall be accompanied by appropriate supporting documentation.

- 3.2 The College Presidents shall consult with the appropriate College constituencies (including, but not limited to, the Academic Senate, the Classified Senate, the Student Body Associations, etc.) before bringing a recommendation to the Chancellor to name a building or an area under this District Policy. The Presidents shall also consult with the Vice Chancellor, Finance and Administration, and the Associate Vice Chancellor, Resource Development prior to presenting recommendations to the Chancellor. The Chancellor shall present recommendations for naming to the Board.
- 3.3 A financial gift shall not automatically result in the naming of a building for an individual. The other criteria of this District Policy must also be met.
- 3.4 In addition to the permanent nature of a facility named to honor an individual, shorter-term issues—such as name plaques, stationery, catalog listings, maps, ceremonial action, and publicity—shall be considered.
- 3.5 A suitable plaque should be located in the lobby or other significant location, giving the full name and brief biography of the person honored.

4.0 Use of Names

- 4.1 A uniform system of marking of buildings and outdoor areas should be adopted by location.
- 4.2 Plaques and signage should be tasteful, discrete, and consistent with other campus signage as determined by the Associate Vice Chancellor of Facilities Management.
- 4.3 To minimize exterior lettering, listings in directories, mailing addresses, and the like, as well as to ensure that the use of the new name becomes commonplace within the lexicon of the College and District, the naming of a building to honor an individual should use the surname only, as in “Raef Hall” and “Rodda Hall.”

5.0 Portions of Buildings

- 5.1 Subunits of a new or existing building may be named separately to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major art feature or water feature, and the like.
- 5.2 In cases where the feature is named after an individual pursuant to this District Policy, the committee or group making such a recommendation shall identify, or provide the source for the full cost of changing the name, such cost being determined by the Associate Vice Chancellor of Facilities Management.

5.3 ~~Small landscape features such as trees, benches, and drinking fountains are excluded from the naming requirements.~~ Non-public facing spaces with limited exposure are excluded from the naming requirement. This includes small landscape features, fountains, trees, gardens, benches, temporary facilities items, equipment or collections, campus donor walls or similar items.

(Formerly P-4623)

LRCCD

Policy Adopted: 1/18/67

Policy Revised: 8/10/77; 1/14/81; 6/16/82; 1/17/01; 12/15/10; 4/8/15; 10/21/15; 2/17/16; 12/14/16; 1/16/19

Policy Reviewed: 12/14/16; 1/16/19

Adm. Regulation: None Draft 7/16/19

THE LOS RIOS COLLEGES FOUNDATION GIFT ACCEPTANCE OPERATING PROCEDURE

Approved 1/27/2005
Amended 9/26/2019

I. Background and Purpose

A. Mission and Duties of Foundation

The mission of the Los Rios Colleges Foundation (Foundation) is to invest in the students of the Los Rios colleges to help them achieve their aspirations through education. While the majority of financial support for the Los Rios Community College District (District) and its colleges comes from the State of California and local property taxes, the District also relies on the generous private contributions of individuals, corporations, and private foundations in our community as well as philanthropic efforts of local cities, counties, and public agencies. It is critical to our effectiveness that we follow an agreed-upon District-wide policy for acceptance of contributions in support of Los Rios college programs and students.

The Foundation exists to secure, manage, and distribute gifts for the benefit of the District, its Colleges, its faculty and its students and it is the sole recipient of gifts to the District and Colleges. Where donors state that they do not want their gift to go to the Foundation, the College President will consult with the Vice Chancellor, Finance and Administration to accomplish that purpose.

The Foundation is charged with fiduciary and stewardship responsibilities to ensure that gifts are properly accounted for, that donors are appropriately thanked and provided with tax information needed for a deduction, and that gifts are correctly channeled to the College and department they are to serve. Gifts may trigger a federal and state charitable tax deduction for the donor. Gifts that do not come through the Foundation cannot be validated by any District employee for tax deduction consideration. Thus, the donor may forfeit any claim for a deduction since the IRS requires written substantiation by a qualified 501(c)(3) organization. The Foundation and its Finance Committee also ensure that gifts are prudently invested to provide maximum long-term returns.

B. Operating Procedure

This Gift Acceptance Operating Procedure (“Procedure”) has been adopted by the Los Rios Colleges Foundation Board of Directors and the District Board of Trustees to provide the criteria and the framework by which donations may be accepted or recommended to the Board of Directors for acceptance.

C. Legal Authority

Section §72670 of the California Education Code and Title 5 of the California Code of Regulations (Section §59259 (j)) provides the broad authority for a foundation associated with an educational institution to function as the recipient/donee of gifts, estate gifts, endowments, trusts, and similar funds. The specific authority of the Foundation to function as the recipient of gifts and related funds for and on behalf of American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College (individually, “College” and collectively, “Colleges”) within the District is set forth in Board Policy 8254 and the Master Agreement between the Board of Trustees of the District and the Board of Directors of the Foundation. The provisions of this Procedure shall be interpreted as consistent with the authority recited above.

The Foundation is a qualified 501(c)(3) tax-exempt charitable-educational organization and an auxiliary of the Los Rios Community College District. All gifts of any size, to any College, department or program, must be immediately reported to and channeled through the Foundation. (District Board Policy 8254) All entities engaging in fundraising or related activities for the District and Colleges may do so only with the approval and under the guidance of the Associate Vice Chancellor, Resource Development and his or her designee(s). All Foundation and District employees and volunteers must adhere to this statement, which also acts as a guide for prospective donors and their advisors.

This document has been developed to outline the procedures for accepting charitable gifts to the Foundation for the benefit of the District, Colleges, students, faculty and staff. While this document is intended to provide guidance to Foundation personnel regarding acceptance of prospective gifts, donors are ultimately responsible for ensuring that the proposed gift furthers the donor’s charitable, financial, and estate planning goals.

II. General Principles – Responsibility to Donors

A. Commitment to a donor-centered, philanthropic approach

The Foundation, District, its staff and volunteer representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way. The interest of the donor shall come before that of the Foundation or the District. The Foundation shall not encourage any gifts that are inappropriate in light of the donor's known personal or financial situation.

B. Confidentiality

Information concerning all transactions between a donor and the Foundation and District shall be held by the Foundation and District in confidence and may be disclosed only with the permission of the donor or the donor's designee.

C. Anonymity

The Foundation and District shall respect the wishes of any donor offering anonymous support and will implement reasonable procedures to safeguard such donor's identity.

D. Professional counsel

Prospective donors are urged to seek the advice of independent legal, tax and financial attorneys and advisors in the gift planning process. The Foundation and its staff do not give legal, accounting, or tax advice to prospective donors. Further, to avoid conflicts of interest or the appearance of improper influence, the Foundation shall not pay legal or other fees for the preparation of a donor's will or living trust which names the Foundation, District or Colleges as a beneficiary.

E. Conflicts of interest

Individuals who engage in the solicitation of gifts or grants on behalf of the Foundation and District shall not personally benefit in any way from any donor in the performance of those activities on behalf of the Foundation or District. This includes, but is not limited to, by way of commissions, contract fees, salary or other benefits.

F. Professional standards

Except as may otherwise be set forth in this Procedure, all philanthropic solicitations, activities and events will follow the guidelines promoted by the Council for Advancement and Support of Education ("CASE").

III. Gifts are Irrevocable Transfers of Property

Gifts will not be returned to the donor once they are made. A gift is an irrevocable transfer of property by a donor, either outright or through a planned/deferred gift vehicle for the charitable purpose designated by the donor and without expectation of a tangible or direct economic benefit to the donor with the exception of tax benefits and life income in the case of planned/deferred gifts. A gift implies no responsibility to provide the donor with a product or service.

IV. Gift Acceptance Responsibilities

A. Board Responsibility

It is the responsibility of the Foundation Board of Directors to accept or decline all gifts to the Foundation. The Foundation Board of Directors has delegated gift acceptance responsibility to the Finance Committee and to Foundation staff and designated District staff, including the Vice Chancellor of Finance and Administration, and College Presidents, or their designees. Most gifts should require little scrutiny under this Procedure and may be accepted by Foundation staff on behalf of the Board of Directors. These include cash, marketable securities, and tangible personal property retained by the District for use (gifts-in-kind). Major gifts involving naming rights, charitable gift annuities, life insurance, charitable remainder trusts and gifts of certain non-cash assets (i.e., real estate, personal property subject to donor restrictions), are subject to heightened review from the District's Board of Trustees, District staff and/or the Foundation Finance Committee.

B. Fundraising Operations

No fundraising program, whether a general or group solicitation, can be undertaken by any department, individual, or other College entity without the approval of the Foundation. The Foundation serves as a "clearinghouse" for solicitation of all gifts, including sponsorship gifts and grants from corporations, foundations, and individuals, as well as a source of advice and support for seeking such gifts. This is to prevent several different campus programs unknowingly competing for the support of the same donor at the same time. Planned solicitations by a specific department or program must be submitted in advance to the College Office of Philanthropy for review and clearance. The full procedure for department or student fundraising can be found in the "Request for Approval to Fundraise Procedure."

Fundraising consultants, firms, or agents must be approved for hire by the Associate Vice Chancellor, Resource Development prior to working on behalf of any College, center, department or other District entity.

V. Categories of Gifts Accepted

The Foundation will accept the following types of gifts subject to the following definitions, restrictions and requirements.

A. *Outright Gifts*

1. Gifts of Cash

Definition: Cash includes currency, check or credit card contribution (MasterCard, Visa, Discover or American Express). Cash may be delivered in person, by mail, by Electronic Funds Transfer (EFT) or by wire transfer.

Restrictions: Gifts of over \$10,000 in cash require a written gift agreement.

Requirements: Cash is the preferred form of gift and is often the easiest way to give and the most frequently received form of gift accepted by the Foundation.

Unrestricted gifts of cash will be used to support the District's and Colleges' highest priorities.

Gifts of cash under \$10,000 that are paid in full do not require a written gift agreement or any prior approvals. However, the donor may request, or the philanthropy officer may choose to execute, a gift agreement to clarify any restrictions and to outline stewardship responsibilities.

2. Marketable Securities

Definition: Marketable securities include stocks, bonds, mutual funds, partnership investments, or other securities.

Requirements: Marketable securities must be traded on a publicly available exchange or over the counter. For securities for which there is no public exchange, the Associate Vice Chancellor, Resource Development and the Vice Chancellor of Finance and Administration must agree to accept those securities.

Securities will be valued at the market value on the date the gift is received, at the average of the high and low for the security for that day, in accordance with IRS regulations.

Gifts of mutual fund holdings may be accepted by the Foundation. The donor will be responsible for transferring the title on the mutual fund with the fund's legal processing department to the Foundation.

Restrictions: No prior written agreements on the disposal of such gifts will be made, in accordance with IRS regulations on such gifts.

Securities for which there is no public exchange or over the counter market may be declined.

3. Pledges

Definition: Pledges are commitments to give a specific dollar amount according to a fixed time schedule.

Requirements: Pledge commitments must be in writing. Acceptable written documentation may include a pledge form with donor signature, a letter initiated and signed by the donor, or an email from the donor's personal or business email address.

The value of the pledge must be clearly specified. The pledge must contain a clearly defined payment schedule. The pledge must include the words "promise", "agree", "will", or "intend" as to the gift. The donor must be considered financially capable of making the gift. In keeping with IRS rules, matching gifts may not be pledged or used to fulfill a pledge.

Pledges from individual donors that are likely to be paid in full or part through either a donor advised fund or private family foundation must be written in the form of a non-binding statement of intention in order to prevent the donor, foundation, or donor-advised fund from potentially violating certain provisions against self-dealing under the federal tax laws.

Restrictions: Pledge schedules must not exceed five years for any single gift, unless approved by the Associate Vice Chancellor, Resource Development.

4. Gifts from Donor Advised Funds

Definition: Donor Advised Funds (DAFs) are philanthropic vehicles established at public charities that allow donors to make charitable contributions, receive immediate tax benefits, and then recommend grants from the funds over time. Gifts to the Foundation from DAFs are typically accepted in the form of checks or electronic fund transfers and processed accordingly.

Requirements: No gift receipt will be issued to the individual who recommended a Foundation gift to the DAF; however, the individual's giving record will be soft credited with the value of the gift. Gifts from DAFs cannot be used to make payments on personal pledges of the individuals who made the gift recommendations to their DAFs.

Restrictions: Donating through a DAF limits the benefits a donor may receive. Because a full tax deduction is received at the time of establishing

the DAF, donors may only receive “incidental” benefits, or benefits which do not carry a fair market value. There are penalties for receiving more-than-incidental benefits for a DAF gift. The U.S. Pension Protection Act of 2006 imposes an excise tax on any donor, donor advisor or family member who recommends a grant that results in “more than incidental benefit.” The sponsoring agency can be penalized as well.

5. Gifts of Tangible Personal Property – To be Sold

Definition: Gifts of tangible personal property include automobiles, boats, aircraft, art, jewelry, books, furniture, etc. This category includes property that is donated with the intent that the Foundation will sell it and convert it to cash.

Requirements: Careful consideration will be given to the acceptance of tangible personal property. In making this decision, the Foundation will consider the maintenance, storage, and transportation costs of the property. It will also consider the marketability and ease of sale for the property. The recommended minimum value for a gift of tangible personal property to be sold is \$10,000, net of expenses and commissions. At the Foundation’s discretion, any non-cash gift may be sold for cash.

The gift date will be the date that the Foundation receives actual possession of the property. If title conveyance documents are required, the gift date will be the effective date on the applicable document.

When the property is sold or otherwise disposed of within three years of the date of the gift, the Foundation will file an information return on the IRS Form 8282 and send a copy to the donor.

Restrictions: Title to the property should be clear, unencumbered, and properly documented.

