

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## BOARD MEETING AGENDA Wednesday, November 13, 2019 5:30 pm

**MEETING LOCATION:**  
Folsom Lake College  
Aspen Hall, FL1-20 (Community Room)  
10 College Parkway  
Folsom, CA 95630

<b>1. CALL TO ORDER</b>	Board President
<b>2. ORAL COMMUNICATIONS</b> <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>	
<b>3. CONSENT CONSIDERATIONS</b> <i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: October 4-5 and 16, 2019 (page 3)	Brian King
B. Scheduling of Board of Trustees Annual Organizational Meeting (page 21)	Brian King
C. Curriculum Proposals: ARC/CRC/SCC (page 22)	Jamey Nye
D. Board Policy Revisions: P-8254 Gifts, Devises, and Bequests and 8431 Naming of Facilities and Areas and Approval of Foundation Procedures (page 31)	JP Sherry
E. Claim: Christine Stein (page 64)	JP Sherry
F. Claim: Tina Royer (page 67)	JP Sherry
G. District Quarterly Financial Status Report (311Q) (page 73)	Mario Rodriguez
H. Los Rios Colleges Foundation – Quarterly Investment Report (page 77)	Mario Rodriguez
I. Disposition of Surplus Equipment (page 80)	Mario Rodriguez
J. Ratify: Grants & Contracts Awarded (page 81)	Brian King
K. Ratify: Bid Transactions (page 82)	Mario Rodriguez
L. Ratify: Affiliation and Other Agreements (page 83)	Mario Rodriguez
M. Purchase Orders, Warrants, Checks and Electronic Transfers (page 85)	Mario Rodriguez
N. 2019-20 Sabbaticals/Professional Development Leaves (page 87)	Jamey Nye
O. Human Resources Transactions (page 95)	Jamey Nye
<b>4. FIRST READING</b>	
A. Draft 2020 Board Meeting Calendar (page 110)	Brian King
B. Board Policy Revisions: P-2215 Transcript of Records (page 112)	JP Sherry
<b>5. ACTION</b>	
A. Contract Award: ARC Chilled Water Plant Upgrade (page 114)	Mario Rodriguez

<b>6. INFORMATION</b>	
A. <a href="#">Incarcerated in College and Beyond: Transforming Lives (page 115)</a>	Whitney Yamamura
<b>7. BOARD MEMBER REPORTS</b>	
<b>8. FUTURE AGENDA ITEMS</b>	
<b>9. REPORTS and COMMENTS</b>	
<ul style="list-style-type: none"> <li>▪ Student Association</li> <li>▪ Classified Senate</li> <li>▪ Academic Senate</li> <li>▪ Other Recognized Constituencies</li> <li>▪ Chancellor’s Report</li> </ul>	
<b>10. ADJOURNMENT</b>	

<b>LOS RIOS BOARD OF TRUSTEES</b>			
<b>John Knight</b> President ▪ Area 3	<b>Robert Jones</b> Vice President ▪ Area 2	<b>Dustin Johnson</b> ▪ Area 1 <b>Ruth Scribner</b> ▪ Area 4 <b>Pamela Haynes</b> ▪ Area 5	<b>Deborah Ortiz</b> ▪ Area 6 <b>Tami Nelson</b> ▪ Area 7 <b>Isabella-Marie Engel</b> ▪ Student Trustee
Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm ▪ <i>Note:</i> Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.  Next Meeting: December 18, 2019 ▪ Regular Board Meeting ▪ Location: District Office			
Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: <a href="http://www.losrios.edu">www.losrios.edu</a>			
<b>Help Us Help You</b>			
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).			

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Board Meeting Minutes: October 4-5 and 16, 2019	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**STATUS:**

The minutes of the Board of Trustees meetings held on October 4-5 and 16, 2019 are attached for Board review and consideration.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the minutes of the meetings held on October 4-5 and 16, 2019.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

### **Board of Trustees Retreat**

Friday, October 4, 2019 - 5:30 p.m.

Saturday, October 5, 2019 - 9:00 a.m.

### **FRIDAY, OCTOBER**

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

The board retreat 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  
Ms. Pam Haynes  
Mr. Dustin Johnson  
Ms. Tami Nelson  
Ms. Deborah Ortiz  
Ms. Ruth Scribner (*Saturday, Oct. 5 only*)

Brian King, Chancellor

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

There were no oral communications.

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

- A. Facilities Master Planning and Possible 2020 Bond Issues
- B. State and Los Rios Budget and Enrollment Update
- C. Online Education Update
- D. Draft 2020 Board Meeting Calendar
- E. Board Self Evaluation
- F. Board Requested Information Items and Future Agenda Items

#### **4. CLOSED SESSION**

The Board Members went into closed session at 7:15 p.m. to consider the matter listed below:

- A. Pursuant to Govt. Code section 54957: Public Employee Evaluation and Contract: Contract Officers.
- B. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators; Agency designated representatives: Brian King, Mario Rodriguez, Jamey Nye; Unrepresented parties: College Presidents, Vice Chancellors

*No reportable action was taken in closed session.*

## 5. OPEN SESSION

Open Session resumed at 7:45 p.m.

## 6. ACTION

### A. Contract Officer Contracts

*A motion was made by Trustee Jones, seconded by Trustee Johnson, that the Board of Trustees:*

*a) Extend the contracts to June 30, 2022 for the District Officers listed:*

Paula Allison, Associate Vice Chancellor, Resource Development  
Edward Bush, President, Cosumnes River College  
Thomas Greene, President, American River College  
Michael Gutierrez, President, Sacramento City College  
Pablo Manzo, Associate Vice Chancellor of Facilities Management  
Gabe Ross, Associate Vice Chancellor, Communications & Media Relations  
JP Sherry, General Counsel  
Whitney Yamamura, President, Folsom Lake College

*b) Extend the contracts to June 30, 2021 for the District Officers listed:*

Melanie Dixon, Associate Vice Chancellor, Educational Services & Student Success  
Tammy Montgomery, Associate Vice Chancellor, Instruction

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

Paula Allison, Associate Vice Chancellor, Resource Development (from A/3 to A/4)  
Edward Bush, President, Cosumnes River College (from B/4 to B/5)  
Melanie Dixon, Assoc. Vice Chancellor, Ed. Services & Student Success (from A/1 to A/2)  
Michael Gutierrez, President, Sacramento City College (from B/2 to B/3)  
Tammy Montgomery, Associate Vice Chancellor, Instruction (from A/1 to A/2)  
Gabe Ross, Associate Vice Chancellor, Communications & Media Relations (A/2 to A/3)  
Whitney Yamamura, President, Folsom Lake College (B/3 to B/4)

*Motion carried; 6:0*

### B. Resolution No. 2019-12: Undocumented Student Action Week

*A motion was made by Trustee Johnson, seconded by Trustee Haynes, that the Board of Trustees approve Resolution No. 2019-12 in support of students and employees covered by the Deferred Action for Childhood Arrivals (DACA) Program.*

*Motion carried; 6:0*

C. Grand Jury Report Response

*A motion was made by Trustee Jones, seconded by Trustee Johnson, that the Board of Trustees approve the response to the Grand Jury as enclosed in the board retreat agenda packet.*

*Motion carried; 6:0*

**ADJOURNMENT (8:16 p.m.)**

*A motion was made by Trustee Johnson, seconded by Trustee Nelson, that the meeting be continued to Saturday, October 5 at 9:00 am.*

*Motion carried; 6:0*

**SATURDAY, OCTOBER 5, 2019**

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

**7. UPDATE AND DISCUSSION OF DISTRICT STRATEGIC PLAN:**

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

**A. Establish Effective Pathways**

1. American River College
2. Cosumnes River College
3. Folsom Lake College
4. Sacramento City College

**B. Ensure Equitable Outcomes**

1. Vision for Success Data Updates

**C. Teaching and Learning**

1. Recruitment & Hiring Statistics

**D. Workforce Development**

1. Resource Development Update

## **E. Outstanding Work Environment**

1. Building/Bon Program Update

## **8. OPEN BOARD DISCUSSION**

The Board discussed a number of issues related to the future of the District and asked staff to provide information on those items at future meetings. Future agenda item requests included an update on Opt-out scheduling and implementation of AB705 in early 2020.

## **9. ADJOURNMENT**

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

President Knight adjourned the meeting at 12:30 p.m.

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**Brian King**

Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: November 13, 2019.*

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Board Meeting Minutes**  
**Wednesday, October 16, 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**

The following speakers addressed the Board of Trustees regarding Aramark’s food services on campus: Jacob Couch, Ramses Galvez, Maria Elena Sepulveda, Max Cartageua, Cesar Aguirre, Aidan Willett.

The following speakers addressed the Board of Trustees regarding Undocumented Students Week of Action and 2+2 online education: Belinda Lum, Veronica Lopez.

Kalinda Jones addressed the Board of Trustees regarding 2+2 online education.

The following speakers addressed the Board of Trustees regarding ESL assessment: Allyson Joye, Oranit Limmaneeprasert.

**3. CONSENT CONSIDERATIONS**

*A motion was made by Trustee Scribner, seconded by Trustee Johnson, that the Board of Trustees approve Consent Consideration items A through J.*

*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: September 9 and 11, 2019

That the Board of Trustees approve the minutes of the meetings held on September 9 and 11, 2019.

B. Curriculum Proposals: American River, Folsom Lake and Sacramento City Colleges

That the Board of Trustees approve the curriculum proposals for American River, Folsom Lake, and Sacramento City College listed in the board agenda packet.

C. Information & Communication Technology Accessibility Program; Policy 7136: ICT Accessibility; Policy 8321: Contracts and Contract Procedures

That the Board of Trustees approve the Accessibility Program and Policies 7136 and 8321.

D. Resolution No. 2019-13: Liability Coverage for District Volunteers

That the Board of Trustees approve Resolution No. 2019-13 regarding liability coverage for volunteers.

E. 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.

F. Ratify: Grants and Contracts Awarded

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

Title, Description, Term, Project Administrator	College/Unit	Amount	Source
SCOE CSPP QRIS Block Grant <ul style="list-style-type: none"> <li>Funding to increase the number of children in low-income areas with opportunities to attend high-quality state preschool programs.</li> <li>7/01/2019 through 6/30/2021</li> <li>Administrator: Theresa Tena / Interim Vice President, Administration</li> </ul>	CRC	\$13,300	Sacramento County Office of Education
Workability III <ul style="list-style-type: none"> <li>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,</li> </ul>	SCC	\$634,395	Department of Rehabilitation

<p>development of job leads, resume assistance, assistance with job applications, job development and placement, and follow up services after placement.</p> <ul style="list-style-type: none"> <li>• 7/01/2019 through 6/30/2022</li> <li>• Administrator: Molly Springer / Dean, Student Equity/Success, Support &amp; Student Development</li> </ul>			
<p>CRC Trio Upward Bound – Monterey Trail/Valley High School</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor</li> </ul>	CRC	\$287,537	U.S. Department of Education
<p>CRC Trio Upward Bound – Florin High School</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor</li> </ul>	CRC	\$287,537	U.S. Department of Education
<p>ARC Trio Upward Bound – Center High School</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 9/02/2019 through 8/31/2020 Administrator: Jamey Nye / Deputy Chancellor</li> </ul>	ARC	\$287,537	U.S. Department of Education
<p>ARC Trio Upward Bound – Inderkum High School</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 9/02/2019 through 8/31/2020</li> <li>• Administrator: Jamey Nye / Deputy Chancellor</li> </ul>	ARC	\$287,537	U.S. Department of Education
<p>ARC Title III- Strengthening Institutions</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 10/01/2019 through 9/30/2020</li> <li>• Administrator: Jeffrey Stephenson / Vice President, Student Services</li> </ul>	ARC	\$449,995	U.S. Department of Education

G. 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
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

H. Ratify: Affiliation and Other Agreements

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

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

- 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

I. 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.

<b>PURCHASE ORDERS</b>		
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	
<b>WARRANTS</b>		
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	\$ 4,909,537.88
Payroll Vendor Warrants	66005-66140	
September Leave Process	445789-448771	
<b>CHECKS</b>		
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
<b>ELECTRONIC TRANSFERS</b>		
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

J. Human Resources Transactions

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

**4. FIRST READING**

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

Board Policy Revisions: P-8254 Gifts, Devises, and Bequests and 8431 Naming of Facilities and Areas and Approval of Foundation Procedures were presented for first reading.

## 5. ACTION

A. American River College Commemorative Naming for the ARC STEM Innovation Center

*A motion was made by Trustee Jones, seconded by Trustee Johnson, that the Board of Trustees approve the commemorative naming of the Diane Bryant STEM Innovation Center at American River College.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Student Trustee: Aye*

*Motion carried; 7:0*

B. Resolution No. 2019-14: General Obligation Bond

Pages 150-164 (an alternate version of Resolution No. 2019-14) were removed from this agenda item prior to the Board's action on this agenda item.

