

CHANCELLOR'S CABINET MEETING

Agenda

Monday, June 15, 2020

3:00 p.m.

Zoom Video Conference

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| 1. Call to Order | Brian King |
| 2. Finalize Agenda & Minutes of Meetings* <ul style="list-style-type: none">• June 1 and 8, 2020 Minutes | Brian King |
| 3. Board Policy/Administrative Regulation Revisions:* <ul style="list-style-type: none">• R-2218 Dual Enrollment• P-3211 Types of Meetings • P-6911 Definitions• P-6914 Severe Disciplinary Action• P-6915 Appeal Process• R-6913 Counseling Memo/Letter of Reprimand• R-6914 Severe Disciplinary Action • P-9322 Counseling Memo/Letter of Reprimand• R-9321 Administrative Review• R-9322 Counseling Memo/Letter of Reprimand• R-9413 Discipline/Dismissal/Nonrenewal • P-8912 Video Safety System Policy• R-8912 Video Safety System Policy | JP Sherry |
| 4. COVID-19 Updates | Brian King |
| 5. Putting Our Commitment to Social Justice into Action | Brian King |
| 6. Future Agenda Items and Meeting Schedule | Brian King |
| 7. Adjournment | Brian King |

*Attachment

CHANCELLOR'S CABINET MEETING

Minutes

Monday, June 1, 2020

Zoom Video Conference

3:00 p.m.

1. CALL TO ORDER

Chancellor King called the Zoom Conference meeting to order at 3:00 p.m.

2. FINALIZE AGENDA & MINUTES OF MEETINGS

The June 1 meeting agenda and minutes of the May 11 meeting were approved by consensus.

3. BUDGET UPDATE

Vice Chancellor Mario Rodriguez provided an update on the status of the state budget. The Senate finished their version of the budget and took a substantially different approach than Governor Newsom. The biggest change for the District would be deferrals, meaning we essentially wouldn't get paid for half the year. We will continue our planning based on the Governor's May Revise and will carefully monitor next steps in the California Senate and General Assembly.

4. COVID-19 UPDATES

Chancellor King and Deputy Chancellor Jamey Nye provided updates on the fall semester planning still underway. The very limited exceptions for courses that cannot be converted is expected to be finalized in the next few weeks.

Chancellor King acknowledged the magnitude of emotions in the wake of the George Floyd murder and other recent tragedies, and the subsequent protests and demonstrations across the nation since. He assured members of Cabinet that the District is committed to responding to the urgent need for meaningful changes that impact social justice and equity for our students and community and conversations have already commenced to determine the specific areas of focus.

5. RESTRUCTURED MATRICULATION COMMITTEE

Associate Vice Chancellor Melanie Dixon and Matriculation Committee Chair Karen Tercho shared an update on the transition from Matric to Equity and Student Success.

6. FUTURE AGENDA ITEMS AND MEETING SCHEDULE

Chancellor's Cabinet meetings will be scheduled every two weeks over the summer.

7. ADJOURNMENT

Chancellor King adjourned the meeting at 4:00 p.m.

SPECIAL CHANCELLOR'S CABINET MEETING

Minutes

Monday, June 8, 2020

Zoom Video Conference

3:00 p.m.

CALL TO ORDER

Chancellor King called the Special Chancellor's Cabinet meeting to order at 3:00 p.m.

The purpose of this meeting was to provide an update on the conversations and work underway to support putting the District's commitment to social justice into action.

Public Safety Summit

On Tuesday, June 9, a Public Safety Summit will be held with the Chancellor's Executive Staff and Vice Presidents of Instruction and Deans from all four colleges to begin an inventory of our Administration of Justice and Public Safety Training Center program offerings and potential steps to improve curriculum and alignment in wake of the George Floyd murder and the deep problems in law enforcement the most recent tragedy represents. The resolution recently passed by the University Senate at San Diego State University addressing Improvement of Law Enforcement Training was noted as one example of potential action steps. Any proposed changes to curriculum would go through the appropriate committees. We will also monitor support and recommendations from the state chancellor's office.

Ongoing Review of LRPD Policies and Practices Through a Lens of Social Justice and Equity

Vice Chancellor Rodriguez and Chief Savidge will accelerate important changes that already were underway before the George Floyd tragedy in the Los Rios Police Department. In addition, department policies—including hiring and evaluation— will be reviewed with an understanding that we need to be a community leader in how we approach public safety concerns for our students, faculty and staff.

Narrow List of Most Impactful Actions to Improve Student Outcomes

Last Tuesday, our college presidents and District Office leadership team developed a list of potentially impactful actions we can take to improve student outcomes at all four of our colleges. We will refine this list this week with a goal of narrowing the priorities to those that will have the maximum positive impact on our students in the short term and beyond.

It was noted that considering professional development for all employee groups would also provide an opportunity to improve our interactions with our students in order to be effective in focusing on student learning outcomes.

Chancellor King concluded the meeting by saying the District is committed to being very deliberate in making significant changes that can impact outcomes for our students. We will continue to engage with our stakeholders but will move at a speed that is different than we're used to.

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

1.0 Dual Enrollment

- 1.1 This Administrative Regulation shall apply to classes offered through one of the Los Rios Community College District Colleges, centers, off-site locations, or at a high school site.
- 1.2 Students who are at least fourteen (14) years of age and fall into the categories identified in section 1.2.1 or 1.2.2 may be eligible for admission as dual enrollment students.
 - 1.2.1 The student is currently enrolled in a public or private K-12 school.
 - 1.2.2 The student is under the age of eighteen (18) and is not otherwise eligible for admission to a District/College under District Policy [P-2211](#).
- 1.3 Dual enrollment students shall not be enrolled in courses where their safety or the safety of others may be jeopardized.
- 1.4 College coursework may include materials of an adult/mature level, irrespective of the age of the student. Faculty will not be expected to alter or adapt the approved course material for a younger audience.
- 1.5 All dual enrollment students should expect to speak for themselves and be responsible for their work and behavior, as is the case with all College students.
- 1.6 Dual enrollment students may enroll in up to three (3) courses during a semester or summer session.

