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

1.0 Authorization to Contract

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

2.0 Non-Discrimination and Affirmative Action for Contract Compliance

2.1 Any contractor performing work or providing services for the Los Rios Community College District must certify that there is no discrimination in the company's hiring or employment practices because of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status.

2.2 All contractors, subcontractors, vendors, and suppliers shall be notified of the District's employment policy (compliance with Executive Orders 11246 and 11375) and shall be requested to take appropriate action on their part. On all contracts and bids, contractors, subcontractors, vendors, and suppliers shall be asked to sign a notice of compliance, unless exempted by law.

2.3 The Chancellor shall ensure that District purchasing procedures shall comply with state regulations on Minority, Women, and Disabled Veteran Business Enterprise Participation Goals. (Title 5, § 59500)

2.4 The Chancellor shall ensure that District purchasing procedures comply with the District's conflict of interest Administrative Regulations.

3.0 Information and Communication Technology Accessibility

3.1 Intent

3.1.1 It is the policy of the District and its Colleges to work to provide Information and Communication Technology (ICT) that is accessible to its current and future students, faculty, staff, and other constituents and to make the District/Colleges accessible institutions.

3.1.2 The District/Colleges are committed to working to provide websites, learning management systems, course materials, documents, and business applications that are usable by all current and future students, faculty, staff, and other constituents.

3.1.3 Student, faculty and staff access to inclusive educational opportunities is one of the District/Colleges' highest priorities and requires a community

of stakeholders to design, monitor, and uphold accessible practices. Offices across all Colleges must work collaboratively to provide an environment that protects the rights and dignity of students, faculty, and staff.

3.2 Scope

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

3.3 Definitions

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

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

3.3.3 "Accommodation" is an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks.

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

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

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

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

products, computers and ancillary equipment, software, information kiosks and transaction machines, videos, IT services, and multi-function office machines which copy, scan, and fax documents.

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

3.4 Standards and Guidelines

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

3.5 Accommodations

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

3.6 Selection of ICT and Technology Procurement

- 3.6.1 Within 24 months of the adoption of this policy, all new (i.e. non-existent until after this policy was adopted) or redeveloped (i.e. existing before this Policy was adopted but substantially changed in terms of its functionality or structure after the policy was adopted) ICT shall be made accessible, unless to do so places an undue burden on the District/College, or to do so will fundamentally alter the nature of the educational program or service.
- 3.6.2 Staff and administrator adopters of ICT shall select ICT that is accessible, unless to do so places an undue burden on the District/College, or to do

so will fundamentally alter the nature of the educational program or service.

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

(Formerly P-8311)

LRCCD

Policy Adopted: 9/1/65

Policy Revised: 1/23/74; 2/4/81; 6/16/82; 4/19/95; 6/10/15; 11/9/16

Policy Reviewed: 11/9/16

Adm. Regulation: [R-8321](#)

DRAFT 8/28/18