*A motion was made by Trustee Haynes, seconded by Trustee Nelson, 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.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Student Trustee: Aye*

*Motion carried; 7:0*

C. Public Hearing: Resolution No. 2019-15: Power Purchase Agreement with ForeFront Power, LLC

**Public Hearing:** President Knight declared a public hearing to receive comments on the Power Purchase Agreement with ForeFront Power, LLC

*A motion was made by Trustee Ortiz, seconded by Trustee Johnson, that the Board of Trustees approve 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.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Student Trustee: Aye*

*Motion carried; 7:0*

D. Contract Award: Captioning Services

*A motion was made by Trustee Haynes, seconded by Trustee Ortiz, 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.*

*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. Undocumented Student Week of Action

Associate Vice Chancellor Melanie Dixon presented an overview of the District's participation in the October 14-18 Undocumented Student Week of Action to the Board of Trustees for information.

## **7. BOARD MEMBER REPORTS**

Trustee Johnson shared the news of his new professional position the Council on American Islamic Relations as a Civil Rights Attorney at the local chapter.

Trustee Haynes thanked Sacramento City College for their assistance in preparing her for a presentation in front of African American athletes and shared about her experience at the event. She also discussed the recent incident at Sacramento City College that involved one of our African American students, LRPD, and the Sacramento Police Department and shared how upsetting that incident was to her.

Trustee Nelson attended the College Glenn neighborhood association annual meeting and thanked staff for the board retreat.



## 8. FUTURE AGENDA ITEMS

Trustee Haynes requested the following future agenda items:

- A presentation in February about college co-requisites.
- How does Los Rios determine how many units are assigned to co-requisites since co-requisite across the state have different unit values?
- Data on the new hires from historically underrepresented groups for adjunct faculty positions.
- An overview of our Associate Degree for Transfer options.

## 9. REPORTS AND COMMENTS

The following constituency representatives presented reports to the Board:

Jonathon Leong, American River College Associated Student Body  
Julie Olsen, President, Cosumnes River College Classified Senate  
Gayle Pitman, President, Sacramento City Academic Senate  
Dean Murakami, President, LRCFT

### Chancellor's Report:

ARC: American River College continues to strengthen its position as the largest and most robust Apprenticeship program in the State of California. The College has added both the Fresno Ironworkers and Northern California Elevator Industry Joint Apprenticeship and Training Committee to its portfolio of industry partners. These new partnerships will result in over 500 new Apprenticeship students each year. The College was also awarded \$1,000,000 through the California Apprenticeship Initiative Grant Program. ARC was funded \$500,000 for the IBM Mainframe Apprenticeship Program in partnership with IBM, SEIU 1000, and the State of California. The College was also funded \$500,000 for the Cybersecurity Apprenticeship Program in partnership with SEIU 1000, and the State of California. The intent of both of these grants is to provide career opportunities to State workers through Apprenticeship in these high demand, high pay occupations within State Agencies in California.

CRC: Cosumnes River College has been awarded a grant to build and support student services programs and academic pathways for students who have been incarcerated, and for face-to-face instruction in prison or jail. The "Currently and Formerly Incarcerated Students Reentry Grant" program provides 50 California Community Colleges funding to design innovative solutions to stem the tide of recidivism and to provide options and reasons for inmates "to take responsibility for their own rehabilitation with credit-earning opportunities for good behavior, as well as in-prison program and activities participation." Approximately 70% of American prisoners return to prison, but that number reduces to 13.7% for those who have earned an associate degree, and even more so for those who obtain degrees beyond their AA or AS. The total grant award is for \$113,636 over two years, and it will help the college strengthen and build academic and student services supports for currently and formerly incarcerated students, with the goal of establishing clear pathways to timely completion for these students.

FLC: Falcon’s Eye Theatre, the production arm of Folsom Lake College’s Theatre & Cinema Arts department, recently won four 2019 Elly Awards. The Ellys, which are awarded by the Sacramento Area Regional Theatre Alliance (SARTA) and honor outstanding achievements of community theaters and artists in the Sacramento area, were handed out at a special ceremony on September 22. The Fall 2018 Falcon's Eye Theatre production of Macbeth took home top honors in four categories, including Best Overall Production of a Drama, as well as technical awards for Sound Design (John Fynes), Lighting Design (Mika McKenzie-Bahr), and Set Design (Ian Wallace). Their latest production, Hot L Baltimore, premieres this November at the Harris Center for the Arts.

SCC: SCC is honored to have received the gift of a bust of Mexican revolutionary Emiliano Zapata, 100 years after his passing, from his great-grandson Edgar Zapata and sculptor Lucy Topete. Zapata, who formed and commanded the Liberation Army of the South that fought in the Mexican Revolution, is a celebrated figure in Mexican history. His legacy will live on with the display of this bust on campus. “We are fortunate to receive this generous and meaningful gift from the family of Zapata,” said Martin Ramirez, SCC HSI-STEM, SESI Project Director. “Its presence on campus is a powerful reminder for many of our students that their identity and culture is as important as what they’re learning in the classroom. This kind of connection between culture and curriculum is crucial to early college success, especially in STEM.”

Chancellor King announced the following retirements:

Retirement			Years of Service
Patricia Caldwell	Dean of Technical Education	ARC	5+
Carol Bernardo	Cooperative Work Experience and Internship Coordinator	CRC	13+
Carol Leever	Computer Information Science Professor	ARC	18+
Deborah Ondricka	Public Services Librarian	ARC	23+
Ilse Powell	Lead Instructional Assistant – English as a Second Language	ARC	29
Roosevelt Jones, Jr.	Mechanical/Electrical Systems Technician (75%), Instructional Assistant – Mechanical/Electrical Technology (25%)	SCC	31
John Parker, Jr.	Information Technology Network Administrator Analyst II	DO	35

## 10. CLOSED SESSION

General Counsel Sherry announced closed session as listed below. The following board members went into closed session at 7:45 pm: Ms. Haynes, Mr. Johnson, Mr. Jones, Mr. Knight, Ms. Ortiz, Ms. Nelson and Ms. Scribner.

- A. Pursuant to Government Code section 54957: Public Employee Performance Evaluation: Chancellor

B. Pursuant to Government Code section 54957.6; Conference with Labor Negotiators – Agency designated representative: John Sharpe; Unrepresented Employee: Chancellor

*Closed Session Adjourned: 9:35 pm*

*Open Session: 9:38 pm*

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

In closed session matter identified as Item 10.A, the Board of Trustees deemed that the Chancellor's performance for 2018-19 was satisfactory.

General Counsel Sherry announced that in closed session at the August 14, 2019 board meeting, the Board took action to unanimously terminate the faculty member. The time to challenge that decision has expired without any action by that employee. That action is now final.

## **12. ACTION**

### *A. Chancellor's Contract*

*A motion was made by Trustee Ortiz, seconded by Trustee Haynes, that the Board of Trustees approve the Chancellor's contract with the following terms:*

- 1. Increase the contract term by one year through June 30, 2023.*
- 2. Increase the Chancellor's base salary by 4% to \$351,914 in 2020-21; by 3% over 2020-21 to \$362,471 in 2021-22; and by 2% over 2021-22 to \$369,720 in 2022-23.*
- 3. Increase the Deferred Compensation component of his contract by \$2,500 to \$25,000 for 2020-21 and future contract years. Said Deferred Compensation for any given year is payable only upon an overall satisfactory performance evaluation as determined by the Board.*
- 4. All other terms and conditions of the Chancellor's contract shall remain in place for the balance of the contract.*

*Roll Call Vote:*

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

*No: None*

*Absent: None*

*Student Trustee: Aye*

*Motion carried; 7:0*

### **13. ADJOURNMENT**

*A motion was made by Trustee Haynes, seconded by Trustee Scribner, that the meeting be adjourned.*

President Knight adjourned the meeting 9:42 pm.

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### **BRIAN KING**

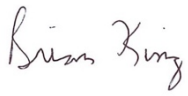
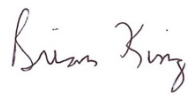
Chancellor and Secretary to the Board of Trustees

*Draft minutes presented to the Board of Trustees: November 13, 2019*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

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

**STATUS**

In compliance with Education Code section 35143, the Board of Trustees is required to schedule an annual organizational meeting “within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar.” The 15-day period for 2019 is December 13-27.


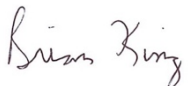
**RECOMMENDATION:**

It is recommended that the Board of Trustees schedule the annual organizational meeting for Wednesday, December 18, 2019 at 5:30 p.m.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** November 13, 2019

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

**STATUS:**

The District Curriculum Coordinating Committee reviews college proposals for new, modified, or deleted courses and programs; general education guidelines, graduation competencies, grading policies, course placement into disciplines, and discusses and acts on other curriculum related issues. The attached curriculum was approved at the October 25, 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, Cosumnes River, and Sacramento City College.

# Los Rios Community College District

## Recommendation for Adoption by the Board of Trustees

Oct 25, 2019

### COURSE PROPOSALS

#### Course Deletions

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#### *American River College*

1. **BIOL 490 Science Skills and Applications (0.50 units)**

**Justification:** This course has been replaced by GENSCI 90.

2. **ECE 432 Leadership in Diversity (3.00 units)**

**Justification:** This course is no longer being offered. In line with our college's equity plan, we are beginning the process of embedding leadership in cultural competency in to all of our existing coursework, rather than have it as a separate course that students are not required to take.

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#### *Cosumnes River College*

1. **HIST 312 History of the United States (to 1865) (3.00 units)**

**Justification:** Beginning in Fall 2019, CRC will only offer HIST 310 (U.S. History to 1877) and HIST 311 (U.S. History, 1877-Present). Through such changes, CRC will join the sister colleges in offering U.S. History as two parts. This will also maximize the transferability of these courses, and better align with the goals of Guided Pathways.

2. **HIST 313 History of the United States (1865-1945) (3.00 units)**

**Justification:** Beginning in Fall 2019, CRC will only offer HIST 310 (U.S. History to 1877) and HIST 311 (U.S. History, 1877-Present). Through such changes, CRC will join the sister colleges in offering U.S. History as two parts. This will also maximize the transferability of these courses, and better align with the goals of Guided Pathways.

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#### *Sacramento City College*

1. **ANTH 322 Archeological Site Identification (1.50 units)**

**Justification:** The course is being deleted because it has low student interest and has not been taught in the last 10 years.

2. **ANTH 494 Topics in Anthropology (1.00 - 3.00 units)**

**Justification:** The course is being deleted because it has low student interest and has not been taught in the last 10 years.

3. **FITNS 308 Step Aerobics (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

4. **FITNS 436 Lifeguard Training (2.00 units)**

**Justification:** This course no longer meets our students' needs.

5. **HEED 314 Community First Aid and Safety (2.00 units)**

**Justification:** This course no longer meets our students' needs.

6. **HEED 321 CPR: BLS for the Professional Rescuer (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

7. **KINES 364 Theory of Swimming (2.00 units)**

**Justification:** This course no longer meets our students' needs.

8. **KINES 365 Theory of Water Polo (2.00 units)**

**Justification:** This course has not been offered due to a lack of student interest.

9. **KINES 374 Theory of Volleyball (2.00 units)**

**Justification:** This course no longer meets our students' needs.

10. **KINES 376 Theory of Wrestling (2.00 units)**

**Justification:** This course no longer meets our students' needs.

11. **KINES 381 Fitness and Weight Management (2.00 units)**

**Justification:** This course no longer meets our students' needs.

12. **KINES 411 Personal Trainer Certification: Program Design & Instructional Methodology (3.50 units)**

**Justification:** This course no longer meets our students' needs.

13. **KINES 453 Training and Conditioning of Sports (2.00 units)**

**Justification:** This course no longer meets our students' needs.

14. **KINES 454 Coaching the Young Athlete (2.00 units)**

**Justification:** This course no longer meets our students' needs.



15. **KINES 457 Sport First Aid for Coaches (2.00 units)**

**Justification:** This course no longer meets our students' needs.

16. **LTAT 330 Desire2Learn Familiarization (0.50 units)**

**Justification:** Desire2Learn is no longer used in the district.

17. **MUIVI 441 Brass Instruction (1.00 - 2.00 units)**

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

18. **MUIVI 443 String Instruction (1.00 - 2.00 units)**

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

19. **MUIVI 445 Woodwind Instruction (1.00 - 2.00 units)**

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

20. **MUIVI 447 Percussion Instruction (1.00 - 2.00 units)**

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

21. **PACT 340 Fencing (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

22. **PSYC 489 Topics in Psychology - Honors (0.50 - 4.00 units)**

**Justification:** This course has not been offered since Spring 2009. Departments are being encouraged to delete courses not currently being offered because it is confusing for students to have a course listed in the catalog and never see it in the class schedule. Additionally, this course does not fit in with Guided Pathways guidelines.

23. **PSYC 494 Topics in Psychology (0.50 - 4.00 units)**

**Justification:** This course has not been offered since Spring 2009. Departments are being encouraged to delete courses not currently being offered because it is confusing for students to have a course listed in the catalog and never see it in the class schedule. Additionally, this course does not fit in with Guided Pathways guidelines.

24. **TMACT 300 Soccer, Indoor (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

25. **TMACT 301 Indoor Soccer II (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

26. **TMACT 370 Water Polo (1.00 unit)**

**Justification:** This course no longer meets our students' needs.

## New to District Courses

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### *American River College*

#### 1. ART 365 Printmaking II (3.00 units)

*Prerequisite:* ART 361 with a grade of "C" or better

*36.00 hours lecture, 54.00 hours laboratory*

This course covers practices in various printmaking techniques. It expands on the four basic techniques taught in ART 361: relief printing, intaglio, screen printing, and lithography. It also encourages the development of a personal style and the creation of a cohesive body of work using those techniques. Field trips may be required.