2.0 Application and Admission

- 2.1 The Colleges shall use a common Dual Enrollment Approval Form.
- 2.2 Dual enrollment students must submit a College application the first semester, including summer session, and a Dual Enrollment Approval Form. A supplemental enrollment information form and ~~Dual Enrollment Approval Form~~ must be submitted for each semester of enrollment while a dual enrollment student.
- 2.3 Dual enrollment students shall provide the following information to the College:

2.3.1 A recommendation from the applicant's high school principal or duly authorized designee, including specific course numbers and any acceptable alternates;

~~2.3.1~~2.3.1.1 The high school principal or duly authorized designee may, prior to the applicant's enrollment, provide the College with a listing of students recommended to enroll in specific courses, including acceptable alternates where necessary.

- 2.3.2 Permission from the applicant's parent or guardian;
- 2.3.3 Appropriate District ~~assessment~~-placement for students planning to enroll in English, Reading or Mathematics;
- 2.3.4 Proof that the student will be at least fourteen (14) years of age by the first day of class.
- 2.4 A College may admit a dual enrollment student enrolled in a public school if:
 - 2.4.1 The student has provided all required documentation;
 - 2.4.2 The student has been recommended by the student's high school principal or duly authorized designee.

3.0 Eligibility

- 3.1 Dual enrollment students must have a [high school](#) GPA of 2.0.
- 3.2 In order to retain eligibility, a dual enrollment student must maintain a cumulative 2.0 GPA in college coursework.
- 3.3 On the first day of class, dual enrollment students must be at least fourteen (14) years old.

4.0 College Credit

- 4.1 Dual enrollment students will receive college credit for course(s) successfully completed.
- 4.2 The grade earned for course(s) will be reflected on the student's permanent College transcript.

5.0 Fees

- 5.1 Dual enrollment students are exempt from the enrollment fee.

6.0 Appeal

- 6.1 A student may appeal action taken related to this Administrative Regulation.
 - 6.1.1 A written petition must be submitted to the College Vice President of Student Services.
 - 6.1.2 The petition will be reviewed by the Vice President and a response provided within seven (7) working days.

- 6.1.3 The student may appeal the determination of the Vice President by submitting a written appeal to the College President within seven (7) days of the Vice President's decision.
- 6.2 If the student is dissatisfied with the decision of the College President, the student may appeal that decision to the Los Rios Community College District Board of Trustees.

7.0 Documentation Standards

- 7.1 Records shall be retained in paper or electronic format for three (3) years from the last date of coursework. If the student does not complete coursework (does not enroll or drops the course), records shall be retained for three (3) years from application date.

~~7.2~~ ~~For e~~Enrolled students

~~7.2.1~~ ~~The~~students, ~~the~~ College shall retain forms used for dual enrollment students, including ~~the~~:

~~7.2.2~~ Dual Enrollment Approval Form.

LRCCD

Adm. Regulation Adopted: 12/12/16

Adm. Regulation Revised:

Adm. Regulation Reviewed:

Board Policy:

[P-2218](#)

[Draft 5/27~~2~~/2020](#)

1.0 Regular Meetings (Ed. Code, § 72000.)

- 1.1 The regular meetings of the Los Rios Community College District Board of Trustees shall generally be held on the second Wednesday of each month. Retreats are held in March and October and also constitute regular meetings. The exact date shall be set prior to the meeting being called. Meetings shall be held at the Los Rios Community College District Office at 1919 Spanos Court, Sacramento. Meetings may also be held at any other District facility, or at any other location within the District. Regular meetings shall start at 5:30 p.m., unless otherwise noticed. (Ed. Code, § 72000; Gov't Code, § 54954.)
- 1.2 The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting, provided that every member is notified by letter, [electronic mail](#) or by distribution of the minutes carrying a record of the change. The Chancellor, with the approval of the President of the Board of Trustees, may cancel a regular meeting.
- 1.3 Once the annual calendar of Board of Trustees meetings is approved, Board of Trustees meeting dates shall not normally be changed. Reasons for moving a meeting date include:
 - 1.3.1 More than one Board of Trustees member is unable to attend because of an unavoidable conflict with other District business.
 - 1.3.2 More than one Board of Trustees member is unable to attend because of attendance at a California or national community college event.
 - 1.3.3 There is expected to be a Board of Trustees vote of unusual significance to the District requiring the attendance and participation of all members of the Board of Trustees.
 - 1.3.4 Emergency or other extraordinary event.
 - 1.3.5 Other circumstances deemed sufficient by the President of the Board of Trustees and the Chancellor.
- 1.4 At least seventy-two (72) hours prior to the meeting, an agenda containing a brief general description of each item of business to be transacted or discussed at the regular meeting shall be posted at a place that is freely accessible to the public and where members of the public, including District employees, may view the same. The agendas shall also be mailed to news media that have requested receipt of agendas. (Ed. Code, § 72121(b); Gov't Code, § 54954.2.)
 - 1.4.1 No action shall be taken on any item not appearing on the posted agenda except as specified under Government Code, section 54954.2(b).

2.0 Special Meetings (Ed. Code, § 72129; Gov't, Code§ 54956.)

- 2.1 Meetings of the Board of Trustees may be called by the President of the Board of Trustees or by four (4) members of the Board of Trustees or by the Chancellor when approved by the President of the Board of Trustees.
- 2.2 Notice of a special meeting, including time and place and business to be transacted, shall be delivered by the secretary to each Board of Trustees member and to the news media requesting a notice in writing, personally, [by electronic mail](#) -or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting.
- 2.3 Waivers of notice of special meetings may be signed by all Board of Trustees members in lieu of such notice.
- 2.4 No business may be transacted in a special meetings other than that specified in the notice.
- 2.5 Notice is required regardless of whether any action is taken at the special meeting.
- 2.6 The agenda shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.

