

CHANCELLOR'S CABINET MEETING

Agenda

Monday, April 24, 2025

3:00 – 4:00pm

Board Room

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* a. March 24, 2025	Brian King
3. Proposed Board Policy and Administrative Regulation Revisions* <ul style="list-style-type: none">• R-7151 International Education• R-7421 Work Experience• P-9135 Temporary Assignment• R-9211 Salary Schedule Development	Peter Khang
4. Executive Order on Accreditation	Brian King
5. Woodland Legislation (SB 226) Update*	Mario Rodriguez
6. Adjournment	Brian King

**Attachment*

CHANCELLOR'S CABINET MEETING

Minutes

Monday, March 24, 2025

Board Room

3:00pm

CALL TO ORDER

Chancellor King called the meeting to order at 3:00pm.

FINALIZE AGENDA & MINUTES OF MEETING

The February 24, 2025, meeting minutes and the March 24, 2025, agenda were approved.

THE PAN AFRICAN COLLEGE: OPPORTUNITIES FOR LOS RIOS

Cosumnes River College President Bush presented a vision for expanding international educational opportunities, particularly for low-income students and students of color, who often face barriers to study abroad experiences. Building upon the success of the Ghana initiative, President Bush highlighted a recent delegation trip led by the State Chancellor's Office to explore how online education could be leveraged to serve these student populations both domestically and internationally. Plans are underway to establish reciprocity agreements with partner universities in Ghana, with a goal of enrolling the first cohort of students by Spring 2027. This will serve as a test case for expanding global learning pathways. President Bush also responded to questions from Cabinet members and discussed the ongoing relationships with the Foundation for California Community Colleges and the State Chancellor's Office.

Deputy Chancellor Nye shared a broader update on the AIFS Consortium and international education efforts, noting that approximately 20 Los Rios students participate in the program each year.

ADDITIONAL UPDATES

- **Budget Update:** Executive Vice Chancellor Rodriguez provided an update on statewide revenues, which look positive for California Community Colleges.
- **Woodland Legislation (SB 226):** Senator Cabaldon's office has heard concerns from Los Rios. Both the Chancellor's Office and the CCLC have expressed similar concerns. The goal is to ensure Los Rios maintains the ability to fully assess the proposal. Neither Los Rios nor Woodland is sponsoring the legislation; it is currently driven by community advocates. District staff will prepare talking points for distribution to constituent leaders.
- **Davies Hall:** The District continues efforts to secure funding for the replacement of Davies Hall. Preliminary cost estimates have been submitted to the Department of Finance and the State Chancellor's Office, with hopes of inclusion in the May Revise of the state budget.
- **Cabinet Membership and Governance:** LRCFT President Jason Newman expressed interest in reviewing the membership structure of the Chancellor's Cabinet.
- **Miscellaneous Questions:**
 - Jacob Velasquez inquired about the Chancellor search timeline. Chancellor King noted that updates will be provided by the Board.

- FIRE letters: Jacob also asked about the district's response timeline; Chancellor King clarified that the District does not discuss legal matters in public forums.

ADJOURNMENT

Chancellor King adjourned the meeting at 4:05pm.

1.0 International Education

- 1.1 The Los Rios Community College District shall provide opportunities for international education within the community college experience. To this end, credit and community service programs shall be the focus of international education programs.
- 1.2 The District and its colleges may participate with local, state and national organizations and agencies to increase awareness of international education.
- 1.3 The College may participate in consortia with other community colleges and universities to enhance the opportunities for faculty and students to participate in international education.

2.0 Administrative Regulations

- 2.1 The Chancellor shall designate a and District administrator to provide overall responsibility for the administration of the International Education Program.
- 2.2 The District International Education Committee shall provide advice to the District on matters concerning international education.
- 2.3 The Chancellor shall appoint a Coordinator for the District's Consortium-Based Study Abroad to assist the International Education Committee in administrative matters relating to the Study Abroad program in accordance with the following: Study Abroad-credit international education.
 - 2.3.1 Special duties of the Study Abroad Coordinator:
 - 2.3.1.1 Assist faculty in planning and implementation of consortium-based programs.
 - 2.3.1.2 Work directly with participating consortium members in matters relating to bids and other contractual matters.
 - 2.3.1.3 Review consortium-based program budgets, expenditures reports and make recommendations to the International Education Committee.

3.0 International/Globalization Curriculum Development and Enhancement

- 3.1 The District curriculum process will be followed in developing courses, certificates and programs.

4.0 Study-Abroad Programs - Credit Programs: District-Wide Consortium-Based Study Abroad for Students

4.1 Criteria for Credit Course Offerings

4.1.1 Courses must be approved college courses and comply with local and state regulations.

4.1.2 Courses must be taught by faculty meeting minimum qualifications.

4.2 Proposals and Procedures for District-wide Consortium-based Study Abroad Programs ~~Program Proposals~~

4.2.1 Credit programs can be offered by individual colleges or through District-wide consortium activities.

4.2.2 A program ~~outline-proposal~~ shall be submitted for all proposed new programs by the ~~initiating faculty member~~ District-wide Study Abroad Coordinator.

4.2.2.1 College-based programs must be submitted through the appropriate dean, vice-president, and Chancellor prior to advertisement and recruitment activities are begun.

4.2.2.2 Consortium-based programs must be submitted to the District-wide Study Abroad Coordinator with appropriate campus/District approvals and then must be approved by the consortium prior to advertisement and recruitment activities are begun.

4.2.3 The ~~outline-proposal~~ shall be submitted at least six months preceding planned implementation in either the fall or spring.

4.2.3.1 The ~~outline-proposal~~ shall contain:

1. Name, description, and location of proposed program

~~2. Faculty leader's name, contact information and qualifications~~

~~3. Courses to be taught~~

~~4.2.~~Summary of ~~fn~~ logistical considerations, food, housing, etc.

