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Welcome to Los Rios Community College District. This binder has been developed to provide you with a better understanding of specific elements of the District's operation that we thought might be of particular interest to you.

For an official and more extended coverage of the information included here, please refer to:

- Los Rios Community College District **Administrative Regulations** and **Policies** can be found at the district's website at www.losrios.edu, District Services/Legal Services.
- **Los Rios College Federation of Teachers (LRCFT)** contract manual at the district's website at www.losrios.edu, Human Resources/Collective Bargaining Agreements.

Mission Statement

We at Los Rios are dedicated to ensuring our students' success by providing a diverse array of educational programs, counseling and support services and opportunities for involvement in college and community life. Our colleges enable students to earn associate degrees, transfer to senior institutions, pursue occupational and career success, build basic skills, engage in life-long learning and conduct their general education.

WE JOIN IN PARTNERSHIPS TO BECOME SUCCESSFUL

With our STUDENTS - We are committed to providing students with appropriate and current educational offerings that challenge them to fulfill their responsibility in the teaching and learning process.

With our FACULTY - We are committed to supporting their management of the teaching and learning process, creating an environment within which they can effectively lead students, and supporting their efforts to remain current in their teaching area.

With our STAFF - We are committed to providing opportunities for them to actively participate in the teaching and learning process, creating a supportive environment within which they can fulfill their responsibilities, and supporting their efforts to remain current in their fields.

With our MANAGERS - We are committed to provide opportunities for them to actively participate in the teaching and learning process, developing system and tools to support their management of the organization, and supporting their efforts to remain current in their area of management.

With our ELECTED TRUSTEES - We are committed to responding to their leadership and providing the information necessary to allow them to help us be accountable to the electorate.

With our COMMUNITY - We are committed to responding to their needs for personal education and workforce preparation that is appropriate to the local economy.

Board of Trustees

The Los Rios Community College District Board of Trustees is responsible for setting policy for the District. The seven Board members are elected for four-year terms by registered voters in geographical divisions. In accordance with the Education Code, the Board of Trustees also includes a non-voting student member as [Student Trustee](#). The term of the Student Trustee is one (1) year.

The Board meets on the third Wednesday of the month and Board workshops are conducted on the first Wednesday several months of the year. All meetings begin at 5:30 p.m., in the District's Board Room at 1919 Spanos Court, Sacramento. [2009 Board Meeting Calendar](#) ~ [Board Agenda](#)

The first items of business are correspondence, consent items and public comment. A period for public comment on items not on the agenda will be called by the Board President. You can participate by contacting the Board Secretary when you enter the Board Room and completing a "yellow" speaker's card.

Once recognized by the Board President, approach the podium and state your name and address. If you wish to speak on an item on the agenda, wait until that item is presented and the Board President will ask you to come forward. Then approach the podium and state your name and address.

Board meetings are recorded for the purpose of published minutes. Please speak into the microphone at the podium for all questions and comments. Citizens wishing to contact a Trustee are invited to call the Board Secretary at 568-3021.

Board of Trustees		
Name	Area	Term Expires
Ann Blackwood	1	2010
Robert Jones	2	2010
Terry Cochran	3	2012
Ruth Scribner	4	2012
Pamela Haynes	5	2012
Bruce Pomer	6	2010
Kay Albiani	7	2012

Academic Calendar

LOS RIOS COMMUNITY COLLEGE DISTRICT 2009-2010 ACADEMIC CALENDAR

American River College - Cosumnes River College - Folsom Lake College - Sacramento City College

SUMMER SESSION 2009*

Instruction Begins	June 8	Monday
Independence Day Holiday	July 3, 4	Friday, Saturday
Instruction Ends	August 8	Friday
Grades Due	August 11	Monday
	36 Days	

FALL SEMESTER 2009*

Instructional Improvement Days	August 20, 21	Thursday, Friday
Instruction Begins	August 22	Saturday
Labor Day Holiday	September 7	Monday
Veterans Day Holiday	November 13	Friday
Last Day to Drop Full Semester Classes	November 17	Tuesday
Thanksgiving Recess	November 26-29	Thursday-Sunday
End of Semester	December 18	Thursday
Winter Recess	Dec. 19-Jan. 3	Friday- Sunday
Grades Due	January 4	Monday
Semester Break	January 4-13	Monday-Wednesday
	82 Days	

SPRING SEMESTER 2010*

Instructional Improvement Days	January 14, 15	Thursday, Friday
Instruction Begins	January 16	Saturday
King's Birthday Holiday	January 18	Monday
Lincoln's Birthday Holiday	February 12	Friday
Washington's Birthday Holiday	February 15	Monday
Spring Recess	March 24- April 4	Monday-Sunday
Last Day to Drop Full Semester Classes	April 18	Sunday
End of Semester	May 19	Wednesday
Memorial Day Holiday	May 25	Tuesday
Grades Due	May 31	Monday
	82 Days	

*During all terms, classes are offered in additional formats to enhance student opportunity: 1st and 2nd eight week sessions; 1st, 2nd and 3rd five week sessions; as well as weekend only classes. Examples might include four, five, six and eight week sessions and weekend courses, as well as other session lengths.

NOTE: Classes may be scheduled on all days during the Summer term including Friday through Sunday. The count of days, though is Monday- Thursday only as those are the primary days when instruction is offered. Both the Fall and Spring terms have scheduled instructional days, such as Saturdays that are not included in the number of days shown above. Those additional days ensure the district is in compliance with the requirements of Title 5 of the California Code of Regulations, sections 58120 and 58142.

Approved by Board of Trustees October 15, 2008

American River College

LRCCD 2009-2010 New Faculty

Name	Position
Badilla, Araceli	Beacon Coordinator
Bevens, Megan D.	Counselor
Fuller, Heidi J.	Business Technology Assistant Professor
Gonzales, Allen	Respiratory Care Assistant Professor
Grant-Toscano, Diane M.	Fashion Assistant Professor
Hain, Ashlie	Physical Education Assistant Professor & Women's Volleyball Coach
Hamre, Susan M.	Music Assistant Professor
Jabery-Madison, Bobak	Physical Education Assistant Professor/Head
Kiefer, Christian	English Assistant Professor
Leonhardt, Camille B.	History Assistant Professor
Meadows, Dale C.	Chemistry Assistant Professor
Zajic, Kristina L.	Speech Language Pathology Assistant Program/Professor
Zhang, Lingling	Accounting Assistant Professor

Name

Baca, Jorge

Bond, Emily

Frazee, James C.

Kimbler, Jeffrey G.

Mills, Shannon

Neff, Eric S.

Perez, Rochelle

Position

Mathematics Assistant Professor

Public Services Librarian

Psychology Assistant Professor

Art Assistant Professor

Anthropology Assistant Professor

Biology Assistant Professor

Public Services Librarian

Name

Albert, Macia L.

Angove, Philip J.

Carlson, Diane

Piedra-Walsh, Lucia M.

Richardson, Ronald E.

Position

Learning Skills Coordinator

Music Assistant Professor

Sociology Assistant Professor

Counselor

Physical Education Assistant Professor/Athletic Coordinator

Sacramento City College

LRCCD 2009-2010 New Faculty

Name

Crompton, Debra J.

Davis, Tony

Fujikawa, Lynn

Hohri, Jennifer G.

Jensen, Andre

Randolph, Melodi L.

Zupancic, Niefia

Position

Business Assistant Professor/Business Technology

Counseling

Nursing Assistant Professor

English As A Second Language Assistant Professor

Philosophy Assistant Professor

Dental Health Assistant Professor

Nursing (RN/LVN) Assistant Professor

Los Rios Community College District

The Los Rios Community College District was founded in July 1965, bringing together, under one governing board, the then existing Sacramento City and American River colleges. In 1970, Cosumnes River College was added to the District; in January 2004 a fourth college, Folsom Lake, was accredited. Los Rios is one of the largest community college districts in California and serves Sacramento and parts of El Dorado, Yolo, and Placer counties.

The Los Rios Community College District, with four colleges, is a multi-campus public college district serving the greater Sacramento region. The area population exceeds one million. Statistics show that the Los Rios District is one of the top districts statewide in transferring students to the University of California and the California State University systems. In addition, the district provides 76 two-year vocational programs and 63 technical certificate programs.