**Justification:** This course will allow students to expand on the basic techniques and materials taught in ART 361. It will allow students to create a cohesive body of work within a range of printmaking techniques and allow for the development of an artistic style within a range of those techniques. This class is designed to help students build a strong portfolio for scholarship applications and entrance into four year colleges.

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### *Cosumnes River College*

#### 1. AMT 101 Bureau of Automotive Repair (BAR) Emissions Update (1.00 unit)

*Prerequisite:* None.

*Advisory:* Individuals taking this course should have a current or expired California Smog Check Inspection and/or Repair License.

*18.00 hours lecture*

This Bureau of Automotive Repair (BAR) Emissions Update Course is an 18 hour course which meets the mandatory bi-annual educational update requirement for license renewal of Emission Repair technicians in the State of California. Technicians may take this course up to two years prior to license expiration.

**Justification:** This course will create an ongoing training opportunity for students that obtain their SMOG inspection and/or repair licenses via our AMT 340 course. Students who obtain these licenses are required to obtain 16 hours of update training every two years to maintain their licensure and will be able to complete that continuing education requirement via this course.

#### 2. MUP 423 Composition Ensemble Workshop (2.00 units)

*Prerequisite:* None.

*36.00 hours lecture, 18.00 hours laboratory*

This course provides students with an opportunity to create original works in a variety of genres and styles, while learning about important musical trends and composers in the 20th and 21st Century world of classical, jazz, film, commercial, and pop music worlds.

**Justification:** This course provides advanced study in music composition and performance, while providing students with opportunities to explore the literature and trends of 20th and 21st Century music. Students will develop a portfolio of works, which is essential for transferring to four-year institutions as a music composition major. The course is a key component of new certificates that are being developed and will soon be offered in the CRC Music Department.

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*Sacramento City College*

1. **ADMJ 480 Concepts of Criminal Law - Honors (3.00 units)**

*Prerequisite:* None.

*Advisory:* ENGRD 310 and ENGWR 101 with grades of "C" or better

*54.00 hours lecture*

This course examines the philosophy and structure of criminal law in the United States. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case studies to introduce students to criminal law and the classification of crimes against persons, property, morals, and public welfare. It also includes discussion of prosecution and defense decision making, criminal culpability, and defenses of crimes. Honors courses are open to students who demonstrate an ability to write carefully reasoned, well-organized essays of varying lengths, are prepared to make clear oral presentations in class, and are able to actively contribute to seminar discussions. Credit may be earned for ADMJ 480 or ADMJ 320 but not for both.

**Justification:** This course is the honors equivalent of ADMJ 320, it fulfills requirements for both the ADMJ A.S. and ADMJ A.S.-T degrees, and it is transferable to UC and CSU. ADMJ 480 is designed to provide more challenging topics, reading material and assignments for advanced students as compared to the rigor of ADMJ 320. Credit may be earned for taking either ADMJ 320 or ADMJ 480, but not both courses.

2. **AH 123 Prevention and Management of Chronic Conditions (2.00 units)**

*Prerequisite:* None.

*Advisory:* ENGRD 110 and LTAT 300 with grades of "C" or better

*Enrollment Limitation:* Acceptance into the Community Health Worker program.

*36.00 hours lecture*

Chronic diseases are on the rise in the United States, leaving healthcare payers with the challenge of covering care for patients with these expensive, long-term conditions. In this course, students will learn about the most common chronic diseases, their etiology, symptoms, risk factors, and treatment. Students will learn about community preventive services, programs, and other interventions aimed at supporting

patients in the successful self-management of chronic conditions. Students will also be introduced to medical terminology with an overview of the structure of medical language and basic terms.

**Justification:** This purpose of this course is to provide the student with an overview of chronic conditions that are typical in clients served by the community health worker. This course was offered as an experimental course in Spring 2019 and was well received by the students.

### 3. **AH 300 Introduction to Project Management for Healthcare (3.00 units)**

*Prerequisite:* None.

*Advisory:* BUS 107, CISA 305, CISA 315, CISA 323, and CISC 300 with grades of "C" or better

*54.00 hours lecture*

This is an introductory course covering the following topics: fundamental project management terminology, skills, concepts and techniques, how the project management processes are linked together, and role of stakeholders and organizational influences on health care and other related projects.

**Justification:** This program fully supports educational attainment for entry level and working professionals who desire to acquire new jobs and to keep their skills competitive over the long run in a multi-faceted job market. Project Management fits this dynamic model. The public sector and private sector organizations in healthcare organizations and medical/dental insurance companies employ professionals with project management skills by applying a consistent, standardized and evolving set of project management principles. The specific set of standards for Healthcare Project Management Project and the Management Body of Knowledge (PMBOK) Guide are applied in this course. Students will apply project management practices to achieve and contribute to success in a wide variety of fields, including various healthcare systems, specific healthcare management roles in sub specialties, healthcare human resource departments and healthcare educational settings.

### 4. **EDUC 342 Introduction to Bilingual Education (3.00 units)**

*Prerequisite:* None.

*Corequisite:* ECE 350 or ENGED 320

*Advisory:* ECE 312 with a grade of "C" or better

*Enrollment Limitation:* Students must show evidence a negative test or chest X-ray clearance for tuberculosis.

*54.00 hours lecture*

This course is an introduction to the study of the education of English Learners in California and the United States. It includes the history, relevant legislation, first and second language acquisition theories, practices and strategies for the development of English proficiency. The course involves observations and tutoring of English Language Learners using materials and strategies responsive to the students' primary language and assessed levels of English proficiency. Students must be concurrently enrolled in either ECE 350 or ENGED 320. If students have previously completed ECE 350 they may enroll with consent of instructor.

**Justification:** This course is being developed to support the transfer of students into California State University Sacramento in pursuit of a K- 12 Teaching Credential.

5. **EDUC 360 Working with the School-Age Child (3.00 units)**

*Prerequisite:* None.

*Advisory:* ECE 312 and 350 with grades of "C" or better

*54.00 hours lecture*

Students will investigate the fundamentals of planning and implementing programs for the before- and after-school care of school-age children (K-6). Emphasis will be placed on day-to-day program planning, instructional strategies, research on developmental levels of the school-aged child, as well as age-appropriate activities. Students will explore topics such as: cooperative learning, STEM/STEAM, problem solving, literacy, and other curriculum content areas.

**Justification:** This course will provide extensive investigation into the theory, development, planning, and implementation of high-quality programs for the school-aged child. This course will complement the courses for students interested in working with the Elementary student and those students interested in pursuing a Elementary Teaching Credential. Additionally, this course provides three of the twelve units required for the School-Age Child Development Permit issued by the California Commission for Teacher Credentialing. There is an increasing demand for individuals qualified to provide after school care and this course will provide students with background knowledge to effectively provide that service.

## **PROGRAM PROPOSALS**

### **Program Deletion(s)**

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#### *Cosumnes River College*

1. **Construction, Building Performance and Energy Assessment**

**Justification:** It is the intent of the department to revise several of the courses in this degree but to delete others. The regular Construction degree path will be revised and maintained, but this particular degree no longer satisfies industry needs.

2. **Liberal Arts**

**Justification:** The Liberal Arts AA degree is being replaced with four Liberal Arts degrees, each conforming to one of the "Areas of Emphasis" in this degree.

### **New Programs**

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#### *Sacramento City College*

1. **Legal Studies**

The legal studies certificate is designed to enhance opportunities for employment in the legal profession.

**Justification:** The administration of justice department proposes to add a legal studies certificate to the program.

## 2. **Teacher Education**


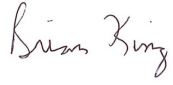
This program is to prepare students to transfer into a teacher preparation program. The focus of the preparation is for a credential in multiple subject teaching in the elementary schools. The program offers courses focused on teaching as well as a portion of the required general education courses necessary to prepare for transfer into a teacher preparation program at a four year college.

**Justification:** This local Associate's degree provides students the preparatory coursework to transfer into either Liberal Studies or Child Development to work towards a teaching credential. The degree offers students an opportunity to explore the field and learn about children as well as complete a portion of the required general education courses to enter either Liberal Studies or Child Development if they transfer into a teacher preparation program.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	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	
<b>AGENDA ITEM:</b>	Consent Item D	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel 	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	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:**

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

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

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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 – Los Rios Colleges Foundation  
Amended 10/23/2019 – Los Rios Colleges Foundation  
Approved xxxx – Los Rios Community College District Board of Trustees**

## **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, real estate agents 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 or 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 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 real estate agent 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 real estate agent 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, environmental assessments, 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 for Considering Acceptance for Proposed Gifts of Commercial Real Property

Name of Donor(s): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Please circle: Cell Home Work Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

Address and Description of Proposed Gift of Real Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Commercial Property: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ Type of Ownership: \_\_\_\_\_

For considering your real property as a gift to the Foundation please provide us with copies when available of the following information:

- |   |   |
|---|---|
| <input type="checkbox"/> Recent property tax bill   | <input type="checkbox"/> Recent building permits                                  |
| <input type="checkbox"/> Appraisals or other estimates of value within the past 12 months   | <input type="checkbox"/> Current Profit and Loss statement                        |
| <input type="checkbox"/> Most recent title insurance policy or preliminary title report   | <input type="checkbox"/> Balance statement  |
| <input type="checkbox"/> Insurance policy   | <input type="checkbox"/> Current rent roll  |
| <input type="checkbox"/> Inspections for the property (i.e. roof, property, plumbing, electrical, HVAC, environmental etc.) within the past 12 months | <input type="checkbox"/> Tax return for property                                  |
| <input type="checkbox"/> Boundary survey  | <input type="checkbox"/> Any maintenance or property management contracts         |
| <input type="checkbox"/> Zoning   | <input type="checkbox"/> Photos, both inside and outside                          |
|   | <input type="checkbox"/> Loans against the property                               |
|   | <input type="checkbox"/> List of any personal property to be included in the gift |

Is this property currently occupied? Please circle. Yes No

Thank you for considering the Los Rios Colleges Foundation as a beneficiary of your real property. If the gift acceptance committee deems that your gift of real property meets the guidelines set forth in the Los Rios Colleges Foundation Procedure on Gifts of Real Estate, we will begin the necessary formal documentation for your gift and the transfer of real property.

**THE LOS RIOS COLLEGES FOUNDATION**  
**Checklist for Considering Acceptance for Proposed Gifts**  
**of Single Family Real Property**

Name of Donor(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Please circle:    Cell                      Home                      Work                      Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

Address of Proposed Gift of Real Property:

\_\_\_\_\_

\_\_\_\_\_

Date Acquired: \_\_\_\_\_ Type of Ownership: \_\_\_\_\_

For considering your real property as a gift to the Foundation please provide us with copies when available of the following information:

- Recent property tax bill
- Appraisals or other estimates of value within the past 12 months
- Most recent title insurance policy or preliminary title report
- Insurance policy
- Inspections for the property (i.e. roof, property, plumbing, electrical, HVAC, environmental etc.) within the past 12 months
- Boundary survey
- Recent building permits
- Photos, both inside and outside
- Loans against the property
- List of any personal property to be included in the gift

Is this property currently occupied? Please circle.                      Yes      No

Thank you for considering the Los Rios Colleges Foundation as a beneficiary of your real property. If the gift acceptance committee deems that your gift of real property meets the guidelines set forth in the Los Rios Colleges Foundation Procedure on Gifts of Real Estate, we will begin the necessary formal documentation for your gift and the transfer of real property.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

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

**STATUS:**

Claimant is seeking damages from Los Rios Community College District.