Gifts of tangible personal property that may create a unique or unacceptable obligation on the part of the Foundation and/or the Colleges will be declined.

Gifts that are given with unusual restrictions or designations that have the potential of violating College policies, state or federal laws or creating a liability for the Foundation or the District/Colleges will be submitted to review for potential acceptance or declination to the Foundation Finance Committee.

6. Gifts of Tangible Personal Property – Retained for Use

Definition: Gifts of tangible personal property include automobiles, boats, aircraft, art, jewelry, books, furniture, etc. This category includes property

that is donated with the intent that the Foundation or College will retain the property for use.

Requirements: The Foundation accepts gifts of tangible personal property which are to be kept and used by the District and/or Colleges if they can be used to the benefit of College programs and services. All gifts of tangible property must be processed through the designated College Office of Philanthropy or the Foundation, as appropriate. The donor should first contact the appropriate College Office of Philanthropy to verify that the property to be donated can and will be used in support of educational programs or services.

The IRS requires the donor to provide the reasonable market value for any gift of tangible property, which could be a receipt of purchase, appraisal, or comparable value estimate. The Los Rios Community College District and/or the Foundation or a College Office of Philanthropy cannot establish market value. The appraisal cost is the donor's responsibility.

Gifts with fair market values exceeding \$5,000 will be reported at the values placed on them by qualified independent appraisers as required by the IRS for valuing noncash charitable contributions. Gifts of \$5,000 and under may be reported at either the value declared by the donor or the value placed on them by a qualified expert. If a value as specified above is not placed on a gift of personal property, the value shall be recorded as \$1.

The LRCCD Board of Trustees, as required by the Education Code 72241 and LRCCD Board Policy and Regulation 8254, must accept the donation.

Restrictions: Gifts that do not further the mission of the District, Foundation or the Colleges will not be accepted. Gifts with exceptional carrying costs, storage costs, maintenance costs, or the potential for significant liability to the District shall not be accepted.

7. Gifts of Real Property

The acceptance of gifts of real property is governed by the Foundation Procedure on Gifts of Real Estate.

8. Gifts of Intangible Personal Property

Definition: Intangible personal property are items with value that cannot be touched or held. Examples of intangible personal property include intellectual property like patents, trademarks, service marks, copyrights, but does not include securities, life insurance or partnership investments.

Requirements: The Foundation accepts gifts of intangible personal property which are to be sold to benefit the District and/or Colleges. At the Foundation's discretion, any non-cash gift may be sold for cash.

The IRS requires the donor to provide the reasonable market value for any gift of intangible personal property. The Los Rios Community College District and/or Foundation or a College Office of Philanthropy cannot establish market value. The appraisal cost is the donor's responsibility.

Gifts with fair market values exceeding \$5,000 will be reported at the values placed on them by qualified independent appraisers as required by the IRS for valuing noncash charitable contributions. Gifts of \$5,000 and under may be reported at either the value declared by the donor or the value placed on them by a qualified expert. If a value as specified above is not placed on a gift of personal property, the value shall be recorded as \$1.

The LRCCD Board of Trustees, as required by the Education Code 72241 and LRCCD Board Policy and Regulation 8254, must accept the donation.

Restrictions: Intangible personal property for which there is no ready market will not be accepted. Gifts of intangible personal property which require significant expenses to develop for a profit or which have significant potential liabilities associated with them shall not be accepted.

9. IRA Charitable Rollover

Definition: An IRA Charitable rollover is a gift from an Individual Retirement Account directed by a donor or their estate. It may take the form of cash or marketable securities.

Requirements: The Foundation may accept all gifts directly transferred from an IRA, as permitted under the Pension Protection Act of 2006 and subsequent amendments.

Restrictions: Gifts that are not permitted under the Pension Protection Act of 2006 shall not be accepted. Alternative means for transferring the property may be explored.

10. Charitable Gift Annuities

Definition: A charitable gift annuity is a contract between Foundation and the donor, where the Foundation agrees to pay the donor and/or one other person named by the donor a lifetime annuity in return for a gift of cash, securities, or other property.

Requirements: The annual payment must be a fixed sum, the amount of which is based on the size of the gift and the number and ages of the beneficiaries. Gift annuities shall comply with California state law and meet the disclosure requirements under the Philanthropy Protection Act of 1995. Annuity payments may be made on a quarterly, semiannual or annual schedule.

For new contracts, the Foundation will use rates recommended by the American Council on Gift Annuities.

Charitable gift annuities will be administered by an external administrator. Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity minus administration fees shall be transferred to the Foundation's general endowment funds or to such specific fund as designated by the donor.

Exceptions may be made subject to the prior approval of the Finance Committee.

Restrictions: In general, the minimum gift for funding shall be \$10,000 and the minimum age for life income beneficiaries of a gift annuity shall be 60. In general, where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 50. No more than two life income beneficiaries will be permitted for any gift annuity.

The Foundation will not accept real estate, tangible personal property or any other illiquid asset in exchange for current charitable gift annuities.

11. Other gifts

Gifts to the Foundation that fall into categories other than those described above will be reviewed by the Finance Committee of the Foundation to determine their acceptance.

B. Deferred Gifts

Definition: Deferred gifts (also known as "planned gifts" or "split-interest gifts") *generally* mean gifts in which the donor makes a current conveyance or commitment, but the Foundation's legal ownership or use of the gift is subject to a specific event (i.e., death of an individual) or term of years. The Foundation shall comply with all federal and state laws and regulations relating to these giving arrangements.

Planned and deferred gifts which may be accepted by the Foundation include:

- Devises under wills or trusts;
- Charitable Remainder Annuity Trusts and Unitrusts;
- Charitable Lead Trusts;
- Charitable Gift Annuities;
- Gifts of Pension Fund and Individual Retirement Account assets;

- Life Insurance.

The acceptance of planned gifts is governed by the Foundation Procedure on Planned Gifts.

C. Named Gifts

The District Board of Trustees is charged with naming facilities in the Los Rios Community College District pursuant to its Board Policy 8431. Opportunities for naming new or existing facilities shall be determined and approved in accordance with the LRCCD Policy P-8431 Naming of Facilities and Areas.

The acceptance of named gifts is further governed by the Foundation Procedure on Named Gifts.

VI. Gift Acceptance Processes

- A.** All charitable contributions to the Foundation will be counted and recorded into the fundraising database of record in accordance with the standards set forth by CASE.
- B.** All gifts and pledges will be recorded in compliance with IRS regulations and generally accepted accounting principles.
- C.** All donors will be thanked and sent an acknowledgment in accordance with IRS regulations.
- D.** The valuation and substantiation of charitable gifts is a matter between the donor/taxpayer and the taxing agency. Therefore, the Foundation, as a donee of such gifts, will not estimate to the donor the value of non-cash gifts. The Foundation will cooperate fully with the donor in the gift substantiation process required by the taxing agency and file the IRS Form 8282 if noncash gifts are sold within three years after receipt, as required.
- E.** Whenever possible, any restrictions related to the use or purpose of a gift should be written as “preferences” rather than “restrictions” to allow the Foundation the greatest latitude in ensuring future use. When that is not possible, it is desirable to reserve the authority of the Board of Directors to change the use or purpose of the gift as may be called for by changed circumstances. If, at any time in the future, the purpose for which a fund was established is no longer available or practical, the Foundation will attempt to reach the donor of this fund and/or the donor’s representatives to revise the fund purpose statement. If contact cannot be made, the Board of Directors will act in accordance with the *Uniform Prudent Management of Institutional Funds Act (UPMIFA)*.

VII. Gift Acceptance Restrictions

The Foundation will make every effort to accommodate and accept all charitable contributions from donors. The Foundation reserves the right to refuse gifts, including those that:

- A.* Violate the terms of this Procedure;
- B.* Are for purposes that do not further the Foundation and District's missions;
- C.* Could adversely affect the reputation of the Foundation or District;
- D.* Are deemed too difficult or expensive to administer;
- E.* Require beneficiaries or scholarship recipients be chosen on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical or mental disability, or any other protected classification as specified in the District's Intent and Accountability for Equal Opportunity Policies 2113, 5111, 6111, or 9111;
- F.* Violate any law;
- G.* Create obligation that is prohibited by Proposition 209;
- H.* Could create unacceptable liability or cause the Foundation or District to incur future unanticipated expenses;
- I.* Could jeopardize the Foundation's tax-exempt status;
- J.* Provide a donor with goods or services of financial value in exchange for said donor's gift unless such value is fully disclosed in the time and manner as required under federal and state law and regulations.

VIII. Other Resources

A. Sponsorships

Sponsorships involve an agreement between a provider of funds, resources or services and the District which offers in return some rights and associations that may be used for commercial advantage, which may include marketing, promotion or access to student. A written agreement is entered into by the District and the sponsor.

A sponsorship is most often not considered to be a gift, though in some instances, a portion of the sponsorship may be considered a gift and will be noted as such in the written agreement.

B. Grants

The District, Colleges and Foundation also receive grant funding. A grant is an award received generally as a result of a written proposal, with the understanding that an accounting and/or report will be generated at the end of the project and provided to the funder. State, Federal and private grants of this type will be directed to the Office of Grants.

A grant that has been determined to be a gift is donative in nature; it is generally given because the Foundation has submitted an application to a private or corporate grantor to fund Foundation priorities and does not include indirect costs or employee compensation. Grants of this type will be directed to the Foundation.

THE LOS RIOS COLLEGES FOUNDATION PROCEDURE ON PLANNED GIFTS

Approved 9/26/2019

I. Introduction

The purpose of the Los Rios Colleges Foundation Planned Giving Program is to provide mutually beneficial gift opportunities to donors who are interested in supporting the Los Rios Colleges Foundation (Foundation), the Los Rios Community College District (District) and its Colleges (American River College, Cosumnes River College, Folsom Lake College and Sacramento City College).

II. General Procedures

The Foundation encourages and solicits charitable donations to benefit the District, its Colleges, its faculty and its students through planned giving methods or deferred giving arrangements that comply with the Los Rios Colleges Foundation Gift Acceptance Operating Procedure adopted by the Los Rios Colleges Foundation Board of Directors and the District Board of Trustees and described in this procedure.

III. Approved Planned Gifts

Planned gifts (also known as "deferred gifts" or "split-interest gifts") *generally* mean gifts in which the donor makes a current conveyance or commitment, but the Los Rios College Foundation's legal ownership or use of the gift is subject to a specific event (i.e., death of an individual) or term of years.

The Foundation shall comply with all federal and state laws and regulations relating to these giving arrangements.

Planned and deferred gifts which may be accepted by the Foundation include:

- A. Estate Gifts;
- B. Charitable Remainder Annuity Trusts and Unitrusts
- C. Charitable Lead Trusts;
- D. Retirement Plan, Life Insurance and Other Beneficiary Designations

A. Estate Gifts

Definition: Estate gifts are devised to the Foundation through a will or trust arrangement.

Requirements: Income from wills and trusts will be accepted by the Foundation as a form of income. Income and principal distributions will be accepted into either endowed or non-endowed funds, depending on the donor's wishes.

A donor agreement will be created by the Foundation to document the donor's wishes when they are known, and to document the operating assumptions being made by the Foundation in cases where the late donor's wishes are unknown/unclear.

Restrictions: The Foundation reserves the right to decline gifts from the estate or trust of deceased donors which are not in keeping with the terms of this or the Gift Acceptance Operating Procedure. No part of any gift, or benefit from any gift, shall be accepted until a final determination by the Foundation has been made as to the acceptance of the gift.

The Foundation will not serve as a Trustee for a revocable trust with respect to a proposed distribution to the Foundation, District or Colleges.

Although philanthropy staff may distribute suggested gift language to assist donors and their attorneys in preparing devises, donors shall be advised that the Foundation cannot provide legal services such as will or trust drafting.

The Foundation welcomes notification by donors that they have included the Foundation in their wills or estate plans, records this information in the fundraising database, and honors their generous intentions with an invitation to membership in the Los Rios Legacy Society. However, the Foundation does not book or count revocable future gifts or bequests, and per IRS regulations, the Foundation does not provide any gift receipt to donors until the gifts are realized.

B. Charitable Remainder Trusts

Definition: A charitable remainder trust is established when a donor irrevocably transfers assets to a trust that distributes payments to one or more beneficiaries. The payments can be for life and/or for a specified number of years. Upon termination of the trust, the remainder is distributed to the Foundation for the benefit of the Foundation, District or Colleges. The most common forms of charitable remainder trusts are Charitable Remainder Unitrusts (CRUTS) and Charitable Remainder Annuity Trusts (CRATS). The significant difference between a CRUT and a CRAT is the payout from a CRUT is calculated by applying the fixed percentage to the value of the trust, value annually and the annual payout for a CRAT is a fixed percentage of the initial value of the trust.

Requirements: The Foundation will accept designation as a charitable beneficiary of charitable remainder trusts that do not name the Foundation as trustee. Donors who create externally managed and trustee trusts will be asked to provide the Foundation with a copy of the trust document and annual investment

reports for record-keeping purposes. Given the complex tax and legal issues related to the establishment of a charitable remainder trust, the donor is advised to obtain independent professional advice prior to creating such a trust.

Restrictions: The Foundation reserves the right to decline gifts which are not in keeping with the terms of this or the Gift Acceptance Operating Procedure. No part of any gift, or benefit from any gift, shall be accepted until a final determination by the Foundation has been made as to the acceptance of the gift. The Foundation will accept designation as the trustee of a charitable remainder trust under certain conditions outlined in IV below.

C. Charitable Lead Trusts

Definition: A charitable lead trust is designed to make periodic income payments to at least one charitable organization for a specific number of years, the lives of one or more individuals, or a combination of the two; after which the trust terminates and the assets pass to either the grantor or other non-charitable beneficiary.