~~5.3.~~Estimated cost per student, including air, housing and insurance

~~6.4.~~Narrative of benefits to student and college

~~7.5.~~Inclusive ~~d~~Dates of program

~~8. Signature of appropriate Dean and/or Vice President~~

4.2.3.2 Upon approval of the proposal, a final program ~~proposal agreement~~ will be submitted ~~to the appropriate District administrator and who shall, after review, forward on to the District's C-contracts department LRCCD General Services for review and approval of the .The final proposal agreement.~~ The final proposal shall include:

~~1. Curriculum description~~

~~2. Course schedule~~

~~3.1. Student selection procedures~~

~~4.2. Program evaluation and procedure~~

~~5.3. Marketing plan~~

~~6.4. Projected cost of program to students~~

~~7.5. Preliminary schedule for implementation~~

~~8.6. Computation of direct/indirect program costs~~

~~7. Insurance information~~

~~9.8. Waiver and Assumption of Risks information~~

~~10.9. Details on the mode(s) of travel and travel arrangements (to include travel agreements)~~

4.3 Faculty Program Leader

4.3.1 Requirements for the Faculty Program Leader:

- a. For semester length Study Abroad programs, program leaders must be full-time tenured faculty. Programs less than semester length are open to full-time probationary and adjunct faculty.
- b. Certification of having met minimum qualifications for courses to be taught.
- c. Possession of academic background, teaching experience, knowledge of country and ability to function effectively in another culture.

4.3.2 Faculty Program Leaders are to be selected and notified no later than during the semester preceding the implementation of the program.

4.3.2.1 Selection of Faculty Program Leaders shall be the responsibility of the Study Abroad Coordinator, in consultation with the International Education Committee. Once selected, Faculty Program Leaders requires-require the final approval of their area dean and College President.

4.3.3 Faculty Program Leader, in collaboration with the Study Abroad Coordinator, will be responsible for the planning and implementation of the program, including student recruitment, liaison with contractors both in the U.S. and abroad, management of all academic considerations abroad, and the health and welfare of students enrolled in the program.

4.3.3.1 Instructor loads for semester-length study abroad programs shall follow the approximate proportions of:

Instruction	.800 FTE
Program Coordination	.200 FTE

4.3.3.2 Instructor loads for less than semester-length programs will be based on the regular load calculations for the courses taught.

4.4 Program Evaluation

4.4.1 Students shall submit a written evaluation of the program and participate in a group evaluation session.

4.4.2 The Faculty Program Leader shall submit to the Dean, and Study Abroad Coordinator if appropriate, a written evaluation of the program within six weeks following the conclusion of the study abroad program.

4.4.2.1 The report shall include:

1. Chronology of activities highlighting successes and problem areas with comments and recommendations.
2. Grade sheets for courses completed with grade analysis and distribution.
3. Accomplishments of participating students and faculty.
4. Assessment of professional growth of the faculty involved.
5. Overall assessment of program, including recommendations for continuation and improvement.

4.4.2.2 The ~~Dean and/or~~ Study Abroad Coordinator shall review the evaluation and report the results to the District International Education Committee at a scheduled meeting of the committee.

4.5 Student Selection

~~4.5.1 Students enrolled in semester-length study abroad programs shall have completed twelve units of college-level course work with a grade point average of 2.5 or better, including eligibility for English 1A.~~

4.5.1 Students enrolled in District-wide consortium-based in less than semester-length Study Abroad Programs shall have successfully completed twelve units of college-level course work prior to the date of departure with ~~a grade with~~ a grade point average of 2.25 or better, and have completed the appropriate course prerequisites.

4.5.2 Students enrolled in the District-wide consortium-based Study Abroad Programs shall be eighteen (18) years of age on or before the date of departure.

~~4.5.2~~

4.5.3 Program screening procedures for the selection of students will be established. Procedures should include the following as a minimum:

- a. Submittal of a program application, copy of transcript, and signed verification by ~~a counselor or~~ the Study Abroad Coordinator that the student meets (or will meet prior to the trip—with successful completion of coursework currently underway) of prerequisite, unit, and grade point requirements

4.5.4 Accepted students will be required to sign and return to the District a statement acknowledging their understanding of the terms and conditions for participation.

4.5.5 All program participants will be required to sign a District waiver holding the District harmless for any and all problems or losses arising from the occasion of or failure to provide non-instructional services by a travel contractor.

4.5.6 Students may enroll in one or more classes offered by consortium partner colleges as part of the study abroad program. Students recruited through the Los Rios Community College District must take at least one class offered by the District as part of their program.

~~4.5.5~~

4.6 Contractor Selection

4.6.1 Study abroad program travel contractors will be used to provide non-instructional services.

4.6.2 Requests for proposals (RFP) will be developed by the Study Abroad Coordinator i-n coordination with other Consortium members or the Faculty Program Leader. Prior to submitting the bid to contractor, the RFP

shall be reviewed by the appropriate ~~college~~-District administrator, General Services and Chancellor.

4.6.3 Initial contracts may require approval of the Chancellor. Subsequent modification to the contract may also require approval of the Chancellor or designee.

4.6.4 Contractors to whom RFPs are sent must provide:

- a. Evidence of experience in working with educational travel/study programs.
- b. References of educational institutions with which the contractor has worked.
- c. Evidence of insurance policies which hold harmless and indemnify the district, its Board of Trustees, and its officers, employees and/or agents, for any and all problems or losses arising from the provision of or failure to provide non-instructional services by the contractor.
- d. A statement of the extent to which the contractor relies on the use of subcontractors and identification of those subcontractors.
- e. Evidence that the contractor, at its own cost, expense, and risk, will defend all legal proceedings that may be brought against the district, the Board, its officers and employees or agents on any such liability, claim, or demand, and satisfy resulting judgment that may be rendered.
- f. Evidence of ability to secure and maintain, at contractor's expense, during the period of the contract, Worker's Compensation and comprehensive liability insurance adequate to protect the contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secured shall also name the District as additionally insured and shall include a combined single limit of not less than one million dollars (\$1,000,000) for each occurrence.
- g. Evidence that funds to be collected are deposited in a bonded trust account.