**RECOMMENDATION:**

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





## Claim for Damages Form

ONCE SUBMITTED, THIS IS A PUBLIC DOCUMENT

LRCCD Use Only

RECEIVED

OCT 17 2019

Office of the General Counsel  
Los Rios Community College District

Claimant Information	First Name <i>Christine</i>		MI	Last Name <i>Stein</i>		
	Date of Birth (MM/DD/YY)* [REDACTED]			Social Security No.* —		
	Driver's License No. [REDACTED]		License State <i>CA</i>	Receives or is eligible for SSDI or Medicare? * (Yes/No) <i>No</i>		
	Home Address (Number/Street) <i>7794 Chancery Ct.</i>			Business Name (if including business address) —		
	City <i>Citrus Heights</i>	State <i>CA</i>	Zip Code <i>95610</i>	Business Address (Number/Street) —		
	Mail Notices to which address? <input checked="" type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Attorney			City	State	Zip Code
Injury/Damage Information	Date injury/damage occurred (MM/DD/YY) <i>09/03/19</i>		Time of day injury/damage occurred <i>10:40 AM (approx.)</i>		Where did injury/damage occur? (College site, street address, intersection, other locations, etc.) <i>outside of the southeast corner of the adaptive PE building</i>	
	How did injury /damage occur? (Describe accident or occurrence in complete detail/attach additional pages if needed) <i>I was warming up around the soccer field with my Fitness 395 class and was walking back to the gym stage via the pool's south side corridor. Just when our class was about to pass the adaptive PE building a car started backing up without warning. I jumped out of the way, twisting my left knee and stomping cover →</i>					
	Name(s) of Los Rios employees involved —			Police Report No. <i>19-0425</i>		
	What action or inaction of Los Rios employee(s) causes your injury/damages? —					
	What injuries/damages did you suffer? <i>I had a swollen knee (left) and foot (right). My ankle was sprained. I could not go to class or work until the next week.</i>					
	State the amount of the claim, if less than \$10,000 <i>\$40.00 (For my co-pay for Urgent care)</i>					
Include the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time the claim is presented, and list the basis for the computation of the amount claimed <i>\$40.00 (For my co-pay for Urgent Care)</i>						
If the dollar amount of the claim is more than \$10,000, no dollar amount will be stated, but please indicate whether the claim is a limited civil case claim (total dollar amount less than \$25,000) <input checked="" type="checkbox"/> Yes, it is a limited civil case claim <input type="checkbox"/> No, it is not a limited civil case claim						
Certification	By signing below, I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that the presentation of a false claim is a felony (refer to CA Penal Code Sec 72). Note: If the signer is not the Claimant, indicate the relationship of the signer to the Claimant (parent, attorney, etc.) and address.					
	Signature <i>Christine Stein</i>		Date <i>10.10.19</i>	Relationship and address (if not Claimant) —		
Directions for Submission	Attach and include with this form any bills for medical treatment or expenses/estimates for personal property damage.				Return completed form to: Los Rios Community College District ATTN: General Counsel 1919 Spanos Court Sacramento, CA 95825	
	Once submitted, this form becomes a public document. However, please note that Claimant's Date of Birth, Social Security No., and Driver's License No. <u>WILL REMAIN CONFIDENTIAL</u> .					

\*Responses REQUIRED for Federal Medicare Secondary Payer Reporting

on my right foot hard. The car continued to back up into other students even though many students were yelling at her to stop and that people were behind her. I continued to class to report the incident to my instructor. After class he told me where the police department was. After reporting the incident to an officer, I went to my next class, Fitness 400. I noticed, after the first lap my right ankle hurt. After the second lap, I began to limp from the pain. Later that evening I went to urgent care to see if my ankle/foot was ok. The x-rays showed a bone fragment in my right foot but could not determine if it was a result of that day's accident due to no baseline x-rays available at the time. My left knee was swollen and my right foot was as well.















# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	District Quarterly Financial Status Report (311Q)	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item G	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<div style="text-align: right;"><i>MRP</i></div> Mario Rodriguez, Vice Chancellor Finance and Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<div style="text-align: right;"><i>Brian King</i></div> Brian King, Chancellor	ACTION	
		INFORMATION	

**BACKGROUND:**

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

**STATUS:**

In accordance with AB 2910, the Governing Board should review the enclosed prescribed report (CCFS-311Q) at a regularly scheduled meeting and enter the report as part of the minutes of the meeting. As required, the District’s Chief Executive Officer (Chancellor) and Chief Business Officer have certified that the information for the quarter ended September 30, 2019 contained in this report is correct.

**RECOMMENDATION:**

It is recommended that the Board of Trustees receive the September 30, 2019 Quarterly Financial Status Report (CCFS-311Q) and the related financial statements.

LOS RIOS COMMUNITY COLLEGE DISTRICT  
GENERAL FUND  
STATEMENT OF APPROPRIATIONS, REVENUE & EXPENDITURES  
FOR THE QUARTER ENDED SEPTEMBER 30, 2019  
UNAUDITED

	<b>Adopted Budget</b>	<b>YTD Activity</b>
<b>BEGINNING FUND BALANCE, JULY 1</b>		
Uncommitted	\$ 25,491,802	\$ 25,491,802
Committed	36,536,917	36,536,917
Restricted	8,382,766	8,382,766
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>70,411,485</b>	<b>70,411,485</b>
<b>REVENUE:</b>		
<b>GENERAL PURPOSE</b>		
Total Computational Revenue	334,956,380	80,927,428
Lottery Funds	8,022,110	-
Apprentice/Other General Purpose/Interfund Transfers	34,594,874	5,675,552
<b>TOTAL GENERAL PURPOSE</b>	<b>377,573,364</b>	<b>86,602,980</b>
<b>SPECIAL PROGRAMS</b>	<b>111,064,159</b>	<b>49,595,659</b>
<b>TOTAL REVENUE AND TRANSFERS IN</b>	<b>488,637,523</b>	<b>136,198,639</b>
<b>TOTAL REVENUE, TRANSFERS AND BEGINNING FUND BALANCE</b>	<b>\$ 559,049,008</b>	<b>\$ 206,610,124</b>
<b>APPROPRIATIONS/EXPENDITURES:</b>		
Academic Salaries	\$ 165,989,636	29,209,900
Classified Salaries	105,311,916	20,532,743
Employee Benefits	127,495,429	23,823,413
Supplies and Materials	19,728,114	1,968,529
Other Operating Expenses and Services	74,134,699	13,224,144
Capital Outlay	8,671,024	1,062,292
Payments to Students	3,946,998	996,475
Other Outgo	18,995,481	14,753,613
<b>TOTAL APPROPRIATIONS/EXPENDITURES AND TRANSFERS OUT</b>	<b>524,273,297</b>	<b>105,571,109</b>
<b>ENDING FUND BALANCE</b>		
Uncommitted	25,491,802	
Committed	4,686,917	
Restricted	4,596,992	
<b>TOTAL ENDING FUND BALANCE</b>	<b>34,775,711</b>	
<b>TOTAL APPROPRIATIONS/EXPENDITURES AND ENDING FUND BALANCE</b>	<b>\$ 559,049,008</b>	

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

**CHANGE THE PERIOD**   
Fiscal Year: 2019-2020

District: (230) LOS RIOS

Quarter Ended: (Q1) Sep 30, 2019

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	329,809,249	344,870,123	367,383,024	376,745,054
A.2	Other Financing Sources (Object 8900)	2,156,313	3,105,267	1,398,248	828,310
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>331,965,562</b>	<b>347,975,390</b>	<b>368,781,272</b>	<b>377,573,364</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	312,256,799	327,092,528	345,453,974	393,232,884
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	11,336,001	26,906,850	14,989,885	16,190,480
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>323,592,800</b>	<b>353,999,378</b>	<b>360,443,859</b>	<b>409,423,364</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>8,372,762</b>	<b>-6,023,988</b>	<b>8,337,413</b>	<b>-31,850,000</b>
D.	<b>Fund Balance, Beginning</b>	<b>51,342,532</b>	<b>59,715,294</b>	<b>53,691,306</b>	<b>62,028,719</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>51,342,532</b>	<b>59,715,294</b>	<b>53,691,306</b>	<b>62,028,719</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>59,715,294</b>	<b>53,691,306</b>	<b>62,028,719</b>	<b>30,178,719</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.5%	15.2%	17.2%	7.4%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	52,477	44,648	0	52,260
-----	---	--------	--------	---	--------

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

	Description	As of the specified quarter ended for each fiscal year			
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		89,830,153	89,122,824	108,222,399
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>68,422,283</b>	<b>89,830,153</b>	<b>89,122,824</b>	<b>108,222,399</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	376,745,054	376,745,054	86,138,241	22.9%
I.2	Other Financing Sources (Object 8900)	828,310	828,310	464,739	56.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>377,573,364</b>	<b>377,573,364</b>	<b>86,602,980</b>	<b>22.9%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	393,232,884	393,232,884	74,882,928	19%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,190,480	16,190,480	14,401,799	89%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>409,423,364</b>	<b>409,423,364</b>	<b>89,284,727</b>	<b>21.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-31,850,000</b>	<b>-31,850,000</b>	<b>-2,681,747</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>62,028,719</b>	<b>62,028,719</b>	<b>62,028,719</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>30,178,719</b>	<b>30,178,719</b>	<b>59,346,972</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.4%	7.4%		

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

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Los Rios Colleges Foundation – Quarterly Investment Report	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item H	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Mario Rodriguez, Vice Chancellor Finance and Administration <i>MR</i>	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**BACKGROUND:**

In 1998, the District and Los Rios Colleges Foundation (Foundation) adopted a Master Agreement whereby the Foundation became an auxiliary organization of the District. All college foundations’ investment activities were combined under the Foundation. Morgan Stanley is the investment consultant for the Foundation.

As an auxiliary organization, the Foundation is not required to operate under GC 53600 investment restrictions. The Foundation Board has a Statement of Rules, Objectives and Guidelines (Statement) to govern the investment of funds, last revised June 2018. The funds should be invested with care, skill, prudence and diligence with the goal of producing returns equal to or exceeding prevailing standards among foundations of similar asset size, as well as for the protection of funds held in perpetual duration. The Statement defines the investment guidelines for specified asset classes for endowed funds as follows: equities, defined as common stock, convertible preferred stock, convertible bonds, and convertible stock, shall represent 25-60% of the total fund assets; fixed-income securities, defined as investments with maturities greater than one year that pay a fixed rate of return, shall represent 17-50% of the total assets; alternative investments, defined as fund-of-fund investments, shall represent up to 20% of the total fund assets; and cash, defined as maturities shorter than one year, shall represent 2-10% of the total fund assets. In addition, the Statement provides guidelines for investing non-endowed funds based upon the purpose of the donation and the horizon of time for the use of funds. The three non-endowed portfolio funds available are cash management, fixed income and balanced funds.

**STATUS:**

The Foundation Quarterly Investment Report, including realized and unrealized earnings, represents the investment activity for the quarter ended September 30, 2019. The Los Rios Colleges Foundation Finance Committee directs the investments of the Foundation. The return for the quarter ended September 30, 2019 for the endowed portfolio of \$10.4 million was 0.00% compared to 0.12% for the composite benchmark. The return for the quarter ended September 30, 2019 for the total managed portfolio of \$14.0 million was 0.21% compared to 0.38% for the composite benchmark. In accordance with generally accepted accounting principles, investments are restated to market value as of each fiscal year-end.

**RECOMMENDATION:**

It is recommended that the Board of Trustees receive the Foundation Quarterly Investment Report for the quarter ended September 30, 2019.

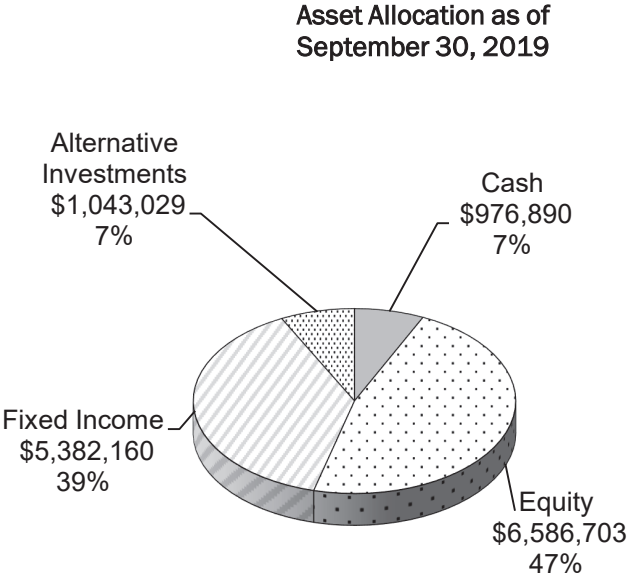
**Los Rios Colleges Foundation**  
**Investment Portfolio**  
For the Period July 1, 2019 - September 30, 2019

TOTAL PORTFOLIO	Guidelines	Opening Balance July 2019	Net Deposits/ Withdrawals	Unrealized Gains/(Losses)	Realized Gains/(Losses)	Interest / Dividends	Total YTD Earnings	YTD Fees	Market Value (a)	% of Total Current Market Value
<b><u>Managed (Endowed):</u></b>										
Cash (Scholarship)	2-10%	131,606				53	53		131,659	1%
<b>Fixed Income</b>										
Breckinridge*		2,575,577		18,946	2,144	14,446	35,536	(3,720)	2,607,393	25%
<b>Total Fixed Income</b>	17-50%	<b>2,575,577</b>	-	<b>18,946</b>	<b>2,144</b>	<b>14,446</b>	<b>35,536</b>	<b>(3,720)</b>	<b>2,607,393</b>	<b>25%</b>
<b>Equities</b>										
SPDR Portfolio Total Stock Market ETF		1,727,332		13,108		7,462	20,570	(1,954)	1,745,948	17%
Snow All Cap Value		691,175		10,545	(34,839)	2,848	(21,446)	(1,429)	668,300	6%
Schafer Cullen International High Dividend		753,362		(3,006)	(1,982)	6,276	1,288	(1,791)	752,859	7%
iShares Core MSCI EAFE ETF		1,488,427		(7,775)		16	(7,759)	(1,684)	1,478,984	15%
DTD - ETF		537,855		11,588		2,712	14,300	(609)	551,546	5%
MLP Closed End Funds		394,574		(32,183)	12,506	8,965	(10,712)	(446)	383,416	4%
International Small Cap		239,824		(8,172)		590	(7,582)	(271)	231,971	3%
Brandes EM		816,650		(65,825)	12,711	12,656	(40,458)	(2,513)	773,679	7%
<b>Total Equities</b>	25-60%	<b>6,649,199</b>	-				<b>(51,799)</b>	<b>(10,697)</b>	<b>6,586,703</b>	<b>64%</b>
<b>Alternative Investments</b>										
Liquid Alternatives		715,538		(473)	6,273	1,317	7,117	(1,534)	721,121	7%
Structured Invnt		308,708		13,200			13,200		321,908	3%
<b>Total Alternative Investments</b>	up to 20%	<b>1,024,246</b>	-	<b>12,727</b>	<b>6,273</b>	<b>1,317</b>	<b>20,317</b>	<b>(1,534)</b>	<b>1,043,029</b>	<b>10%</b>
<b>Total Managed (Endowed)</b>		<b>10,380,628</b>	-	<b>(50,047)</b>	<b>(3,187)</b>	<b>57,341</b>	<b>4,107</b>	<b>(15,951)</b>	<b>10,368,784</b>	<b>100%</b>
<b><u>Managed (Non-endowed):</u></b>										
Madison Short Duration Fixed Income*		2,753,155		11,727		15,089	26,816	(5,204)	2,774,767	
<b>Total Managed (Endowed &amp; Non-endowed)</b>		<b>13,133,783</b>	-	<b>(38,320)</b>	<b>(3,187)</b>	<b>72,430</b>	<b>30,923</b>	<b>(21,155)</b>	<b>13,143,551</b>	
<b><u>Non-Endowed:</u></b>										
Cash Management - Money Market		842,786				2,444	2,444		845,230	
<b>Total Non-Endowed</b>				<b>11,727</b>	-	<b>17,533</b>	<b>29,260</b>	<b>(5,204)</b>	<b>3,619,997</b>	
<b><u>Cash Clearing Account</u></b>										
Gift Receipt		1					-		1	
<b>TOTAL PORTFOLIO</b>		<b>13,976,570</b>	-	<b>(38,320)</b>	<b>(3,187)</b>	<b>74,874</b>	<b>33,367</b>	<b>(21,155)</b>	<b>13,988,782</b>	