Requirements: The Foundation may accept a designation as an income beneficiary of a charitable lead trust. Major gift donors may use charitable lead trusts to fulfill a pledge commitment.

Restrictions: The Foundation reserves the right to decline gifts which are not in keeping with the terms of this or the Gift Acceptance Operating Procedure. No part of any gift, or benefit from any gift, shall be accepted until a final determination by the Foundation has been made as to the acceptance of the gift. The Foundation will not accept designation as trustee of a charitable lead trust under certain conditions outlined in IV below.

D. Retirement Plan, Life Insurance and Other Beneficiary Designations

Definition: The Foundation may accept amounts it receives as a primary beneficiary or contingent beneficiary of a life insurance policy, IRA, defined benefit plan, profit sharing plan or other qualified plan.

Requirements: The Foundation will accept a gift of life insurance provided that the insurance policy has a positive cash surrender value and the Foundation has been named both beneficiary and irrevocable owner of the policy.

The Foundation may accept all gifts directly transferred from an IRA, as permitted under the Pension Protection Act of 2006 and subsequent amendments. If the Foundation is anything other than an outright beneficiary of such assets, the prior approval from the Foundation Finance Committee to the Associate Vice Chancellor, Resource Development is required.

Restrictions: The Foundation shall not be obligated to make additional premium payments to keep the policy in force. If premiums remain to be paid, the donor must agree in writing to gift sufficient funds annually on a timely basis to the Foundation in order for it to pay the premiums or the donor must agree to pay the premiums directly. Exceptions to the provision on premium payments may be made on a case-by-case basis, on approval of a recommendation from the Finance Committee to the Associate Vice Chancellor, Resource Development.

IV. Serving as Trustee

Though it is strongly recommended that donors utilize a corporate trustee or self-trustee for any charitable trust which names the Foundation as beneficiary, the Foundation may serve as trustee for charitable trust arrangement as long as the requirements are met. The Foundation may serve as trustee when the grantor of the trust (e.g. a charitable remainder trust) has made a significant gift to the District, Colleges or Foundation of the remainder interest of the trust assets. In addition, the Foundation may serve as trustee of a trust (e.g., a charitable lead trust) when the grantor of the trust has made a significant gift to the District, Colleges or Foundation of the trust income.

A. The Vice Chancellor of Finance and Administration and the Associate Vice Chancellor Resource Development must approve all trust documents.

B. The Foundation shall comply with all state and federal laws and regulations concerning trusts and trustees.

C. The Foundation shall not serve as investment manager for any assets held in trust unless it also serves as trustee for those assets.

D. Costs charged to the trust will include investment management, trustee fees, administration, legal counsel and tax return preparation.

E. The Foundation, through the Finance Committee, shall set the maximum percentage rate for which a charitable trust will pay a donor (the "pay-out rate"). Prior written approval of the Finance Committee is required for the Foundation to pay a rate which exceeds that maximum rate.

F. The donor(s) execute a written acknowledgment that it is the express desire of the donor(s) that the Foundation serve in the capacity of trustee, that the Foundation has disclosed to them the potential for conflict of interest in the Foundation serving as trustee, and that the donor(s) waive any claim for conflict of interest which may arise from the Foundation serving as trustee.

G. The minimum acceptable asset value for establishing a CRUT or a CRAT shall be \$100,000.

H. The Foundation must be at least a 51% residual beneficiary of the trust. If the Foundation is not the sole residual beneficiary, there may be a maximum of two additional residual beneficiaries.

I. The payout percentage is determined at the time the trust is created, as stated in the trust, and is permanent. The minimum payout allowed is 5% annually. The maximum percentage shall be determined by Foundation's Finance Committee based on recommendations by staff. The maximum percentage shall be based on several factors, including the age of the donor(s), number of beneficiaries, amount of gift, rate of return on U.S. Treasury bonds at the time and other considerations. In addition, the value of the charitable tax deduction must be at least 10% of the fair market value of the property transferred to the trust on the date of the transfer (in accordance with IRS regulations).

J. Payments to income beneficiaries must come exclusively from the trust assets and are not guaranteed by the Foundation.

K. In general, all life income beneficiaries must be age 60 or older. If a beneficiary is under age 60, a term of years not to exceed 20 years must be used.

L. Unlike a charitable remainder unitrust, additional charitable contributions may not be made to an existing charitable remainder annuity trust.

V. Acceptable Assets

The following assets may be accepted as funding for a deferred or planned gift, subject to the terms and conditions outlined in the Los Rios Colleges Foundation Gift Acceptance Operating Procedure and the Foundation Procedure on Gifts of Real Estate.

- A.** Cash
- B.** Marketable securities
- C.** Tangible personal property
- D.** Retirement plan assets
- E.** Real property

THE LOS RIOS COLLEGES FOUNDATION PROCEDURE ON GIFTS OF REAL ESTATE

Approved 1/27/2005

Amended 9/26/2019

I. Introduction

The Los Rios Colleges Foundation provides mutually beneficial gift opportunities to donors who are interested in supporting the Los Rios Colleges Foundation (Foundation), the Los Rios Community College District (District) and its Colleges (American River College, Cosumnes River College, Folsom Lake College and Sacramento City College).

II. General Procedures

The Foundation encourages and solicits gifts of real estate to benefit the District, its Colleges, its faculty and its students, that comply with the Los Rios Colleges Foundation Gift Acceptance Operating Procedure adopted by the Los Rios Colleges Foundation Board of Directors and the District Board of Trustees. The general practice of the Foundation is to sell all gifts of real estate as soon as possible at the best price obtainable under current market conditions. Proceeds from donated property sales are used for the charitable purposes specified by donors.

III. Approved Real Estate Gifts

The Foundation will consider gifts of real estate that are developed and undeveloped and readily marketable, including residences, condominiums, apartment buildings, commercial property and land. The Foundation will consider outright gifts of real estate as well as gifts subject to a retained life estate and gifts for a charitable remainder trust.

For gifts of property to fund a charitable remainder trust, the Foundation may act as trustee per the Foundation Procedure on Planned Gifts.

The Foundation may accept a gift of real property that is a personal residence with a retained life interest with a full transfer of the title to the Foundation. The agreement creating the life interest must provide, at a minimum, that the donor and/or life tenant will remain responsible for the payment of taxes, utilities, maintenance, repairs and general upkeep and all other costs associated with the property for the duration of the estate.

Donors considering real estate gifts will be asked to understand that the Foundation must pay special attention to environmental liability risks, and the possible costs of holding real estate pending sale.

IV. Authority to Negotiate

The Chancellor, the Vice Chancellor of Finance and Administration, and the Associate Vice Chancellor for Resource Development (or their designees) will have overall authority to handle inquiries, negotiate with donors, assemble documentation, retain appraisers, surveyors, realtors and other technical consultants, and execute agreements on behalf of the Foundation. These officers will inform and seek counsel from the Finance Committee of the Foundation on such inquiries as appropriate.

The Foundation reserves the right to accept or decline any real estate gifts offered to the Foundation. The Foundation retains the right to refuse a gift during negotiations without incurring cost or liability. Possible exposure to environmental liability and possible challenges in marketing the property could be reasons for such a refusal to consider a gift.

When considering potential gifts of real estate, the Foundation will take into account all expenses it might incur, and will project likely net proceeds to come the Foundation, whether by way of an outright gift of a deferred gift. The net value of the gift to the Foundation – taking into account all appropriate expenses – discounted to present value (today's dollars), should be at least \$100,000 for the Foundation to consider the gift. When real property has an estimated fair market value of less than \$100,000, the donor should be encouraged to sell it and donate the proceeds.

V. Evaluation of Potential Gifts

For proffered gifts of real estate, the Associate Vice Chancellor Resource Development will work with the donor to investigate the range of potential options for making the gift to help determine which approaches may be in the best interest of both the donor and the District. The following preliminary due diligence process will be followed prior to gift acceptance:

A. Real Estate Checklist and Real Property Inquiry Form

Upon initial inquiry, potential donors will be asked to complete a real estate checklist and real property inquiry form and return them to the Foundation with appropriate maps and documentation, including documents that show the donor holds clear title to the property. The purpose of these documents is to gather basic information about the property, surface possible environmental issues, and the possible carrying costs. (Sample forms are included as Exhibit A).

B. Liens, Mortgages and Encumbrances

Gifts of real estate will generally not be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged. If the value of the property net of mortgages and the like is sufficient, the Foundation might consider accepting the gift.

C. Field Evaluation

Following an offer of a gift of real estate, a member of the Foundation staff or an authorized representative will visit the property. The purpose of the visit will be to determine the nature and type of the property and to identify any potential problems not evident from initially supplied information that would hinder or prevent the Foundation's sale of property.

D. Market Evaluation

Whenever practicable, arrangements will be made to have a realtor or real estate consultant analyze the property to evaluate the existence of a market for such property. The Chancellor may, at his/her opinion, request that the donor provide such an evaluation from a realtor acceptable to the Chancellor.

E. Environmental Assessment

The Foundation will need to know about any environmental problems or pending claims pertaining to the property or abutting properties. The Foundation will obtain a Phase I environmental assessment by a qualified engineer indicating that ownership will not expose the District and Foundation to environmental liability. In general, residential property is excluded from a formal environmental assessment and will rely on the information provided by the donor in the real estate checklist.

F. Appraisal

Donors must provide, at their expense, an independent qualified appraisal for tax purposes. Although a recent appraisal may be used for purposes of gift acceptance, donors must obtain a qualified appraisal dated not earlier than sixty days prior to the date of the gift, and not later than the date on which the tax return claiming the deduction is filed. The appraisal must comply with IRS regulations for the purposes of establishing the value of the gift for federal income tax purposes, including the preparation of Form 8283 ("Noncash Charitable Contributions").

G. Written Agreement

Donors must provide a statement making the following warranties and representation in writing: the donor is the rightful owner of the property, no violations of state, local or federal law exist on the property, no comments, restrictions or conditions exist within the title, there are no recorded rights of way, easements, or encumbrances attached to the property, there are no contractual or other donative commitments to other individuals, corporations, or groups attached to the property and disclosing any and all carrying costs, including but not limited to taxes, insurance, association dues, membership fees and transfer charges. This document should also include an environmental indemnity agreement releasing the District of liability for any current or future environmental issues associated with the donated property.

H. Cash Flow Summary

The Foundation's staff will prepare a budget outlining all the projected income and expenses associated with the acceptance of all proposed real estate gifts

I. Reimbursement of Costs

The Foundation may advance costs for inspections, reviews, title, upkeep, repairs, etc. for maintaining and preparing property for sale. These expenses will be recovered from the gross proceeds of the sale of property.

VII. Procedures for Accepting Real Estate

A. After a real estate gift has been evaluated and the requirements of this Procedure have been satisfied, and after considering the recommendations of the Finance Committee of the Foundation, the Chancellor will have the authority to accept or refuse a gift of real property.

B. Prior to or upon transfer of title to the Foundation, the donor and the Foundation will sign a gift agreement (reviewed by legal counsel) that will address matters relating to the donation, such as the purpose of the gift, form of the related real estate title transfer document (gift deed), timing of the transfer, party responsible for payment of the transfer costs expenses associated with the property, such as commissions, real estate taxes, utilities, insurance, and maintenance costs, and liabilities that the donor will retain and/or the Foundation will assume in connection with the property. The agreement will specify that there are no restrictions on the Foundation's right to use or convey the property. The mutually agreed gift agreement, once executed by the parties, will govern the terms of the donor's donation of the real estate to the Foundation.

C. The Foundation and the Foundation's legal counsel will work with the donor to execute all necessary documents to complete the transaction, including the transfer deed.

D. The Foundation will obtain liability insurance for any real property it owns, either outright or as trustee.

VIII. Marketing and Sale of Real Estate

A. In general, after accepting a real estate gift and following approval by the Chancellor, real property will be sold. Appropriate real estate expertise will be utilized for sale transactions.

B. The general practice of the Foundation is to sell all gifts of real estate as soon as possible at the best price obtainable under current market conditions. The final sales price will be approved by the Chancellor.

C. Any sale occurring within three years of the date of the gift shall be reported to the IRS on Form 8282 (“Donee Information Return”) as required by law and a copy will be sent to the donor.

D. In the case of a property that has been transferred to a charitable remainder trust, the trustee of the trust will authorize the sale of the property.

IX. Real Estate Gifts by Bequests

A. Donors will be encouraged to discuss contemplated bequests of real estate before finalizing their estate planning documents. Property that is bequeathed to the Foundation will be evaluated, accepted, marketed and sold in accordance with this Procedure.

B. If the Foundation becomes aware that it has been named to receive a gift of real estate through a bequest, the executor, trustee, or other legal representative will be asked to conduct an environmental study similar to the one that the Foundation would require if it were to receive an in-vivos gift. If the executor, trustee, or other legal representative has not made the study and if it does not do so, the Foundation should make its own study or decline to accept the gift.

VI. What the Foundation Will Not Do

A. The Foundation will not establish or corroborate the value of any property for the purpose of substantiating the donor’s income tax charitable deduction.

B. The Foundation will not accept gifts of time-share units or cemetery plots.

EXHIBIT A

THE LOS RIOS COLLEGES FOUNDATION CHECKLIST OF DESIRED ITEMS IN CONNECTION WITH CONSIDERATION OF ACCEPTANCE OF REAL ESTATE DONATION

1. Exact legal name of donor and federal identification number.
2. Description of property (copy of deed).
3. Description of any buildings or other structures located on the land.
4. Boundary survey of property with location of all structures, easements, and encumbrances appearing on the face of the survey.
5. Information regarding existing zoning status.
6. Information on all ingress/egress for the property.
7. Description of prior use of the property.
8. Description of use of surrounding property, with specific disclosure of any storage tanks or potential environmental factors affecting the property.
9. Disclosure of any contemplated or anticipated condemnations, right-of-ways or other actions by municipalities that may affect the subject property.
10. Phase I environmental report on the property, including environmental report on any structures located on the real estate. Further reporting as needed may also be undertaken to fully disclose and understand environmental issues on the property. Residential properties may be excluded.
11. Evidence of title, such as title examination and report, title insurance commitment, or schedule describing any liens, encumbrances, or title matters affecting the property.
12. Copy of appraisal showing the fair market value of the property current within sixty days.
13. Disclosure of amount of existing real estate taxes, insurance premiums, and assessments attributable to the property.