Of the region's 25 fastest-growing occupations, 52 percent require entry-level education at the community college level. As the economy of California and Greater Sacramento becomes more diverse and knowledge-based, the education and re-education of employees will be an important part of the District's mission.

American River College

Serving the Sacramento area for more than 40 years, American River College is the largest of the four colleges in the district. With a student enrollment of over 30,000, ARC is also among the largest community colleges in the state. The college has an outstanding record for academic quality and is among the top community colleges in the state in transferring students to the University of California and California State University systems. It also has a strong reputation for its career programs, which include nursing, hospitality management, gerontology, electronics, and paramedic, among others.

Cosumnes River College

Cosumnes River College, founded in 1970, is committed to providing personal and holistic learning dedicated to student success and to meeting the needs of the growing south Sacramento community. The college offers a full transfer program, as well as many career programs including communications media, medical assisting, allied health, veterinary technology, food service production and control, and telecommunications. The college enrolls nearly 12,000 students.

Folsom Lake College

Folsom Lake College received its initial accreditation in 2004 and is the newest college in the Los Rios District. FLC serves the fast growing Highway 50 and 80 corridors that include Orangevale, Folsom, Rancho Cordova, El Dorado Hills and Cameron Park. Folsom Lake College, nestled on a hill in Folsom, California, offers students award-winning architecture and state-of-the art educational facilities in a warm and friendly environment. The college, along with its El Dorado Education Center in Placerville, enrolls more than 8,000 students.

Sacramento City College

Since 1916, Sacramento City College has provided outstanding academic and vocational training. Located in the heart of Sacramento, SCC welcomes its students with mature trees and wisteria-covered walkways, giving the campus the look and feel of an eastern university. Among its many exemplary programs, the college is accredited for nursing, dental, physical and occupational therapy assistant programs, aviation and recreational vehicle training. Performing and visual arts programs, including commercial music and studio recording, are also SCC hallmarks.

District Profile

This student-centered college enrolls nearly 22,000 students and highlights multicultural activities throughout the academic year. SCC operates outreach centers in Davis, downtown Sacramento and West Sacramento.

Economic Development Services

The following special services are located at the district's Ethan Way Center at 1410 Ethan Way in Sacramento.

The Greater Sacramento Small Business Development Center serves the unique needs of the small businesses in Sacramento, Yolo and El Dorado Counties by providing comprehensive assistance in the areas of general management, business planning, financial resources, and marketing services to those who own or plan to own a business.

Center for International Trade Development provides customized consulting, research, and training to exporters and importers in a 12-county area surrounding Sacramento. Topics cover international marketing, documentation, foreign government regulations, international finance options, and much more. The CITD also offers support services that assist faculty at the North region's eight community colleges in their preparation of students for the global workforce.

Center of Excellence works collaboratively with The Training Source by using a Performance Based Model to assess the client's needs and recommend solutions for linking business and performance goals to desired outcomes. The Center of Excellence also works collaboratively and cooperatively with the economic development community to showcase the breadth of services available through the community colleges to meet the needs of business.

The Training Source offers assessments, consulting services, customized training, and education for employers and their employees in the Sacramento area. Contract courses are scheduled at any time throughout the year and vary from a single workshop to a series provided over a few weeks or months. Course offerings include credit and not-for-credit classes and programs. Programs are designed on results from assessments and/or consulting services provided by the Training Source. Since 1986, the Training Source has provided training to over 30,000 Sacramento area employees.

The Workplace Learning Resource Center (WpLRC) provides customized basic skills training to Sacramento area businesses and their employees. Course content, length, meeting times, and locations are determined by client need. Hosted by the Los Rios Community College District, the Sacramento WpLRC works closely with its contract education unit, The Training Source, and the District's colleges in order to deliver both credit and not-for-credit programs. Funded by grants from State Chancellor's Office, the Center also serves as a resource for Northern California community college faculty in developing, marketing, and delivering workplace basic skills training.

The Los Rios CalWORKs Program provides the education, support services, and on-the-job training needed to help people leave public assistance, enter the workforce, and achieve self-sufficiency and career advancement. The District CalWORKs Office is located at Ethan Way. Each college operates a CalWORKs office on campus.

Los Rios Community College District

Facts about Los Rios

- Nearly 1 in every 10 adults in the greater Sacramento area attend a Los Rios College.
- Over 70% of Los Rios students work while attending college.
- Nearly 90% are successful in getting jobs in the field for which they are prepared.
- Nearly three-quarters of the students report that their studies helped them obtain a job, perform better on the job, or advance in their career.
- Los Rios district offers a transfer guarantee program to the University of the Pacific; to University of California campuses at Davis, Santa Cruz and San Diego; and to California State University campuses in Sacramento and Chico.
- Los Rios students who transfer to the UC and CSU systems perform as well as those students who entered those universities as freshmen.

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To access the tables of organization for all four campuses please click on the college link below:

[American River College](#)

[Cosumnes River College](#)

[Sacramento City College](#)

[Folsom Lake College](#)

Maps of District Locations

American River College and Outreach Centers:

- **American River College** 4700 College Oak Drive Sacramento, CA 95841 [MAP DIRECTIONS](#)
- **Ethan Way Center** 1410 Ethan Way Sacramento, CA 95825 [MAP DIRECTIONS](#)
- **Mather Center** 10150 Missile Way Mather, CA 95655 [MAP DIRECTIONS](#)
- **McClellan Center- Sacramento Regional Public Safety Training Center-** 5146 Arnold Avenue, Room 110A Sacramento, CA 95652 [MAP DIRECTIONS](#)
- **Natomas Center-** 2421 Del Paso Rd., Sacramento, CA 95835 [MAP DIRECTIONS](#)
- **San Juan Center-** 7551 Greenback Lane Citrus Heights, CA 95610 [MAP DIRECTIONS](#)

Cosumnes River College:

- **Cosumnes River College** 8401 Center Parkway, Sacramento, CA 95823 [MAP DIRECTIONS](#)

District Office:

- **District Office** 1919 Spanos Court Sacramento, CA 95825 [MAP DIRECTIONS](#)

Folsom Lake College:

- **Folsom Lake College** 10 College Parkway, Folsom, CA 95630 [MAP DIRECTIONS](#)
- **El Dorado Center** 6699 Campus Drive, Placerville, CA 95667 [MAP DIRECTIONS](#)
- **Rancho Cordova Center** 10378 Rockingham Dr., Sacramento, CA 95827 [MAP DIRECTIONS](#)

Sacramento City College:

- **Sacramento City College** 3835 Freeport Boulevard Sacramento, CA 95822 [MAP DIRECTIONS](#)
- **Davis Center** 1909 Galileo Court Davis, CA 95618 [MAP DIRECTIONS](#)
- **SCC Downtown Center** 1209 4th Street Sacramento, CA 95814 [MAP DIRECTIONS](#)
- **SCC West Sacramento Center** 1275 Halyard Drive West Sacramento, CA 95691 [MAP DIRECTIONS](#)

Office of the Deputy Chancellor

The office of the Deputy Chancellor is responsible for a variety of administrative activities in the financial, business, human resources and facilities areas of the district. The Deputy Chancellor, Jon Sharpe, oversees the following areas: district finances, budget, accounting, student attendance accounting, grants and special programs, investments, contract management, human resources, district police, payroll and employee/retiree benefits, purchasing, insurance and risk management, including environment and certain safety programs, and the college's food services operations. The office's facility responsibilities include the district's facility planning activities, construction of facilities, and remodel, renovation and maintenance of all district properties. As the chief financial officer of the district, the Deputy Chancellor has the responsibility for establishing and implementing sound business practices and procedures, which will maintain the financial stability of the district. The office has a major role in collective bargaining activities with all the District employee units, particularly areas addressing, impacting or requiring financial resources.

In the finance area, the Deputy Chancellor oversees the Associate Vice Chancellor of Finance, Theresa Matista. The department is responsible for coordinating the development, implementation and administration of the district budgets with college administrative staff. The budget planning, development and implementation activities involve extensive use of formulas, workload measures, standards, and staffing and operational guidelines at the district-wide level. The District Budget Committee provides a review process and may develop recommendations regarding district-wide budget processes. This committee is co-chaired by the district Academic Senate President and the Deputy Chancellor.

