

Los Rios Community College District

Administrative Handbook

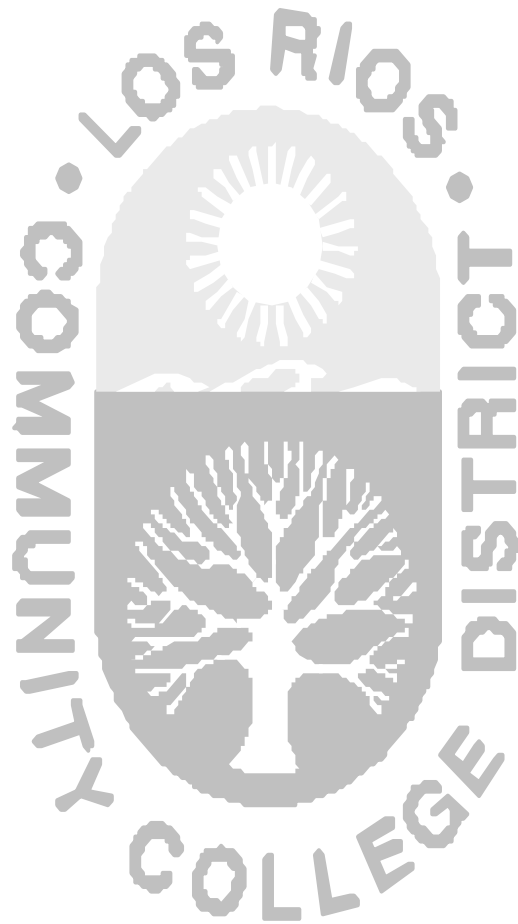


Table of Contents

Mission Statement

Board of Trustees

Section 1: District Resources

- District Profiles
- LRCCD Chancellors Office
- Tables of Organization
- District Maps

Section 2: Business Services

- Business Services Resources
- Accounting Services
 - Payroll Procedures
 - Absence Reporting
 - Employee Benefits
- Purchasing
- Safety and Risk Management
- Worker Compensation
 - Worker Compensation Checklist

Section 3: Human Resources

- Human Resources Informational Fliers
- Faculty Hiring Manual
- Minimum Qualifications
- Americans with Disability Act
 - ADA/504 Campus Resources and Information
- Staff Development
- Grievances

Section 4: Information Technology

- Information Technology Resources
- Information Technology/ISWR/Project Request

Section 5: Facilities Management

- Facilities Management Services
 - Request for Services
 - Transportation Request

Section 6: Resource Information

- Resource Information on Website
- Los Rios Language

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.

The Board meets on the first Wednesday of the month and Board workshops are conducted on the third 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. Contact the Board Secretary at 568-3021 for meeting dates, times, and agendas. An agenda is prepared the Friday before each meeting and is posted on the public information bulletin board outside the Board Room. Board meetings begin with a call to order by the Board President.

The first item of business is oral communications (public comments). 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

SECTION 1

DISTRICT RESOURCES

- District Profile
 - Los Rios Community College District
www.losrios.edu
 - American River College
www.arc.losrios.edu
 - Cosumnes River College
www.crc.losrios.edu
 - Folsom Lake College
www.flc.losrios.edu
 - Sacramento City College
www.scc.losrios.edu

- LRCCD Chancellors Office

- Tables of Organization

- District Maps

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 County 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, environmental technology, 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. 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.

Business and Economic Development Center

The following special services are located at the district's **Business and Economic Development Center** located 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.

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 Senate President and the Deputy Chancellor.

In the area of human resources, the Deputy Chancellor oversees the Associate Vice Chancellor of Human Resources, Ann Aaker. 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 also oversees the district's facilities planning and plant maintenance requirements under the direction of 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

LRCCD Chancellor's Office Continued

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, the Vice Chancellor for Education and Technology, Dr. William (Bill) Karns oversees the development, modification and evaluation of curriculum with the College and District Curriculum Committees. With the Business and Economic Development Center, the Vice Chancellor 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.

The Vice Chancellor for Education and Technology 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.