14. Discussion with proposed donor regarding any special arrangements for donor's fund or other sources to address ongoing expenses for taxes, insurance, assessments, maintenance, grass cutting, security, utilities, and similar items.

THE LOS RIOS COLLEGES FOUNDATION REAL PROPERTY INQUIRY FORM

I. Owner (s) _____
Email _____ Phone _____
Address _____

Property location _____

Land area (acres or sq. ft.) _____

Building area (sq. ft. each floor) _____

Zoning _____

Replacement cost of building _____

Current property insurance coverage _____

Date of acquisition/form of acquisition _____

Current cost basis (includes improvements) _____

Principal balance of mortgage _____ Current fair market value _____

Assessed value for real estate taxes _____

Real estate taxes _____

Land value _____ Building value _____

Most recent appraisal (date) _____ Appraised value _____

Appraiser _____

Occupancy status after transfer of title to charity:

Unimproved (no buildings) _____

Unoccupied (building, but no occupant) _____

Occupied (building with occupants) _____

Please indicate by checking "yes" your awareness of any condition or problem which may affect the title or marketability of the property. Use Section VII to provide additional information.

II.	Title/Zoning	Yes	No
	A. Title	_____	_____
	B. Zoning variances, violations or special permits	_____	_____
	C. Zoning violations	_____	_____
	D. Restrictions or easements	_____	_____
	E. Survey available	_____	_____
III.	Condition of Building	Yes	No
	A. Foundations/slab	_____	_____
	B. Basement water/dampness/sump pump	_____	_____

		Yes	No
C.	Roof leaks	_____	_____
D.	General structural	_____	_____
E.	UFFI (formaldehyde insulation)	_____	_____
F.	Asbestos	_____	_____
G.	Lead paints	_____	_____
H.	Termites/ants/pests	_____	_____
I.	Swimming pool	_____	_____
J.	Radon	_____	_____
K.	Mine shafts and wells	_____	_____
L.	Building Systems	_____	_____
	1. Plumbing	_____	_____
	2. Electrical	_____	_____
	3. Heating	_____	_____
	4. Air conditioning	_____	_____
	5. Hot water	_____	_____
	6. Water supply	_____	_____
	7. Sewage; type	_____	_____
	8. Other fixtures	_____	_____
IV.	Rental/Condominium/Cooperative	Yes	No
A.	Building systems	_____	_____
	1. Leases	_____	_____
	2. Rental arrears	_____	_____
	3. Last month's rent/security deposit	_____	_____
B.	Common area fees in arrears	_____	_____
C.	Building or sanitary code violations	_____	_____
D.	Operating/capital budget	_____	_____

V. Environmental	Yes	No
A. History of property	_____	_____
1. Property has prior or current use for industrial, commercial, agricultural, manufacturing, waste disposal or any other non-residential purposes	_____	_____
B. Condition of property		
1. Stressed or denuded vegetation or unusual barren areas	_____	_____
2. Discoloration, oil sheens, or foul/unusual odors in water	_____	_____
3. Storage drums	_____	_____
4. Above or underground storage tanks; vent or filler pipes	_____	_____
5. Evidence of oil or other chemicals in soil	_____	_____
6. Evidence of PCBs	_____	_____
7. Evidence of toxic air emissions	_____	_____
C. Adjacent properties		
1. Properties adjacent or close to subject have conditions requiring “yes” answer to any questions in (A) and (B) above	_____	_____
D. Flood plain/wetlands/drainage	_____	_____
E. Endangered plants or wildlife	_____	_____
F. Are you aware of any other information concerning Any part of the land or buildings, which might affect the decision of a buyer or affect value of property of affect use by buyer?	_____	_____

VI. Property Expense Budget

To hold this property as a Foundation asset, the following income and expenses are anticipated:

A.	Income	Annual
	1. Rent	_____
	2. Other	_____
B.	Expenses	
	1. Real estate taxes:	
	First payment due _____ (date) _____	
	Second payment due _____ (date) _____	
	 2. Utilities:	_____
	Gas	_____
	Oil	_____
	Electric	_____
	Water/sewer	_____
	 3. Services:	
	Caretaker/property manager	_____
	Landscaping	_____
	Heating/cooling service contract	_____
	Snow removal	_____
	Pool services	_____
	Common area charge (condominium)	_____
	Security	_____
	Other	_____

4. Maintenance/Repairs _____

5. Insurance _____

Total Expenses _____

Net Income (Loss) _____

VII. Additional Information on Sections II through VII

VIII. Acknowledgments

Owner(s) hereby acknowledge that the information set forth above is true and accurate to the best of my (our) knowledge

Owner Date _____

Owner Date _____



Please return to:

The Los Rios Colleges Foundation
1919 Spanos Court
Sacramento, CA 95825

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	American River College Commemorative Naming for the ARC STEM Innovation Center	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Thomas Greene President, American River College	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

Board Policy 8341 calls for the Board of Trustees to approve the naming of college facilities and areas. Such facilities and areas may be named in honor of persons who have made significant contributions to the college or distinguished themselves in the work of the college. Subunits of a building may be named separately to recognize an outstanding individual or donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major art feature or water feature and the like.

STATUS:

In 2017, ARC embarked on a campaign to raise \$2.5M to establish a margin of excellence as part of the creation of its STEM Innovation Center. Comprised of the most modern equipment and technology and reflecting the latest in educational design, the Center will serve as a state-of-the art, interdisciplinary learning space that will contribute significantly to the development of our region’s STEM workforce for decades to come.

Diane Bryant donated one of the most significant gifts in college history to support Science Technology Engineering and Mathematics (STEM) programs at American River College. Diane is a former Group President of Intel’s Data Center Group and former Chief Operating Officer of Google’s Cloud Platform. She currently serves on the board of United Technologies and Broadcom Inc. In addition to her associate’s degree from American River College, she holds a bachelor’s degree in Electrical Engineering from the University of California, Davis. Ms. Bryant received the Distinguished Alumni Award from the Community College League of California in 2016 and the Outstanding Alumnus of the Year from UC Davis in 2017. Bryant was named one of the 50 most powerful women in business by Fortune magazine in 2015 & 2016 and was ranked No. 32 in the Silicon Valley 100 by Business Insider. She holds four U.S. patents for chip design. In addition to her passion for education, Ms. Bryant is a strong proponent of programs that help increase opportunities for women and minorities in STEM fields. With support from donors such as Diane Bryant, nearly \$2M has been raised to date.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the commemorative naming of the *Diane Bryant STEM Innovation Center* at American River College.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Resolution No. 2019-14: General Obligation Bond	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item B	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	Mario Rodriguez, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

The District Board of Trustees has authorized the placement of two bond measures on the ballot: Measure A was approved by the voters on March 5, 2002 for \$265 million and Measure M was approved by the voters on November 4, 2008 for \$475 million. These funds have been used for both the construction of new facilities and the modernization of existing facilities at the District’s four colleges, the District Office and other facilities providing District-wide services. In total, the District has completed 82 capital facility projects from the two bond programs with an additional 25 projects currently in progress. At this point, however, the District has either encumbered or committed nearly all of the funds from these two authorizations.

The District has used the prior bond funds judiciously. Given Los Rios’ fiscal health and the improved Sacramento regional economy, the District received strong insured ratings from both Standard & Poor’s and Moody’s for its bond issuances. These ratings have resulted in lower interest rates and reduced the burden for our taxpayers. The District has exercised strong fiscal management with regards to the expenditures of these funds. Since inception of the bond program in 2002, the District has never had an audit finding related to its bond program. Additionally, all bond projects have been reviewed by an independent bond oversight committee comprised of community, business, and taxpayer association representatives.

The District has a significant need for additional bond authorization. Over the past year, each college has gone through a thoughtful and deliberative process of identifying its facility needs for the upcoming decade in alignment with each college’s educational master plan as well as college and District strategic plans. In total, these facility master plans identified 53 projects with an estimated total cost of \$1.3 billion. Given the geographical span of the District’s colleges, the vastly different ages of the campuses, and the different growth needs of each campus, the facility needs at each of the colleges are significantly different. Highlights from the facilities master plans include:

- American River College identified the need to modernize Raef Hall, Davies Hall, and the

Science Building.

- Cosumnes River College identified the need to modernize the Library, the Business Science Building, and the Performing Arts Building.
- Folsom Lake College identified the need to provide additional instructional space to support growth in their service area and to modernize the El Dorado Center.
- Sacramento City College identified the need to modernize Rodda Hall North and South, the Business Building, the Performing Arts Complex, the Learning Resources Center, and facilities for student and community engagement.
- In addition, the District has identified the need for systemwide health and safety related projects, infrastructure improvements, and environmental sustainability projects.

The focus on modernization is a reflection of the District's aging facilities. As of this date, 43% of the District's building inventory is over 30 years old and 25% of the inventory is over 50 years old. In order to meet the District's goals for student access and student success for our region, we need to upgrade and modernize existing facilities to improve the student education experience and to further address health and safety issues.

Because of the identified long-term need for facility additions and improvements, the District has reviewed alternatives and the appropriate timing to meet these needs. The District conducted community opinion surveys in September of 2018 and September 2019. These surveys indicated strong voter support for an additional bond authorization. This additional bond authorization will also improve the District's chances of being successful in garnering matching funds through the state's capital outlay grant process.

STATUS:

Based upon the facility needs of the District over the next decade, our District's strong history of responsible financial stewardship, and the available election options for voter consideration, staff believes it is in the best interest of the District, our voters, and our community to conduct a Proposition 39 election during the March 3, 2020 Presidential Primary Election and to ask for authorization for \$650 million. This authorization will be a tax rate extension and will not increase tax rates over their current levels.

Due to a bill that is currently on the Governor's desk that would impact how local governments submit ballot measures impacting taxes, this agenda item includes two versions of the resolution ordering the election. One version is compliant with current law and the other version is compliant with the law if the Governor signs the bill. The Governor's deadline to sign or veto the bill is October 13, 2019. By the time of the Board meeting, the District will know which version the Board should give consideration to and staff will ask to remove one of the resolutions contained in this item from consideration.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the appropriate Resolution No. 2019-14 ordering an election, establishing specifications of the election order, and requesting consolidation with other elections occurring on March 3, 2020.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

No 2019-14

RESOLUTION OF THE BOARD OF TRUSTEES OF THE LOS RIOS COMMUNITY COLLEGE DISTRICT ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF GENERAL OBLIGATION BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON MARCH 3, 2020

WHEREAS, the Los Rios Community College District (the “District”) is committed to providing quality education to its students; and

WHEREAS, the District’s facilities are in need of construction and modernization including for repairs, upgrades, and safety improvements in order to provide the education District students deserve in a safe and modern environment; and

WHEREAS, a local funding source is needed to enable the District to provide said facilities for its present and future students; and

WHEREAS, the Board of Trustees of the District (the “Board”) has determined that it is necessary to address the foregoing concerns, among others, to ensure that its educational facilities are upgraded, repaired, improved and equipped; and

WHEREAS, on November 7, 2000, the voters of the State of California approved Proposition 39 (“Proposition 39”), which amended Articles XIII A of the California Constitution (“Article XIII A”) to allow for the levy of *ad valorem* property taxes for the payment of bonded indebtedness of a school district, community college district or county office of education approved by at least 55 percent of the voters voting on such proposition; and

WHEREAS, upon the passage of Proposition 39, the Strict Accountability in Local School Construction Bond Act of 2000, being California Education Code Section 15264 and following (the “Act”), became operative; and

WHEREAS, in order to address the facilities needs of the District as described herein, in the judgment of the Board, it is advisable to call an election pursuant to the Act to submit to the electors of the District the question whether bonds of the District shall be issued and sold pursuant to the authority of Article XVI Section 18 of the California Constitution and Article XIII A (together with the Act, the “Law”) for the purposes authorized by the Law and as described in Appendix A hereto (Full Text of Bond Measure); and

WHEREAS, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election, upon a two-thirds vote of the Board; and

WHEREAS, the Board desires to call an election in the District pursuant to the Law on March 3, 2020, which is the date of the statewide primary election, and pursuant to Education Code Section 15121 and Elections Code Section 10400 and following, to request consolidation with any and all other elections held in the District on such date, and to request the Registrar of Voters in each of the counties of Sacramento, El Dorado, Yolo, Solano and Placer (collectively, the “Counties”) to perform election services for the District; and

WHEREAS, in connection with the calling of a bond election and in accordance with Education Code Section 15100(c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations made by the county assessor of each of the Counties;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE LOS RIOS COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$650,000,000 for the purposes described in the ballot measure approved under Section 4 and attached hereto as Appendix A (Full Text of Bond Measure) and Appendix B (Abbreviated Text of Bond Measure), and paying all costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the “specifications of the election order” pursuant to Education Code Section 5322.

Section 3. Election Date. The date of the election shall be March 3, 2020, and the bond election shall be held solely within the boundaries of the District. The boundaries of the District have not changed since the District’s last election.