4.6.5 Contractors will be notified in writing of the decision made by the District.

4.6.6 If a travel agency is used, the agency must meet all the requirements of the District's Travel Agent Agreement. NOTE: Only an authorized officer or the owner of the travel agency can execute the agreement on behalf of the agency.

4.7 Refund Policies

- 4.7.1 The Study Abroad Coordinator ~~and/or Faculty Program Leader~~, in cooperation with ~~the Chancellor~~ the appropriate college administrator and LRCCD-General Services will establish written procedures for refunds consistent with the requirements of each study abroad program contract.

4.8 Financial Procedure

- 4.8.1 The Study Abroad Coordinator ~~or the Faculty Program Leader~~ will comply with the following financial procedures:
- Budget Development. A program budget proposal will be developed and submitted to the appropriate college administrator and LRCCD-General Services ~~Chancellor~~ for approval.
 - Collection of Program Fees. Student registration will be paid directly to the college at the time of registering for the study semester ~~abroad program~~. If the student is also taking classes offered by another college in the consortium, student registration will be paid directly to that college. All other programs costs will be paid directly to the contractor for the program who will deposit these funds in a trust account and disburse the funds in accordance with the program contract.
 - Financial Reporting/Accountability. The Study Abroad Coordinator and/or Faculty Program Leader will comply with the district financial reporting/accountability policies and procedures.
 - ~~Financial Report. The Program Leader will submit a financial report and documentation on all account activity to the appropriate Dean or the Study Abroad Coordinator for review and to the Chancellor for approval. This report will be due no later than one month after completion of the program.~~

5.0 Study-Abroad Programs - Credit Programs: College-Based Study Abroad Programs

5.1 Criteria for Credit Course Offerings

5.1.1 Courses must be approved college courses and comply with local and state regulations.

5.1.2 Courses must be taught by faculty meeting minimum qualifications.

5.2 Proposals and Procedures for College-based study abroad programs

5.2.1 Credit programs can be offered by individual colleges.

5.2.2 A program outline shall be submitted for all proposed new programs by the initiating faculty member.

5.2.3 College-based programs must be submitted through the appropriate dean, vice-president, and college president prior to advertisement and recruitment activities.

5.2.4 The outline for new programs shall be submitted at least eighteen (18) months preceding planned implementation. Repeat programs shall be submitted at least twelve (12) months prior to planned implementation.

5.2.4.1 The outline shall contain:

1. Name, description, and location of proposed program
2. Faculty leader's name, contact information and qualifications
3. Course(s) to be taught
4. Summary of logistical considerations, food, housing, etc.
5. Estimated cost per student, including air, housing and insurance
6. Narrative of benefits to student and college
7. Inclusive dates of program
8. Signature of appropriate Dean and Vice-President

5.2.5 Upon approval of the ~~proposal~~ outline, and at least twelve (12) months preceding planned implementation, a final program proposal will be submitted through the appropriate dean, vice-president, and college president.

5.2.5.1 The final proposal shall include:

1. Curriculum description
2. Course schedule
3. Student selection procedures
4. Program evaluation ~~and procedure~~
5. Marketing plan

6. Projected cost of program to students
7. Preliminary schedule for implementation
8. Computation of direct/indirect program costs
9. Insurance information
10. Details on the mode(s) of travel and travel arrangements (to include travel agreements)

5.2.6 Upon approval of the final program proposal, the Faculty Program Leader shall follow the District's RFP process (see section 5.2.11) in selecting a travel contractor for the non-instructional study abroad services.

5.2.7 Upon approval of the final program proposal, After selection of a travel contractor, and at least nine (9) months preceding planned implementation, a final budget and contractor agreement will be submitted to the appropriate college administrator and LRCCD General Services the District's contracts department for review and approval.

5.2.7.1 The Faculty Program Leader is responsible for submitting a final, itemized budget of program costs and costs to participants.

— The Faculty Program Leader is responsible for following the RFP process in selecting a travel contractor for the non-instructional study abroad services.

5.2.8 Faculty Program Leader

5.2.8.1 Requirements for the Faculty Program Leader:

- a. For semester length Study Abroad programs, program leaders must be full-time tenured faculty. Programs less than semester length are open to full-time, probationary and adjunct faculty.
- b. Certification of having met minimum qualifications for courses to be taught.
- c. Possession of academic background, teaching experience, knowledge of country and ability to function effectively in another culture.

5.2.8.2 Faculty Program Leaders are to be selected and notified during the semester preceding the implementation of the program.

1. Selection of Faculty Program Leaders requires approval of area dean and College President.

5.2.8.2 Faculty Program Leader, in collaboration with the Study Abroad Coordinator, will be responsible for the planning and implementation of the program, including student recruitment, liaison with contractors both in the U.S. and abroad, management of all academic considerations abroad, and the health and welfare of students enrolled in the program.

5.2.8.3 Instructor loads for semester length study abroad programs shall follow the approximate proportions of:

Instruction .800

FTE Program Coordination .200

FTE

5.2.8.3 Instructor loads for less than semester length programs will be based on the regular load calculations for the courses taught.

5.2.9 Program Evaluation

5.2.9.1 Students shall submit a written evaluation of the program and participate in a group evaluation session.

5.2.9.2 The Faculty Program Leader shall submit to the Dean Study Abroad Coordinator if appropriate a written evaluation of the program within six weeks following the conclusion of the study abroad program. The report shall include:

1. Chronology of activities highlighting successes and problem areas with comments and recommendations.
2. Grade sheets for courses completed with grade analysis and distribution.
3. Accomplishments of participating students and faculty.
4. Assessment of professional growth of the faculty involved.
5. Overall assessment of program, including recommendations for continuation and improvement.

5.2.9.3 The Dean and/or Study Abroad Coordinator shall review the evaluation, and the faculty member shall present report the results to the District International Education

Committee at a scheduled meeting of the committee.