3.0 Emergency Meeting (Gov't Code, § 54956.5.)

- 3.1 When a majority of Board of Trustees members determines that an emergency situation exists, the Board of Trustees may hold an emergency meeting. Requesting media shall be notified at least one-hour (1) prior to the meeting.
- 3.2 An emergency situation for purposes of such a meeting is defined as a crippling disaster, work stoppage or other activity which severely impairs public health and/or safety.
- 3.3 Any Board of Trustees members or interested media not notified prior to such a meeting shall be furnished with information regarding the purpose of such meeting and any action taken at the meeting as soon after the fact as possible.
- 3.4 The following shall be posted in a public place for ten (10) days as soon after the meeting as possible: The minutes of the meeting, a list of persons notified or attempted to be notified, a copy of the roll call vote and any actions taken at the meeting.
- 3.5 Emergency meetings shall not be held in closed session.

4.0 Adjourned Meeting (Gov't Code, § 54955.)

- 4.1 Adjourned meetings may be held as the business of the Board of Trustees requires.

- 4.2 At the time of the adjournment the time, date and place of the continuation of the meeting shall be determined and announced, and a copy of the notice of adjournment shall be conspicuously posted on or near the door where the meeting was held within twenty-four (24) hours after adjournment.

5.0 Closed Session

- 5.1 Except as authorized by law, all meetings shall be open public meetings.
- 5.2 Prior to holding any closed session, the Board of Trustees shall state the general reason or reasons for the closed session, and may cite the statutory or other legal authority under which the session is being held. In the closed session, the Board of Trustees may only consider those matters covered in its statement. (Gov't Code, § 54957.7)
- 5.2.1 In the case of special, adjourned and continued meetings, the closed session statement shall be made as part of the notice provided for the special, adjourned or continued meeting.
- 5.3 The Board of Trustees shall publicly report at the public meeting during which the closed meeting is held, any action taken and the roll call thereon, except as specified in Government Code, section 54957.1. (Gov't Code, § 54957.1; Ed. Code, § 72122.)
- 5.4 No electronic recorders or listening devices shall be permitted in closed sessions. (Gov't Code, § 54957.2)

6.0 Notice Pursuant to Written Request (Gov't Code, § 54954.1)

- 6.1 A mailed notice of every regular meeting, and any special meeting which is called at least one week prior to the date set for the meeting, shall be sent to any person who has filed a written request for that notice with the District. Such notice shall be sent at least one (1) week prior to the date set for the meeting.
- 6.1.1 If a special meeting is called within less than seven (7) days, the notice may be given in such a manner as deemed practical by the District.
- 6.2 A written request for notice under this section shall be valid for one (1) year from the date on which it is filed, unless a renewal request is filed.
- 6.2.1 Renewal requests shall be filed within ninety (90) days after January 1 of each year.

Policy Reviewed: 4/10/13

Adm. Regulation None

[Draft 5/22/2020](#)

Disciplinary Procedures

1.0 Definitions - These definitions shall apply to P-6911 et seq. and R-6911 et seq.

- 1.1 Administrative Leave - Status whereby an employee remains on the payroll, remains available to their supervisor, but shall not come to work or interfere with District operations.
- 1.2 Administrative Officer - The Vice President of Administration of the college or the appropriate department manager at District Office/Facilities ~~Central~~ Maintenance.
- 1.3 Counseling Memo - A written statement addressed to an employee delineating in ordinary and concise language the specific acts and/or omissions requiring the attention and action of the employee.
- 1.4 Discipline - Management response to inappropriate conduct including, but not limited to, oral warning or reprimand, counseling memo, written reprimand, suspension, demotion, reduction in pay and dismissal.
- 1.5 Employee - A regular non-probationary classified employee.
- 1.6 Dismissal for Just Cause - Dismissal for cause is an action taken by the Governing Board to permanently separate an employee from employment with the District.
- 1.7 Insubordination - Refusal to do assigned work or to follow reasonable directions or orders regarding how or when to do work when made by a supervisor having appropriate authority; repeated failure or refusal to perform assigned duties in a satisfactory manner.
- 1.8 Letter of Reprimand - a written statement addressed to the employee describing the misconduct of the employee.
- 1.9 Severe Discipline - suspension, demotion, reduction in pay or dismissal.
- 1.10 Suspension - Suspension is an action taken by the Chancellor, or designee, which denies the employee the right to work in the District for a designated period of time. A suspended employee receives no compensation or benefits for time of suspension.

LRCCD

Policy Adopted: 7/16/97
Policy Revised:
Policy Reviewed:
Adm. Regulation None

Disciplinary Procedures

1.0 Severe Disciplinary Action

- 1.1 The Chancellor, [or designee](#), may impose severe discipline on an employee whenever the Chancellor, [or designee](#), determines that the employee:
- 1) has violated Board Policy or other applicable regulations or laws and has not modified the behavior after having been apprized of the violation and given an opportunity to correct the inappropriate conduct; or
 - 2) whenever the employee has committed an act which is so severe as to warrant immediate action. If the discipline is not appealed, the Chancellor, [or designee](#), shall submit the discipline to the Board for final action.

2.0 Employee Rights

- 2.1 An employee shall not be the subject of severe discipline except for causes designated in Board policies and regulations, the Education Code, the Penal Code or other applicable law.
- 2.2 An employee shall have the right to a hearing as outlined in Policy 6915.
- 2.3 An employee who has abandoned a position shall not have a right to a hearing prior to termination.