Section 4. Purpose of Election; Ballot Measure. The purpose of the election shall be for the voters in the District to vote on a bond measure, a full copy of which is attached hereto as Appendix A and marked “Appendix A – Full Text of Bond Measure” containing the question of whether the District shall issue general obligation bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Full Text of the Measure, which commences with the heading “FULL TEXT OF BOND MEASURE” and includes all of the text thereafter on Appendix A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure by the applicable County elections official. As required by Education Code Section 5322 and Elections Code Section 13247, and in accordance with Elections Code Section 13119, the abbreviated statement of the measure to appear on the ballot is attached hereto as Appendix B and is marked as “Appendix B – Abbreviated Text of Bond Measure.”

The President of the Board, the Chancellor and the Vice Chancellor of Finance and Administration are hereby separately authorized and directed to make any changes to the text of the bond measure as described herein to conform to any requirements of the Law or the Registrar of Voters of each of the Counties (collectively, the “County

Registrars”), to changes in applicable legal provisions, and upon the advice of its legal counsel. Any such changes shall be directed in writing by the Chancellor or the Vice Chancellor of Finance and Administration to the County Registrars.

Section 5. Authority for Election. The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code, Article XVI Section 18(b) of the California Constitution and paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 6. Proceeds for Educational Facilities Projects. The Board certifies that the proceeds from the sale of the bonds will be used only for the purposes specified in Article XIII A, Section 1(b)(3) as further specified in Appendix A, and not for any other purpose, including teacher and administrator salaries and other operating expenses. Further, as required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the list of educational facilities projects set forth in Appendix A.

Section 7. Covenants of the Board upon Approval of the Reauthorized Bonds by the Electorate; Accountability Measures. As required by Article XIII A, Section 15278 of the Act, and Government Code Section 53410, in the event 55 percent of the voters voting in the District approve of the Bonds, the Board shall:

- (a) conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Appendix A;
- (b) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the educational facilities projects listed in Appendix A;
- (c) establish and appoint members to an independent citizens’ oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;
- (d) apply the Bond proceeds only to the specific purposes stated in the ballot proposition;
- (e) cause the creation of accounts into which bond proceeds shall be deposited; and
- (f) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

Section 8. State Matching Funds. The Board hereby finds that some of the projects identified on Appendix A will require state matching funds for completion. As such, the statement required by Education Code Section 15122.5 has been included in Appendix A attached hereto which shall be reproduced in the sample ballot.

Section 9. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the County Superintendent of Schools of

each of the Counties, (2) the County Registrars and (3) the Clerk of the Board of Supervisors of each of the Counties. Pursuant to Education Code Section 5322, the Resolution shall be received by the County Registrars no later than 88 days prior to the election date, unless otherwise permitted by law.

The County Registrars are hereby requested to print the Full Text of the Measure in the ballot materials as it appears on Appendix A hereto and to provide all required notices of the election and other notices related thereto.

Section 10. Consolidation of Election; Request to Provide Services. The County Registrars and the Board of Supervisors of each of the Counties are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 3, 2020, within the District. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of each of the Counties is requested to permit the related County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse the Counties in full from District funds upon presentation of a bill from the Counties, such services to include the publication of a formal Notice of Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

Section 11. Approval of Tax Rate Statement. Pursuant to Elections Code Section 9401, a tax rate statement has been prepared in the form attached hereto as Appendix C, which form of Tax Rate Statement is hereby approved for inclusion in the sample ballot. The President of the Board, the Chancellor, the Vice Chancellor of Finance and Administration or any designee of the foregoing, are hereby authorized to execute any Tax Rate Statement or other document and to perform all acts necessary to place the bond measure on the ballot.

Section 12. Ballot Arguments. As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument.

Section 13. Maturity Limit of Bonds. The Bonds may be issued in one or more series by the District from time to time, and each series of Bonds shall mature not more than the legal limit at the time of such issuance thereof. The Bonds shall be issued under the Act, under the provisions of Section 53506 *et seq.* of the California Government Code, or under any other provision of law authorizing the issuance of general obligation bonds by community college districts.

Section 14. Estimates Included in Ballot Materials. The bond measure authorized by this Resolution may include certain information which is based upon reasonable assumptions and current expectations, which may include information with respect to the amount of money required to repay issued bonds, the estimated rate of the approved tax per \$100 of assessed valuation, and the period through which the proposed tax supporting bond repayment will be levied and collected. Any such estimates have been provided by the District in good faith based upon information currently available to the District, but depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan. The estimates and projections set forth in the bond measure and the sample ballot shall not restrict the tax imposed in accordance with the bond measure. Such estimates and approximations are

not intended by the Board to be additional restrictions on the District's bond program and bond issuances, and, other than the total principal amount of bonds authorized to be issued by the bond measure, shall not represent legal maximums or additional limitations on bond issuance.

Section 15. Engagement of Professional Services. The firm of Dale Scott & Company is hereby appointed to serve as financial advisor and the firm of Jones Hall, A Professional Law Corporation, a nationally recognized bond counsel firm, is hereby appointed to serve as bond counsel and disclosure counsel, each in connection with the bond election and, if successful, subsequent bond issuances. The Chancellor or the Vice Chancellor of Finance and Administration of the District are each hereby separately authorized and directed to execute agreements with the such firms in the respective forms on file with the Chief Business Officer.

Section 16. Official Actions. The President of the Board, the Chancellor and the Vice Chancellor of Finance and Administration are hereby separately authorized and directed to execute and deliver to County officials any directions, requisitions or other writings, and to make any changes to the texts of the measure as described herein and in the tax rate statement, to conform to any legal requirements or the County Registrar, in order to cause the election to be held and conducted in the District.

Section 17. Effective Date. This resolution shall take effect on and after its adoption.

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2019-14 this sixteenth day of October, 2019, by the following called vote:

AYES	NOES	ABSENT
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Attest:

John Knight, Board President

Brian King,
Chancellor and Secretary to the Board

APPENDIX A
FULL TEXT OF
BOND MEASURE

INTRODUCTION

The following is the abbreviated form of the bond measure:

Without increasing future tax rates, shall the measure to repair classrooms, facilities and labs at American River, Cosumnes River, El Dorado, Folsom Lake and Sacramento City campuses for job training, nursing/ healthcare, engineering/ science and fire/ police programs, by Los Rios Community College District to authorize \$650 million of bonds be adopted with legal rates, raising an average \$52 million per year until repaid, an average tax levy less than \$0.02 per \$100 assessed valuation, annual audits and taxpayer oversight?

Bonds—Yes

Bonds—No

BOND AUTHORIZATION

By approval of this measure by at least 55 percent of the registered voters voting on the measure, the District will be authorized to issue and sell bonds of up to \$650,000,000 in aggregated principal at interest rates not in excess of the legal limit and to provide financing for the specific educational facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

The Bonds may be issued under the provisions of the California Education Code (starting at Section 15100), under the provisions of the California Government Code (starting at Section 53506), or under any other provision of law authorizing the issuance of general obligation bonds by community college districts. The Bonds may be issued in series by the District from time to time, and each series of Bonds shall mature within the legal limitations set forth in the applicable law under which the Bonds are issued.

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

Evaluation of Needs. The Board of Trustees of the District has identified detailed facilities needs of the District and has determined which projects to finance from a local bond. The Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List shown below.

Independent Citizens' Oversight Committee. Following approval of this measure, the Board of Trustees will establish an Independent Citizens' Oversight Committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended

only on the types of educational facilities projects listed below. The committee will be established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

Performance Audits. The Board of Trustees will conduct annual, independent performance audits to ensure that the bond proceeds have been expended only on the educational facilities projects listed below.

Financial Audits. The Board of Trustees will conduct annual, independent financial audits of the bond proceeds until all of those proceeds have been spent for the educational facilities projects listed below.

Government Code Accountability Requirements. As required by Section 53410 of the Government Code, (1) the specific purpose of the bonds is set forth in this Full Text of Bond Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the Sacramento County Treasurer, as required by the California Education Code, and (4) the Chancellor or the Vice Chancellor of Finance and Administration of the District shall cause an annual report to be filed with the Board of Trustees of the District not later than January 1 of each year, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by Sections 53410 and 53411 of the Government Code.

NO TEACHER OR ADMINISTRATOR SALARIES

Proceeds from the sale of bonds authorized by this measure shall be used only for the purposes specified in Article XIII A, Section 1(b)(3), those being for the construction, reconstruction, rehabilitation, or replacement of educational facilities, including the furnishing and equipping of educational facilities, and the acquisition or lease of educational facilities, and not for any other purpose, including teacher and administrator salaries and other operating expenses.

STATE MATCHING FUNDS

The following statement is included in this measure pursuant to Education Code Section 15122.5: Approval of this measure does not guarantee that the proposed project or projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the project or projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.

BOND PROJECT LIST

Scope of Projects. Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish, rebuild and otherwise improve educational and support facilities within the District. Projects which are described below include all related and incidental costs, including their share of the costs of the election and bond issuance and costs of design, engineering, architect and other professional services, inspections, site preparation, utilities, and other planning, legal, accounting and similar costs, independent

annual financial and performance audits, a customary contingency, and other costs incidental to and necessary for completion of the listed projects.

Bond proceeds may also be expended to acquire equipment in any classroom or other educational facility within the District. The District may alter the scope and nature of any of the specific projects that are described below as required by conditions that arise over time.

DISTRICT-WIDE IMPROVEMENTS

Bond proceeds may be spent to improve any District facilities located at any campus, as needed for any of the following purposes, depending upon the age, condition and needs of each particular facility:

- Upgrade electrical, communication, computer, fire alarm, and similar building systems as well as main power service and distribution, which may include active and passive solar power and heating system acquisition, installation and construction
- Replace, repair or upgrade plumbing, piping and drainage systems, including water supply, meters, water heating, and wastewater systems, plumbing fixtures and sinks, etc., within buildings and sites and to connect with city supply and drainage systems
- Replace or modify aging heating, ventilation and air cooling systems with energy-efficient heating and air cooling systems (HVAC), including installing energy management systems (EMS)
- Replace, modify, upgrade interior and exterior lighting and safety and security lighting systems and fixtures, as necessary
- Repair, modify and construct structural elements of existing structures as necessary
- Replace or repair aging roofs
- Upgrade, modify and construct restroom facilities throughout the District
- Comply, as necessary, with the Americans with Disabilities Act (ADA)
- Construct and repair roadways, walkways, grounds, parking lots and make entrance improvements including signage for safety and public information
- Develop and implement the facilities master plans and related requirements such as environmental impact reports and soils testing
- Upgrade, modify building elements to improve safety and security
- Modernize and improve bookstores, food service facilities, child development centers, physical education spaces, and athletic fields
- Make infrastructure improvements throughout the district

To improve the overall educational experience for students in the District, renovation, modernization, upgrades and major repairs will take place at existing District college sites and facilities, including but not limited to the following projects at the following locations:

AMERICAN RIVER COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at American River College and Natomas Educational Center
- Construct a Facility for Advanced Manufacturing and Advanced Transportation
- Modernize and/or Replace Classrooms at the Science Building
- Modernize and/or Replace Classrooms at Davies Hall for Liberal Arts
- Modernize and/or Replace Classrooms at Environmental Resources Buildings
- Modernize and/or Replace Classrooms at Raef Hall
- Modernize and/or Replace Classrooms at Fine Arts Building
- Modernize and/or Replace Classrooms for Health Occupations
- Modernize and Improve the Student Services Facilities
- Modernize and Improve the Administration Building
- Provide new instructional space

COSUMNES RIVER COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at Cosumnes River College and Elk Grove Educational Center
- Modernize and/or Replace the Library
- Modernize and/or Replace Classrooms at the Business Science Building
- Modernize and/or Replace Classrooms at the Performing Arts Building
- Provide new instructional space

FOLSOM LAKE COLLEGE

- Construct and Modernize Additional Classrooms and Student Service Facilities at Folsom Lake College, Rancho Cordova Educational Center, and El Dorado Educational Center
- Construct a New Lecture Hall and Additional Classrooms
- Modernize and Improve Instructional and Lab Space for Science at El Dorado Educational Center
- Provide new instructional space

SACRAMENTO CITY COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at Sacramento City College, West Sacramento Educational Center, and Davis Educational Center
- Modernize and/or Replace Student Services Facilities and Classrooms at Rodda Hall South Building, including programs in Social Science, Math, and Support Services
- Modernize and/or Replace Student Services Facilities and Classrooms at Rodda Hall North Building, including programs in Health Occupations, Science, and Support Services
- Modernize and/or Replace Classrooms at the Business Building

- Modernize and/or Replace Classrooms in the Music Wing of the Performing Arts Complex
- Modernize and Improve the Learning Resources Center
- Modernize and Improve the Facilities for Student and Community Engagement
- Provide new instructional space

DISTRICT OFFICE COMPLEX

- Improve and/or Expand District Office Facilities
- Modernize and/or Replace District Office Facilities

Each of the bond projects described in this Bond Project List include the costs of furnishing and equipping such facilities, and all costs which are incidental but directly related to the types of projects described above.

Examples of incidental costs include, but are not limited to: costs of design, engineering, architect and other professional services, facilities assessments, inspections, site preparation, utilities, landscaping, construction management and other planning and permitting, legal, accounting and similar costs; independent annual financial and performance audits; a customary construction contingency; demolition and disposal of existing structures; the costs of interim housing and storage during construction including relocation and construction costs incurred relating to interim facilities; rental or construction of storage facilities and other space on an interim basis for materials and other equipment and furnishings displaced during construction; costs of relocating facilities and equipment as needed in connection with the projects; interim classrooms and facilities for students, administrators, and educational functions, including modular facilities; federal and state-mandated safety upgrades; addressing unforeseen conditions revealed by construction/modernization and other necessary improvements required to comply with existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; costs of the election; project construction oversight, management and administration during the duration of such projects, including by District personnel, and bond issuance costs.