In the area of human resources, the Deputy Chancellor oversees the Associate Vice Chancellor of Human Resources, Ryan Cox. As part of the human resources function, Deputy Chancellor Sharpe oversees the collective bargaining process with the District employee units and coordinates the District Staffing Plan. The Human Resources Department is responsible for recruiting and hiring the best possible employees for the District, to provide opportunities in the skill areas they will need to succeed, and avail themselves of promotional opportunities consistent with their own aspirations. The office is also responsible for promoting faculty and staff diversity in the hiring process.

The Deputy Chancellor oversees the Associate Vice Chancellor of Facilities Management, Pablo Manzo. Working with college staff, the district's Facilities Management and Planning department is responsible for planning, reviewing and developing facility master plans, facility requirements for both new and existing space based upon identified program needs and developing funding requirements. All college facilities are currently at capacity and significant student growth is projected throughout the district's service area over the next ten years. The district Facilities Needs Assessment report estimates 800,000 sq. ft. of space should be added to the existing 2.1 million sq. ft., to adequately serve the increasing student population. In March 2002 the Los Rios community approved a local bond measure in the amount of \$265,000,000 to accommodate our unprecedented student growth, improve access, and renovate existing facilities to meet programmatic needs. District staff continues to pursue available State funds and anticipates the combination of District, State and local bond funds will allow us to meet our identified capital facility needs of approximately \$525,000,000 over the next 12 years.

Office of the Vice Chancellor Education and Technology

The office of the Vice Chancellor for Education and Technology is responsible for developing and coordinating the programs and services related to educational programs and technology for the Los Rios Community College District.

In the instructional area, Dr. William (Bill) Karns oversees the development, modification and evaluation of curriculum with the College and District Curriculum Committees. With the Ethan Way Center, Bill oversees the development of continuing education, contract education, economic development, programs to serve business and industry, childcare programs and CalWORKs programs. Other responsibilities related to instruction include leadership in the development of instructional strategies responsive to a range of student populations, learning resources, articulation agreements, international education, and vocational and technical education.

Dr. Bill Karns also oversees the Associate Vice Chancellor for Information Technology, Mick Holsclaw, who supports the development and coordination of technology to improve the effectiveness and efficiency of the administrative and academic computing environment. This environment includes telecommunications, distance education, the acquisition and maintenance of hardware and software, and the development and maintenance of the district infrastructure. The information technology systems and activities are designed to enhance the colleges' and district's ability to make a difference in the lives of students.

Office of the Associate Vice Chancellor Student Services

The office of the Associate Vice Chancellor for Student Services is responsible for developing and coordinating programs and services related to student services.

In the student support services area, Associate Vice Chancellor Victoria Rosario, oversees the development, modification and evaluation of student services programs with the colleges and the District wide Matriculation Committee. The Associate Vice Chancellor provides leadership for the development and utilization of student learning outcomes for student services and coordinates enrollment management with the colleges and the district.

The Associate Vice Chancellor for Student Services also provides leadership, development and coordination for counseling and student support services like new and continuing student counseling career development, job placement, transfer, work experience, service learning, international student counseling and student health services. Other responsibilities include coordination of financial aid programs, student assessment, student retention, Educational Opportunity Programs and Services (EOPS), Programs and services for students with disabilities (DSPS), CalWorks, programs for intercollegiate athletics, student childcare programs, enrollment services and student leadership (i.e., student government, clubs, organizations and student activities).

Office of the Vice Chancellor Resource Development and Planning

The office of the Vice Chancellor of Resource Development and Planning is responsible for providing leadership for fundraising, the development and funding of grants and contracts, and organizing institutional planning efforts for the District. The Vice Chancellor, Dr. Sandy Kirschenmann, oversees the Foundation by serving as the Foundation President and provides administrative leadership of the resource development efforts of the grants and contracts unit.

The Los Rios Foundation is a private, non-profit public benefit corporation that serves as the fundraising arm of the Los Rios organization. The District Foundation conducts a variety of fundraising efforts, including an annual fund drive, a major gifts program, a corporate gift program, scholarship giving, planned giving, and an endowment program. The District Foundation and the College Foundations conduct fundraising events that benefit the colleges. All of the fundraising efforts of the Foundation benefit the colleges, providing money for capital and endowment projects. The Foundation receives large gifts such as \$3.6 million from Sutter Health for the expansion of the Nursing education program at Sacramento City College, and \$100,000 from the Building Industry Association of Northern California for scholarships.

The Los Rios Foundation works collaboratively with the College Foundations in our fundraising efforts. Fundraising events are held at each of the colleges and at the District level. These events include the signature events at American River College (Silent Auction), Cosumnes River College (Winter Gala) Folsom Lake College (Golf Tournament), and Sacramento City College. "Jeans and Strings" is the District fundraising event, which raises funds for the fine and performing arts across the colleges.

Dr. Kirschenmann is also responsible for the administrative oversight of district-wide efforts to secure grant and contract revenue from corporations, foundations, and government grant sources. The resource development office seeks to coordinate grant activity to ensure effective grant planning, consistent management practices, and efficient tracking of grant resources.

LRCCD Chancellor's Office

Grants Office

The Grants Office of the Resource Development Department at Los Rios Community College District supports the district and its member colleges in securing external funds from public and private agencies. Emphasis is placed on securing funds to achieve district-wide priorities. The Grants Office provides support, coordination, and information.

Support Services:

- **Agency Liaison** -- Contact federal and state sources for funding information and discussion of project priorities and interests.
- **Budget Assistance** -- Prepare and assist with budgets and budget explanations for proposals.
- **Consultation** -- Provide advice on planning projects, consult with faculty and staff on content and design of the proposal, and identify funding sources.
- **Project Development** -- Coordinate organizational meetings with faculty to discuss guidelines, generate ideas, and design projects; and assist in writing sections of the proposal.
- **Proposal Assistance** -- Provide general information on proposal writing and RFP/RFA guidelines, provide general descriptive information for inclusion in proposals (boilerplates), prepare budgets, edit proposals, complete forms, obtain signature for routing forms (green sheet, blue sheet, pink sheet), make copies, coordinate delivery of proposals to funding agencies, and submit proposals by First Class mail, UPS, or courier.
- **Records** -- Maintain copies of successful grant proposals.
- **Workshops** -- Provide workshop on proposal preparation to District faculty and staff upon request.
- **Evaluation** -- Provide information on and aid in the development of evaluation plans for proposals.

Coordination:

- **College Coordination** -- Coordinate district-wide contract and grant activity through the district-wide Grants Coordinating Committee that serves as a communication and information network between and among the colleges and district office.
- **Fiscal Liaison** -- Coordinate project management and monitoring activities with the District's Special Programs/Grant Accounting Office.
- **Proposal Submission** -- Coordinate submission of proposals (using "green sheet") by the district; serve as point of contact for proposal submission and route proposals through the proposal submission approval process at the district office.
- **Grant Acceptance** -- Coordinate acceptance of grants (using "blue sheet") by the district; serve as point of contact for grant acceptance and route grant agreements/contracts through the grant acceptance process at the district office.
- **Grant Amendment**—Coordinate acceptance of grant amendments (using "pink sheet") by the district; serve as point of contact for grant amendment acceptance and route amended grant agreements/contracts through the process at the district office.

LRCCD Chancellor's Office

Grants Office

Information Sources:

- **Grants Handbook** -- Maintain the Grants Handbook, which is available on-line through the District Web Page, as well as in hard copy upon request. The handbook consists of seven sections, which provide information about preparing and submitting proposals, as well as administering grants.

Section I, General Information: Provides information about the roles and responsibilities of offices and groups at the college and district levels that are involved in preparing and administering contracts and grants. It also provides general information about the Los Rios Community College District that is useful in preparing grant proposals.

Section II, Proposal Funding Basics: Provides information about funding resources and sources, the funding process, basic information about proposal formats, proposal writing tips, and a glossary of grant terms.