(Formerly R-6633)(Cross-Reference [P-6915](#))

LRCCD

Policy Adopted: 10/67
Policy Revised: 7/71; 12/3/75; 10/15/80; 10/20/82; 7/16/97
Policy Reviewed:
Adm. Regulation [R-6914](#)

Disciplinary Procedures

1.0 Hearing Authority

- 1.1 An employee's request for a hearing pursuant to Policy ([P-6914](#)), shall be presented to the Chancellor, [or designee](#).
- 1.2 The Board shall determine whether the hearing shall be conducted before the entire Board, before a hearing board consisting of one or more members of the Board and selected by the Board, or before a hearing officer appointed by the Board.
 - 1.2.1 The procedures outlined below shall apply equally to a hearing before any of the bodies referred to in Section 1.2 above, which shall be called the Hearing Authority in this policy.
- 1.3 The hearing shall be conducted in accordance with the following procedures:
 - 1.3.1 Time of Hearing - A hearing relating to the validity of the charges upon which the recommendation for disciplinary action was based shall be commenced not later than thirty (30) days after filing the request for hearing, except by mutual agreement, [or the unavailability of the Hearing Authority during that time frame](#).
 - 1.3.2 Notice of Hearing - The employee shall be given ten (10) calendar days' written notice of the date, time and place of the hearing. The method of delivery shall be personal or by certified or registered mail, postage paid, return receipt requested, to the employee's last known address. Notice by mail shall be effective at the time of postal deposit.
 - 1.3.3 Conduct of the Hearing - At the time and place designated, a hearing shall be held for the purpose of determining the validity of the charges and the appropriateness of the disciplinary action brought against the appellant employee. Such hearing shall be closed to the public unless otherwise requested by the employee in writing at the time of the request for a hearing. The employee shall be present and shall have the right to representation of the employee's choice, call witnesses, have the right to cross-examine witnesses, and may present documentary and demonstrative evidence.
 - 1.3.4 Access to Records - The appellant employee and the employee's representative, if any, shall be allowed access to any documents and District records, within the policies defining confidentiality, which will assist in adjudicating the complaint in the disciplinary action.
 - 1.3.5 Burden of Proof - The District shall carry the burden of proof in support of the disciplinary action. Both parties may call witnesses, shall have the right of cross-examination, and may present documentary and demonstrative evidence.

Disciplinary Procedures

- 1.3.6 Evidence - The hearing may be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding unless it would be admissible in civil actions. The rules of privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.
- 1.3.7 Non-Disclosure of Proceedings - During the pendency of the hearing, no disclosure of the proceedings shall be made public without the concurrence of the Hearing Authority and the appellant employee.
- 1.3.8 Continuance - At any time during the hearing, the Hearing Authority may order a continuance for a reasonable period of time.
- 1.3.8.1 ~~If an employee initiated request for continuance is granted, the employee shall be deemed to have waived salary for the period of the continuance.~~ Any request for continuance made less than forty-eight (48) hours prior to the time set for the hearing will be denied unless good cause is shown for the continuance.
- 1.3.9 Report of Hearings - Hearings may be conducted without a stenographic reporter or audio tape recording machine unless either party requests that the hearing be reported or recorded.
- 1.3.9.1 Transcripts of Hearings - Transcripts of hearings shall be furnished on payment of the cost of preparing such transcripts. When transcripts are provided by the employees of the District, the cost shall be determined by the employee in charge of business affairs of the District. When transcripts are provided by an independent contractor, the cost will be established by the independent contractor.
- 1.4 Decision of the Hearing Authority - The written decision of the Hearing Authority shall state the findings as to the validity of the charges upon which the disciplinary action is being recommended. The decision also shall state the action to be imposed. The action imposed shall not be more severe than that imposed or recommended by the Chancellor, or designee, unless the employee is given notice of the intention to impose more severe action and a continuance for five (5) working days. Such notice may be given verbally at the hearing and the continuance may be waived by the employee.

Disciplinary Procedures

- 1.4.1 Board Determination - If the hearing is not before the full Board, written findings and recommendations shall be submitted by the Hearing Authority to the full Board for its approval. If the Board accepts such findings and conclusions, it need not review the record of the hearing; if it declines to accept such findings and conclusions, it must review the record or provide for an additional opportunity to be heard, after which it may adopt the findings and conclusions made by the Hearing Authority, or make its own findings and conclusions.
- 1.4.2 Effective Date - Unless the decision provides otherwise, it shall be effective immediately.
- 1.4.3 Notice of Decision - A copy of the decision, including notice of its effective date, shall be mailed promptly to the employee or the employee's representative by certified mail.
- 1.4.4 Finality of Decision - There shall be no administrative appeal available to an employee other than as described in this policy.

LRCCD

Policy Adopted: 10/67
Policy Revised: 7/71; 12/3/75; 10/25/80; 10/20/82; 9/1/93; 7/16/97
Policy Reviewed:
Adm. Regulation None

1.0 Contents of a Counseling Memo or Letter of Reprimand

- 1.1 The counseling memo or letter of reprimand shall clearly define the specific violation as outlined in Board Policy ([P-6912](#)) and the steps which must be taken for improvement. The statement may contain the following information:
 - 1.1.1 An itemized description giving date, time and nature of violations along with applicable rules and regulations.
 - 1.1.2 The possible consequences of the employee's action, if improvement does not occur.
 - 1.1.3 Steps which must be taken for improvement.

2.0 Procedure for Counseling Memo

- 2.1 Counseling memos may be prepared on standard forms available in the administration office at the colleges or in ~~Personnel Services~~[Human Resources](#).
- 2.2 The Administrative Officer, immediate supervisor and/or manager shall discuss with the employee the contents of the counseling memo and shall outline requirements for the employee's attaining a reasonable standard of performance.
- 2.3 Copies of the counseling memo shall be provided to the employee and the next higher level of administrative authority. A counseling memo shall not be placed in the employee's personnel file, except as an attachment to a subsequent document.
- 2.4 There shall be no right to appeal a counseling memo.

3.0 Procedure for Letter of Reprimand

- 3.1 Letters of reprimand may be prepared on standard forms available in the administration office at the colleges or in ~~Personnel Services~~[Human Resources](#). If a standard form is not used, letters of reprimand shall be marked clearly to identify it as such and shall contain the information delineated under Section 1.1.
- 3.2 The Administrative Officer, immediate supervisor and/or manager shall discuss with the employee the contents of the letter of reprimand and shall outline requirements for the employee's attaining a reasonable standard of performance.
- 3.3 Copies of the letter of reprimand shall be provided to the employee, the next higher level of administrative authority and ~~Personnel Services~~[Human Resources](#) for inclusion in the employee's personnel file. Any written comments regarding the letter of reprimand by the employee are to be included in the employee's personnel file.