Unforeseen conditions may arise during the course of planning, design and construction resulting in the scope and nature of any of the specific projects described above being altered by the District. In the event that the District determines that a modernization or renovation project is more economical for the District or otherwise in the District's best interests to be undertaken as new construction, this bond measure authorizes said new construction, including land acquisition, relocation, expansion and construction and/or reconstruction, and all costs relating thereto. In addition, this measure authorizes the acquisition of real property, including necessary rights of ways or other real property interests, required to expand District facilities, to provide access to District facilities, or to provide additional educational or related facilities. Further, authorized projects include reimbursements for project costs previously paid and paying and/or prepaying interim or previously obtained financing for the types of projects included on the project list, such as bond anticipation notes, and including payment and prepayment of lease payments relating to projects and/or equipment previously financed. Finally, projects on this list may be undertaken and used as joint use projects with other public agencies.

Approval of the District's bond measure does not guarantee that all of the identified projects within this Bond Project List will be funded beyond what can be completed with funds generated by this bond measure. The District plans to pursue funds from the State of California, if available, to complete certain of the identified facilities projects. The District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.

The order in which projects are listed in the foregoing Bond Project List does not suggest an order of priority. Project prioritization is vested in and will be determined by the District Board of Trustees.

APPENDIX B

**ABBREVIATED TEXT OF
BOND MEASURE**



Without increasing future tax rates, shall the measure to repair classrooms, facilities and labs at American River, Cosumnes River, El Dorado, Folsom Lake and Sacramento City campuses for job training, nursing/ healthcare, engineering/ science and fire/ police programs, by Los Rios Community College District to authorize \$650 million of bonds be adopted with legal rates, raising an average \$52 million per year until repaid, an average tax levy less than \$0.02 per \$100 assessed valuation, annual audits and taxpayer oversight?

Bonds—Yes

Bonds—No



APPENDIX C

TAX RATE STATEMENT REGARDING PROPOSED LOS RIOS COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS

An election will be held in the Los Rios Community College District (the "District") on March 3, 2020, to authorize the sale of up to \$650 million in bonds of the District to finance educational facilities as described in the bond measure. If such bonds are authorized and sold, principal and interest on the bonds will be payable only from the proceeds of *ad valorem* taxes levied upon taxable property in the District. The following information is provided in compliance with Sections 9400-9404 of the Elections Code of the State of California. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District, and other demonstrable factors.

Based upon the foregoing and projections of the District's assessed valuation, the following information is provided:

1. The best estimate of the average annual tax rate which would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.015 per \$100 of assessed valuation (or \$15.00 per \$100,000 of assessed value). The final fiscal year in which it is anticipated that the tax will be collected is 2042-43.
2. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.023 per \$100 of assessed valuation (or \$23.00 per \$100,000 of assessed value). It is estimated that such rate would be levied starting in fiscal year 2038-39 and following.
3. The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold is approximately \$1.03 billion.

Voters should note that estimated tax rates are based on the assessed value (not market value) of taxable property on the County's official tax rolls. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

The attention of all voters is directed to the fact that the foregoing information has been prepared based upon projections and estimates only, which amounts or durations are not maximum amounts and are not binding upon the District. The actual debt service, tax rates and the years in which they will apply may vary from those used to provide the estimates set forth above, due to factors such as variations in the timing of bond sales, the par amount of bonds sold and market interest rates available at the time of each sale, actual assessed valuations over the term of the bonds, and other factors. The date and

amount of bonds sold at any given time will be determined by the District based on the need for project funds and other considerations. The actual interest rates at which the bonds will be sold will depend on conditions in the bond market at the time of sale. Actual future assessed valuations will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process. The growth or decline in assessed valuation is the result of a number of economic and other factors outside the control of the District.

By: _____
Chancellor
Los Rios Community College District

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

No 2019-14

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE LOS RIOS
COMMUNITY COLLEGE DISTRICT ORDERING AN ELECTION TO
AUTHORIZE THE ISSUANCE OF GENERAL OBLIGATION
BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION
ORDER, AND REQUESTING CONSOLIDATION WITH OTHER
ELECTIONS OCCURRING ON MARCH 3, 2020
(SB 268)**

WHEREAS, the Los Rios Community College District (the “District”) is committed to providing quality education to its students; and

WHEREAS, the District’s facilities are in need of construction and modernization including for repairs, upgrades, and safety improvements in order to provide the education District students deserve in a safe and modern environment; and

WHEREAS, a local funding source is needed to enable the District to provide said facilities for its present and future students; and

WHEREAS, the Board of Trustees of the District (the “Board”) has determined that it is necessary to address the foregoing concerns, among others, to ensure that its educational facilities are upgraded, repaired, improved and equipped; and

WHEREAS, on November 7, 2000, the voters of the State of California approved Proposition 39 (“Proposition 39”), which amended Articles XIII A of the California Constitution (“Article XIII A”) to allow for the levy of *ad valorem* property taxes for the payment of bonded indebtedness of a school district, community college district or county office of education approved by at least 55 percent of the voters voting on such proposition; and

WHEREAS, upon the passage of Proposition 39, the Strict Accountability in Local School Construction Bond Act of 2000, being California Education Code Section 15264 and following (the “Act”), became operative; and

WHEREAS, in order to address the facilities needs of the District as described herein, in the judgment of the Board, it is advisable to call an election pursuant to the Act to submit to the electors of the District the question whether bonds of the District shall be issued and sold pursuant to the authority of Article XVI Section 18 of the California Constitution and Article XIII A (together with the Act, the “Law”) for the purposes authorized by the Law and as described in Appendix A hereto (Full Text of Bond Measure); and

WHEREAS, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election, upon a two-thirds vote of the Board; and

WHEREAS, the Board desires to call an election in the District pursuant to the Law on March 3, 2020, which is the date of the statewide primary election, and pursuant to Education Code Section 15121 and Elections Code Section 10400 and following, to request consolidation with any and all other elections held in the District on such date, and to request the Registrar of Voters in each of the counties of Sacramento, El Dorado, Yolo, Solano and Placer (collectively, the “Counties”) to perform election services for the District; and

WHEREAS, Senate Bill 268 (“SB 268”) was passed by the State Legislature and signed by the Governor, and the law and amendments to existing law contained therein will become effective January 1, 2020, permitting school districts and community college districts to choose how specific information will appear on the ballot label for general obligation bond measures, and declares in its text that it is the intent of the State Legislature that election officials prepare ballot materials for the March 3, 2020, primary election in compliance with SB 268; and

WHEREAS, in connection with the election ordered hereby, it is the desire and intent of the Board to have the ballot materials prepared to reflect the law as amended by SB 268, and to direct the County election official to include in the ballot label the phrase “See voter guide for tax rate information” and to include in the tax rate statement mailed to voters the information required by Elections Code Section 9400 and Section 9401, as amended by SB 268; and

WHEREAS, in connection with the calling of a bond election and in accordance with Education Code Section 15100(c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations made by the county assessor of each of the Counties;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE LOS RIOS COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$650,000,000 for the purposes described in the ballot measure approved under Section 4 and attached hereto as Appendix A (Full Text of Bond Measure) and Appendix B (Abbreviated Text of Bond Measure), and paying all costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the “specifications of the election order” pursuant to Education Code Section 5322.

Section 3. Election Date. The date of the election shall be March 3, 2020, and the bond election shall be held solely within the boundaries of the District. The boundaries of the District have not changed since the District’s last election.

Section 4. Purpose of Election; Ballot Measure. The purpose of the election shall be for the voters in the District to vote on a bond measure, a full copy of which is attached hereto as Appendix A and marked “Appendix A – Full Text of Bond Measure” containing the question of whether the District shall issue general obligation bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The full text of the measure, which commences with the heading “FULL TEXT OF BOND MEASURE” and includes all of the text thereafter on Appendix A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure by the applicable County elections official. As required by Education Code Section 5322 and Elections Code Section 13247, and in accordance with Elections Code Section 13119, the abbreviated statement of the measure to appear on the ballot is attached hereto as Appendix B and is marked as “Appendix B – Abbreviated Text of Bond Measure.” The Board hereby informs the election officials of the Counties in accordance with Elections Code Section 13119(b)(2) (as amended by SB 268) that the phrase “*See voter guide for tax rate information*” shall be included in the abbreviated statement of the measure, as set forth in Appendix B.

Appendix A, Appendix B, and Appendix C (see Section 11 below) have been prepared with the intent of conforming all applicable legal requirements, including the law as enacted by SB 268. The President of the Board, the Chancellor and the Vice Chancellor of Finance and Administration are hereby separately authorized and directed to make any changes to the text of the bond measure as described herein to conform to any requirements of the Law or the Registrar of Voters of each of the Counties (collectively, the “County Registrars”), to changes in applicable legal provisions, and upon the advice of its legal counsel. Any such changes shall be directed in writing by the Chancellor or the Vice Chancellor of Finance and Administration to the County Registrars.

Section 5. Authority for Election. The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code, Article XVI Section 18(b) of the California Constitution and paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 6. Proceeds for Educational Facilities Projects. The Board certifies that the proceeds from the sale of the bonds will be used only for the purposes specified in Article XIII A, Section 1(b)(3) as further specified in Appendix A, and not for any other purpose, including teacher and administrator salaries and other operating expenses. Further, as required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the list of educational facilities projects set forth in Appendix A.

Section 7. Covenants of the Board upon Approval of the Reauthorized Bonds by the Electorate; Accountability Measures. As required by Article XIII A, Section 15278 of the Act, and Government Code Section 53410, in the event 55 percent of the voters voting in the District approve of the Bonds, the Board shall:

- (a) conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Appendix A;

- (b) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the educational facilities projects listed in Appendix A;
- (c) establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;
- (d) apply the Bond proceeds only to the specific purposes stated in the ballot proposition;
- (e) cause the creation of accounts into which bond proceeds shall be deposited; and
- (f) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

Section 8. State Matching Funds. The Board hereby finds that some of the projects identified on Appendix A will require state matching funds for completion. As such, the statement required by Education Code Section 15122.5 has been included in Appendix A attached hereto which shall be reproduced in the sample ballot.

Section 9. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the County Superintendent of Schools of each of the Counties, (2) the County Registrars and (3) the Clerk of the Board of Supervisors of each of the Counties. Pursuant to Education Code Section 5322, the Resolution shall be received by the County Registrars no later than 88 days prior to the election date, unless otherwise permitted by law.

The County Registrars are hereby requested to print the Full Text of the Measure in the ballot materials as it appears on Appendix A hereto and to provide all required notices of the election and other notices related thereto.

Section 10. Consolidation of Election; Request to Provide Services. The County Registrars and the Board of Supervisors of each of the Counties are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 3, 2020, within the District. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of each of the Counties is requested to permit the related County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse the Counties in full from District funds upon presentation of a bill from the Counties, such services to include the publication of a formal Notice of Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

Section 11. Approval of Tax Rate Statement. Pursuant to Elections Code Section 9400 and following and in accordance with Elections Code Section 13119(b)(3), a tax rate statement has been prepared in the form attached hereto as Appendix C, which form of Tax Rate Statement is hereby approved for inclusion in the sample ballot. The President of the Board, the Chancellor, the Vice Chancellor of Finance and Administration or any designee of the foregoing, are hereby authorized to execute any Tax Rate

Statement or other document and to perform all acts necessary to place the bond measure on the ballot.

Section 12. Ballot Arguments. As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument.

Section 13. Maturity Limit of Bonds. The Bonds may be issued in one or more series by the District from time to time, and each series of Bonds shall mature not more than the legal limit at the time of such issuance thereof. The Bonds shall be issued under the Act, under the provisions of Section 53506 *et seq.* of the California Government Code, or under any other provision of law authorizing the issuance of general obligation bonds by community college districts.

Section 14. Estimates Included in Ballot Materials. The bond measure and related tax rate statement authorized by this Resolution includes certain information which is based upon reasonable assumptions and current expectations, which may include information with respect to the amount of money required to repay issued bonds, the estimated rate of the approved tax per \$100 of assessed valuation, and the period through which the proposed tax supporting bond repayment will be levied and collected. Any such estimates have been provided by the District in good faith based upon information currently available to the District, but depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan. As expressly provided by California Elections Code Section 9406 and Section 13119 subdivision (d), the estimates and projections set forth in the bond measure and the sample ballot shall not restrict the tax imposed in accordance with the bond measure. Such estimates and approximations are not intended by the Board to be additional restrictions on the District's bond program and bond issuances, and, other than the total principal amount of bonds authorized to be issued by the bond measure, shall not represent legal maximums or additional limitations on bond issuance.

Section 15. Engagement of Professional Services. The firm of Dale Scott & Company is hereby appointed to serve as financial advisor and the firm of Jones Hall, A Professional Law Corporation, a nationally recognized bond counsel firm, is hereby appointed to serve as bond counsel and disclosure counsel, each in connection with the bond election and, if successful, subsequent bond issuances. The Chancellor or the Vice Chancellor of Finance and Administration of the District are each hereby separately authorized and directed to execute agreements with the such firms in the respective forms on file with the Chief Business Officer.

Section 16. Official Actions. The President of the Board, the Chancellor and the Vice Chancellor of Finance and Administration are hereby separately authorized and directed to execute and deliver to County officials any directions, requisitions or other writings, and to make any changes to the texts of the measure as described herein and in the tax rate statement, to conform to any legal requirements or the County Registrar, in order to cause the election to be held and conducted in the District.

Section 17. Effective Date. This resolution shall take effect on and after its adoption.

* * * * *

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2019-14 this sixteenth day of October, 2019, by the following called vote:

AYES	NOES	ABSENT
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Attest:

John Knight, Board President

Brian King,
Chancellor and Secretary to the Board

APPENDIX A
FULL TEXT OF
BOND MEASURE

INTRODUCTION

The following is the abbreviated form of the bond measure:

Without increasing future tax rates, shall the measure to repair classrooms, facilities and labs at American River, Cosumnes River, El Dorado, Folsom Lake and Sacramento City campuses for job training, nursing/ healthcare, engineering/ science and fire/ police programs by Los Rios Community College District to authorize \$650 million of bonds be adopted with legal rates (see voter guide for tax rate information), annual audits and taxpayer oversight?