5.2.10 Student Selection

5.2.10.1 Students enrolled in ~~less than semester-length~~ College-based Study Abroad Programs shall have completed twelve (12) units of college-level course work at one or more of the Colleges in the District, be in good academic standing, ~~with a grade with a grade point average of 2.5 2.0 or better~~, and have completed the appropriate course prerequisites.

5.2.10.2 Students enrolled in the College-based Study Abroad Programs shall be eighteen (18) years of age on or before the date of departure.

5.2.10.3 Program screening procedures for the selection of students will be established. Procedures should include the following as a minimum:

a. Submittal of a program application, copy of transcript, and signed verification by the Faculty Program Leader ~~a counselor or the Study Abroad Coordinator~~ of that the student meets (or will meet prior to the trip—with successful completion of coursework currently underway) the prerequisite, and unit ~~grade point~~ requirements, and is in good academic standing. Accepted students will be required to sign and return to the District a statement acknowledging their understanding of the terms and conditions for participation.

5.2.10.4 All program participants will be required to sign a District waiver holding the District harmless for any and all problems or losses arising from the occasion of or failure to provide non-instructional services by a travel contractor.

5.2.11 Contractor Selection

5.2.11.1 Study abroad program travel contractors will be used to provide non- instructional services.

5.2.11.2 Requests for proposals (RFP) will be developed by ~~the Study Abroad Coordinator or the Faculty Program Leader~~. Prior to submitting the bid to contractor, the RFP shall be reviewed by the appropriate college administrator, General Services and Chancellor, or designee.

5.2.11.3 Initial contracts may require approval of the Chancellor. Subsequent modification to the contract may also require approval of the Chancellor or designee.

5.2.11.4 Contractors to whom RFPs are sent must provide:

- a. Evidence of experience in working with educational travel/study programs.
 - b. References to ~~of~~ educational institutions with which the contractor has worked.
 - c. Evidence of insurance policies which hold harmless and indemnify the district, its Board of Trustees, and its officers, employees and/or agents, for any and all problems or losses arising from the provision of or failure to provide non-instructional services by the contractor.
 - d. A statement of the extent to which the contractor relies on the use of subcontractors and identification of those subcontractors.
 - e. Evidence that the contractor, at its own cost, expense, and risk, will defend all legal proceedings that may be brought against the district, the Board, its officers and employees or agents on any such liability, claim, or demand, and satisfy resulting judgment that may be rendered.
 - f. Evidence of ability to secure and maintain, at contractor's expense, during the period of the contract, Worker's Compensation and comprehensive liability insurance adequate to protect the contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secured shall also name the District as additionally insured and shall include a combined single limit of not less than one million dollars (\$1,000,000) for each occurrence.
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- g. Evidence that funds to be collected are deposited in a bonded trust account.

5.2.11.5 Contractors will be notified in writing of the decision made by the District.

5.2.11.6 ~~If a travel agency is used,~~ The agency must meet all the requirements of the District's Travel Agent Agreement. Only an authorized officer or the owner of the travel agency can execute the agreement on behalf of the agency.

5.2.11.7 A list of approved contractors will be kept on file ~~in~~ with General Services.

5.2.12 Refund Policies

5.2.12.1 The Study Abroad Coordinator and/or Faculty Program Leader, in cooperation with the Chancellor the appropriate college administrator and LRCCD-General Services will establish written procedures for refunds consistent with the requirements of each study abroad program contract.

5.2.13 Financial Procedure

5.2.13.1 4.3.11.1 The Study Abroad Coordinator or the Faculty Program

Leader or approved Contractor (where the contract designates contractor responsibility) will comply with the following financial procedures:

- a. Budget Development. A program budget proposal will be developed and submitted to the Chancellor appropriate college administrator and LRCCD General Services for approval. This budget will be accounted for in the contract.
- b. Collection of Program Fees. Student registration will be paid directly to the college at the time of registering for the semester study abroad program unless the contract states that the contractor shall collect these fees. All other programs costs will be paid directly to the contractor for the program who will deposit these funds in a trust account and disburse the funds in accordance with the program contract.
- c. Financial Reporting/Accountability. The Study Abroad Coordinator and/or Faculty Program Leader will comply with the district financial reporting/accountability policies and procedures.
- d. Financial Report. The Faculty Program Leader will submit a financial report and documentation on all account activity to the appropriate Dean or the Study Abroad Coordinator for review and to LRCCD-General Services and the Chancellor for approval. This report will be due no later than one month after completion of the program.

5.06.0 Offshore Education Programs for Non-US Residents

5.16.1 Criteria for Program Development and Implementation

4.96.1.1 Courses must be regularly offered college courses and comply with local and state regulations.

4.106.1.2 Courses must be taught by faculty meeting established minimum qualifications.

5.26.2 Offshore International Education Programs for Non-Resident International Students

4.116.2.1 Where the program involves non-resident international students, a program outline shall be submitted to the appropriate Dean for all proposed new programs by the initiating faculty member.

4.126.2.2 The outline shall be submitted at least two semesters preceding planned implementation in either fall or spring:

4.136.2.2.1 The outline shall contain:

1. Name, description, and location of proposed program
2. Faculty leader's name, contact information and qualifications
3. Staffing
4. Budget
5. Narrative of benefits to student and college

5.2.1.16.2.2.2 Upon approval of the proposal by the Dean, a final program proposal will be submitted to the College President for approval. The final proposal shall include:

1. Curriculum
2. Course schedule
3. Student selection procedures
4. Program evaluation and procedure
5. Marketing plan
6. Projected cost of program to students
7. Preliminary schedule for implementation

8. Computation of direct/indirect program costs
9. Insurance
10. Details on the mode(s) of travel and travel arrangements (to include travel agreements).

4.146.2.3 Program Evaluation

5.2.1.26.2.3.1 The Faculty Program Leader shall submit a written evaluation of the program within 6 weeks following the conclusion of each semester. The report shall include:

1. Chronology of activities highlighting successes and problem areas with comment and recommendation
2. Grade sheets for courses completed with grade analysis and distribution
3. Accomplishments of participating students and faculty
4. Assessment of professional growth of the faculty involved
5. Overall assessment of program including recommendations for continuation and improvement

5.2.1.36.2.3.2 The Dean and/or Study Abroad Coordinator shall review the evaluation and report the results to the District International Education Committee.