Discipline Procedures

- 3.4 If a permanent employee wishes to appeal a letter of reprimand, the individual may do so by delivering to the Administrative Officer within five (5) working days of receipt, a written statement describing the objections. The Administrative Officer shall investigate the action and determine whether the action should be sustained, modified or reversed. The decision of the Administrative Officer shall be final.

(Formerly P-6632)

LRCCD

Adm. Regulation Adopted: 12/3/75
Adm. Regulation Revised: 10/15/80; 10/20/82; 4/28/97
Adm. Regulation Reviewed:
Board Policy: [P-6913](#)

Discipline Procedures

1.0 Initiation of Recommendation for Severe Disciplinary Action

- 1.1 A recommendation to impose discipline more severe than a letter of reprimand shall be made by the administrative officer to the Director, ~~Personnel Services~~ [Human Resources](#). The written correspondence shall contain detailed reasons for the recommendations.
- 1.2 If the Director, ~~Personnel Services~~ [Human Resources](#) finds, after investigation, that the reasons given justify the action recommended, the employee will be given a written Notice of Intent to Discipline.

2.0 Notice of Intent to Discipline

- 2.1 The written Notice of Intent to Discipline shall include the following:
 - 2.1.1 a description of the proposed Intent to Discipline and the effective date;
 - 2.1.2 a statement of the specific acts or omissions upon which the action is based; a statement of the cause for the action taken and, if it is claimed that the employee has violated a rule or regulation, such rule or regulation will be quoted or referenced;
 - 2.1.3 a statement of the employee's right to a pre-disciplinary meeting on such charge;
 - 2.1.4 a statement that the employee has five (5) working days to request a pre-disciplinary meeting;
 - 2.1.5 a statement that the employee may represent himself/herself at the pre-disciplinary meeting or be represented by an attorney or any other person of the employee's choice. In all pre-disciplinary meetings, the employee may be represented by a union or association representative.
 - 2.1.6 a request for hearing form.

3.0 Administrative Leave

- 3.1 If the Chancellor, [or designee](#), deems it is in the best interests of the District, the Chancellor, [or designee](#), may place an employee on administrative leave prior to the pre-disciplinary meeting.
 - 3.1.1 Administrative Leave shall be effective when a written notice of administrative leave by the Chancellor, [or designee](#), is served upon the employee.
 - 3.1.2 The employee shall remain in full paid status during the period of administrative leave.

Discipline Procedures

- 3.1.3 The employee must remain available to their supervisor during normal business hours and to participate in administrative procedures.
- 3.1.4 Administrative leave status will terminate 30 days after the board takes action to terminate the employee subject to the right of the employee to recover backpay if they are successful in an appeal under Policy 6915 and are reinstated. ~~when the action becomes final.~~

4.0 Pre-disciplinary Meeting

- 4.1 As set forth in the Notice of Intent to Discipline, the employee may request a pre-disciplinary meeting with the Chancellor, or designee. The pre-disciplinary meeting is an informal, nonevidentiary meeting. The Chancellor, or designee, will issue a decision within ten (10) working days of the meeting. If the decision is to impose discipline, the decision will include a statement of the discipline and the right to appeal.

5.0 Imposition of Discipline and Appeal

- 5.1 Within ten (10) working days of mailing written notice of the Chancellor's or designee's decision, the employee may file a request with the Chancellor, or designee, for a hearing pursuant to Board Policy (P-6915). Failure to file a request for a hearing within ten (10) working days of the mailing shall constitute a waiver of any right to a hearing.
- 5.2 If the employee fails to appeal, the Board shall act upon the Chancellor's or designee's, decision at a closed session of the Board. The Board's action shall be final.

6.0 Abandonment of Position

If an employee abandons a position, the employee shall not be entitled to a pre-disciplinary meeting provided, however, that the District shall provide written notice of its intent to terminate at least ten (10) days before the effective date of the termination.

(Cross-Reference P-6915) (Formerly P-6633)

LRCCD

Adm. Regulation Adopted: 10/67
Adm. Regulation Revised: 7/71; 12/3/75; 10/15/80; 10/20/82; 4/28/97
Adm. Regulation Reviewed:
Board Policy: P-6914

Discipline Procedures

1.0 Purpose

- 1.1 To provide resolutions to problems at the first level of supervision without imposing severe discipline.
 - 1.1.1 Supervisors of managers should attempt to resolve problems informally through counseling meetings before issuing either a Counseling Memo or Letter of Reprimand. However, serious violations may lead to severe discipline without prior counseling.

2.0 Counseling Memo/Letter of Reprimand

- 2.1 If a problem(s) has not been resolved through informal discussion meetings, the supervisor shall deliver a written counseling memo or letter of reprimand to the manager detailing the area(s) of concern. Letters of reprimand shall be considered more severe than counseling memos.
- 2.2 ~~The District shall establish regulations addressing rights to object and appeal~~
The Chancellor shall develop administrative regulations to implement this policy and for appeals.

LRCCD

Policy Adopted: 12/9/98
Policy Revised:
Policy Reviewed:
Adm. Regulation [R-9322](#)

Problem Resolution

1.0 Problem Resolution Process

- 1.1 The first step to problem resolution should be an informal conference between the employee and the immediate supervisor. If this fails to resolve the problem, such a conference should be held with the employee, the immediate supervisor, and the College President, or designee, for Los Rios Community College District College employees or the Chancellor, or applicable Vice Chancellor, or designee, for District office employees. Alternatively, an employee may present a problem to the Associate Vice Chancellor, Human Resources. An employee supervised by the Associate Vice Chancellor, Human Resources may present a problem to the Vice Chancellor, ~~Finance and Administration~~Education and Technology.
- 1.2 If the problem is not resolved through informal discussion meetings, the employee may begin, within thirty (30) days of the occurrence of the problem, an administrative review of the problem by detailing the areas of concern in writing and presenting this notice to the supervisor.
- 1.3 The supervisor shall forward the notice through the appropriate College President or Vice Chancellor to the Chancellor. The Chancellor's, or designee's, review of the problem shall conclude the administrative review process. The Chancellor, or designee, may request a meeting with the affected employee.