Section III, Personnel Appointments to Grants: Provides general guidelines for identifying personnel to participate in grants, as well as hiring new personnel for grants and reassigning current personnel to grant funds.

Section IV, Budget Preparation: Provides information about preparing budgets and introduces a basic budget format.

Section V, Process for Grant Proposal Submission: Describes the steps in the District proposal submission process and provides tips for securing District approval for the proposal.

Section VI, Process for Grant Acceptance: Describes the steps in the District grant acceptance process.

Section VII, Grant Administration: Provides information about the oversight and management of the grant from the time it is funded until the final project report is submitted.

- **Grants Web Page** -- Develop and maintain the Grants Office Web Page that includes the Grants Handbook and information about funding opportunities.
- **Materials/Information Dissemination** -- Provide information about funding opportunities, proposal development tips, District policies and procedures related to contracts and grants, grant terminology, grant management, and other grant-related topics.
- **Grants Database** -- Maintain database of information about proposed and funded projects that is used to benchmark District progress in grant activity.

Grants Office Staff:

Dori Moorehead	Director, Institutional Advancement	568-3123
Raquel Arata	Director, Grants and Contracts	568-3130
Merllene Bendixen	Administrative Assistant	568-3044

LRCCD Chancellor's Office

Office of the General Counsel

The office of the General Counsel operates as a full service law firm that represents only one client, Los Rios Community College District. The District, as a client, can take several forms. The General Counsel, Jan Patrick Sherry, represents the Board of Trustees, the District as an independent entity, the colleges and individual District employees.

The core mission of the office of the General Counsel is to provide a climate, from the legal perspective, that allows every member of the Los Rios community to achieve their highest possible performance. Few things are as detrimental to productivity and efficiency as dealing with a lawsuit. The General Counsel is a strong believer in preventative law, in other words, taking steps to avoid litigation before it occurs. If you have legal questions or are facing a legal situation, consult your supervisor, then contact the office of the General Counsel. Issues identified early are often resolved quickly.

However, disputes inevitably occur, and the Office of the General Counsel is the District's lawyer. Whether it is a lawsuit, an unfair labor practice, or another type of administrative proceeding, the Office of the General Counsel will provide legal representation to the District and its employees. Complex or time consuming litigation is often assigned to an outside law firm specializing in the subject area.

One of the primary responsibilities of the Office of the General Counsel is drafting, revising and updating District Policies and Regulations. Although the General Counsel takes the lead in this process, it is a collaborative effort involving affected employees at the colleges and the District Office. The General Counsel is also your link to state and federal legislatures. If you need information on pending legislation, please contact Jan Patrick Sherry.

The Office of the General Counsel also plays an important role in drafting and reviewing contractual documents. The General Counsel can help employees at the District Office and colleges negotiate favorable terms while minimizing risk to the District. The Office of the General Counsel is also responsible for developing forms and contracts to speed the processing routine transactions.

Most community college districts do not have an in-house general counsel. Consulting the Office of the General Counsel can help you to avoid adverse legal situations, allowing you to be more productive in your job. The district encourages you to take advantage of this free and easily accessible source of legal advice.

Office of Communication & Research

As the name implies, this office, under the direction of Associate Vice Chancellor Susie Williams, is responsible for the communication and research activities of the district.

In the area of communication, the office is responsible for media relations; publication development; district-wide recruitment advertising in such regional media as radio, broadcast and cable television, and the *Sacramento Bee*; internal communication; and content management and design of the district's website. The office works closely with the Public Information Officers at the college campuses and is a resource for faculty and staff in the area of media relations and communication.

The office is also responsible for the district's institutional research activities, which are coordinated with college research efforts through a district-wide Research Council. The council includes all district and college research staff and their supervisors and meets monthly throughout the academic year. On an annual basis, the district office of institutional research provides MIS reporting to the State Chancellor's Office, undertakes the Environmental Scan and Student Success Report Card which are used for planning and institutional improvement; fall and spring Student Profiles; and a variety of other specialized research in the area of student satisfaction, vocational education effectiveness, and evaluation of special programs and initiatives.

District Office Phone Lists

FINANCE & ADMINISTRATION

JON SHARPE , Deputy Chancellor	3055
Jennifer Delucchi, Deputy Chancellor's Executive Assistant.....	3058
B.S. Conference Room	286-3637
THERESA MATISTA , Associate Vice Chancellor, Finance	3164
Fax #568-3078 Larry Pannier, Sr. Financial Analyst	3043
Tracy Clark, Confidential Financial Analyst.....	3133
Fiscal Services: Anita Ferreira, Supervisor.....	3050
Taunya Wattier, Fiscal Services Accounting Specialist.....	3079
Stephan Chan, Accountant.....	3066
Paula Cesar, Child Development Services Analyst.....	3180
Irina Tomak, Account Clerk II	3155
Grants & Contracts: Kim Sayles, Supervisor.....	3049
Marlene Biddle, Accounting Specialist	3095
Kent McVay, Accountant	3045
Tim Williams, Accountant	3080
Van T. Tran, Accountant (FM – 856-3437).....	3073
CARRIE BRAY , Director II, Accounting Services	3069
Fax #568-3078 Vickie McNamee, Administrative Assistant	3087
Tania Walden, Internal Auditor	3083
Emmie Hoang, Internal Auditor/Information Security Officer.....	3134
Payroll: Marty Purmort, Supervisor	286-3624
Dawn Maden, Payroll Specialist	3026
Lori Puccio, Payroll Accountant.....	3001
Brandy Shiners, Payroll Technician.....	3024
Doris Parker, Payroll Clerk I	3193
Employee Benefits: Lea Pfeiffer, Supervisor	286-3623
Fax #286-3633 Kris Kurk, Employee Benefits Technician	3060
Judy Kaminski, Employee Benefits Technician.....	3051
General Accounting: Raymond Andres, Supervisor.....	3033
Julie Steinbach, Acct Specialist.....	3046
Avis McKay, Accountant.....	3010
Van D. Tran, Accountant	286-3625
Vicki Schwimley, Account Clerk III	3062
Accounting Operations: Barbara Wong, Supervisor.....	3038
Water Tower, Suite 200 Raelean Gorrell, Account Clerk II	3181
FAX: 286-3636 Jacqueline Kaldani, Account Clerk II.....	3113
Vacant, Account Clerk II.....	3047
Isolina San Juan, Accounting Specialist.....	3183
Vacant, Account Clerk III	3110
<u>A/P Phone Tree</u>	3065
BILL SILVIA , Director II, General Services	3057
Water Tower, Suite 200 Claudia Castellon, Administrative Assistant.....	3048
Mike Ridzik, Custodian (Pager 697-3607).....	3048
Terry LaSage, Custodian (Pager 556-7812)	3048
Gerald Kraft, Head Custodian (cell 715-6997)	3048
Risk Management: Herschel Smith, General Services Supervisor	3054
Debbie Turner, Risk Management Specialist	3189
Printing and Receiving: Rafael Avelar, Printing Technician	3040
Jason Cunningham, Printing Services Operator III	3040
Purchasing: Debra Kristoff, Purchasing Supervisor (3446 FM).....	3077
Kathy Bailey, Buyer III	3074
Kathy Karnitz, Buyer II	3071
Janet Burson, Contract Specialist/Senior Buyer	3441
Vivian Poon, Buyer III	3072