5.36.3 Student Selection

4.156.3.1 Non-resident International Students

4.166.3.1.1 Students will meet all eligibility requirements for admission to the Los Rios District colleges, including proficiency in English. English proficiency may be established by the following:

Verification of a score of at least:

- a. 510 on Test of English as a Foreign Language, or
- b. 80 on Michigan Test of English Language Proficiency, or
- c. 21 on English portion of ACT, or
- d. 500 on verbal portion of SAT

6.07.0 Sister College - International Education Programs

6.17.1 Students enrolled in semester-length study abroad programs shall have completed twelve units of college-level course work with a grade point average of ~~2.5~~ 2.25 or better, and eligibility for ~~English 1A~~ a college-level introductory writing course.

6.27.2 Incoming students from sister institutions must comply with normal application admission requirements for international students.

6.37.3 The District may pursue negotiations with other institutions of higher learning to establish "sister college" relationships for the purpose of facilitating faculty exchanges in compliance with the rules and regulations.

7.08.0 Faculty and Staff Exchange Programs

7.18.1 The District will facilitate instructor exchanges.

7.28.2 The District will pursue membership in professional associations which facilitate faculty exchanges on local, state, national and international levels.

4.178.2.1 Notices of individual and organizational exchange opportunities will be disseminated to all full-time district faculty.

8.09.0 International Student Programs and Services Offered at Los Rios Colleges

8.19.1 To maximize program effectiveness, services for international students must meet the needs of both the foreign student population and the college. Services must exist beyond the level of admission and the assurance of appropriate government documents.

8.29.2 Staffing

4.189.2.1 Each college shall identify staff responsible for coordinating international student services.

8.2.1.19.2.1.1 Duties assigned to coordinating staff may include:

1. Budget/strategic planning
2. Social programming
3. Intra-college coordination
4. College relations--representing the college at related professional meetings
5. Community outreach

6. Personal, social, academic advising assistance

~~8.2.1.2~~ 29.2.1.2 Each college shall coordinate the following activities:

1. Gather supporting documents
2. Transcript evaluation
3. English verification
4. Statement of financial support
5. Verification of permanent residence outside of country
6. College documents
7. Answer related questions and handle related correspondence
8. Academic and personal counseling
9. Orientation (to include safety rules/student expectations)
10. International Club advisor
11. Workshops
12. Gather District Agreement to Participate and Waiver/Assumption of Risk Form for each student prior to the start
13. District Travel Agent Agreement(s) and travel arrangements(s)

8.39.3 Requirements for Admission

4.199.3.1 The equivalent of a U.S. high school diploma (12 years of education).

4.209.3.2 For those colleges which have an intensive English as a Second language Program, Test of English as a Foreign Language (TOEFL) with a score of 450, or regular English As a Second language Program, Test of English as a Foreign Language (TOEFL) with a score of 510, or Michigan Test of English Language Proficiency with a score of 80.

4.219.3.3 Financial resource certification.

4.229.3.4 A tuberculin clearance examination prior to registration. Tuberculosis tests will be given at college health centers.

4.239.3.5 Health insurance verifications to be completed prior to registration.

8.49.4 Requirements for College Transfers (in addition to the above)

4.249.4.1 Completion of twelve (12) semester units with a 2.5 grade point average or higher.

4.259.4.2 The successful completion of at least one course in English equivalent to English 1A if no ESL Program exists at the admitting college.

4.269.4.3 The high school exchange international student is not admissible except on an individual basis to be determined by the college administration.

9.010.0 Non-Credit Travel Study Programs - Community Services Travel Tours

9.110.1 Non-credit travel and field study programs shall be offered through the Community Education or Community Service programs of the colleges (See P-1511 and R-1511).

LRCCD

Adm. Regulation Adopted: 1/26/93
Adm. Regulation Revised: 4/28/03
Adm. Regulation Reviewed:
Board Policy: [P-7151](#)

1.0 ~~Type of Cooperative~~ Work Experience Education Definition (Title 5, § 552502)

1.1 ~~Cooperative~~ Work Experience Education (~~CWEEWEE~~) is a Los Rios Community College District-initiated and District controlled program of education consisting of the following ~~types~~:

1.1.1 ~~The purpose of Work Experience Education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work Experience Education should be substantive in nature, linked in a way relevant to a student's educational pathway, and contribute to demonstrable learning outcomes that have value towards a degree or certificate.~~

Work Experience Education within the California Community Colleges involves student employment and/or internships selected, approved, and supervised by districts to provide meaningful work experience related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work Experience Education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes, or integrated as a component of a course.

It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. It may also assist the student in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. Work Experience Education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

1.1.1.2 ~~Apprenticeship Work Experience Education is supervised employment extending classroom-based occupational learning with on-the-job learning connected to an approved apprenticeship program.~~

1.1.1 ~~Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal for which his/her college program has been designed.~~

1.1.2 ~~General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals.~~

~~2.0 College Credit and Repetition (Title 5, § 55253)~~

~~2.1 For the satisfactory completion of all types of CWEE, students may earn up to a total of 16 semester units, subject to the following limitations:~~

~~2.1.1 General Work Experience Education:~~

~~2.1.1.1 Students may enroll in no more than three (3) semester units during one enrollment period with a maximum total of six (6) semester units, during the student's enrollment.~~

~~2.1.2 Occupational Work Experience Education:~~

~~2.1.2.1 Students may earn no more than four (4) semester units per enrollment term, with a maximum total of sixteen (16) semester units over the course of four (4) terms, during the student's enrollment.~~

~~2.1.2.2 Students may earn up to eight (8) semester units in any one enrollment term under special circumstances and with prior approval by CWEE Coordinator and/or department chair or division dean.~~