The Vice Chancellor for Education and Technology oversees the Associate Vice Chancellor for Student Services, Victoria Rosario, who provides leadership, development and coordination for counseling and student support 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) and CalWorks. The Associate Vice Chancellor for Student Services provides utilization of student learning outcomes for student services and coordinates enrollment management with the colleges and the district.

The Vice Chancellor, Education and Technology oversees the Associate Vice Chancellor of Workforce and Economic Development, Dan Throgmorton, who works with the Colleges, corporate partners, economic development agencies, community leaders and District administration in advancing services to regional business and industry partners to enhance the overall workforce and economic development efforts of the Los Rios Community College District.

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 fund raising 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.

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 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 Associate Vice Chancellor Communication & Research

As the name implies, this office, under the direction of 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.

Los Rios Community College District Maps

District Office

http://www.losrios.edu/lrc/map/cmap_full.php

American River College and Centers

American River College

<http://www.arc.losrios.edu/aboutarc/campusmap.htm>

Ethan Way Center

<http://web.arc.losrios.edu/offcampus/ethan.html>

Mather Center (Sunrise)

<http://web.arc.losrios.edu/offcampus/mather.html>

McClellan Center

<http://web.arc.losrios.edu/offcampus/mcclellan.html>

Natomas Center

<http://web.arc.losrios.edu/offcampus/natomas.html>

San Juan Center

<http://web.arc.losrios.edu/offcampus/sanjuan.html>

Cosumnes River College

Cosumnes River College

http://www.crc.losrios.edu/Campus/Campus_Map.htm

Folsom Lake College and Centers

Folsom Lake College

http://www.flc.losrios.edu/about/campus_maps/folsom_map.pdf

El Dorado Center

http://www.flc.losrios.edu/about/campus_maps/edc_map.pdf

Rancho Cordova Center

http://www.flc.losrios.edu/about/campus_maps/rcc_map.pdf

Sacramento City College and Centers

Sacramento City College

http://www.scc.losrios.edu/About_SCC/Main_Campus_Map.htm

Davis Center

<http://wserver.scc.losrios.edu/daviscenter/map.htm>

Downtown Center

<http://wserver.scc.losrios.edu/downtowncenter/directions.html>

West Sacramento Center

<http://wserver.scc.losrios.edu/westsacramento/directions.html>

SECTION 2

BUSINESS SERVICES RESOURCES

- Business Services Resources
- Accounting Services
 - Payroll Procedures
 - Absence Reporting
 - Employee Benefits

http://www.losrios.edu/lrc/lrc_benefits.php
- Purchasing

<http://www.losrios.edu/lrc/district/misc/purchguide.pdf>
- Safety and Risk Management

<http://www.losrios.edu/~risk/>
- Workers' Compensation
 - Worker's Compensation Checklist

Business Services Resources

Accounting Services

Carrie Bray, Director 568-3059
brayc@losrios.edu

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Employee Benefits

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Kristine Kurk, Employee Benefits Tech. 568-3060
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Shannon Sarver, Employee Benefits Spec. 568-3060
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Payroll

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Doris Parker, Payroll Clerk 568-3193
parkerd@losrios.edu

Lori Puccio, Payroll Accountant 568-3001
puccio1@losrios.edu

Brandy Shiners, Payroll Technician 568-3024
shinersb@losrios.edu

Payroll Procedures

The District's payroll consists of two monthly productions, one for regular employees performing their assigned services, and one for temporary employees and overtime or extra service performed by regular employees. The regular payroll which is paid on the last working day of each month is processed on an exception basis. Payroll warrants for regular instructors, managers, and classified employees are generated based upon Personnel's pay data information unless information is received to indicate full pay is not warranted (e.g. overuse of leave).

Regular employees' pay data records are established through submission of regular employment documents. Employment of this nature requires board approval and employee processing through the District Personnel and Employee Benefits Departments.

Temporary employees' pay data records are established through submission of temporary employment documents. Some temporary employees, such as instructors, must process through Personnel, but most temporary employees are processed solely at the college/location. However, employment documents for all types of temporaries must be on file in the Personnel Department prior to the employee starting work to ensure payment in a timely manner.