Bonds—Yes

Bonds—No

BOND AUTHORIZATION

By approval of this measure by at least 55 percent of the registered voters voting on the measure, the District will be authorized to issue and sell bonds of up to \$650,000,000 in aggregated principal at interest rates not in excess of the legal limit and to provide financing for the specific educational facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

The Bonds may be issued under the provisions of the California Education Code (starting at Section 15100), under the provisions of the California Government Code (starting at Section 53506), or under any other provision of law authorizing the issuance of general obligation bonds by community college districts. The Bonds may be issued in series by the District from time to time, and each series of Bonds shall mature within the legal limitations set forth in the applicable law under which the Bonds are issued.

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

Evaluation of Needs. The Board of Trustees of the District has identified detailed facilities needs of the District and has determined which projects to finance from a local bond. The Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List shown below.

Independent Citizens' Oversight Committee. Following approval of this measure, the Board of Trustees will establish an Independent Citizens' Oversight Committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended only on the types of educational facilities projects listed below. The committee will be

established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

Performance Audits. The Board of Trustees will conduct annual, independent performance audits to ensure that the bond proceeds have been expended only on the educational facilities projects listed below.

Financial Audits. The Board of Trustees will conduct annual, independent financial audits of the bond proceeds until all of those proceeds have been spent for the educational facilities projects listed below.

Government Code Accountability Requirements. As required by Section 53410 of the Government Code, (1) the specific purpose of the bonds is set forth in this Full Text of Bond Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the Sacramento County Treasurer, as required by the California Education Code, and (4) the Chancellor or the Vice Chancellor of Finance and Administration of the District shall cause an annual report to be filed with the Board of Trustees of the District not later than January 1 of each year, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by Sections 53410 and 53411 of the Government Code.

NO TEACHER OR ADMINISTRATOR SALARIES

Proceeds from the sale of bonds authorized by this measure shall be used only for the purposes specified in Article XIII A, Section 1(b)(3), those being for the construction, reconstruction, rehabilitation, or replacement of educational facilities, including the furnishing and equipping of educational facilities, and the acquisition or lease of educational facilities, and not for any other purpose, including teacher and administrator salaries and other operating expenses.

STATE MATCHING FUNDS

The following statement is included in this measure pursuant to Education Code Section 15122.5: Approval of this measure does not guarantee that the proposed project or projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the project or projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.

BOND PROJECT LIST

Scope of Projects. Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish, rebuild and otherwise improve educational and support facilities within the District. Projects which are described below include all related and incidental costs, including their share of the costs of the election and bond issuance and costs of design, engineering, architect and other professional services, inspections, site preparation, utilities, and other planning, legal, accounting and similar costs, independent annual financial and performance audits, a customary contingency, and other costs incidental to and necessary for completion of the listed projects.

Bond proceeds may also be expended to acquire equipment in any classroom or other educational facility within the District. The District may alter the scope and nature of any of the specific projects that are described below as required by conditions that arise over time.

DISTRICT-WIDE IMPROVEMENTS

Bond proceeds may be spent to improve any District facilities located at any campus, as needed for any of the following purposes, depending upon the age, condition and needs of each particular facility:

- Upgrade electrical, communication, computer, fire alarm, and similar building systems as well as main power service and distribution, which may include active and passive solar power and heating system acquisition, installation and construction
- Replace, repair or upgrade plumbing, piping and drainage systems, including water supply, meters, water heating, and wastewater systems, plumbing fixtures and sinks, etc., within buildings and sites and to connect with city supply and drainage systems
- Replace or modify aging heating, ventilation and air cooling systems with energy-efficient heating and air cooling systems (HVAC), including installing energy management systems (EMS)
- Replace, modify, upgrade interior and exterior lighting and safety and security lighting systems and fixtures, as necessary
- Repair, modify and construct structural elements of existing structures as necessary
- Replace or repair aging roofs
- Upgrade, modify and construct restroom facilities throughout the District
- Comply, as necessary, with the Americans with Disabilities Act (ADA)
- Construct and repair roadways, walkways, grounds, parking lots and make entrance improvements including signage for safety and public information
- Develop and implement the facilities master plans and related requirements such as environmental impact reports and soils testing
- Upgrade, modify building elements to improve safety and security
- Modernize and improve bookstores, food service facilities, child development centers, physical education spaces, and athletic fields
- Make infrastructure improvements throughout the district

To improve the overall educational experience for students in the District, renovation, modernization, upgrades and major repairs will take place at existing District college sites and facilities, including but not limited to the following projects at the following locations:

AMERICAN RIVER COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at American River College and Natomas Educational Center
- Construct a Facility for Advanced Manufacturing and Advanced Transportation
- Modernize and/or Replace Classrooms at the Science Building
- Modernize and/or Replace Classrooms at Davies Hall for Liberal Arts
- Modernize and/or Replace Classrooms at Environmental Resources Buildings
- Modernize and/or Replace Classrooms at Raef Hall
- Modernize and/or Replace Classrooms at Fine Arts Building
- Modernize and/or Replace Classrooms for Health Occupations
- Modernize and Improve the Student Services Facilities
- Modernize and Improve the Administration Building
- Provide new instructional space

COSUMNES RIVER COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at Cosumnes River College and Elk Grove Educational Center
- Modernize and/or Replace the Library
- Modernize and/or Replace Classrooms at the Business Science Building
- Modernize and/or Replace Classrooms at the Performing Arts Building
- Provide new instructional space

FOLSOM LAKE COLLEGE

- Construct and Modernize Additional Classrooms and Student Service Facilities at Folsom Lake College, Rancho Cordova Educational Center, and El Dorado Educational Center
- Construct a New Lecture Hall and Additional Classrooms
- Modernize and Improve Instructional and Lab Space for Science at El Dorado Educational Center
- Provide new instructional space

SACRAMENTO CITY COLLEGE

- Construct and Modernize Classrooms and Student Service Facilities at Sacramento City College, West Sacramento Educational Center, and Davis Educational Center
- Modernize and/or Replace Student Services Facilities and Classrooms at Rodda Hall South Building, including programs in Social Science, Math, and Support Services
- Modernize and/or Replace Student Services Facilities and Classrooms at Rodda Hall North Building, including programs in Health Occupations, Science, and Support Services
- Modernize and/or Replace Classrooms at the Business Building

- Modernize and/or Replace Classrooms in the Music Wing of the Performing Arts Complex
- Modernize and Improve the Learning Resources Center
- Modernize and Improve the Facilities for Student and Community Engagement
- Provide new instructional space

DISTRICT OFFICE COMPLEX

- Improve and/or Expand District Office Facilities
- Modernize and/or Replace District Office Facilities

Each of the bond projects described in this Bond Project List include the costs of furnishing and equipping such facilities, and all costs which are incidental but directly related to the types of projects described above.

Examples of incidental costs include, but are not limited to: costs of design, engineering, architect and other professional services, facilities assessments, inspections, site preparation, utilities, landscaping, construction management and other planning and permitting, legal, accounting and similar costs; independent annual financial and performance audits; a customary construction contingency; demolition and disposal of existing structures; the costs of interim housing and storage during construction including relocation and construction costs incurred relating to interim facilities; rental or construction of storage facilities and other space on an interim basis for materials and other equipment and furnishings displaced during construction; costs of relocating facilities and equipment as needed in connection with the projects; interim classrooms and facilities for students, administrators, and educational functions, including modular facilities; federal and state-mandated safety upgrades; addressing unforeseen conditions revealed by construction/modernization and other necessary improvements required to comply with existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; costs of the election; project construction oversight, management and administration during the duration of such projects, including by District personnel, and bond issuance costs.

Unforeseen conditions may arise during the course of planning, design and construction resulting in the scope and nature of any of the specific projects described above being altered by the District. In the event that the District determines that a modernization or renovation project is more economical for the District or otherwise in the District's best interests to be undertaken as new construction, this bond measure authorizes said new construction, including land acquisition, relocation, expansion and construction and/or reconstruction, and all costs relating thereto. In addition, this measure authorizes the acquisition of real property, including necessary rights of ways or other real property interests, required to expand District facilities, to provide access to District facilities, or to provide additional educational or related facilities. Further, authorized projects include reimbursements for project costs previously paid and paying and/or prepaying interim or previously obtained financing for the types of projects included on the project list, such as bond anticipation notes, and including payment and prepayment of lease payments relating to projects and/or equipment previously financed. Finally, projects on this list may be undertaken and used as joint use projects with other public agencies.

Approval of the District's bond measure does not guarantee that all of the identified projects within this Bond Project List will be funded beyond what can be completed with funds generated by this bond measure. The District plans to pursue funds from the State of California, if available, to complete certain of the identified facilities projects. The District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.

The order in which projects are listed in the foregoing Bond Project List does not suggest an order of priority. Project prioritization is vested in and will be determined by the District Board of Trustees.

APPENDIX B

**ABBREVIATED TEXT OF
BOND MEASURE**



Without increasing future tax rates, shall the measure to repair classrooms, facilities and labs at American River, Cosumnes River, El Dorado, Folsom Lake and Sacramento City campuses for job training, nursing/ healthcare, engineering/ science and fire/ police programs by Los Rios Community College District to authorize \$650 million of bonds be adopted with legal rates (see voter guide for tax rate information), annual audits and taxpayer oversight?

Bonds—Yes

Bonds—No



APPENDIX C

TAX RATE STATEMENT REGARDING PROPOSED LOS RIOS COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS

An election will be held in the Los Rios Community College District (the "District") on March 3, 2020, to authorize the sale of up to \$650 million in bonds of the District to finance educational facilities as described in the bond measure. If such bonds are authorized and sold, principal and interest on the bonds will be payable only from the proceeds of *ad valorem* taxes levied upon taxable property in the District. The following information is provided in compliance with Sections 9400-9406 of the Elections Code of the State of California. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District, and other demonstrable factors.

Section A. The following information is provided pursuant to Elections Code Section 9400:

1. Voters are referred to the FULL TEXT OF BOND MEASURE which is also published in this voter guide for a concise description of the purposes of the bonds which are secured by *ad valorem* property taxes. As described more particularly therein, the bond proceeds will benefit the community by financing the construction, improving, equipping and furnishing of local educational facilities.
2. The tax rate will be determined annually and will be a single rate per \$100 of assessed valuation. See Section B for estimated annual tax rates.
3. The amount of the *ad valorem* tax rate levied annually to repay issued bonds can vary over time based on factors which include the principal amount of bonds issued, when bonds are issued, the term of the bonds and interest rates available in the bond markets at the time of the sale of the bonds, the total assessed valuation of taxable properties in the District which are subject to the levy of the tax, and increases or decreases in assessed values, among others.
4. The tax expires upon the final payment of the bonded indebtedness. See Section B below for an estimate of the final fiscal year it is anticipated that the tax will be collected.
5. The best estimate from official sources of the average annual dollar amount of taxes that would be collected during the 10-year period following the initial levy is \$30.2 million.

Section B. The following information is provided pursuant to Elections Code Section 9401:

1. The best estimate of the average annual tax rate which would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on a projection of assessed valuations available at the time

of filing of this statement, is \$0.015 per \$100 of assessed valuation (or \$15.00 per \$100,000 of assessed value). The final fiscal year in which it is anticipated that the tax will be collected is 2042-43.

2. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.023 per \$100 of assessed valuation (or \$23.00 per \$100,000 of assessed value). It is estimated that such rate would be levied starting in fiscal year 2038-39 and following.
3. The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold is approximately \$1.03 billion.

Voters should note that estimated tax rates are based on the assessed value (not market value) of taxable property on the County's official tax rolls. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

The attention of all voters is directed to the fact that, as expressly provided by California Elections Code Section 9406 and Section 13119(d), the estimates and projections set forth above shall not restrict the tax imposed in accordance with the bond measure. The foregoing information has been prepared based upon projections and estimates only, which amounts are not maximum amounts or durations and are not binding upon the District. The actual debt service, tax rates and the years in which they will apply may vary from those used to provide the estimates set forth above, due to factors such as variations in the timing of bond sales, the par amount of bonds sold and market interest rates available at the time of each sale, actual assessed valuations over the term of the bonds, and other factors. The date and amount of bonds sold at any given time will be determined by the District based on the need for project funds and other considerations. The actual interest rates at which the bonds will be sold will depend on conditions in the bond market at the time of sale. Actual future assessed valuations will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process. The growth or decline in assessed valuation is the result of a number of economic and other factors outside the control of the District.

Chancellor
Los Rios Community College District

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Public Hearing: Resolution No. 2019-15: Power Purchase Agreement with ForeFront Power, LLC	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>MRP</i> Mario Rodriguez, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	X
		INFORMATION	

BACKGROUND:

As part of its sustainability efforts, the Los Rios Community College District has continued its search for opportunities to meet its energy needs with solar and other renewable energy forms. Most of the District’s property is in SMUD utility territory and already receives renewable solar energy through SMUD’s Solar Shares program which this Board approved in December 2017. The Folsom Lake College, El Dorado Center is the District’s largest facility in PG&E’s territory. Facilities Maintenance has conducted an evaluation of the potential to use this site to produce solar energy and has concluded that it would be appropriate to install solar panels on-site, which will reduce the District’s electricity expenses and complement our other ongoing and future sustainability efforts.