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Adm. Regulation Adopted: 2/21/78
Adm. Regulation Revised: 2/18/81; 6/16/82; 10/26/98; 1/26/15
Adm. Regulation Reviewed: 1/26/15
Board Policy: [P-9321](#)

Problem Resolution

1.0 Contents of a Counseling Memo or Letter of Reprimand

- 1.1 The counseling memo or letter of reprimand shall clearly define the specific violation or area of unsatisfactory performance and the steps which must be taken for improvement. The statement shall contain the following information:
 - 1.1.1 An itemized description giving date, time and nature of violations along with applicable rules and regulations.
 - 1.1.2 The possible consequences of the employee's action, if improvement does not occur.
 - 1.1.3 Steps which must be taken for improvement.

2.0 Procedure for Counseling Memo or Letter of Reprimand

- 2.1 Counseling memos and letters of reprimand may be prepared on standard forms available in ~~Personnel Services~~ [Human Resources](#). If a standard form is not used, letters of reprimand shall be marked clearly to identify it as such and shall contain the information delineated under Section 1.1.
- 2.2 The immediate supervisor shall discuss with the employee the contents of the counseling memo or letter of reprimand and shall outline requirements for the employee's attaining an acceptable standard of performance.
- 2.3 Copies of the counseling memos are to be provided to the employee and the next higher level of administrative authority. Letters of reprimand shall also be provided to ~~Personnel Services~~ [Human Resources](#) for inclusion in the employee's personnel file. Any written comments regarding the letter of reprimand by the employee are to be included in the employee's personnel file.

3.0 Appeal

- 3.1 If a manager wishes to appeal a letter of reprimand, the individual may do so by delivering to the Director, ~~Personnel Services~~ [Human Resources](#), within five (5) days of receipt, a written statement describing the objections. The Director, ~~Personnel Services~~ [Human Resources](#), shall investigate the action and determine whether the action should be sustained, modified or reversed. The decision of the Director, ~~Personnel Services~~ [Human Resources](#), shall be final. There shall be no appeal of a counseling memo.
- 3.2 The Chancellor, [or designee](#), may request a meeting with the affected employee.

Problem Resolution

LRCCD

Adm. Regulation Reviewed:

Board Policy:

[P-9322](#)

Separation

1.0 Recommendation for Discipline/Dismissal

- 1.1 A recommendation to suspend, dismiss or otherwise discipline a management employee of the Los Rios Community College District shall be made by the Director, Human Resources, in consultation with the manager's supervisor to the Associate Vice Chancellor, Human Resources who shall make a recommendation based on the request to the Chancellor, [or designee](#).

2.0 Meeting with Chancellor

- 2.1 The Chancellor, [or designee](#), shall attempt to meet with the employee to discuss the disciplinary action.
 - 2.1.1 At the meeting, the Chancellor, [or designee](#), and employee will discuss the charges and attempt to reach a resolution. The Chancellor, [or designee](#), may wish to schedule an additional meeting(s).
 - 2.1.2 If no resolution is attained, the Chancellor, [or designee](#) will make a recommendation to the Los Rios Community College District Board of Trustees on the proposed disciplinary action.

3.0 Notification of Discipline/Dismissal

- 3.1 The Chancellor, [or designee](#), will prepare a written notice informing the employee of the recommendation. The written notice must include:
 - 3.1.1 A description of the discipline or dismissal action imposed and the effective date.
 - 3.1.2 A statement of the specific acts or omissions upon which the action is based, and if it is claimed that an employee has violated a District Policy or Administrative Regulation, a copy of the District Policy or Administrative Regulation shall be provided.
 - 3.1.3 A statement of the employee's right to make a statement to the Board of Trustees on such charges and the time within which such request must be submitted.
 - 3.1.4 A statement that the employee may represent himself/herself or be represented by an attorney or other person of the employee's own choosing.

4.0 Administrative Leave

- 4.1 The Chancellor, [or designee](#), may place a manager on administrative leave with pay pending Board of Trustees action on the recommendation of discipline. The period of administrative leave shall be thirty (30) days or less. It may be extended

Separation

by the Chancellor, [or designee](#), if necessary to permit the completion of the procedure outlined in this regulation.

5.0 Board of Trustees Action

- 5.1 The Board of Trustees' consideration shall be conducted in closed session unless the employee requests a public hearing. The employee shall be permitted to make a statement to the Board of Trustees.
- 5.2 The Board of Trustees shall issue a decision within seven (7) days. The decision of the Board of Trustees shall be final.

6.0 Nonrenewal of Management Contract

- 6.1 The Board of Trustees may choose not to renew a management contract, whether express or implied, by complying with the procedures set forth in the Education Code or in a written management contract, if applicable. (Ed. Code, § 72411)
- 6.2 A manager with tenure as a regular academic employee whose contract has not been renewed may be entitled to retreat to an academic position as provided in the Education Code. There shall be no retreat rights for other managers except as specifically provided in policy or state law.

LRCCD

Adm. Regulation Adopted: 2/21/78
Adm. Regulation Revised: 2/18/81; 6/16/82; 10/23/90; 10/26/98; 12/12/16
Adm. Regulation Reviewed: 12/12/16
Board Policy: [P-9413](#)

1.0 Purpose and Application of Policy

- 1.1 The purpose of the Los Rios Community College District's Video Safety Systems Policy is to establish the requirements, standards, procedures and rules regarding the use of all video cameras and systems (Video Safety Systems) on District owned or controlled property.
- 1.2 This policy applies to Video Safety Systems located at all Colleges, departments and to personnel of the District installing and using Video Safety Systems.
- 1.3 This policy applies to webcams that are intended for use on official District websites.
- 1.4 This policy does not apply to personal webcams owned and used by persons in their personal capacity (Personal Webcams). Individuals using Personal Webcams shall follow all statutory privacy and workplace rules and are solely responsible for any liability that arises from the use of Personal Webcams. Employees shall obtain advanced written permission from their supervisor before using personal webcams or other personal video or audio recording equipment in their work areas. Personal Webcams shall not be used in place of the Video Safety Systems.
- 1.5 This policy does not apply to video recording or monitoring used for operational purposes, academic purposes, media purposes or recording of public performances, events, or interviews provided that such activity is disclosed or readily apparent to those in view of the camera.
- 1.6 This Policy does not apply to Body Worn Cameras (BWCs) used by Los Rios Police Department (LRPD) or the video recorded by those BWCs. The requirements, standards, procedures and rules regarding the use of the BWC's is governed by the General Orders of the LRPD.