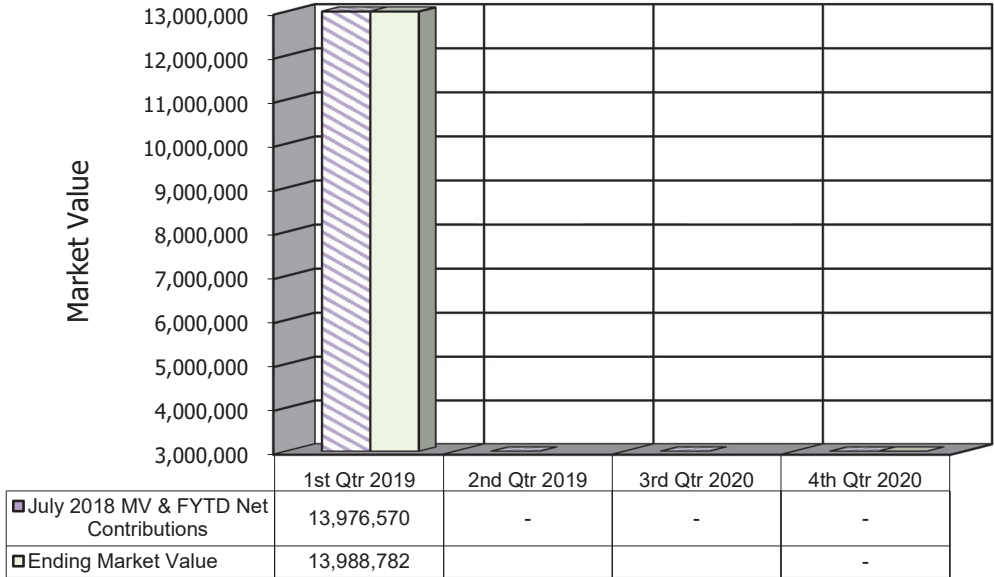
(a) Market Value from Morgan Stanley statement dated 9-30-19

\*Includes accrued interest

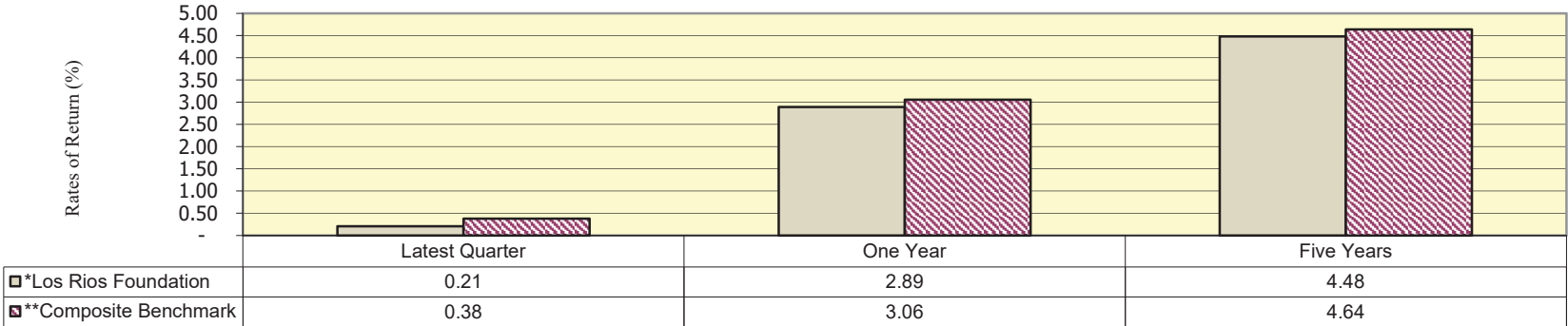
**Los Rios Colleges Foundation  
Account Summary  
as of September 30, 2019**



**Portfolio Change July 2018 through September 2019**



**Performance Analysis as of September 30, 2019**



\*The definition of Los Rios Foundation Return is Managed Portfolio Net Time Weighted Returned which is net of fees.  
 \*\*Provided by Morgan Stanley. Composite benchmark is composed of various market indices selected by Morgan Stanley to approximate the Foundation's asset allocation.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Disposition of Surplus Equipment	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item I	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<div style="text-align: right;"><i>MR</i></div> Mario Rodriguez, Vice Chancellor Finance & Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<div style="text-align: right;"><i>Brian King</i></div> 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: AED training system; 3 audio loggers; 2 computers; 1 fax machine; 1 iMac; 1 intubation mannequin; 1 micro tower; 5 monitors; 3 printers; 3 projectors and 5 televisions.

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

**RECOMMENDATION:**


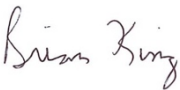
It is recommended that the Board of Trustees approve the disposal of the listed items per Education Code section 81452.



# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

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

**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"> <li>• Funding to increase the number of children in low-income areas with opportunities to attend high-quality state preschool programs.</li> <li>• 7/01/2019 through 6/30/2021</li> <li>• Administrator: Diana Hicks / Dean of Humanities</li> </ul>	ARC	\$26,660	Sacramento County Office of Education
Regional Director-Employer Engagement (formerly DSN) <ul style="list-style-type: none"> <li>• Funding for Sacramento City College to host and supervise the North/Far North region Regional Director program for Health Sector for professional development.</li> <li>• 7/01/2019 through 9/30/2020</li> <li>• Administrator: Gabriel Meehan / Dean of Humanities</li> </ul>	SCC	\$200,000	California Community College Chancellor's Office / Workforce Economic Development Division

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Ratify: Bid Transactions	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item K	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	<i>MRP</i> Mario Rodriguez, Vice Chancellor of Finance and Administration	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	<i>Brian King</i> Brian King, Chancellor	ACTION	
		INFORMATION	

**BACKGROUND:**

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

CHANGE ORDERS					
Bid No	Description	Change Amount	Change Number	Vendor	New Contract Total
17021	CRC College Center Expansion	\$135,616.00	3	John F. Otto Inc.	\$21,337,965.88

**RECOMMENDATION:**

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

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

**BACKGROUND:**

Pursuant to Education Code section 81655, and Board Policy 8315, all agreements to which the District is party must be approved by or ratified by the Board of Trustees. Where agreements are not authorized or ratified by other means, this Board 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.

- 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
Galt Pharmacy	Pharm Tech	CRC	09/10/19	Evergreen
Remedy RX	Pharm Tech	CRC	09/19/19	Evergreen
Eye Surgery Center of Northern CA	RN/LVN	SCC	09/27/19	Evergreen
RehabVisions	PTA/OTA	SCC	10/09/19	Evergreen
Nikki Chauhan, DDS	Dental Asst.	SCC	10/07/19	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
FLC	Facility Use Permit	FLC-19-055
CRC	Facility Use Permit	C20-0062
CRC	Facility Use Permit	C20-0063
CRC	Facility Use Permit	C20-0064
CRC	Facility Use Permit	C20-0065
SCC	Facility Use Permit	S20-0020
SCC	Facility Use Permit	S20-0047
SCC	Facility Use Permit	S20-0049
SCC	Facility Use Permit	S20-0051
SCC	Facility Use Permit	S20-0053
Harris Center	Facility Use Permit	14184
Harris Center	Facility Use Permit	14295
Harris Center	Facility Use Permit	14348
Harris Center	Facility Use Permit	14356
Harris Center	Facility Use Permit	14359
Harris Center	Facility Use Permit	14362
Harris Center	Facility Use Permit	14363
Harris Center	Facility Use Permit	14365
ARC	Facility Use Permit	1098
ARC	Facility Use Permit	1099
ARC	Facility Use Permit	1100
ARC	Facility Use Permit	1101
ARC	Facility Use Permit	1102
ARC	Facility Use Permit	1103
ARC	Facility Use Permit	1104
ARC	Facility Use Permit	1105
ARC	Facility Use Permit	1106
ARC	Facility Use Permit	1107
ARC	Facility Use Permit	1108
ARC	Facility Use Permit	1109

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** November 13, 2019

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

**BACKGROUND:**

A listing of purchase orders, warrants, checks and wires issued during the period of September 16, 2019 through October 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.

<b>PURCHASE ORDERS</b>		
General Fund	0001107846-001108946 B200757-B200833	\$ 2,828,659.65
Capital Outlay Fund	0003018320-0003018411	
Child Development Fund	0006000903-0006000908 B620016-B620016	
Self-Insurance Fund	-	
<b>WARRANTS</b>		
General Fund	784693-786027	\$ 22,026,667.08
General Fund-ARC Instructional Related	010131-010264	
General Fund-CRC Instructional Related	023493-023516	
General Fund-FLC Instructional Related	031608-031625	
General Fund-SCC Instructional Related	047971-048063	
Capital Outlay Fund	834208-834293	
Student Financial Aid Fund	900499-900530	
Child Development Fund	954758-954776	
Self-Insurance Fund	976568-976572	
ODSFD	-	
Payroll Warrants	448772-450478	\$ 8,934,927.24
Payroll Vendor Warrants	66141-66281	
October Leave Process	450479-452060	
<b>CHECKS</b>		
Financial Aid Disbursements (E-trans)	-	\$ 6,260,551.75
Clearing Checks	2816-2816	\$ 634.00
Parking Checks	3146-3149	\$ 145.00
Bookstore Fund – ARC	33945-34003	\$ 1,046,580.84
Bookstore Fund – CRC	28740-28840	
Bookstore Fund – FLC	10696-10767	
Bookstore Fund – SCC	51354-51420	
Student Clubs Agency Fund – ARC	5938-6002	\$ 202,605.70
Student Clubs Agency Fund – CRC	5242-5291	
Student Clubs Agency Fund – FLC	2762-2785	
Student Clubs Agency Fund – SCC	4309-4330	
Foundation – ARC	6542-6578	\$ 101,719.20
Foundation – CRC	2778-2816	
Foundation – FLC	1871-1890	
Foundation – SCC	5274-5326	
Foundation – DO	1136-1142	
Associated Students Trust Fund – ARC	1019-1022	\$ 23,113.63
Associated Students Trust Fund – CRC	0907-0911	
Associated Students Trust Fund – FLC	0746-0750	
Associated Students Trust Fund – SCC	-	
Regional Performing Arts Center Fund	USI Check System 7012-7136 Manual checks: 9240-9241	\$ 930,627.27
<b>ELECTRONIC TRANSFERS</b>		
Board of Equalization	-	\$ 5,734.00
PARS	-	\$ 66,033.97
Vendors	-	\$
International Wire- Ethan Way Center	-	\$
Backup Withholding	-	\$ -
Retiree Health Trust	-	\$ -
Self-Insurance	-	\$ 102,088.70
Bookstore	-	\$ 80,058.68
Payroll Direct Deposit Advices	1004858-1011750	\$ 13,981,836.52
Other Payroll Transactions	-	\$ 4,411.00
Foundation Scholarships	-	\$ 1,000.00


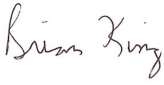
**STALE DATED WARRANT**

Payee (Employee ID)	Date Requested	Original Date	Original No	Reissued No	Amount
34425	10/1/19	9/16/13	684012	785979	\$462.77

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	2019-20 Sabbaticals/Professional Development Leaves	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Consent Item N	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Jamey Nye, Deputy Chancellor	CONSENT/ROUTINE	X
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	
		INFORMATION	

**BACKGROUND:**

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

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

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

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

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

**RECOMMENDATION:**

It is recommended that the attached sabbatical/professional development leaves be approved by the Board of Trustees for the 2019-20 year.