District Office Reference Phone Lists

HUMAN RESOURCES

Associate Vice Chancellor, Human Resources	Ryan Cox	568-3101
Administrative Assistant	Kimberley Folkes	568-3101
Director, Human Resources (Questions regarding classified white collar, blue collar, confidential, supervisors, recruitment and employment)	Pamela Parker	568-3103
Director, Human Resources & Employee Relations (Questions/issues regarding certificated, adjunct faculty, recruitment and employment)	Dolly M. Green	568-3063
Human Resources Analyst (Questions/issues regarding staff hiring data)	Mina Walter	568-3121
<u>Employment</u> – Human Resources Officer (Questions/issues regarding part-time/full-time employment—compensation, processing, etc.)	Theresa Cuny	568-3165
Certificated/Academic Full-time Human Resources Specialist (Questions regarding regular faculty and management employment)	Stacy Robinson	568-3109
Classified Human Resources Specialist (Questions regarding classified employment issues - compensation, processing, etc.)	Tim Do	568-3107
Certificated Human Resources Specialists (Questions/issues regarding adjunct faculty and employment)		
Last Name A-G	Maria Galvan	568-3119
Last Name H-Pa	Greg Reali	568-3148
Last Name Pb-Z	Arcelia Montes	568-3172
<u>Recruitment</u> – Human Resources Officer (Questions regarding full- and part-time classified, faculty and administrative vacancies, qualifications, job postings, interview, advertisement, etc.)	Brenda Balsamo	568-3139
Classified Recruitment Faculty/Management Recruitment	Susan Lasage Jacque Coram-Taylor	568-3111 568-3108
<u>Employment and Recruitment</u> Certificated/Academic, Adjunct & Classified Human Resources Specialist	Koral Raya	568-3179
General Information	Vacant	568-3112
Training Specialist (Questions regarding staff development, workshops, computer training, etc.)	Mellonie Richardson	568-3106

District Office Reference Phone Lists

EMPLOYEE BENEFITS

- **Lea Pfeiffer, Employee Benefits Supervisor**
(916) 286-3623
benefits@losrios.edu
- **Judy Kaminski, Employee Benefits Technician**
(916) 568-3051
benefits@losrios.edu
- **Kristine Kurk, Employee Benefits Technician**
(916) 568-3070
benefits@losrios.edu

California State Teachers' Retirement System (CalSTRS)

California State Teachers' Retirement System

In 1913, the California State Teachers' Retirement System (CalSTRS or STRS) was established, by law, to provide retirement and other benefits to public school teachers in California. Membership in the STRS Defined Benefit Plan includes all employees in California public schools in positions requiring membership from kindergarten through community college.

The State Teachers' Retirement System is administered by the 12-member Teachers' Retirement Board. This Board sets the policies and makes the rules for CalSTRS and is responsible for ensuring that benefits are paid in accordance with the law.

The Board oversees the Teachers' Retirement Fund, a special trust fund established by law that holds STRS DB Plan assets comprised from employee contributions, employer contributions, and State of California contributions and appropriations.

CalSTRS Member Handbook

Available through the LRCCD Human Resources Department, the *Handbook*, along with the *CalSTRS Publications Supplement - Summary of STRS Benefit Enhancements Effective January 1, 2003*, provides a comprehensive overview of the programs and services administered by the California State Teachers' Retirement System, including:

- **CalSTRS Membership**
- **Early Career Years (for full-time employees)**
- **Additional Benefits and Services**
- **What to Consider Before Retirement**
- **Service Retirement**
- **Disability Benefits Programs**
- **Benefits for Survivors**
- **Tax Information and Legal Issues**
- **Cash Balance Benefit Program**
- **General Information**
- **Glossary of Terms**

California State Teachers' Retirement System (CalSTRS)

CalSTRS Regional Counseling Services

STRS Regional Counselors are available to help CalSTRS members one-to-one, or in group workshops with retirement planning and to provide information about STRS benefit programs.

Some of the recommended situations for which to schedule a personal interview with a STRS Regional Counselor include:

- at least once before age 55, or earlier if you have 30 years of service credit
- *prior* to making a decision to submit a disability application
- *prior* to making a decision on the pre-retirement election of an option
- *prior* to filing a retirement application
 - *prior* to making a decision to reinstate to STRS membership after retirement

To schedule an appointment with a STRS Regional Counselor or to inquire about scheduled workshops, call the San Juan Unified School District at (916) 971-7918, Monday-Friday between 10:00 a.m.-4:30 p.m. (serving Alpine, Amador, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sierra, Solano, Sutter, Yolo, and Yuba counties).

Dave Elder STRS Home Loan Program

Through the Dave Elder STRS Home Loan Program, active, inactive and retired members of STRS can apply for conventional fixed-rate, first mortgage loans for primary residences.

For further information, including eligibility, interest rates, and loan fees, contact:

- Local office of Bank of America Mortgage
- B of A "Loan by Phone" service at 1-800-843-2632
- Norwest Mortgage at 1-800-548-9056

Long Term Care Coverage

The Public Employees' Retirement System (PERS) offers a long-term care (LTC) program that provides comprehensive coverage to both STRS and PERS members, retired members and their spouses, parents, and parents-in-law. The LTC Program provides personal care that may be needed as the result of an accident, a chronic illness, or a disabling disease.

For additional information, contact PERS Long Term Care at <http://www.calpers.ca.gov> or call 1-800-338-2244.

Additional Information

CalSTRS

- On the Internet at <http://www.strs.ca.gov>. (for member-related inquiries)
- By telephone at 1-800-228-5453, (916) 229-3870, or (916) 229-3541 (for hearing impaired), Fax (916) 229-3879
- By mail at California State Teachers' Retirement System, Public Service Office, P.O. Box 15275, Sacramento, CA 95851-0275

California State Teachers' Retirement System (CalSTRS)

STRS Teletalk Information System

General information and answers to frequently asked questions about STRS are available on STRS specialized telephone system, **Teletalk**, at 1-800-228-5453. Booklets and brochures providing additional information may be ordered and duplicate 1099Rs, Statements of Account, and various forms may be requested through **Teletalk**.

Below are general message codes for the categories of information available through **Teletalk** (a more detailed listing is available in the **CalSTRS Member Handbook**):

- 90 - What's New
- 100 - General Information
- 150 - Membership, Service Credit and Contributions
- 200 - Regional Counseling Services
- 250 - Purchase of Additional Service Credit and Redeposit's
- 300 - Pre-Retirement Election of an Option
- 350 - Service Retirement
- 400 - Disability Benefits
- 420 - Coverage A, Disability Allowance and Rehabilitation Program
- 450 - Coverage B, Disability Retirement and Rehabilitation Program
- 500 - Death Benefits
- 520 - Coverage A, Family Allowance Program
- 550 - Coverage B, Survivor Benefits
- 600 - Increases in Benefits
- 650 - Tax Liability
- 700 - Refund of Contributions
- 750 - Deferred Savings Program
- 800 - Teachers' Retirement Fund Investment
- 900 - Cash Balance Benefit Program

Brochures

- Cash Balance Benefit Program Information Packet
- Community Property Information
- Important Tax Information for Certain Payments
- Join CalSTRS? Or Join CalPERS?
- Partial Lump Sum
- Purchase Additional Service Credit
- Refund: What to Consider

For more information call 1-800-228-5453

Tax-Sheltered Annuities

What is a Tax-Sheltered Annuity (TSA)?

Tax-sheltered annuities are provided for under Section 403(b) and 403(b) (7) of the Internal Revenue Code. TSA's are self-directed retirement investment programs that enable employees to accumulate money for retirement on a tax-deferred basis. Funds invested in a 403(b) plan are taxed as ordinary income upon withdrawal. Funds withdrawn prior to age 59 ½ are subject to significant tax penalties.

Under Section 403(b), employees may invest in either mutual funds or annuities. Normally, funds invested in a 403(b) plan are not protected by an insurance coverage.

Deferral Limitations for Employees Under Age 50

For calendar year 2004, the maximum annual deferral amount under Section 403(b) for employees under age 50 has been changed to 100 percent of compensation, or \$11,000, whichever is less. The maximum limit will increase in subsequent years, per the following schedule:

<u>Phase-in-schedule</u>	<u>New Limit</u>
2007	\$13,000
2008	\$14,000
2009	\$15,000
Thereafter	\$500 COLA Increment

Deferral Limitations for Employees Age 50 and Over

For calendar year 2004, the maximum annual deferral amount under Section 403(b) for employees age 50 and over has been changed to 100 percent of compensation, or \$12,000, whichever is less. The maximum limit will increase in subsequent years, per the following schedule:

<u>Phase-in-schedule</u>	<u>New Limit</u>
2007	\$16,000
2008	\$18,000
2009	\$20,000
Thereafter	\$500 COLA Increment

The determination of advantages or disadvantages of the TSA programs and the selection of specific companies is solely the employee's responsibility. The District assumes no responsibility or obligation with respect to an employee's decision(s) relating to a tax-sheltered program, nor to individual preference of particular plans.