2.0 Video Safety Systems

- 2.1 Video Safety Systems are used for the prevention, deterrence and investigation of criminal activity.
- 2.2 The Video Safety Systems allow the LRPD to assess trends and foresee problems to decrease response time, to cover a larger portion of the campus, and to better utilize resources.

3.0 Responsibility

- 3.1 The District respects the legally protected freedom and privacy interests of all individuals accessing District owned or operated property.
- 3.2 No Video Safety Systems shall be installed for the sole purpose of covertly monitoring employee behavior unless there is evidence pointing to criminal behavior involving a particular employee(s). Covert Video Systems, however,

may be used as allowed by law. In the event covert Video Safety Systems are used, they shall be used to aid only in criminal investigations and shall not be used without advanced written approval from the LRPD Chief of Police who will consult with the Associate Vice Chancellor of Human Resources for interior camera placements in workspaces, unless the operational needs of the placement require secrecy.

- 3.3 An individual's or a group's behavior may warrant specific monitoring with community safety in mind. No one shall be selected for monitoring, however, based on the grounds of one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics: 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, marital status.
- 3.4 The District shall promote effective use of this technology by establishing a unified approach regarding where, when and what types of Video Safety Systems are deployed, along with a proactive approach concerning the use of the Video Safety Systems.
- 3.5 All Video Safety Systems used throughout the District shall be standardized, operate on the same system, store their video on centralized storage devices, and be centrally managed by LRPD.
- 3.6 The Chancellor shall develop administrative regulations to implement this policy.

LRCCD

Policy Adopted:

Policy Revised:

Policy Reviewed:

Adm. Regulation: R-8912

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1.0 Approvals

- 1.1 The Los Rios Police Department (LRPD) has the sole jurisdiction to approve all requests for the installation, maintenance, and continued use of all video cameras and systems (Video Safety Systems) placed on District property for the purpose of security.
- 1.2 Colleges or departments that desire to install or use Video Safety Systems shall obtain prior written approval from the LRPD Chief of Police. For requests for Video Safety Systems to be installed inside of Los Rios Community College District buildings in workspaces, the LRPD Chief of Police will consult with the Associate Vice Chancellor of Human Resources and together they will make the determination. Upon approval, the College or department shall be financially responsible for all costs associated with installation and use of the Video Safety Systems and shall adhere to all applicable Board Policies, Administrative Regulations and operational procedures establish by the LRPD Chief of Police, or designee.
- 1.3 The LRPD Chief of Police, or designee, shall review each request for the installation and use of Video Safety Systems to determine if the request is consistent with Board Policy, Administrative Regulations, and the operational procedures.
- 1.4 Upon completion of review of the request, the LRPD Chief of Police, or designee, shall issue a written decision on the request. This decision will be based on the totality of circumstances surrounding the request as well as the proposed use.
- 1.5 If the request is denied or altered, the requesting party may meet with the LRPD Chief of Police, or designee, to discuss the final decision. For internal installations in workspaces, the Associate Vice Chancellor of Human Resources will also attend the meeting.
- 1.6 The requesting party may appeal the decision made by the LRPD Chief of Police concerning the installation or use of Video Safety Systems to the Vice Chancellor of Finance and Administration. The Vice Chancellor of Finance and Administration shall issue a written decision on the appeal. The Decision of the Vice Chancellor of Finance and Administration shall be final.
- 1.7 Purchasing will not accept, approve, or process any order for Video Safety Systems that do not originate from the LRPD Chief of Police, or designee, or that are not approved by the LRPD Chief of Police, or designee.

2.0 Standardization of video recording device equipment

- 2.1 A common standard as determined by the LRPD Chief of Police, or designee, shall be developed concerning the type and quality of recording equipment for Video Safety Systems.
- 2.2 Upon adoption of this standard, all new requests for installation of Video Safety

Systems shall conform to the campus standard.

- 2.3 The LRPD Chief of Police shall review requests for Video Safety Systems that do not meet the common standard for approval on a case-by-case basis. The LRPD Chief of Police shall grant the request if the inability to meet the common standard detrimentally impacts the health, safety or welfare of the District community.

3.0 Location of and signage for Video Safety Systems

- 3.1 Signage advising that video devices are recording an area shall be placed in all areas where Video Safety Systems are in use unless such signage is determined in a specific instance to be detrimental to a criminal investigation. Signage and notification are not required if a specific video-recorded event requires enhanced security.
- 3.2 The installation of video security cameras shall be based upon a need to mitigate an identified risk or vulnerability. Cameras may be placed to view an identified area of risk and/or the ingress and egress pathways of an identified area of risk.
- 3.3 LRPD shall determine where cameras are placed in accordance with applicable laws relating to privacy and consistent with District rules and policies.
- 3.4 Primary locations for the installation of security cameras include, but are not limited to, the following:
- 3.4.1 District owned or operated property and buildings;
 - 3.4.2 Public rooms and laboratories containing high value equipment or information;
 - 3.4.3 Buildings required to be monitored by law or regulation;
 - 3.4.4 Public access areas;
 - 3.4.5 Parking facilities; and
 - 3.4.6 Other areas targeted as part of a criminal investigation.
- 3.5 Cameras shall not view locations where persons have a legally protected reasonable expectation of privacy. Examples include, but are not limited to, the interiors of restrooms, dressing rooms, locker rooms, areas used for lactation, and human health care treatment areas; however, cameras may be placed in view of the ingress and egress pathways of these locations. Offices, classrooms, labs, libraries, performance facilities, restaurants, hallways, gymnasiums, athletic facilities and outdoor public spaces of the District/College(s) are not locations where persons have a reasonable expectation of privacy.
- 3.6 The installation of non-operable or “dummy” video security cameras is prohibited.