American River College

Type A Leave:       Zero (0) Type A Leave requested  
                          Four (4) Type A Leaves converted to 2.0 Type B Leave

Type B Leave:       1.800 FTE Type B Leaves requested

Type A Leave Time

Annual FTE

One (1) Type A Leave unused during 2019/20

.500 FTE Type A Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

<b>Jennifer Andronas</b>	<b>Automotive Technology Professor</b>	<b>30%</b>	<b>Spring 2020</b>	<b>.150 FTE</b>
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*“ASE Educational Foundation Accreditation Med-Compliance Review”*

**Proposal:** For over 30 years, the ASE Educational Foundation (ASEEF) has worked with schools across the country to ensure automotive service technician education is upheld to the highest quality learning standards set by industry experts. The purpose of this proposal is to organize and prepare for the Automotive Department’s ASEEF accreditation.

<b>Krista Hess</b>	<b>ESL Professor</b>	<b>20%</b>	<b>Spring 2020</b>	<b>.100 FTE</b>
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*“Coordinated and Expanded Tutoring Support for ESL Students”*

**Proposal:** To ensure that English as a Second Language students are successful on their pathway to a transfer level writing course as per AB705, all current ESL lab courses and tutoring programs (whether directly under the purview of the ESL department or not) need to be cataloged, evaluated, updated or expanded. Our goal is ensuring limited-English-speaking students; immigrant/refugee students, most of whom are women; first-time college students; and economically disadvantaged have equitable access to current support programs/services. In addition, a great deal of the proposal includes the official pilot of an embedded tutor program designed specifically for, but not necessarily limited to, ESL students in the integrated courses. The work of this proposal, along with others submitted from ESL faculty, will ensure we are ready to fully support students when we launch our new, AB705 compliant curriculum in Fall 2020.

<b>Allyson Joye</b>	<b>ESL Professor</b>	<b>40%</b>	<b>Spring 2020</b>	<b>.200 FTE</b>
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*“Bringing the ARC ESL Assessment Process into Compliance with AB 705 by Fall 2020”*

**Proposal:** This project includes the research & development of a new assessment process to place ESL students in time to meet the full implementation of AB70 by Fall 2020.



American River College (Continued)

**Allyson Joye**                      **ESL Professor**                      **30%**                      **Spring 2020**                      **.150 FTE**  
*“Comprehensive Course Support for Intermediate-Low Integrated Reading & Writing”*

**Proposal:** The purpose of this proposal is to conduct research and design a comprehensive Canvas site and related materials for use by all professors teaching our new ESL 47 course. This new course will integrate ESL reading and writing courses which have historically been taught as separate courses. By changing teaching methodologies and learning activities, the department hopes to create an environment that lends itself to better integration of the different skills needed for students to be successful English-language learners.

**Eric Martin**                      **Paramedics Professor**                      **50%**                      **Spring 2020**                      **.250 FTE**  
*“Virtual Reality for ARC Students in Paramedic, EMT, Nursing and Respiratory Care”*

**Proposal:** This proposal involves the creation of an outstanding virtual reality facility and education using the Design Hub and other ARC resources. It also includes the faculty member learning and implementing best practices in virtual reality to more effectively ensure student success.

**Thoeung Montgomery**                      **ESL Professor**                      **30%**                      **Spring 2020**                      **.150 FTE**  
*“ESL Novice-High Reading and Writing Shell to Share”*

**Proposal:** This proposal addresses a significant issue that has arisen across English language programs in California community colleges as English as a Second Language (ESL) faculty members and administrators seek to implement curriculum changes as recommended by AB705 and 1805. Both bills recommend colleges “integrate ESL curricular options to maximize the probability that students will be able to complete transfer-level composition within three years (or less).”

**Jennifer Neale**                      **Natural Resources**                      **40%**                      **Spring 2020**                      **.200 FTE**  
**Professor**  
*“Outreach and Articulation Efforts”*

**Proposal:** This proposal aims to build and improve the Natural Resources program by enhancing recruitment of high school students and high school graduates through outreach and a possible development of dual-enrollment program with an emphasis on equity and student success. In addition, increased and improved stream-lined course articulation opportunities for transfer will be explored.

**Brett Sanchez**                      **Mathematics Professor**                      **80%**                      **Spring 2020**                      **.400 FTE**  
*“A Study of the Impact of the Initial MMAP Placements on Math Success”*

**Proposal:** With the passage of AB705, the placement procedures for students in math courses was dramatically altered. These changes began with the Fall 2018 cohort. This proposal will allow the professor to research the effect of those new procedures and use advanced data science techniques to identify possible improvements to them.

American River College (Continued)

**Randy Schuster**                      **Design Technology**                      **40%**                      **Spring 2020**                      **.200 FTE**  
**Professor**

*“Flexible Learning Environment”*

**Proposal:** The goal of this proposal is to coordinate the development of a number of options for a flexible learning environment in support of the Design Technology department and the associated programs that are affected by the same disruptive technologies that affect it. In particular, the results will be applied by the Tech Ed Area as it plans the use of a new Tech Ed building. Of note, the professor currently envisions the flexible environment to be able to adapt to a wide range of physical room limitations so that the results can be applied to any building in a multitude of configurations.

**.254 FTE Type B Leave unused during 2019/20**

**.254 FTE Type B Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

Cosumnes River College

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

Type B Leave:           .900 FTE Type B Leaves requested

Type A Leave Time

Annual FTE

Zero (0) Type A Leave unused during 2019/20

0.0 FTE of Type A Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)

Type B Leave Time

Annual FTE

**Miriam Beloglovsky      ECE Professor                      100%            Spring 2020            .500 FTE**

*“Research Study on How Children Enter the Process of Inquiry”*

**Proposal:** Spend the semester observing in a variety of early childhood programs possibly including: Publicly funded programs, college labs, privately funded programs, parks, children museums, playspaces and Head Start programs. The observations and photographs will be coded and tabulated to derive a robust set of qualitative data. As part of the research process, I hope to interview families and educators about their observations and perceptions of children entering into inquiry. I am particularly interested in recording what type of environments promote inquiry, creativity and innovation.

**James Frazee                      Psychology Professor      40%            Spring 2020            .200 FTE**

*“Exploratory Multivariate Analysis of Factors Effecting Satisfactory Outcomes for First-Year Statistics Students”*

**Proposal:** Despite experiencing excellent and improving outcomes in the PSYC 330 class, I still have questions regarding the factors and contexts that cause students enrolled in these classes to fail the course. I would like to be able to deport my empirical research capabilities in answering this relevant question, and perhaps develop new solutions to implement with our students. Given Guided Pathways implementations and A.B. 705 response, the PSYC department is doubling current yearly capacity and we must have this data soon so that we can identify areas for systematic support of increasing student success. I will be utilizing quantitative and qualitative measures to assess the many variables that influence success in this course.

Cosumnes River College (Continued)

**Lesley Gale                      English Professor                      40%                      Spring 2020                      .200 FTE**

*“Training the Teachers: Talking about Race with Each Other and Our Students”*

**Proposal:** With this Type B Sabbatical project, I seek to collect the theories and best practices of facilitating conversations about race, gender, sexuality, religion, political ideologies, and other demanding topics and create opportunities to practice them myself. I will also use these practices with the Equity Academy participants and then train the participants to use the strategies in their own spheres of influence, including divisions, departments, committees, and their students.

**.133 FTE Type B Leave unused during 2019/20**

**.133 FTE Type B Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

**Folsom Lake College**

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

**Type B Leave:           .200 FTE Type B Leave requested**

**Type A Leave Time**

**Annual FTE**

**One (1) Type A Leave unused during 2019/20**

**.500 FTE of Type A Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time**

**Annual FTE**

<b>Kalinda Jones</b>	<b>Human Services Professor</b>	<b>40%</b>	<b>Spring 2020</b>	<b>.200 FTE</b>
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*“Enhancing Success and Access for Incarcerated Students Selecting the Social Work/Human Services Program”*

**Proposal:** Since January of 2016, the Social Work/Human Services (SWHS) program has served over 600 incarcerated students at Mule Creek State Prison and Folsom Men’s Prison. In order for the SWHS program to continue to ensure student success and expand access, the successful aspects of the program delivery system need to be codified and additional processes need to be researched and created. Specifically, I propose creating a program-specific orientation, a process for student self-assessment, a handbook for internship, and a program for the creation of job readiness credentials and documents. For students to be successful, faculty need best practices for teaching SWHS classes in prison. I propose creating handbooks and professional development training. Overall, this project will systemize the current SWHS prison education program, which will enhance student success and future access.

**.200 FTE Type B Leave unused during 2019/20**

**.200 FTE Type B Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

**Sacramento City College**

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

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

**Type A Leave Time**

**Annual FTE**

**One (1) Type A Leave unused during 2019/20**  
**.500 FTE of Type A Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

**Type B Leave Time**



**Annual FTE**

**.750 FTE Type B Leave unused during 2019/20**  
**.750 FTE Type B Leave to be carried forward to 2020/21 (per LRCFT Section 11.6.8.5)**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PRESENTED TO BOARD OF TRUSTEES**

**DATE:** November 13, 2019

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

**RECOMMENDATION:**

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

<b>APPOINTMENT(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Sencil, Sabrina M. (M.A., University of San Diego)	Director (VI) of Research and Equity	11/14/19
Tena, Theresa D. (M.P.A., University of Southern California)	Vice President of Administrative Services and Student Support	11/14/19
<u>District Office</u>		
Khang, Peter V. (J.D., Lincoln Law School of Sacramento)	Director (III) of Diversity, Compliance, and Title IX	12/02/19

<b>APPOINTMENT(S) TO CATEGORICALLY FUNDED POSITION(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>American River College</u>		
Daily, Nicolas K. (M.Ed., Oregon State University)	Interim Dean of Equity and Inclusion	12/06/19 – 12/04/20
<u>Cosumnes River College</u>		
Harrell, Kimberley S. (Ph.D., Northcentral University)	Interim Associate Vice President of Instruction for Economic and Workforce Development	07/15/19 – 12/23/19 <i>(Revised)</i>

<b>APPOINTMENT(S) TO TEMPORARY POSITION(S)</b>		
<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Cosumnes River College</u>		
Sencil, Sabrina M. (M.A., University of San Diego)	Interim Associate Dean (III) of Institutional Effectiveness	01/17/19 – 11/13/19 <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– 06/30/20 <i>(Revised)</i>



**APPOINTMENT(S) TO TEMPORARY POSITION(S)-Cont.**

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>		
Sjovold, Carl-Petter (Ph.D., University of California, Davis)	Interim Dean of Behavioral and Social Science	11/01/19 – 12/31/19
Smith, Stephanie A. (M.B.A., California State University, Sacramento)	Interim Vice President of Administrative Services	09/02/19 – 11/30/19 (Revised)

**LEAVE(S) OF ABSENCE**

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
<u>Sacramento City College</u>			
Bray, Carrie L.	Vice President of Administration	Medical	09/02/19 – 11/30/19
Springer, Molly	Dean of Student Equity and Success	Medical	10/09/19 – 11/04/19

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

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
<u>District Office</u>		
Powell, Torence J.	Interim Vice President of Student Access and Online Engagement From Interim District Director of Student Access and Online Engagement	11/14/19
<u>Folsom Lake College</u>		
Sloan, Sandra L.	Event Services Supervisor-Harris Center for the Arts From Director of Marketing and Communications Harris Center for the Arts	11/01/19
<u>Sacramento City College</u>		
Austin, Victoria	Regional Director (VII) of Philanthropy - SCC From Regional Director (VII) of Philanthropy – DO	11/14/19

**RESIGNATION(S)**

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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Gardner, Kasey	Dean of Behavioral & Social Sciences	11/01/19 <i>(Revised)</i>

**APPOINTMENT(S)**

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Sacramento City College</u>	
Umar, Douglas (M.S., Columbia University)	Counselor	11/25/19

**APPOINTMENT(S) TO TEMPORARY POSITION(S)**

<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Jacobs, David C. (Ph.D., Vanderbilt University)	Philosophy Assistant Professor, L.T.T.	01/16/20 – 05/20/20
	<u>Cosumnes River College</u>	
Goldfield, Anna E. (Ph.D., Boston University)	Anthropology Assistant Professor, L.T.T.	10/07/19 – 05/20/20

**LEAVE(S) OF ABSENCE**

<u>Name</u>	<u>Subject/Position</u>	<u>Type</u>	<u>Effective Date(s)</u>
	<u>American River College</u>		
Lehmann, Sarah R.	Public Service Librarian	Maternity	10/18/19 – 12/08/19
Lehmann, Sarah R.	Public Service Librarian	Type C	01/18/20 – 05/20/20
Lopez, David	Philosophy Professor	Medical	01/01/20 – 05/30/20
	<u>Cosumnes River College</u>		
Edman, Jeanne L.	Psychology Professor	Type C	01/16/20 – 05/20/20
	<u>Sacramento City College</u>		
Estabrook, Paul H.	Photography Professor	Type C	01/16/20 – 05/20/20
Miller, William J.W.	Chemistry Professor	Type C	01/16/20 – 05/20/20
Waxman, Robyn M.	Graphic Communication Professor	Personal	01/16/20 – 05/20/20