Specific instructions, appropriate forms and list of eligible 403(b) companies are available from the LRCCD Employee Benefits Department at (916) 568-3070, 568-3051 or 568-3623.

Internal Revenue Service

- On the internet at www.irs.ustreas.gov
- By telephone at 1-800-829-3676 to order current and prior year forms, instructions, and publications, or 1-800-829-1040 to ask tax-related questions, or 1-800-829-4095 (TTY/TDD equipment) to ask tax questions or order forms and publications
- By mail at *Western Area Distribution Center, Rancho Cordova, CA 95743-0001* to order forms and publications

Health Coverage

Health/Medical Insurance

The following medical plans: Health Net Health Plan, Health Net Preferred Provider Organization (PPO) Health Plan, Kaiser, and PacifiCare Health Plan, are available to all regular LRCFT unit members and their eligible dependents for the period July 1, 2007– June 30, 2008.

Health Net Health Plan (Group #F5910A)

- Member doctors are private practicing physicians in the community and members must use participating providers unless it is an emergency (as defined by Health Net).
- Members must either work or reside in the service area in order to participate in this plan.
- Dependents may continue beyond the age of 19 up to their 24th birthday if they are unmarried, a full-time student and meet the Internal Revenue Service definition of a dependent.
- Standard co-payments are \$10 for each office visit and \$5 for each generic drug prescription, and \$10 for name brand prescriptions.

Health Net (PPO) Health Plan (Group# 29196A)

- A PPO is a form of managed care, but it is similar to a traditional “fee-for-service” plan. PPOs contract with doctors, hospitals and other providers of health care to provide services for an agreed upon charge. Unlike an HMO where a primary care physician directs all of your care, a PPO allows you to select a provider and a specialist without referral. You have freedom of choice to select the physician or hospital of your choice.
- Basically, Health Net’s PPO provides two levels of coverage- “In-Network” and “Out-of-Network”. If you select a physician or hospital from within Health Net’s network, your out-of-pocket costs will be lower because these providers have agreed in advance to provide services for a specific fee. If you are utilizing providers outside the network, you will be responsible for the applicable co-payments or coinsurance, plus payments of any charges that Health Net considers excessive. Certain services require “certification” or prior approval, to ensure that you receive full benefits under the plan.
- These services are listed in Health Net’s *Summary of Benefits* brochure, available from the Employee Benefits Department.
- Unlike our HMO contracts, Health Net’s PPO plan imposes pre-existing conditions exclusion on medical conditions for which the employee, or any dependent, has been treated during the six-month period prior to enrollment.
- A copy of the PPO directory of physicians may be obtained from Health Net or from the District Office Employee Benefits Department or you may visit the Health Net web site at www.healthnet.com for up-to-date directory information.
- Your participation and the benefits to which you are entitled under the Health Net Health Plan are subject to the terms and provisions of the plan as defined by Health Net and/or the respective collective bargaining agreement or District policies. This description of the Health Net Health Plan is general in nature and does not fully describe all of the terms and conditions of this plan. To obtain a more detailed description of the plan, contact Health Net or the Employee Benefits Department.

Health Coverage

Kaiser (Group #233)

- Members must reside within an eligible service area zip code to qualify for enrollment.
- Members must utilize Kaiser facilities and physicians unless it is an emergency (as defined by Kaiser).
- Dependents may continue beyond the age of 19 up to their 24th birthday if they are unmarried, enrolled in school and meet the Internal Revenue Service definition of a dependent.
- Standard co-payments are \$10 for each office visit and \$5 for each prescription.

PacifiCare Health Plan (Group #100807)

- Member doctors are private practicing physicians in the community and members must use participating providers unless it is an emergency (as defined by PacifiCare).
- Members must either work or reside in the service area in order to participate in this plan.
- Dependents may continue beyond the age of 19 up to their 24th birthday if they are unmarried, a full-time student and meet the Internal Revenue Service definition of a dependent.
- Standard co-payments are \$10 for each office visit and \$5 for each generic drug prescription and \$10 for name brand prescriptions.

Coverage information regarding the benefits, provisions, and exclusions of the above health or medical plans is available from the LRCCD Employee Benefits Department at **(916) 568-3070 (or 568-3051 or 286-3623)**, or from the specific carrier. Application and enrollment information is also available from the LRCCD www.losrios.edu Employee Benefits Department.

Open Enrollment

The annual open enrollment for Health Net, Kaiser and Pacifi-Care will be conducted each year from October 1 through October 31. During this open enrollment period, eligible employees will be able to:

- Enroll in:
 - Health Net Health Plan (Group #F5910A)
 - Kaiser (Group #233)
 - PacifiCare Health Plan (Group #100807)
- Change from one medical plan to another
- Add eligible dependents to medical plans

Coverage for new enrollees and any changes made during open enrollment will become effective the following December 1.

Health Coverage

Dental Insurance

Dental insurance through Delta Dental Plan of California is available to all LRCFT unit members and their eligible dependents.

Delta Dental (Group #6635)

- Pays 70 percent of the eligible fees for benefits during the first calendar year of eligibility.
- The annual percentage of coverage increases 10 percent each calendar year for each enrollee, provided that person has visited the dentist at least once during that calendar year.
- The percentage of coverage will increase annually (if conditions are met) to a maximum of 100 percent.
- Prosthodontic benefits are limited to 50 percent of covered fees.
- Orthodontics is not covered.
- Dependents may continue on the plan up to their 25th birthday if they are unmarried and meet the Internal Revenue Service definition of a dependent.
- The plan will cover up to four cleanings per person in a calendar year.
- Payments for covered services are limited to \$2000 per person per calendar year.

Coverage information regarding the benefits, provisions, and exclusions of the Delta Dental (Group #6635) Plan is available from the LRCCD Employee Benefits Department at **(916) 568-3070 (568-3051 or 286-3623)**, or from Delta Dental of California.

Application and enrollment information is also available from the LRCCD www.losrios.edu Employee Benefits Department.

Delta Dental Plan of California does not offer open enrollment

Health Coverage

Disability Income Protection Program

LRCCD maintains a policy of disability income protection for tenured and tenure-track faculty working at least 50 percent of a regular, full-time workload.

- Eligible employees are automatically covered and there are no enrollment forms to complete.
- The plan pays 66 2/3 percent of the first \$7,500 of monthly salary, subject to a maximum benefit of \$5,000 per month.
- There is a 90-day elimination period, or waiting period, before benefits begin.

For additional information, contact the LRCCD www.losrios.edu Employee Benefits Department at (916) 568-3070 (568-3051 or 568-3623).

Optional Life Insurance

The following are optional (voluntary) life insurance plans currently available to LRCCD employees through payroll deduction. Information regarding the plans and policies and their costs is contained in the appropriate brochures available from the LRCCD www.losrios.edu Employee Benefits Department. The costs would be totally out-of-pocket to the employee. Coverage for a spouse cannot exceed the employee's coverage amount.

- **American United Life Insurance Company** level term & decreasing term individual life insurance plans
- **Insurance Company of North America** 24-hour accidental death and dismemberment coverage
- **J.C. Insurance Company** level term & decreasing term individual life insurance plans
- **North American Life Insurance Company** level term individual life insurance plan
- **Northwestern National Life Insurance Company** three-year term individual life insurance plan
- **ReliaStar Life Insurance Company** tri-term individual life insurance plan

Availability of specific life insurance plans is subject to change without prior notification.

Additional Information

For additional information regarding any aspect of health coverage benefits, please contact:

LRCCD Employee Benefits Department

- Lea Pfeiffer, Employee Benefits Supervisor
(916) 286-3623 or benefits@losrios.edu
- Judy Kaminski, Employee Benefits Technician
(916) 568-3051 or benefits@losrios.edu
- Kristine Kurk, Employee Benefits Technician
(916) 568-3070 or benefits@losrios.edu

Transportation Requests

At the Campus Level

Approval for field trips must be obtained from the appropriate administrator at each campus. Arrangements for vehicle transportation needs are to be made by submitting the appropriate form to the designated person on each campus. Please make arrangements well in advance of any transportation need to conform to your campus's timelines for submitting the appropriate field trip and transportation request forms, as well as Travel Authorization forms and student lists/permission forms, etc.