~~2.1.2.3 It is possible that some students will be unable to accumulate the full sixteen (16) semester units of work experience during four (4) terms. Therefore under special circumstances, with prior approval by the CWEE Coordinator and/or department chair or division dean, students may accumulate the full sixteen (16) semester units of work experience in their occupational or educational goals over the course of five (5) or more terms.~~

~~3.02.0 Student Qualifications (Title 5, § 55254)~~

~~3.12.1 In order to participate in CWEEWEE students shall meet ~~all of~~ the following criteria:~~

~~2.1.1 Have a current worksite during the course of their enrollment in one of the following positions.~~

~~3.1.1 Pursue a planned program of CWEE which, in the opinion of the CWEE Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.~~

~~3.1.2 Have on the job learning experiences that contribute to their occupational or educational goals.~~

~~3.1.3 Have the approval of the CWEE Instructor/Coordinator.~~

~~3.1.4 One of the following:~~

2.1.4.12.1.1.1 Part-time or full-time paid employment.

2.1.4.22.1.1.2 Paid or unpaid internship or volunteer positions.

2.1.4.32.1.1.3 Be a registered apprentice as defined by Labor Code Section 3077 ~~and~~ enrolled in related or supplementary courses required of the apprentice programs. Community college districts may grant units of credit for ~~CWEE~~WEE consistent with provisions of this regulation.

2.1.1.4 Self-employed. To be considered self-employed, a student must hold a current business license and have a professional evaluator in the same field to provide constructive feedback on their growth. The relationship of the evaluator and student must be professional and not personal in nature. The college may also impose additional criteria.

2.1.2 Be enrolled in a WEE course.

2.2 High school students are not eligible to participate in WEE courses.

2.3 Remote employment is allowed. Out-of-state employers must be licensed to conduct business in California.

~~3.2.1.1 Be self-employed and meet the following conditions: Identify a person who is approved by the Instructor to serve as the designated evaluator representative. This representative shall be an objective individual in the same profession who can provide the student with constructive and professional feedback regarding the student's professional growth. The relationship of the evaluator and student must be professional and not personal in nature and agree to accept in writing the following employer responsibilities:~~

~~a. ——— Assist the student in identifying new or expanded on-the-job meaningful and measurable learning objectives.~~

~~b. ——— Assist in the evaluation of the student's identified learning objectives.~~

~~c. ——— Validate hours worked.~~

~~3.2.1.2 Participate in part-time or full-time paid employment.~~

~~3.2.1.3 Paid or unpaid internships.~~

~~3.2.1.3.1 Unpaid internship participants must submit a signed and dated LRCCD Unpaid Internship Agreement form to CWEE Instructor prior to start of unpaid internship.~~

~~3.2.2 Be enrolled in one of the following courses:~~

~~3.2.2.1 General Work Experience Education.~~

~~3.2.2.2 Occupational Work Experience Education.~~

4.03.0 Records (Title 5, § 55252 & 552546)

~~4.13.1~~ The Colleges ~~shall~~ shall retain as student records the following documents for each Work Experience Education student for a minimum of five years: ~~maintain student records which shall include at least the following:~~

3.1.1 Learning agreements establishing hours that will be worked.

3.1.2 Statements verifying hours worked.

3.1.3 Records of faculty consultation with the employer.

3.1.4 Records of faculty consultation with the student.

3.1.5 Evaluation of student achievement of learning objectives by instructor.

~~3.1.13.1.6~~ Records of the final grade.

~~3.1.2~~ 3.1.7 Unpaid Internship Agreement and Waiver Assumption of Risk ~~The type and units of CWEE in which the student is enrolled, where the student is employed, and the type of job held and a statement signed and dated by the CWEE Instructor which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.~~

~~3.1.3~~ The record of the work permit issued, if applicable signed by the designated issuing agent.

~~3.1.4~~ New or expanded on the job written, measurable, learning objectives which serve as part of the basis for determining the student's grade, signed by the student, employer, and CWEE Coordinator.

~~3.1.5~~ The employer's report of student CWEE hours worked and performance evaluations based on the agreed upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

3.2 The District shall enter a Work Experience Education employer agreement with each participating employer prior to any student beginning their Work Experience Education. Such agreements shall document the following:

3.2.1 The respective supervisory obligations of the district and the employer with respect to the WEE students' work site.

- 3.2.2 The employer's acknowledgement and agreement to provide workers' compensation coverage for students in paid Work Experience Education positions.
- 3.2.3 The employer's acknowledgement of the purpose of the WEE program and the district's WEE policies and procedures and agreement to adhere to both.
- 3.2.4 The employer's intent to provide continuous work experience during the enrollment term for WEE students and validate all student hours worked.
- 3.2.5 The employer's agreement to provide adequate facilities, equipment, and materials at the WEE work site to achieve the learning objectives.
- 3.2.6 The employer's agreement to adhere to all applicable rules, regulations, and standards adopted by the California Apprenticeship Council, for Work Experience Education involving apprenticeable occupations with Division 3, Chapter 4 of the Labor Code (sections 3070 through 3100).
- 3.2.7 The employer's agreement that all WEE employment shall be free from discrimination and harassment based on race, sex, disability and other forms of bias, and that the employer will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities.
- 3.2.8 The employer's agreement to comply with all applicable state and federal employment laws.
- 3.3 The appropriate college representative or instructor, the employer, and the student shall sign a learning agreement. The learning agreement shall document the following:
 - 3.3.1 The WEE student's individual educational objectives aligned with the course outline of record.
 - 3.3.2 The hours of work and a clear explanation of the student's WEE job duties.
 - 3.3.3 The responsible supervisor(s) at the college and the employment site.
 - 3.3.4 A commitment from the employer and the college that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives
- 3.4 WEE students who are self-employed must identify an individual to serve as their WEE advisor, subject to approval of the district. This individual shall assist the

student to identify learning objectives, and sign the learning agreement in place of the employer.