STATUS:

School Project for Utility Rate Reduction (“SPURR”) is the Joint Powers Agency through which the District procures natural gas. In 2017, SPURR issued a statewide Request for Proposals (RFP) for a Renewable Energy Aggregate Procurement (REAP) program for solar photovoltaic systems and energy storage systems. Through the competitive RFP process, REAP secured pre-negotiated “piggybackable” solar project pricing and terms that school districts, colleges, and municipalities can utilize. ForeFront Power was awarded the statewide REAP contract. Through SPURR’s RFP process and the District’s additional due diligence and reference checks, Forefront, LLC, is being recommended as the selected contractor of the solar project at the El Dorado Center campus through a Power Purchase Agreement.

The El Dorado Center Project consists of the construction and installation of underlit solar carports on the existing parking lot located on the northwest portion of the campus. This lot was chosen due to its ideal south-facing orientation to optimize solar production. The solar energy system will include 5 rows of solar carports, 10 inverters, and other associated equipment. The project will also remove existing light poles and certain trees that would shade the arrays.

The system is designed to produce a maximum of 90% of the campus's main PG&E account needs on an annual basis. For energy exported to the grid, the local utility will credit the District at the full retail rate of electricity. On an annual basis, these credits are netted with the District's utility bills that are expected to result in substantial bill reductions. The system is expected to save the campus 12% on its energy expenses in year 1 alone, with over \$900,000 in avoided utility expenses over the 20-year life of the agreement. The campus will also receive benefits including solar energy curriculum and web-access to solar production data for display on District web pages.

Under the Power Purchase Agreement, The District will retain title to the Renewable Energy Certificates, which it may need to claim "Green" status for campuses while ForeFront will finance, design, permit, construct, own, operate and maintain the solar arrays. In return, the District will purchase the solar energy generated by the systems for 20 years at a specified flat rate, as described in the Power Purchase Agreement. During the term of the agreement, the District has the option to purchase the systems in any year after year six. At the end of twenty years, the District will have the option to purchase the systems, extend the agreement, or have ForeFront remove the systems and restore the premises to its original condition at no cost to the District. Furthermore, based on the CEQA Guidelines, as defined in the California Code of Regulations, Title 14, Chapter 13 this solar project is exempt from CEQA evaluation.

RECOMMENDATION:

It is recommended that the Board of Trustees hold a public hearing to take public comment on this item, and upon the close of that hearing, approve the attached Resolution Number 2019-15 which makes the requisite necessary findings and approves the Power Purchase Agreement, and authorize the Chancellor or designee to negotiate and execute the Power Purchase Agreement and do all other acts necessary to carry out the Resolution and the Power Purchase Agreement.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

RESOLUTION

№ 2019-15

FINDINGS ON ENERGY SAVINGS AND OTHER MATTERS IN CONNECTION WITH POWER PURCHASE AGREEMENT WITH FOREFRONT POWER, LLC

WHEREAS, it is the policy of the State of California and the intent of the State Legislature to promote all feasible means of energy conservation and all feasible uses of alternative energy supply sources; and

WHEREAS, the Los Rios Community College District (“District”) desires to reduce the rising costs of meeting the energy needs at its facilities; and

WHEREAS, the District proposes to enter into a Power Purchase Agreement and related contract documents with ForeFront Power, LLC (“Supplier”) for facilities at the District’s real property sites, pursuant to which Power Purchase Agreement Supplier will design, construct, and install on District property solar photovoltaic facilities and arrange with the local utility for interconnection of the facilities, which will generate energy for the sites on which such facilities are located;

WHEREAS, Supplier has provided the District with analysis showing the financial and other benefits of entering into the Power Purchase Agreement, which is attached hereto as Exhibit A and made part hereof by this reference; and

WHEREAS, Exhibit A includes data showing that the anticipated cost to the District for the electrical energy provided by the solar photovoltaic facilities will be less than the anticipated cost to the District of electrical energy that would have been consumed by the District in the absence of such measures; and

WHEREAS, Supplier was the selected vendor for School Project for Utility Rate Reduction’s (“SPURR”) Renewable Energy Aggregated Procurement (“REAP”) Program, a competitive statewide solar request for proposals (“RFP”) process, and the District adopts the REAP Program’s competitive process as its own.

WHEREAS, the District proposes to enter into the Power Purchase Agreement and related contract documents, each in substantially the form presented at this meeting, subject to such changes, insertions or omissions as the Chancellor or designee reasonably deems necessary following the Board of Trustee’s (“Board”) adoption of this Resolution; and

WHEREAS, pursuant to Government Code section 4217.12, this Board held a public hearing, public notice of which was given two weeks in advance, to receive public comment; and

WHEREAS, the Power Purchase Agreement is in the best interests of the District; and

WHEREAS, the District's proposed approval of the Power Purchase Agreement is a "Project" for purposes of the California Environmental Quality Act ("CEQA"); and

WHEREAS, the Guidelines for CEQA, California Code of Regulations Title 14, Chapter 13 ("State CEQA Guidelines"), exempt certain projects from further CEQA evaluation, including the following: (1) projects consisting of the new construction or conversion of small structures ("Class 3 Exemption"; Cal. Code Regs., tit. 14, § 15303); (2) projects consisting of the construction or placement of minor accessory structures to existing facilities ("Class 11 Exemption"; Cal. Code Regs., tit. 14, § 15311); and (3) projects consisting of minor additions to existing schools ("Class 14 Exemption"; Cal. Code Regs., tit. 14, § 15314), and the Project is categorically exempt under one or more of such exemptions; and

WHEREAS, the Project does not involve any of the following and so is eligible for a categorical exemption as described above under State CEQA Guidelines section 15300.2:

- (a) the cumulative impact of successive projects of the same type in the same place, which over time are significant;
- (b) an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;
- (c) a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway;
- (d) a hazardous waste site which is included on any list compiled pursuant to Section 65962.5 of the Government Code; and
- (e) a project which may cause a substantial adverse change in the significance of a historical resource; and

WHEREAS, Public Resources Code, section 21080.35 (added by Stats.2011, c. 469 (S.B.226), § 3), statutorily exempts from CEQA evaluation the installation of a solar energy system, including associated equipment, on the roof of an existing building or at an existing parking lot; and

NOW, THEREFORE, based upon the above-referenced recitals, the Board hereby finds, determines and orders as follows:

1. The terms of the Power Purchase Agreement and related agreements are in the best interests of the District.

2. In accordance with Government Code section 4217.12, and based on data provided by Exhibit A, the Board finds that the anticipated cost to the District for electrical energy provided by the Power Purchase Agreement will be less than the anticipated cost to the District of electrical energy that would have been consumed by the District in the absence of the Power Purchase Agreements.
3. The Board hereby approves the Power Purchase Agreement in accordance with Government Code section 4217.12.
4. The Chancellor, or designee, is hereby authorized and directed to negotiate any further changes, insertions and omissions to the Power Purchase Agreement as is reasonably necessary, and thereafter to execute and deliver the Power Purchase Agreement following the Board's adoption of this Resolution. The Chancellor, or designee, is further authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and said agreements.
5. The Project is hereby found to be exempt from the requirements of CEQA pursuant to the Class 3, Class 11 and Class 14 Exemptions, as described above.
6. The Project is hereby found to be exempt from the requirements of CEQA pursuant to Public Resources Code, section 21080.35 (added by Stats.2011, c. 469 (S.B.226), § 3), as described above.
7. District staff are hereby authorized to file and process a Notice of CEQA Exemption for the Project in accordance with CEQA and the State CEQA Guidelines, and the findings set forth in this resolution.

PASSED AND ADOPTED as Los Rios Community College District Resolution № 2019-15 this sixteenth day of October, 2019, by the following called vote:

AYES	NOES	ABSENT
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Attest:

John Knight, Board President

Brian King,
Chancellor and Secretary to the Board

EXHIBIT "A": Project Cashflows: Los Rios - El Dorado - Solar Proposal

Rate Scenario	TOU 2.0
Solutions	Solar Only
Project	El Dorado
Year 1 Savings	\$16,409
Cumulative Savings	\$917,046
Cumulative NPV Savings	\$533,997
Payback Period	Immediate
Solar System Size (KW)	627
Storage System Size (KW)	0

Financial Assumptions

Parameter	Value
Utility Energy Escalator (%/yr)	2.7%
Utility Demand Escalator (%/yr)	5.0%
PPA Term (Years)	20
Discount Rate (%)	5.0%
Solar Degradation Rate (%)	0.50%

Year	Historic Utility Bill (without solar)	PPA Payment	New Utility Bill (with solar)	Total Electricity Costs (PPA + Utility)	Net Savings	Cumulative Savings
1	214,129	131,570	66,150	197,719	16,409	16,409
2	220,602	130,912	70,315	201,227	19,375	35,784
3	227,285	130,257	74,665	204,922	22,363	58,148
4	234,185	129,606	79,205	208,811	25,374	83,522
5	241,309	128,958	83,943	212,901	28,408	111,930
6	248,666	128,313	88,888	217,201	31,464	143,395
7	256,263	127,672	94,048	221,720	34,543	177,938
8	264,110	127,033	99,432	226,466	37,644	215,582
9	272,215	126,398	105,049	231,448	40,767	256,349
10	280,587	125,766	110,909	236,675	43,912	300,261
11	289,236	125,137	117,020	242,157	47,079	347,340
12	298,173	124,512	123,394	247,906	50,268	397,608
13	307,408	123,889	130,041	253,930	53,478	451,085
14	316,951	123,270	136,972	260,242	56,709	507,794
15	326,813	122,653	144,199	266,853	59,961	567,755
16	337,008	122,040	151,734	273,774	63,233	630,988
17	347,546	121,430	159,590	281,019	66,526	697,514
18	358,440	120,823	167,779	288,601	69,839	767,353
19	369,704	120,219	176,315	296,533	73,171	840,524
20	381,352	119,617	185,212	304,830	76,522	917,046
Total	\$5,791,981	\$2,510,075	\$2,364,860	\$4,874,935	\$917,046	\$917,046

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Contract Award: Captioning Services	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Action Item D	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	<i>MRP</i> Mario Rodriguez, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	<input type="checkbox"/>
		FIRST READING	<input type="checkbox"/>
APPROVED FOR CONSIDERATION:	<i>Brian King</i> Brian King, Chancellor	ACTION	<input checked="" type="checkbox"/>
		INFORMATION	<input type="checkbox"/>

BACKGROUND:

The Disabled Student Program and Services (DSP&S) provides support services, specialized instruction and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. Among the many services provided is the delivery of captioning services.

The District issued a RFP for district-wide captioning services for students, staff and faculty; five firms submitted proposals. Three proposals were reviewed and found to be responsive. The estimated annual spend is \$200,000. Multiple vendors are required to facilitate this program for all District campuses. The contract term will be effective for an initial term of one year with the district's option to renew annually for a total contract period of three years or rebid.

STATUS:

The RFP and specifications were publicly advertised for bids. Bidders were asked to provide an hourly amount not to exceed \$90.00 and have a business location in California. A total of 3 responsive bids were received.

Vendor Name	Hourly Rate
Class Act Alliance Inc.	\$85.00
Global Captioning Solutions Inc. DBA eCaptions	\$85.00
West Coast Captioning II LLC	\$75.00 remote \$78.00 in person
Verbit Inc. *	\$67.50
Ai-Media Inc. *	\$69.00

*Non-responsive to RFP, quoted multiple fees in addition to hourly rate on proposal form.


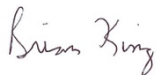
RECOMMENDATION:

It is recommended that the Board of Trustees award the contract for district-wide captioning services to Class Act Alliance Inc., Global Captioning Solutions Inc. DBA eCaptions and West Coast Captioning II LLC.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Undocumented Student Week of Action	ATTACHMENT: None	
		ENCLOSURE: None	
AGENDA ITEM:	Information Item A	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 Jamey Nye, Deputy Chancellor	CONSENT/ROUTINE	
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	X

BACKGROUND:

Since the November 2016 presidential election, students and staff in the Los Rios Community College District community have expressed concern about the future of the Deferred Action for Childhood Arrivals (DACA) program and the impact changes to national immigration policy will have on our students’ ability to complete their education and our staff to continue working. In 2017, the Los Rios Community College Board of Trustees (“Board”) passed a resolution expressing its firm support of our students with DACA status and stating that the District will take every action allowable by law to protect their rights and civil liberties. In 2018, the California Community Colleges Board of Governors declared Weeks of Action during the third week in October in support of our DACA students and staff and the Los Rios colleges have participated in their own activities during those weeks. At its September 2019 meeting, the California Community Colleges Board of Governors again declared a week of action and urged the California community colleges to follow suit. At its October Board Retreat, the Los Rios Community College Board of Trustees (“Board”) passed a resolution declaring October 14-18 as the Undocumented Week of Action at the Los Rios Colleges, declaring that the Los Rios Colleges will participate in activities to enhance awareness and support for undocumented students and staff, reaffirming its commitment to Los Rios students, and urging Congress to create a pathway to citizenship for undocumented students and staff which will permit them to complete their education goals and achieve their highest potential.

STATUS:

The Los Rios Community College District is known throughout California as a leading voice on behalf of under-represented communities. The passing of resolution 2019-17 reaffirms the Board’s commitment to taking every possible measure to protect the safety of all Los Rios students and staff, particularly those in targeted populations. Our colleges affirmed this value by participating in the Undocumented Student of Action Week, during the week of October 14-18, 2019 to increase awareness and mobilize the college community to action to mitigate barriers for our DACA students as well as the community at large.

RECOMMENDATION:

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: October 16, 2019

SUBJECT:	Chancellor's Contract	ATTACHMENT: None
		ENCLOSURE: None
AGENDA ITEM:	Action Item A	TYPE OF BOARD CONSIDERATION: ACTION

BACKGROUND

Annually at its October meeting, the Board of Trustees evaluates the performance of the Chancellor in closed session.

RECOMMENDATION

It is recommended that the Board of Trustees take appropriate action in open session on the contract of the Chancellor.