The temporary (variable) payroll is paid on the tenth of each month (or earlier if the tenth falls on a weekend or holiday). The variable payroll is computed based upon hours reported each month to Payroll. Submission of hours via timesheets or entry on electronic worksheets is required for most types of variable payroll payments. Pay information is summarized and entered on electronic worksheets by campus. The completed worksheets are forwarded to Payroll. Timesheets for District Office and for Classified Overtime for all locations are forwarded directly to Payroll after appropriate signatures are obtained. The variable payroll consists of the adjunct and overload certificated assignments, Certificated Substitutes, Extra Service, Regular Classified Overtime and Differential, Community Service, Student Help, and College Work Study.

Absence Reporting

Effective January 2006, the District revised the absence reporting process for classified, supervisors and management employees by moving to “**positive attendance reporting**”. This means that **every manager**, both certificated and classified and **every regular classified employee**, including probationary, permanent, long-term temporary and supervisor, **must submit absence reports each month they are scheduled to work** regardless if they were absent from work.

If an employee was not absent during a scheduled month of work, they are to complete an absence report and enter “**none**” on the right side of the absence form. These forms need to go through the same signature and approval process currently in place for absence reporting.

Accounting Services Continued

Each area supervisor/manager will be responsible for ensuring that an absence report is submitted each month through the appropriate office for every classified employee in their area. Absence reports for certificated managers are to be submitted to the Instruction or Student Services Office. This new procedure became effective January 2006 and was implemented district-wide to ensure absence reports are submitted timely and accurately.

Employee Benefits

Detailed information about employee benefits can be accessed at the District's website:

http://www.losrios.edu/lrc/lrc_benefits.php

Select the appropriate link to access detailed benefits information about employee groups.

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.

Accounting Services Continued

- 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 a 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.

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.

Accounting Services Continued

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.

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 are 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

Accounting Services Continued

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.

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.

Accounting Services Continued

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.

Accounting Services Continued

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.

The Purchasing Handbook is available on-line via the District's webpage. To access the Purchasing website please click the link below:

<http://www.losrios.edu/lrc/district/misc/purchguide.pdf>

Non-Fat Guide to PURCHASING



Workers Compensation

All employees of the District are covered by Workers' Compensation. When there is an injury at work, the first priority is to obtain the necessary medical treatment. If this is not an emergency, the employee can go to any one of the facilities designated by the District.

If an employee requires treatment in addition to first aid, the supervisor should direct the employee or see that they visit one of the facilities designated by the District. The employee shall not go to any other medical provider for treatment after hours or for emergencies; they can go to one of the designated hospitals.

"First Aid" is any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment, and follow-up visit for the purpose of observation, is considered first aid even though provided by a physician or registered professional personnel.

An employee who has a work-related injury or illness may only use their personal physician if they have on file at the District prior to any injury or illness the personal physician pre-designation form.

Workers' Compensation Checklist

1. Medical treatment for employee

- a. If emergency – call 911
- b. If more than minor first aid, refer to designated facility (see appendix)
- c. If minor first aid only – no treatment, no lost time – no report is necessary

2. Employee's Claim for Workers' Compensation Benefits

- a. Fill in items 1, 9, and 10
- b. Send *Goldenrod* copy to District
- c. Give all other copies to employee within one working day

3. When the Employee signs the Claim form and returns it to you

- a. Complete items 11 through 15

Workers Compensation continued

- b. Give *Yellow* copy to employee
 - c. Send *White* and *Green* copies to Administrative Services
- 4. Employer's Report of Occupational Injury and Illness**
- a. Complete form and send to Administrative Services within one (1) working day
- 5. Supervisor's Investigation Report**
- a. Complete when facts are known and send to Administrative Services
- 6. If employee is not able to return to work, keep in touch so you will know when they can return.**