3.5 Digital signatures are allowed on all required WEE documents and agreements.

~~3.1.6—Following records must be maintained which are signed and dated by CWEE Instructor/Coordinator, Employer, and student:~~

~~3.1.7—Documentation by CWEE Instructor/Coordinator of consultations with the student.~~

~~3.1.8—Documentation by CWEE Instructor/Coordinator of consultations with employers in person with the employer or designated representative at the employer's place of business once each semester; unless site meets the alternative "In Person" options.~~

~~3.1.9—Written evaluation by CWEE Instructor/Coordinator of each student, including final grade.~~

~~3.1.10—The LRCCD Unpaid Internship Agreement signed by the CWEE Instructor, the employer or designated representative, and the student when applicable.~~

5.04.0 Work Experience Credit (Title 5, § 55002.5 & 552536.6)

4.1 One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. ~~In no case shall duplicate student contact hours be counted for any classroom instruction and CWEE.~~ The maximum contact hours counted for a student shall not exceed the maximum number of ~~CWEE~~WEE units for which the student may be granted credit as described in section 55253.

4.14.1.1 Student contact hours may include hours inside or outside the classroom.

4.2 The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

4.3 The following formula will be used to determine the number of units to be awarded:

4.3.1 Each ~~75-54~~ hours of ~~paid~~ work equals one semester credit.

4.3.2 Each 27 hours of work equals .5 semester credit. ~~60 hours of non-paid work equals one semester credit.~~

4.4 Other conditions required for awarding credit:

4.4.1 Work Experience Education hours must be completed during the term in which they are enrolled.

4.4.2 Students must submit required program forms and assignments during the term in which they are enrolled.

~~4.4.3 Units earned will be between 1-4.~~

5.4.3 Units may be awarded in 0.5 unit increments.

4.5 For the satisfactory completion of all types of WEE, students may earn units as defined by curriculum, but not to extend 14 units per enrollment period or 20 units overall. Students enrolled in apprenticeship programs are exempt from the unit cap.

~~5.4.3-14.6~~ Students will adhere to the requirements defined by the College Work Experience Education program.

~~6.05.0~~ Responsibilities of the College, Faculty Employer, Student and District (Title 5, § 55250 & 5525155)

~~6.15.1~~ Responsibilities of the College are to:

5.1.1 Identify appropriate public or private employers to partner with in providing Work Experience Education opportunities to students.

5.1.2 Provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with Work Experience Education employers, coordinating the program, supervising students, and providing other required district services.

5.1.3 Ensures that the Work Experience Education Program conducts its Annual Unit Plan and Program Review during the appropriate cycle and makes determinations on needs, implement and evaluate implementations to support the underrepresented and socially disadvantaged students to ensure equitable access to Work Experience Education opportunities for underrepresented and socioeconomically disadvantaged students.

~~5.1.1—~~5.1.4 Provide WEE faculty time to maintain, coordinate and promote the WEE program including developing contacts with business industry and governmental agencies for potential Work Experience Education opportunities for students. Register students in the appropriate CWEEWEE program. The prerequisite for a specific CWEEWEE program is as written in the College catalogs.

~~5.1.2—~~ Provide CWEEWEE Instructors/Coordinators time to maintain and promote the CWEEWEE program in the following manner:

~~6.1.2.1~~ Develop contacts with business, industry and governmental agencies for potential job learning stations.

~~6.1.2.2~~ Maintain good public relations by speaking to civic, educational, governmental, and service organizations.

- ~~6.1.2.3 Introduce CWEEWEE instructors to key personnel within business, industry and governmental agencies.~~
- ~~6.1.2.4 Work closely with the college counseling/career center staff.~~
- ~~6.1.2.5 Maintain liaison with the faculty and administration.~~
- ~~6.1.2.6 Handle student and instructor appeals related to CWEEWEE.~~
- ~~6.1.2.7 Administer the CWEEWEE budget.~~
- ~~6.1.2.8 Participate in college advisory committees.~~
- ~~6.1.2.9 Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEEWEE.~~
- ~~6.1.2.10 ——— Evaluate to determine eligibility for entrance into the program.~~
- ~~6.1.2.11 ——— Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous.~~
- ~~6.1.2.12 ——— Provide a weekly CWEEWEE class (orientation).~~
- ~~6.1.2.13 ——— Provide referral to counseling, career center, and other student services staff as needed.~~
- ~~6.1.2.14 ——— Obtain written employer evaluations, in addition to completing an in-person consultation with the employer.~~
- ~~6.1.2.14.1 ——— Alternatives to in-person site visits will be approved on a case-by-case basis by the CWEEWEE Coordinator and documented on the Site Visit form.~~
- ~~6.1.2.15 ——— Assure that work done by students contributes to their occupational or educational goals.~~
- ~~6.1.2.15.1 ——— Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEEWEE Instructor/Coordinator and student.~~
- ~~6.1.2.15.2 ——— Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.~~
- ~~6.1.2.16 ——— Evaluate, with advice of employers, work done by students and award grade and credit for successful accomplishment each enrollment term.~~
- ~~6.1.2.16.1 ——— CWEEWEE Instructor/Coordinator will consult with employers in person to assess student progress on the job.~~
- ~~6.1.2.16.2 ——— CWEEWEE Instructor/Coordinator will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester.~~
- ~~6.1.2.16.3 ——— CWEEWEE Instructor/Coordinator will award student grade and units earned based on evaluations of job-site hours, required documents, course assignments, and student performance reviews from employers.~~
- ~~6.1.2.16.3.1 ——— CWEEWEE Instructor will submit completed and signed LRCCD waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEEWEE Coordinator by the end of the enrollment term.~~
- ~~6.1.2.17 ——— Evaluate the CWEEWEE Program through the college program review process.~~

~~6.1.2.18 Participate in the evaluation process for CWEEWEE Instructors.~~

~~6.1.2.19 Provide the Instructor with CWEEWEE forms for students and employers including the District's liability for unpaid internships.~~

~~6.1.2.20 Collect CWEEWEE student records from CWEEWEE Instructors and maintain work experience participant records according to Title 5 regulations.~~

~~5.1.35.1.5~~ Provide ~~CWEEWEE Instructors with~~ reasonable assigned time in terms of weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the class (orientation).