4.0 Monitoring, Retention, Release, and Use of Video Recordings

- 4.1 Video recordings from the Video Safety Systems are administered and maintained by LRPD.
- 4.2 Monitoring of video recordings from the Video Safety Systems shall be conducted in a professional, ethical and legal manner. Persons monitoring video recordings from the Video Safety Systems shall be periodically trained on the proper use of the technology, as well as the professional, ethical and legal standards of their review.
- 4.3 For property protection and personal safety, access to live video or video recordings from the Video Safety Systems shall be limited to persons authorized by the LRPD Chief of Police, or designee.
- 4.4 All video recordings from the Video Safety Systems retained by the District are maintained for the primary purpose of the prevention, deterrence, and investigation of criminal activity by LRPD. Information will be handled with an appropriate level of security to safeguard against violations of an individual's right to privacy, unauthorized access, alteration, or disclosure. The decision on the release of video recordings from the Video Safety Systems relating to active criminal investigations shall be in the sole discretion of the LRPD Chief of Police and the decision whether or not to release the video recordings shall be made within the parameters of the law.
- 4.5 No part of any video recordings from the Video Safety Systems shall be altered, nor shall any attempt be made to alter that data.
- 4.6 Custody of video recordings from the Video Safety Systems for security and criminal investigative purposes shall be under the sole control of LRPD. Video recordings from the Video Safety Systems shall be retained for no more than 30 days unless needed for evidentiary purposes or determined necessary for retention for a period longer than 30 days by the LRPD Chief of Police, or designee.
- 4.7 The LRPD Chief of Police, or designee, may authorize sworn law enforcement personnel from other agencies to review video recordings from the Video Safety Systems in the course of an official investigation, subject to all laws concerning the sharing of that information.
- 4.8 Requests for access to video recordings from the Video Safety Systems as evidence maintained by LRPD should be made in writing to the LRPD Chief of Police. Release of video recordings from the Video Safety Systems shall be limited to the following:
 - 4.8.1 Any law enforcement entity having a valid request, subpoena, search or seizure warrant signed by a judicial officer.
 - 4.8.2 Any private entity having a valid subpoena or a court order signed by a judicial officer.

- [4.8.3](#) Any campus entity having demonstrated a justifiable security need approved by the LRPD Chief of Police and District administration consisting of the Chancellor and/or his or her designee.
- [4.8.4](#) As otherwise required by law.
- [4.9](#) No video recordings from the Video Safety Systems shall to be downloaded to a portable storage device or sent via email except by a member of LRPD command staff, police sergeants, detective and those sworn officers of higher rank, in the course of an official investigation in order to preserve the recorded video as evidence. In such cases, the procedures for handling evidence shall apply.
- [4.10](#) Requests to use or disseminate video recordings from the Video Safety Systems for non-law enforcement purposes will be granted or denied by the LRPD Chief of Police, or designee who shall seek consultation and advice from the General Counsel related to these requests prior to the release of records.
- [4.11](#) Video recordings from the Video Safety Systems obtained in the course of legitimate law enforcement review may be used to support disciplinary proceedings against faculty, staff, and/or students.
- [4.12](#) Video recordings from the Video Safety Systems may be copied and transferred to a College's Student Discipline Office upon written request when it will be used in any student disciplinary proceeding with the approval of the LRPD Chief of Police, or designee.
- [4.13](#) Video recordings from the Video Safety Systems may be copied and transferred to a College's Equity Officer, Title IX Officer, or Human Resources Director, upon written request when it will be used in any properly initiated investigation with the approval of the LRPD Chief of Police, or designee.
- [4.14](#) Video recordings from the Video Safety Systems which are intended to be used to investigate and/or support an allegation of employee or student misconduct may only be searched and stored by the Office of Human Resources with the approval of the LRPD Chief of Police, or designee.
- [4.15](#) Video recordings from the Video Safety Systems taken on District property for security purposes are monitored and maintained exclusively by the LRPD. All video recordings from the Video Safety Systems by the District on its property for security purposes are the property of the District.
- [4.16](#) Access to video recordings from the Video Safety Systems will be limited to the LRPD Chief of Police, or designee.
- [4.17](#) The Video Safety Systems are not monitored continuously under normal operating conditions. This regulation and Board Policy 8912 do not imply or guarantee that cameras will be monitored in real time 24-hours a day, seven days a week; however, the District reserves the right to do so.
- [4.18](#) The Video Safety Systems do not guarantee that someone on college property is

safe from crime or injury. Because the Video Safety Systems are not monitored 24-hours, seven days a week, there is no guarantee LRPD will observe or respond to a crime in progress.

4.19 Video security cameras may be monitored for legitimate safety and security purposes that include, but are not limited to: high-risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the LRPD Chief of Police, or designee.

5.0 Prohibited Acts

5.1 Use or disclosure of video recordings from the Video Safety Systems which is not authorized by this regulation is prohibited.

5.2 Use or disclosure of video recordings from the Video Safety Systems for personal use is prohibited.

5.3 Use or disclosure of video recordings from the Video Safety Systems for personal financial benefit is prohibited.

5.4 Use or disclosure of video recordings from the Video Safety Systems on any social media site or personal webpages is prohibited.

5.5 Saving or storing video recordings from the Video Safety Systems personal removable devices is prohibited.

6.0 Relinquishment of Existing Video Recording Equipment

6.1 Monitoring of all video recording equipment currently in use on property owned or maintained by the District for the purpose of security shall be relinquished to the LRPD.

6.2 Video Safety Systems that predate the effective date of this policy shall be brought into compliance with this regulation within six (6) months of the effective date of this policy. Unapproved or nonconforming video security systems may be removed.

7.0 LRPD Authority

7.1 Nothing in this regulation is intended to limit the authority of LRPD in conducting law enforcement investigations and other related activities.

LRCCD

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Board Policy:

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