SECTION 3

HUMAN RESOURCES

- Human Resources Informational Fliers
<http://www.losrios.edu/hr/HRInformationalPage.htm>
- Faculty Hiring Manual
<http://www.losrios.edu/hr/downloads/FacultyHiringManual.pdf>
- Minimum Qualifications
http://wserver.losrios.edu/hr/downloads/minimum_qual_s_jan2008.pdf
- Americans with Disabilities
 - ADA/504 Campus Resources and Information
- Grievances
- Staff Development
http://www.losrios.edu/hr/staff_dev_Relaunch.htm

Human Resources Informational Fliers

You may retrieve informational fliers by clicking on the web links below:

Adjunct Faculty LRCFT Contract:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer01.pdf>

Maternity/ Paternity Leave:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer2.pdf>

Reference Checking- Tips and Suggestions:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer03.pdf>

Load Balancing- 60 Formula Hours Over a Four Semester Period:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer04.pdf>

Flex Activities/ Obligations:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer05.pdf>

Adjunct Faculty Employment Processing:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer06.rev092008.pdf>

Summer Term:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer07.pdf>

Hiring a Classified Employee:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer08.pdf>

Professional Development Opportunities/ Staff Development Leave Charts:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer09.pdf>

Hiring Information:

<http://www.losrios.edu/hr/downloads/HRInfoFlyer10.p>

Americans with Disabilities Act

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.

The complexity of the federal Americans with Disability Act (ADA), Workers’ Compensation Law and the state Fair Employment and Housing Act (FEHA) and our policies require our Employee Benefits, Workers’ Compensation and Human Resources staff to coordinate their efforts when attempting to assist employees who have been hurt or injured, or become disabled. As a result, employees may work with one or all of these departments when confronted with a disability.

Human Resources	Ann Aaker, Associate Vice Chancellor	568-3101
	Dolly Green, Director, HR Employee Relations	568-3063
	Pamela Parker, Director, HR Operations	568-3103
Employee Benefits	Carrie Bray, Director Accounting Services	568-3069
	Lea Pfeiffer, Employee Benefits Supervisor	286-3623
General Services	Bill Silvia, Director, General Services	568-3057
	Herschel Smith, General Services Supervisor	568-3054

Americans with Disabilities Act Continued

Please visit the District's website for specific information and details about the American with Disabilities Act, Fair Employment and Housing Act, reasonable accommodations and Workers' Compensation. To access:

1. Select "Employees"
2. Select "Click here to enter"
3. Select "Americans with Disabilities Act Information" link

ADA/504 Campus Resources and Information

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
- 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
(916) 558-2407 jollyj@scc.losrios.edu

Students with Physical/Psychological Disabilities

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

- Mobility limitations
- Visual limitations/blindness
- Hearing impairment/deafness
- Acquired (or traumatic) brain injury
- Psychological limitations

American with Disabilities Act Continued

- ADD or ADHD
- 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
- written expression
- 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.)
- Test-taking facilitation, including arrangement, proctoring, and modification of test and test administration
- Interpreter services, including manual and oral interpreting for hearing

Americans with Disabilities Act Continued

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 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- DSP&S (Enabling Center)

- Jon James, Coordinator
916-484-8848 or 484-8965 (TDD)
jamesj@losrios.edu
- Louise Kronick, Counselor
916-484-8792
Kronicl@arclosrios.edu
- Dana Brittingham-Garrido, Counselor
916-484-8797
brittidd@arc.losrios.edu
- Kathleen Cronin, Learning Specialist/Counseling Learning Disabilities
916-484-8756
cronink@arc.losrios.edu
- Toni Peters, Student Personnel Assistant
916-484-8382
peterst@arc.losrios.edu

Cosumnes River College- Disability Support Programs and Services

- Vacant, DSPS Center Coordinator/Counselor
916-691-7273 or 691-7577 (TDD)
- Scott Hamilton, DSPS Counselor/LD Specialist
916-691-7446
hamilts@losrios.edu

Folsom Lake College-Learning Disabilities

- Tim McHargue, Coordinator
916-608-6711
mcharguet@flc.losrios.edu
- Tasneem Sah, Student Personnel Assistant
916-608-6611
saht@flc.losrios.edu