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<b>REASSIGNMENT(S) / TRANSFER(S)</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>Folsom Lake College</u>	
Mendell, Rebecca O.	Public Service Librarian (100%) From Public Service Librarian (87%)	11/01/19

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<b>RETIREMENT(S)</b>
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<u>Name</u>	<u>Subject/Position</u>	<u>Effective Date(s)</u>
	<u>American River College</u>	
Fox, Kathleen A. (After 14+ years of regular service)	Nursing Professor	05/21/2020

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Plezia-Missler, Dorothy E.	Counselor	18 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (A1) Adams, Jane P.	Counselor	9 %
Alexander, Helen M.	Librarian	17 %
Anaya, Dan A.	Computer Programming	20 %
Ayres, Barbara C.	Sign Language Interpreting	7 %
Brownell, Eric M.	English	41 %
Carlson, Don L.	Small Business and Entrepreneurship	7 %
Charles, Kelly	English	65 %
Couchman, Heidi M.	Nurse	12 %
Daniels, Lisa M.	Reading	5 %
Davila, Heidi L.	Counselor	14 %
Davis, Sarah N.	Librarian	15 %
Dayton, Catherine M.	ESL Reading	3 %
Dayton, Catherine M.	ESL Speaking/Listening	3 %
Duran, James J.	Mathematics, General	16 %
Enborg, Terri D.	English	16 %
Flynn, Lorraine M.	English	20 %
Gable, Monica L.	Paralegal	45 %
Ghamami, Omid	Business and Commerce, General	20 %
Hernandez, Israel	Administration of Justice	1 %
Hoover, Jeffrey L.	Music	5 %
Hughes, Heather V.	Counselor	4 %
Hughes, Heather V.	Counselor	27 %
Hughes, Heather V.	Counselor	6 %
Johnson, Hannah N.	ESL Reading	3 %
Koscheski, Frances M.	Nurse	12 %
Marquis, Trinetta L.	Speech Communication	20 %
McCoy, Karen	Librarian	20 %
Palmer, Gary D.	Administration of Justice	1 %
Peterson, Susan E.	Registered Nursing	39 %
Plezia-Missler, Dorothy E.	Counselor	1 %
Preciado, Monica Isabel	Counselor	39 %
Pryde, Marvin E.	Registered Nursing	25 %
Richardson, Ashley A.	Computer Networking	24 %
Robison, Bradley O.	Administration of Justice	1 %
Sakakihara, Paul	General Work Experience	20 %
Soghomonians, Arlen	Emergency Medical Services	10 %
Solomon, Enrico B.	Administration of Justice	1 %
Speck, Christian A.	Business Administration	40 %
Valenzona, Deborah A.	Reading	30 %
Wiedner, Susan	English	6 %
Wooden, Tami D.	Physical Education	3 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Alexander,Helen M.	Librarian	3%
Amer,M. Rosalie C.	Librarian	7 %
** (A2) Austin, April J.	Librarian	28 %
Beyrer, Kimberlee M.D.	Counselor	2 %
Cobos, Isela	Counselor	2 %
Doolittle, Jason	Restaurant and Food Services Management	50 %
Evoy, Angela M	Anthropology	35 %
Garcia, Angel M.	Counselor	2 %
Gelotte, Danielle	Counselor	3 %
Godinho, Marianina S.	Accounting	67 %
Gordon, Henry P.	Librarian	25 %
Hayashi, Heather N.	Librarian	31 %
Holden, Cherrelle L.	English	23 %
Inoue, Faye S.	Health Occupations, General	33 %
Nguyen, Alfonso K.	Counselor	2 %
Patrice, Alicia	Librarian	12 %
Peacock, Kristin R.	Counselor	10 %
Posey, Katherine L.	Business and Commerce, General	12 %
Salzman, Julie	Counselor	8 %
Schrumpf, David J.	History	20 %
Tang, Skyeler A	Counselor	11 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Buch, Dipali D.	Business Management	20 %
Cherok-Fenner, Natalie J.	Medical Laboratory Technology	10 %
Domek, Anna L.	General Work Experience	13 %
Gray, Victoria K.	Classics-Humanities	7 %
Harlan Fontanoza, Tara J.	English	40 %
Hendricks, Robert D.	Information Technology, General	20 %
Hendricks, Robert D.	Computer Programming	20 %
Huber, Doris	ESL Speaking/Listening	19 %
Laurent, Robert H.	Astronomy	30 %
Manker, Nicole M.	Dance	15 %
Marlow, Edward L.	Water and Wastewater Technology	40 %
Mijic, Milan B.	Astronomy	14 %
Morris, Ljiljana	Astronomy	10 %
Osorio, Cecilia G.	Biology, General	15 %
Page, Monica C.	ESL Speaking/Listening	27 %
Radding, Joseph R.	Economics	40 %
Upton Benton, Tyffani A.	Speech Communication	2 %
Wendt, Kristine	Fine Arts, General	11 %
Williams, Joshua C.	Astronomy	18 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Briel, Mariah C.	Fine Arts, General	60 %
Bryant, Paul R.	Software Applications	18 %
Guerrero, Monique A.	Cosmetology and Barbering	35 %
Kehl, Anthony J.	Physical Fitness and Body Movement	40 %
Marie, Heidi M.	Drafting Technology	28 %
Neilson, Wendy N.	Health Occupations, General	7 %
Obrigewitsch, Andrew R	Liberal Arts and Sciences, General	12 %
O'Ferrall, Cody M	Liberal Arts and Sciences, General	8 %
Okada, Mikiya	Animation	8 %
Piskun, Yelena	Counselor	5 %
Reid-Cramer, Randell W.	Cosmetology and Barbering	53 %
Thornton-Sides, Allyson M.	Speech Communication	20 %
Van Dusen, Jody	English	20 %
Van Warmerdam, Wim L. G.	Mathematics, General	34 %
Wallace, Jason	English	31 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Ahmadi, Al	Telecommunications Technology	30 %
Alexander, Carie D.	Counselor	6 %
Coldiron, John L.	Health Occupations, General	20 %
Czaja, Diane E.	Respiratory Care/Therapy	12 %
Finnecy, Timothy J.	Fitness Trainer	13 %
Fish, Melissa M.	Business and Commerce, General	20 %
Griffin, Robert C.	Counselor	2 %
Kraft, Mary Ellen	Non Instructional Assignment	20 %
** (A5) Leung, Noue Y.	Reading	40 %
Roberts-Law, Lisa E.	Counselor	3 %
Roberts-Law, Lisa E.	Coordinator	20 %
Rodgers, Monique R.	Registered Nursing	43 %
Silva, Douglas J.	Culinary Arts	12 %
Stoehr, Matthew L.	Animation	15 %
Unmack, Cynthia L.	Political Science	20 %
** (A2) Valdez, Judith	Counselor	2 %

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

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Bond, Emily F.	Librarian	5 %
Connally, Ryan	Construction Crafts Technology	43 %
Esty, Juana T.	Counselor	4 %
Morales, Martin F.	Political Science	40 %
Perez, Rochelle A.	Librarian	10 %
Zisk, Paul	Sociology	70 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019**  
**Folsom Lake College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
Clark, Christopher S.	Guidance	13%
Collier, Julie A.	Job Seeking/Changing Skills	7 %
Eckman, Spencer A.	ESL Writing	27 %
Hale, Daniel R.	Physics, General	7 %
Sapra, Lisa M.	English	20 %
** (A5) Smith, Carolyn D.	International Business and Trade	20 %

**REGULAR EMPLOYEES - OVERLOAD ASSIGNMENTS Fall 2019**  
**Sacramento City College**

<u>Name</u>	<u>Subject</u>	<u>FTE</u>
** (B5) Bonawitz, Marcia C.	Cosmetology and Barbering	43 %
** (A5) Bui, Dinh N.	Job Seeking/Changing Skills	7 %
Burg, Thomas J.	Aviation and Airport Management and Servic	20 %
Dale, Nicholas D.	Mathematics, General	12 %
Doonan, William F.	Anthropology	45 %
Fabionar, David E.	Speech Communication	20 %
** (A2) Gomez, Wendy R.	Nurse	14 %
Guzman, Sandra G.	Counselor	11 %
Knudson, Kandace M.	Coordinator	30 %
Lambert, Angelena G.	Mathematics, General	14 %
Nguyen, Anh H.	Counselor	14 %
Paulson, Daniel I.	Music	27 %
Regalado, Maria Carmen	Psychology, General	20 %
** (A5) Sullivan, Derek J.	Physical Fitness and Body Movement	45 %
Wagner, Glenda G.	Nursing	49 %



**APPOINTMENT(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Beltran Mendez, Barbara	Financial Aid Officer	ARC	11/04/19
Cortez, Stephanie P.	Instructional Assistant – Learning Resources	SCC	10/28/19
Donohoe-Mather, Carolyn M.	Tutorial Services Assistant, 75%, 10 months	ARC	10/28/19
Korniychuk, Margarita Y.	Control Center Technician	FM	10/18/19
Kryuchkov, Vladimir M.	Financial Aid Officer	ARC	11/04/19
Lipscomb, Fleurdeliza L.	Clerk III	ARC	10/21/19
Willis, Michelle C.	Financial Aid Officer	ARC	11/18/19

**LEAVE(S) OF ABSENCE**

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
ID# 1220618	District Office	Unpaid	DO	12/02/19 – 12/20/19 15 Days*

**PROMOTION(S)**

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Hughins, Jacob A.	Student Personnel Assistant – Student Services (Admissions/Records Clerk III)	SCC SCC)	10/14/19
Pringle Fox, Stephanie J.	Administrative Services Analyst (Accountant)	ARC DO)	10/14/19
Robinson, Shakeya T.	Accountant (Account Clerk III)	DO SCC)	10/14/19
Rud, Yelena	Financial Aid Officer (Assistant Financial Aid Officer)	SCC SCC)	10/14/19
Vang, See	Student Personnel Assistant – Student Services (Clerk III)	SCC SCC)	11/12/19

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

<u>Name</u>	<u>New Position (Current Position)</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Hyder, Renee M.	Student Support Specialist (Assessment Center Testing Coordinator	FLC FLC)	10/01/19
Karokhy, Azizullah	Clerk III, 100% (Clerk III, 50%)	SCC SCC)	10/07/19
Nabok, Olga	Clerk III, 12 months (Clerk III, 10 months	ARC ARC)	10/01/19
Villalobos, Julia	Admissions/Records Clerk II (Grant Coordination Clerk	CRC CRC)	09/30/19

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**RESIGNATION(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Butler, Sylvester N.	Alternate Media Design Specialist	FLC	11/07/19
Cisneros, Michael	Admissions/Records Evaluator I	SCC	10/26/19
Linnyk, Inna	Programmer II	ARC	10/17/19
Thao, Mary	Admissions/Records Evaluator II	CRC	11/02/19
Thompson, Madeline	Administrative Assistant I	SCC	10/30/19

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**RETIREMENT(S)**

<u>Name</u>	<u>Position</u>	<u>Assigned to</u>	<u>Effective Date(s)</u>
Swanson, Mary C.	Accountant (After 13 years of regular service)	FLC	03/03/20

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
<u>American River College</u>			
Ahdnoparvin, Amir	Instructional Assistant	10/14/2019	06/30/2020
Akhromstev, Sergey Sergeyevich	Alternate Media Specialist	10/25/2019	06/30/2020
Aquino, Emiliana A.	Special Projects	09/30/2019	06/30/2020
Avrumutsoaye, Edwin	Special Projects	09/25/2019	06/30/2020
Awadees, Sarkies S.	Custodian	10/04/2019	06/30/2020
Baker, Emily J.	Instructional Assistant	10/11/2019	06/30/2020
Cavalier, Summer D.	Special Projects	09/23/2019	06/30/2020
Crayne, Dawn D	Instructional Assistant	10/17/2019	06/30/2020
Dzubak, Emily M.	Assistant Coach	10/17/2019	06/30/2020
Elbert, Nathanael A.	Special Projects	10/08/2019	06/30/2020
Escalante, Jose L.	Outreach Specialist	09/20/2019	06/30/2020
Gaona Botello, Claudia E.	Outreach Specialist	09/20/2019	06/30/2020
Garcia Aldana, Erick	Outreach Specialist	09/20/2019	06/30/2020
Huls, Jeremy D.	Special Projects	10/17/2019	06/30/2020
Janamian, Sanam	Special Projects	10/01/2019	06/30/2020
Ladmirault, Dominique L	Clerk III	10/07/2019	06/30/2020
Loomba, Neeraj	Instructional Assistant	09/25/2019	06/30/2020
McLamb, David	Special Projects	09/24/2019	06/30/2020
Miller, Caleb	Special Projects	09/27/2019	06/30/2020
Muzychko, Tetiana	Clerk I	10/21/2019	06/30/2020
Nelson, Danah K.	Instructional Assistant	10/01/2019	06/30/2020
Nusbaum, Terri L.	Instructional Assistant	09/27/2019	06/30/2020
Oaks, Steven D.	Special Projects	09/25/2019	06/30/2020
Pavini, Nicholas A	Special Projects	10/18/2019	06/30/2020
Radu, Ana M.	Student Support Specialist	10/07/2019	06/30/2020
Reyes, Yolanda D.	Special Projects	10/25/2019	06/30/2020
Ryabaya, Liza	Instructional Assistant	09/24/2019	06/30/2020
Sanchez, Reyna I.	Instructional Assistant	10/15/2019	06/30/2020
Stoltenberg, Andrew C.	Clerk I	10/25/2019	06/30/2020
Tauber, Claire A.	Art Model	10/11/2019	06/30/2020
Torres, Cesar B.	Student Support Specialist	10/04/2019	06/30/2020
Turutka, Alina H	Clerk I	10/17/2019	06/30/2020
Veloz, Mercedes S	Clerk I	09/25/2019	06/30/2020