Interest Based Approach (IBA)

What is IBA?

The **I**nterest **B**ased **A**pproach:

“A multipurpose “process” used to foster good relationships and better communication.”

The **I**nterest **B**ased **A**lliance:

“Made up of those people who try to use the process.”

The **I**nterest **B**ased **A**ttitude:

- Putting relationships first
- Being trustworthy
- Seeking first to understand, then to be understood
- Respecting individuals
- Sharing information

A brief history of Interest Based Negotiations/Decision making in the Los Rios Community College District:

During the fall of 1992, in preparation for the formal collective bargaining process, the Los Rios College Federation of Teachers (LRCFT) made a request that an interest based process being taught by the California Foundation for Improvement of Employer-Employee Relations (CFIER) be used for their collective bargaining meetings with the district. The idea was discussed among representatives of all groups involved in collective bargaining and three groups agreed to participate and share the cost of the training. Representatives from the collective bargaining groups attended a five-day interest based approach training session facilitated by CFIER representatives.

After the CFIER training was conducted in January of 1993, the newly learned techniques were put into practice in the LRCFT-District collective bargaining meetings. The process was warmly received and many of the trained staff felt that using the interest based methods produced numerous benefits. Those benefits included better communication, improved understanding, and enhanced relationships built on mutual trust and respect. Overall, there was a commitment to utilize the process for future negotiations/discussions.

A steering committee composed of representatives of the collective bargaining (CB) units and District was appointed to direct efforts that encouraged the Interest Based Approach and to develop ways to increase the level of knowledge about the use of the techniques. Discussions at Steering Committee meetings eventually helped determine that the thrust of the program should be oriented to staff development rather than focused solely on CB. While the groups involved made a commitment to use IBA in CB negotiations, they also felt there was value in having the process utilized in other decision-making situations in the District. Subsequently, concurrence was gained from the Chancellor, Executive Group and Board to continue and expand the use of IBA in the District. As a result of this change in perspective, the IBA program became a part of Human Resource Services, which administers district-wide staff development.

Interest Based Approach (IBA)

The Steering Committee, working as an advisory group to Human Resource Services, worked on a program that would make staff knowledgeable about and comfortable with the process. The program development had the goal of teaching employees the process of IBA so that employees could:

- Use the interest based process to foster greater cooperation among the entire Los Rios staff when addressing difficult issues.
- Use the interest based process by committees to define issues and work out options and solutions.
- Use the interest based process to enhance district-wide communication among staff, committees, bargaining units and other district organizations.
- Use the interest based process to build trust among supervisors, faculty, staff and management.
- Use the interest based process to build a team to solve issues and improve relationships.
- Use the interest based process for more effective negotiations.

In addition, the Steering Committee had two goals—establishing a district commitment to the interest based approach and modifying the Los Rios culture to strengthen relationships and promote openness.

With these goals in mind, the Steering Committee developed a three-day interactive program for introducing district employees to the process, and also developed a one-day program for training facilitators. Since the program's inception, over 600 district employees have been trained in the process and 110 have been trained as facilitators.

The success of IBA in the LRCCD is generally accepted: the vocabulary is regularly overheard in meetings throughout the District; IBA has been utilized in forums as divergent as the hiring process, budget planning, grievances, curriculum development, facility construction, and collective bargaining; and IBA facilitators have been called upon to support significant District activities such as the strategic planning process and the IT organizational structure and staffing study.

How to Get Involved

- Three-day training workshops in the IBA process are scheduled regularly and are open to all district employees.

Next scheduled training is October 28, 29 & 30, 2009

- IBA facilitator training is available to those who have completed the three-day workshop.
- IBA trained facilitators are available to help plan for and/or facilitate a meeting, planning session, or other team decision-making activity.
- Contact one of the steering committee members for more information.

Steering Committee Members

Ellen Arden-Ogle	Carlos Lopez
Ryan Cox	Raymelle Revel
Dolly M. Green	Mellonie Richardson
Betty Hall	Jon Sharpe
Diana Hicks	Dennis Smith
Chris Iwata	

For information on scheduling an IBA facilitator contact: **Ryan Cox @ 568.3116**

For information on registration for upcoming workshops, contact: Mellonie Richardson @ 568.3106

Sexual Harassment

Definition of Sexual Harassment

Sexual harassment is typically defined as a violation of state and federal laws and regulations and of LRCCD policy. It is the desire of the Los Rios Community College District Board of Trustees to provide all students and employees an educational environment and work place free from sexual harassment.

Complaint Procedure

Any individual who believes that he/she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the LRCCD Affirmative Action Regulations (R-2423). Throughout the procedures, the college Presidents and the College/District Compliance Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties. Sexual harassment policy, procedural steps and forms are available from the college Compliance Officers:

- **American River College**
Suzanne Hunt (interim)
Associate Vice President, Instruction
(916) 484-8406 hunts@losrios.edu

- **Cosumnes River College**
Katherine McLain
Dean, College Planning and Research
(916) 691-7144 mclaink@crc.losrios.edu

- **Folsom Lake College**
Monica Flores-Pactol
Dean of Instruction
FLC (916) 608-6620 floresm@flc.losrios.edu

- **Sacramento City College**
Julia Jolly
Associate Vice President, Instruction
General Education & Outreach Programs
(916) 558-2407 jollyj@scc.losrios.edu

Additional Information

In addition, questions regarding sexual harassment policy, procedural steps and forms are available from the District Compliance Officer, Dolly M. Green @ (916) 568-3063 or [greend@losrios.edu](mailto:green@losrios.edu).

Americans with Disabilities Act (ADA)

ADA

California Community Colleges are subject to several laws concerning nondiscrimination on the basis of disability in employment and facilities and program accessibility:

- Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Title V of the California Code of Regulations

Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990 and Title 5 of the California Code of Regulations further define and stipulate the mandate established in the Rehabilitation Act of 1973.

Definitions under ADA

As defined under the American with Disabilities Act (ADA):

An individual with a disability means a person who has:

- a physical or mental impairment that substantially limits one or more major life activities;
- a record of such an impairment; or
- regarded as having such impairment.

A physical impairment means:

- any physiological disorder, or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genital-urinary, hemic and lymphatic, skin and endocrine

A mental impairment means:

- any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

Substantially limits means:

- being unable to perform or being significantly restricted with regard to the conditions, manner, or duration under which an individual can perform a major life activity when compared to the average person

Major life activity means:

- walking
- speaking
- breathing
- working
- performing manual tasks
- seeing
- hearing
- breathing
- learning
- caring for oneself

Americans with Disabilities Act (ADA)

Prohibitions under ADA

Under ADA it is prohibited, in part, for community colleges to:

- Deny a qualified person with a disability the opportunity to participate in or benefit from programs or services, or
- Otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage or opportunity enjoyed by others receiving an aid, benefit or service.

It is not intended that identical results be guaranteed but rather that an equal opportunity to achieve the same result is required. Therefore, community colleges, among other things:

- May not exclude qualified students with disabilities from any course, course of study, or other part of its educational program or activity.
- Must make modifications to academic requirements as necessary to ensure that such requirements do not discriminate against students with disabilities, or have the effect of excluding students with disabilities.
- May not impose rules or restrictions that have the effect of limiting participation of students with disabilities in educational programs or activities.
- Must provide appropriate accommodations to insure that evaluation of a student's achievement (including course examinations and other measures of student achievement) represents the student's achievement in the course, rather than reflecting the impact of the student's disability.

Section 504/ADA Coordinators

Section 504 of the Rehabilitation Act of 1973 requires each community college to appoint and maintain at least one person to coordinate compliance efforts. The coordinator has the ongoing responsibility of assuring that the community college does not discriminate on the basis of disability.