Americans with Disabilities Act Continued

- Andrea Roberge, Counselor
916-608-6711
roberga@flc.losrios.edu
- Christy Pimental, Assistant
916-608-6611
pimentc@flc.losrios.edu

Sacramento City College-Disability Resource Center/Learning Disabilities

- Gwyneth Tracy, Ed.D., Coordinator
916-558-2528
tracyg@scc.losrios.edu
- Nisha Beckhorn, Counselor
916-558-2396
- Anita Sanders, DSPS Supervisor
916-558-2116

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

Grievances

SECTION 4

INFORMATION TECHNOLOGY

- Information Technology Resources
<http://www.losrios.edu/services/technology/>
- Information Technology/ISWR/Project Request

Information Technology Resources

Mick Holsclaw, Associate Vice Chancellor IT

holsclm@losrios.edu

568-3018

Rosalia Dimas, Administrative Assistant

dimasr@losrios.edu

568-3129

Application Services

Joe Carrasco, Director

paulsoj@losrios.edu

568-3143

Vacant, Supervisor

carrasj@losrios.edu

568-568-3135

Kevin Flash, Supervisor

flashk@losrios.edu

568-3034

Production Services

Steve Bowles, Director

bowless@losrios.edu

568-3161

Technical Services

Brian Roach, Director

roachb@losrios.edu

568-3064

Please visit the IT webpage at the District's website for further assistance. To access the IT homepage please click the link below:

<http://www.losrios.edu/services/technology/>

Routine ISWR (IS Work Request)

- Service requests that cost under \$200 and require fewer than eight (8) hours of IT staff time
- Requires approval of the appropriate administrator(s) to authorize expenditures
- Must be communicated via an ISWR form with appropriate signatures and budget numbers
- Examples include (a) moving a telephone service from an existing jack to another, (b) a simple change to an existing report

Project ISWR

- Service request that cost \$200 or more or require eight (8) hours or more of IT staff time
- Requires approval of the appropriate administrator(s) and VP of Administration to authorize expenditures
- Also requires approval of appropriate IT Governance committee when district-wide functionality is impacted (e.g. software changes to Financial, HR, Student Services, etc.)
- Must be communicated via an ISWR form with appropriate signatures and budget numbers
- Examples include: (a) an office relocation requiring many phones to be moved to different offices, (b) a new PC lab requiring additional wiring/cabling, or (c) a request to make a programming change to incorporate new functions.

Production Request Services

The Production Control unit of the IT Department provides services for regular and ad-hoc batch processing. This includes requests for ad-hoc reports (fill-ins), changes to pre-scheduled reports (number of copies, parameters, etc.), or other adjustments to the nightly processing.

- Requests are sent to the Production Control unit via e-mail (DO-IT Production Support), phone (568-3015 or 568-3140) or FAX (568-3085)
- Help Desk/Production – 568-3012
- Prior authorization is required, depending on the College and system accessed (student services, financial, payroll, etc.)
- Requests and/or changes should be made **before 3:30 p.m.** in order to affect the batch processing the same night

SECTION 5

FACILITIES MANAGEMENT

- Facilities Management Services
 - Request for Services
 - Transportation Request

Facilities Management Services

Facilities Management is under the direction of the Associate Vice Chancellor Pablo Manzo. Vincent Montoya, who currently is serving as interim Associate Vice Chancellor and Director of Facilities Maintenance, has the overall responsibility for all construction, engineering, energy management, and maintenance and repair of all District owned facilities. These responsibilities include: Grounds; Utilities (Electrical, Plumbing, and Sheet Metal); Structures; Heating, Air Conditioning and Ventilation (HVAC) Systems; and Vehicle Maintenance. The F/M Department is responsible for writing the Five-Year Facilities Master Plan and the Five-Year Maintenance Plan (SMER), which is submitted to the State of California. In addition, the F/M Department interacts with various state departments including the Division of State Architecture, the Department of Finance and the State Chancellor's Office.