Cosumnes River College

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
Abdulshukur, Feruza	Student Personnel Assistant	10/14/2019	06/30/2020
Argueta Lopez, Jazmin A	Clerk I	10/08/2019	06/30/2020
Boehringer, Kyle R.	Special Projects	08/28/2019	06/30/2020
Chand, Payal K	Reader/Tutor	10/16/2019	06/30/2020
Clark, Brian M.	PE/Athletic Attendant	09/26/2019	06/30/2020
Hardy, Zackery M	Reader/Tutor	09/25/2019	06/30/2020
Keefer, Kevin A.	Assistant Coach	10/10/2019	06/30/2020
Khang, Moua M	Clerk I	09/23/2019	06/30/2020
Konkel, Brynne A.	Assistant Coach	07/01/2019	06/30/2020
Mow, Jessica R.	Student Personnel Assistant	09/24/2019	06/30/2020
Omoruyi, Hannah F.	Child Dev Ctr Assoc. Teacher	10/01/2019	06/30/2020
Osterhoudt, Dolores T.	Clerk III	10/01/2019	06/30/2020
Smith, David A.	Instructional Assistant	09/26/2019	06/30/2020
Vaj, Suav	Assistant Coach	10/14/2019	06/30/2020
Vanbenthuyzen, Graham E.	Reader/Tutor	10/16/2019	06/30/2020
Vega, Emmauel	Special Projects	08/20/2019	06/30/2020
Vue, Tria	Student Personnel Assistant	10/02/2019	06/30/2020

District Office / Business and Economic Development Center / Facilities Management / Police Services

Mikkelson, Joyce L.	Special Projects	10/07/2019	06/30/2020
Jacobs, Khalei X.	Campus Patrol	09/23/2019	06/30/2020
Juarez Lopez, Luis G.	Campus Patrol	10/14/2019	06/30/2020
Le, Troy H.	Campus Patrol	09/10/2019	06/30/2020
Meyer, Gail D.	Clerk I	09/30/2019	06/30/2020
Vang, Phillip	Campus Patrol	09/30/2019	06/30/2020

Folsom Lake College

Blanco, Atticus J.	Reader/Tutor	10/03/2019	06/30/2020
Cannon, Sarah N	Special Projects	09/25/2019	06/30/2020
Drury, Consuelo M.	Student Personnel Assistant	10/25/2019	06/30/2020
Froehlich-Williams, Gordon J	Special Projects	09/25/2019	06/30/2020
Froehlich-Williams, Gordon J	Special Projects	09/25/2019	06/30/2020
Gilbert, Paulette A.	Special Projects	09/25/2019	06/30/2020
Gruenwald, Peyton A.	Reader/Tutor	10/04/2019	06/30/2020
Hickey, Milena M.	Special Projects	09/25/2019	06/30/2020
Howarth, Carolyn	Special Projects	09/25/2019	06/30/2020
Maze, Candace B.	Special Projects	09/25/2019	06/30/2020
McCaig, Corinne K.	Special Projects	10/25/2019	06/30/2020
Zubrilina, Elena	Reader/Tutor	10/09/2019	06/30/2020

Sacramento City College

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>End Date</u>
Beale, Barbara A.	Special Projects	10/14/2019	06/30/2020
Bontei, Chirechia	Clerk II	09/25/2019	06/30/2020
Bontei, Chirechia	Clerk II	09/25/2019	06/30/2020
Byrne, Linda J.	Asst. Financial Aid Officer	10/02/2019	06/30/2020
Chu, Oliver Y	Clerk I	10/21/2019	06/30/2020
Corona Perez, Karina	Student Personnel Assistant	09/25/2019	06/30/2020
Correa, Julienne Alexis D.	Student Personnel Assistant	09/25/2019	06/30/2020
Do, Vu A.	Instructional Assistant	10/14/2019	06/30/2020
Gallagher, Emily J.	Special Projects	10/04/2019	06/30/2020
Hakimi, Ahmad S	Special Projects	11/01/2019	06/30/2020
Him, Sok	Custodian	10/07/2019	06/30/2020
Kaur, Amandeep	Special Projects	09/25/2019	06/30/2020
Kays, Cassidy A	Clerk II	10/07/2019	06/30/2020
Lawrence Jr, Charles E.	Student Personnel Assistant	09/23/2019	06/30/2020
Macias, Leticia	Special Projects	10/07/2019	06/30/2020
McCabe, Torin J.	Special Projects	10/07/2019	06/30/2020
Morkoch, Jeremy D.	Assistant Athletic Trainer	09/30/2019	06/30/2020
Nguyen, Hong P.	Account Clerk I	10/28/2019	06/30/2020
Piovesan, Alice	Instructional Assistant	10/25/2019	06/30/2020
Plesser, Eloise M.	Clerk I	09/30/2019	06/30/2020
Rodriguez, Rebeca	Administrative Asst. I	10/21/2019	06/30/2020
Smith, Joseph M.	Assistant Coach	10/21/2019	06/30/2020
Stapleton, Nicholas H	Special Projects	10/01/2019	06/30/2020
Steiner Jr., Martin A.	Special Projects	09/30/2019	06/30/2020
Taylor Jr, Luster E.	Instructional Assistant	10/25/2019	06/30/2020
Thouchalanh, Loveleigh B.	Clerk II	10/24/2019	06/30/2020
Tillis, Natalie C.	Assistant Coach	10/01/2019	06/30/2020
Yang, Wylar	Financial Aid Clerk I	09/25/2019	06/30/2020

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Draft 2020 Board Meeting Calendar	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Brian King, Chancellor <i>Brian King</i>	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor <i>Brian King</i>	ACTION	
		INFORMATION	

**STATUS:**

A draft copy of the proposed 2020 annual board meeting calendar is attached for the Board’s review and discussion. The final draft will be presented for approval at the next regular board meeting on December 18, 2019.

**RECOMMENDATION:**

The draft 2020 board meeting calendar is presented to the Board of Trustees for first reading.

# LOS RIOS

## COMMUNITY COLLEGE DISTRICT

### 2020 Board Meeting Calendar

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

<b>JANUARY</b>				<b>JULY</b>			
		<b>15</b>			<b>8</b> Study Session		
<b>FEBRUARY</b>				<b>AUGUST</b>			
		<b>19</b>			<b>12</b>		
<b>MARCH</b>				<b>SEPTEMBER</b>			
<b>6-7*</b>	<b>11</b> <b>CRC</b>				<b>9</b>		
<b>APRIL</b>				<b>OCTOBER</b>			
		<b>15</b>		<b>9-10*</b>	<b>14</b>		
<b>MAY</b>				<b>NOVEMBER</b>			
	<b>13</b> <b>ARC</b>				<b>11</b> <b>SCC</b>		
<b>JUNE</b>				<b>DECEMBER</b>			
	<b>10</b> <b>FLC-RC</b>					<b>16</b>	

\*Board Retreat Dates

Convocation Dates: January 17, 2020, August 21, 2020

Graduation: May 20, 2020

#### MEETING LOCATIONS:

Meetings are held in the District Office Board Room, unless otherwise noted. All meeting location addresses for 2020 are as follows:

Los Rios Community College District Office: 1919 Spanos Court, Sacramento, CA 95825

American River College (ARC): 4700 College Oak Drive, Sacramento, CA 95841

Cosumnes River College (CRC): 8401 Center Parkway, Sacramento, CA 95823

FLC-Rancho Cordova Center (RC): 10259 Folsom Blvd., Rancho Cordova, CA 95670



Sacramento City College (SCC): 3835 Freeport Boulevard, Sacramento, CA 95822

*Draft: November 2019*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Board Policy Revision: P-2215 Transcript of Records	ATTACHMENT: Yes	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	First Reading Item B	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	JP Sherry, General Counsel 	CONSENT/ROUTINE	
		FIRST READING	X
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor 	ACTION	
		INFORMATION	

**BACKGROUND:**

On October 4, 2019, Assembly Bill 1313 amended sections 66022 and 76225 of the Education Code prohibiting community colleges from withholding transcripts from current or former students due to an outstanding fee.

**STATUS:**

In compliance with the recent revisions to law, section 1.2 has been removed from Policy 2215, which allowed the District, upon request by a student that we send their transcripts to another college, to withhold a student's records until all fees and charges they owed to the District were paid.

**RECOMMENDATION:**

This policy is presented for first reading.



## 1.0 Transcript of Records

1.1 Upon request by a student, the Records/Admissions Office will send the student's transcript of academic records from that Los Rios Community colleges to any college or university. (Education Code § 76225)

~~1.2 The District or college may notify the student that records will be transferred only upon payment of all fees and charges due to the college or the District.~~

~~1.3~~1.2 The college making the transfer of records shall notify the student of the student's right to receive a copy of the transcript, and the right to a hearing to challenge its contents.

~~1.4~~1.3 A student's official college transcript from another college or university or from a high school shall not be released to the student or to another party without a court order.

(Cross Reference [P-2265](#))

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LRCCD

Policy Adopted: 6/30/65  
Policy Revised: 11/19/80; 2/10/82; 1/24/96  
Policy Reviewed: 11/6/14  
Adm. Regulation [R-2215](#)

[Draft 10/8/19](#)

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Contract Award: ARC Chilled Water Plant Upgrade	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Action Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Mario Rodriguez, Vice Chancellor Finance and Administration	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor	ACTION	X
		INFORMATION	

**BACKGROUND:**

The Long-Range Capital Plan and local bond Measure M include funds to improve utilities infrastructure at American River College. This project will improve the chilled water system at the colleges and include the removal of two existing 400-ton chillers to be replaced with two 500-ton chillers. It will also include retrofitting the existing cooling tower to provide an additional 200-ton capacity and adding new associated pumps and piping for the chillers and cooling tower. Turley and Associates was hired to work with District staff to design this project. The project is funded from local bond Measure M along with a contribution from state deferred maintenance funding.

**STATUS:**

The plans and specifications for Bid 19028 were publicly advertised for bids. Bidders were asked to provide a total bid amount and one alternate. A total of seven (7) responsive bids were received.

Contractor Name	Base Bid	Alternate 1	Total Bid
Division 515	\$ 1,598,515.00	\$ 249,000.00	\$ 1,847,515.00
TNT Industrial Contractors	\$ 1,718,427.00	\$ 334,286.00	\$ 2,052,713.00
REM Construction Inc.	\$ 2,085,090.00	\$ 254,189.00	\$ 2,339,279.00
ACCO Engineered Systems	\$ 2,100,540.00	\$ 311,500.00	\$ 2,412,040.00
California Environmental Systems	\$ 2,145,823.00	\$ 280,000.00	\$ 2,425,823.00
American Plumbing Systems Inc.	\$ 2,254,598.00	\$ 177,683.00	\$ 2,432,281.00
American River Construction Inc.	\$ 2,325,000.00	\$ 235,000.00	\$ 2,560,000.00



**RECOMMENDATION:**

It is recommended that the Board of Trustees award the contract to Division 515 for base bid only with a total award of \$1,598,515.00.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: November 13, 2019

<b>SUBJECT:</b>	Incarcerated in College and Beyond: Transforming Lives	ATTACHMENT: None	
		ENCLOSURE: None	
<b>AGENDA ITEM:</b>	Information Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	Whitney Yamamura, President, Folsom Lake College 	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	Brian King, Chancellor 	ACTION	
		INFORMATION	X

**BACKGROUND:**

California Community Colleges are a key partner in reducing recidivism and improving reentry outcomes in our communities. Community Colleges are the primary point of entry into higher education for this population of students. The Prison Reentry Education Program (PREP) at Folsom Lake College was developed as a result of multiple requests for assistance with college programming for incarcerated and formerly incarcerated students in the Sacramento Region.

Changes in adult inmate detainment laws (i.e. longer stays in the county jails), and need for additional classes at the youth detention facility post high school graduation have driven demand for Folsom Lake College degree programs. There has also been a sharp increase in demand for strong student services and support systems for students post-incarceration. By focusing on a coordinated effort, Folsom Lake College has developed a robust prison education program that prepares incarcerated and reentry students for employment and reintegration into the community upon release.

Currently, Folsom Lake College offers courses at Folsom State Prison-Men’s, Folsom State Prison – Women’s, Mule Creek State Prison, Sacramento Sheriff’s Rio Cosumnes Correctional Facility, and Sacramento Youth Detention Facility–El Centro High School. Interest in increasing courses offerings in pursuit of Associates Degrees and Associate Degrees for Transfer at all aforementioned facilities continues to be on the rise.

**STATUS:**

Folsom Lake College will present an overview of the Prison Education Program.

**RECOMMENDATION:**

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