Section 504/ADA Coordinators:

- **ARC – Robin Neal**
Dean of Enrollment Services
(916) 484-8191 nealr@arc.losrios.edu
- **CRC - Don Wallace**
Vice President of Administrative Services
(916) 691-7252 wallacD2@losrios.edu
- **FLC/EDC - Kathleen Kirklin**
Vice President of Administrative Services
(916) 608-6555 FLC kirklink@flc.losrios.edu
(530) 642-5624 EDC kirklink@flc.losrios.edu
- **SCC - Julia Jolly**
Associate Vice President, Instruction
General Education & Outreach Programs
(916) 558-2407 jollyj@scc.losrios.edu

Americans with Disabilities Act (ADA)

Students with Physical/Psychological Disabilities

Students served through Disabled Students/Enabling Center Programs may have:

- mobility limitations
- acquired (or traumatic) brain injury
- ADD or ADHD
- visual limitations/blindness
- psychological limitations
- hearing impairment/deafness
- other limitations (such as epilepsy, diabetes, lupus, etc.)

Each student with a disability will have a different level of functioning, even within the same disability category. Likewise, compensation skills will vary widely from one student to another. Support services, specific to the disability being accommodated, are provided to students with the appropriate medical or psychological verification of a disabling condition.

Students with Learning Disabilities

A learning disability is a permanent disorder that affects the manner in which individuals with normal or above-average intelligence take in, retain and express information.

Commonly recognized as learning disabilities in adults are deficits in one or more of the following areas:

- reading comprehension
- spelling
- math computation
- problem solving
- language-based or perceptual problems

Students served through Learning Disabilities Programs have specific learning disabilities which meet the criteria of the California:

- Community College Learning Disabilities Eligibility model, or
- Previously diagnosed learning disabilities by appropriate professionals

Students without prior diagnosis may be referred to the campus Learning Disabilities Program for diagnostic assessment in order to determine appropriate services.

Academic Support Services for Students with Disabilities

Specialized academic support services available to students with disabilities participating in the DSPS/Enabling Center and Learning Disabilities programs may include, but need not be limited to:

- Access to and arrangements for adaptive educational equipment, materials, and supplies required by students with disabilities (such as tape-recorded textbooks and specially-designed computer keyboards, among others).
- Mobility assistance (wheelchair accessible desks/tables, access to elevators, etc).

Americans with Disabilities Act (ADA)

- Test-taking facilitation, including arrangement, proctoring, and modification of test and test administration.
- Interpreter services, including manual and oral interpreting for hearing-impaired/deaf students.
- Note taker services (in the classroom).
- Reader services (oral test proctoring, recording of course materials, etc.).
- Transcription services, including, but not limited to, the provision of Braille and large-print materials.
- Specialized tutoring services not otherwise provided by the college.

Disabled Student Programs & Services (DSP&S)

Disabled Students Programs and Services Offices

The individual campus DSPS/Enabling Centers and Learning Disabilities offices coordinate the provision of academic accommodations to *enrolled students eligible for services*. Eligibility for program participation is determined in accordance with guidelines established through the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Code of Regulations. Contact the program personnel at your campus for clarification regarding referrals and accommodations at your particular college.

American River College – DSPS/LD

DSPS (Disabled Students Programs & Services)

- **Jon James, DSPS Coordinator/Counselor**
(916) 484-8791 or 484-8365 (TDD)
jamesj@arc.losrios.edu
- **Louise Kronick, DSPS/LD Counselor**
(916) 484-8792
kronicl@arc.losrios.edu
- **Dana Brittingham, DSPS/LD Counselor**
(916) 484-8382
brittid@arc.losrios.edu

Learning Disabilities

- **Roxine Dunne, LD Coordinator**
(916) 484-8848
dunner@arc.losrios.edu
- **Kathleen Cronin, LD Specialist**
(916) 484-8756
cronink@arc.losrios.edu

Cosumnes River College

DSPS (Disabled Students Programs & Services)

- **Scott Hamilton, DSPS Coordinator/Counselor**
(916) 691-7275 or 691-7273 (TDD)
hamilts@crc.losrios.edu
- **Delayna Garcia, LD Specialist/Counselor**
(916) 691-7273
garciad@crc.losrios.edu

Folsom Lake College

Disabled Student Programs and Services

- **Tim McHargue, Ed. D., Coordinator / Counselor**
(916) 608-6711
mcharguet@flc.losrios.edu

Disabled Student Programs & Services (DSP&S)

Sacramento City College

DSPS (Disabled Student Programs & Services)

- **Gwyneth Tracy, Coordinator**
(916) 558-2528 or 558-2693 (TDD)
tracyg@scc.losrios.edu
- **Anita Sanders, Interim DSPS Supervisor**
(916) 558-2116
sandera@scc.losrios.edu
- **Nisha Beckhorn, Counselor**
(916) 558-2396
beckhon@scc.losrios.edu

Learning Disabilities

- Leslie Parker, LD Specialist
(916) 558-2454
parkerl@scc.losrios.edu
- David Hagerty, Professor
(916) 558-2283
hagertd@scc.losrios.edu

High Tech Center

- Elizabeth (Liz) Johnson, Assistant Tech. Specialist
(916) 558-2105
johnsoe@scc.losrios.edu

Alternate Media

- Ryan Glenn, Alt Media Specialist
(916) 558-2113
glennr@scc.losrios.edu

Additional Information

The College Student with a Disability: A Faculty Handbook by Lynn M. Smith, available from:

U.S. Government Printing Office
Washington, D.C. 20402
Attn: Superintendent of Documents
(#1982-381-608-814/3886)

Learning Disabilities by Sharon Neuwirth, M.Ed., available from:

U.S. Government Printing Office
Washington, D.C. 20402
Attn: Superintendent of Documents
(#1993-359-181/90240)

Academic Senate and Shared Governance

The Academic Senate is the legally recognized voice of the faculty in any college in all areas not covered by collective bargaining (and therefore the responsibility of the Union-for Los Rios faculty that is the LRCFT-Los Rios College Federation of Teachers).

Each college has its own Academic Senate with an individual constitution and set of by laws. The Senate is the official representative body of the faculty in all areas of academic and professional matters as delineated in the California Education Code, Title 5, Sections 53200 through 53206, and in the intent language of AB1725.

The Senates have the responsibility to insure that the work detailed in Title 5 and in agreements with the Los Rios Board of Trustees is completed. Most senates have established various committees to carry out this work, although not all committees have the same names or configurations across the district.

While the Academic Senate has the rights and responsibilities of this work, we believe in both the spirit and practice of Shared Governance. 'Shared Governance' was part of the intent language of the 1988-89 legislation AB1725 which helped direct the structure realized in Title 5 for all the constituent groups: faculty, students, classified staff, and administrators. Shared Governance' in the Los Rios district recognizes that all of the groups are here to support student success and together we are stronger than any one constituent group acting alone. These ideas were recognized in the District's published **Values** and codified in District Regulation 3412.

Several of the District's *Values* support the Shared Governance model including:

- > **The Contributions of All Our Members** - All members of the Los Rios community are encouraged to contribute to our organizational success.
- > **Collegiality** - We value cooperative and dynamic relationships.
- > **Informed and Decentralized Decision Making** - We value informed decisions made by people close to the issue.
- > **Measured Risk Taking** - We encourage innovations that attempt to build on proven successes.
- > **Blame-Free Culture** - Los Rios strives to create a supportive, problem-solving culture, and we recognize the proven usefulness of an interest-based approach (IBA) for achieving cooperation and effective problem solving.
- > **Democratic Practices** - We observe democratic practices in our internal governance.
- > **Financial Stability** - Our continuing success is based on careful management of our resources.

Academic Senate Organization Chart

Academic Senate Leadership 2009-2010

District Academic Senate

Phil Smith, LRCCD Academic Senate President
Tressa Tabares, LRCCD Academic Senate Secretary
Tammy Montgomery, Past-President

American River College

Kathy Sorensen, Academic Senate President
Tressa Tabares, Vice-President
Tony Giusti, Secretary
Dan Crump, Past-President

Cosumnes River College

Marjorie Duffy, Academic Senate President
Kale Braden, Vice-President
Constance Carter, Secretary
Jamey Nye, Past-President

Folsom Lake College

Kim Harrell, Academic Senate President
Bernard Gibson, Vice-President
John Alexander, Executive Secretary
Gordon Lam, Past-President

Sacramento City College

Connie Zuecher, Academic Senate President
David Rasul, Vice-President
Angela-Dee Alforque, Secretary
Linda Stroh, Past-President

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Enclosure:

[District Regulation 2731](#)