Request for Maintenance Service

If repairs or maintenance cannot be performed by college maintenance technicians or custodians than a request for needed services may be submitted to F/M using the Request for Maintenance Service form. A budget number is not needed for these requests. Arrangements will be made with the initiator of the request to schedule the necessary work.

Remodeling of an existing area or new construction needs to be planned in coordination with F/M. College funding is used for these activities and a budget number if provided once a final estimate is approved by the VP of Administration.

Transportation Requests

At the Campus Level

Approval for field trips must be obtained from the Administrative Services Director's office 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 with 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.

Section 6

Resource Information

- Resource Information on Website
- Los Rios Language

Resource Information

For specific information and detail on additional key District services visit the Los Rios Home Page at: <http://losrios.edu/>

- [Compressed Calendar FAQ's](#)
- [Districtwide Academic Senate Meeting Minutes](#)
- [Education Initiative](#)
- [Emergency Response Procedures](#)
- [Institutional Research](#)
- [Legal Services](#)
- [LRCCD Police Dept Manual](#)
- [Paycheck Description](#)
- [Policies and Regulations](#)
- [Standard Mileage Chart](#) and [Mileage Log](#)
- [Strategic Planning](#)

- ❖ TOP Codes
- ❖ ESA – Extra Service Agreement
- ❖ PDF – Program Development Fund
- ❖ PFE – Partnership for Excellence
- ❖ FTE – Full time Equivalent
- ❖ ADA – Americans with Disabilities Act
- ❖ TCS – Tentative Contract Services (form)
- ❖ DSPS – Disabled Student Services Program
- ❖ Smitty – Hershel Smith – Workers’ Compensation Guru
- ❖ Classified Temp – 110 day classified employee
- ❖ CB Agreements – Collective Bargaining Agreements
 - LRSA – Los Rios Supervisors Association
 - LRCFT – Los Rio College Federation of Teachers
 - LRCEA – Los Rios Classified Employees Association
 - SEIU – Service Employees International Union
- ❖ The “Retro” = \$\$\$
- ❖ “The Formula” or “The Bucket”
- ❖ IBA – Interest Based Approach/Alliance
- ❖ EOP – Extended Opportunities Program
- ❖ FERPA – Family Education Rights and Privacy Act
- ❖ FAFSA – Free Application for Federal Student Aid
- ❖ FM – Facilities Management
- ❖ Ethan Way – Business and Economic Development Center
- ❖ EDC – El Dorado Center
- ❖ Rancho – Rancho Cordova Center
- ❖ LPO – Limited Purchase Order
- ❖ EQ – Equivalency or FSA – Faculty Service Area – Process that provides for an opportunity to hire faculty who do not possess the exact degree in the discipline but may have equivalent background or credits in discipline
- ❖ MQ – Minimum Qualifications – Requirement by Title 5 regarding subject area disciplines
- ❖ Equity Rep – Committee persons to ensure EEO on hiring committees

- ❖ “The Boathouse” or “The Ark” – ITC Building @ ARC
- ❖ “The Cassel” – Learning Resource Center @ ARC
- ❖ “The Water Tower” – District Office building
- ❖ PeopleSoft - Computer System used by the District Office
- ❖ Blackboard – On-line course management software
- ❖ Compressed Calendar – New for Fall 2007 – Shorter number of instructional days
- ❖ WSCH – Weekly Student Contact Hours
- ❖ DSCH – Daily Student Contact Hours
- ❖ The “Poop” sheet
- ❖ COLA – Cost of Living Adjustment
- ❖ VPA – Vice President of Administration
- ❖ VPI – Vice President of Instructions
- ❖ VPSS – Vice President of Student Services
- ❖ AVP – Associate Vice President
- ❖ “Boiler Room”
- ❖ Intra website – For district employees only
- ❖ People Admin – New recruitment software
- ❖ Intellectual Property - The specific legal rights which authors, inventors and other IP holders may hold and exercise, and not the intellectual work itself
- ❖ Computer Privacy
- ❖ Academic Senate -
- ❖ P102 – Request to employ form for faculty and management
- ❖ Cleary Act - Disclosure of campus security policy and campus crime statistics