~~5.1.4 Assign adequate clerical support to the CWEEWEE program to maintain records.~~

~~5.1.55.1.6~~ Provide financial support to the ~~CWEEWEE~~ program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development.

~~6.25.2~~ Responsibilities of the ~~student faculty~~ are ~~to~~:

~~5.2.1 Attend:~~ Faculty Coordinator and/or Instructor will: ~~equipped weekly class (orientation) group seminars, and/or individual conferences called by the CWEEWEE Instructor.~~

~~5.2.1.1 Provide guidance services for students during enrollment in Work Experience Education.~~

~~5.2.1.2 Analyze disaggregated WEE enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit Work Experience Education).~~

~~5.2.1.3 Conduct the WEE Annual Unit Plan and Program Review and will make determinations on needs, implement and evaluate implementations to support the underrepresented and socially disadvantaged students to ensure equitable access to Work Experience Education opportunities for underrepresented and socioeconomically disadvantaged students.~~

~~5.2.1.4 Identify appropriate public or private employers to partner with in providing Work Experience Education opportunities to students.~~

~~5.2.1.5 Develop Curriculum related to WEE.~~

5.2.1.6 Support WEE Instructional Faculty in the implementation of the Employer Agreement (Title 5 § 55252. Work Experience Education Documentation).

5.2.1.7 Work as needed with classified support personnel to maintain relationships with Work Experience Education employers.

~~5.2.15.2.1.8~~ 5.2.1.8 Work as needed with classified support personnel to retain student records for each Work Experience Education students.

5.2.2 ~~Notify Instructional Faculty will:~~the CWEEWEE Instructor of any changes of job, supervisor, or work hours.

5.2.2.1 Serve as a resource for students particularly regarding enrollment in Work Experience Education.

5.2.2.2 Assess student progress in Work Experience Education through written, measurable learning objectives and outcomes.

5.2.2.3 Provide opportunities for students to discuss their educational growth at regular intervals within each term.

5.2.2.4 Assign grades or other evaluative symbols to mark student achievement in Work Experience Education courses and award units of credit, when applicable.

5.2.2.5 Submit all required records to the WEE Program for each student including the Employer Agreement, learning agreements establishing hours that will be worked, timesheet verifying hours worked, records of consultation with the employer, records of student consultation, evaluation of student achievement of learning objectives, and records of the final grade.

5.3 Once enrolled in a Work Experience Education course, the student's responsibilities are:

5.3.1 Attend Work Experience class.

5.3.2 Notify the CWEE Instructor of any changes of job, internship, or volunteer position, supervisor, and/or work hours. .

~~1.2.15.3.3~~ Return completed and signed LRCCD waiver form and required documents to the ~~CWEE~~WEE Instructor including an employer agreement, application form, learning objective agreement form, performance evaluation forms, timesheet, and when applicable an unpaid internship agreement form.

5.3.4 Complete and sign both the employer agreement form and -the LRCCD Waiver/Assumption of Risk form at the beginning of the enrollment term and prior to the start of the student's work ~~participation at the job learning station~~.

~~1.2.25.3.5~~ Complete and sign, if applicable, the Self Employment form designating and identifying a qualified supervisor/mentor for the self-employed student.

~~1.2.35.3.6~~ Report hours worked.

5.3.7 Consult the ~~CWEE~~WEE Instructor and/or Coordinator concerning job, internship, or volunteer~~job~~-related problems.

5.3.8 Complete, sign and date the LRCCD Unpaid Internship Agreement form and submit to the WEE Instructor prior to the start of an unpaid WEE internship, if applicable.

5.4 Once a student is enrolled in a Work Experience Education course and before counting hours and having LRCCD Worker's Compensation, the responsibilities of student's employer and the worksite are to:

5.4.1 Enter into a Work Experience Education Employer Agreement with the respective college prior to any student beginning their Work Experience Education.

5.4.2 Have periodic and as needed consultation with faculty.

~~1.2.4~~

~~6.3—Responsibilities of the employer and the Job Learning Stations (Title 5, § 55257):~~

~~6.3.1—Job learning stations and employer shall meet the following criteria:~~

~~6.3.1.1 Employers or designated representatives agree with the intent and purposes of CWEEWEE for students and are given a copy of each student's approved on-the-job measurable learning objectives.~~

~~6.3.1.2 Provide a reasonable probability of continuous work experience for students during the current Work Experience enrollment term.~~

~~6.3.1.3 Employers or designated representatives provide adequate supervision, facilities, equipment and materials at the job learning stations to achieve on-the-job measurable learning objectives.~~

~~6.3.1.4 Employers agree to comply with all appropriate federal and state employment regulations.~~

~~6.3.2 Employers agree to sign the following forms and complete all the following activities:~~

~~6.3.2.1 Assist students to define new or expanded measurable on the job learning objectives. These objectives will be written by the student on the Learning Objectives form, and approved by the employer and instructor.~~

~~6.3.2.2 Evaluate learning objectives on the Performance Evaluation form at midterm and at the end of the work experience activity.~~

~~6.3.2.3 Meet with the instructor at the student's job learning station once each semester and complete the Site visit form documenting the in-person consultation(s) with the employer or designated representative.~~

~~6.3.2.4 Sign and verify the student's hours worked on the Time Sheet form.~~

~~6.3.2.5 Sign the LRCCD Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEEWEE office at the beginning of the enrollment term and prior to the student's start of the unpaid internship.~~

~~6.3.2.6 Verify information on the student's Application form to establish the location of the student's job learning station, the type of job held, the course identifier, and the number of units in which each student is enrolled.~~

5.5 Responsibilities of the District are to:

~~6.4.1 Provide sufficient services for initiating and maintaining on the job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement~~

~~coordinated by the college district under a state approved plan. The employer and the qualified community college Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:~~

~~6.4.1.1 CWEEWEE Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.~~

~~6.4.1.2 Written evaluation of students' progress in meeting planned on-the-job learning objectives.~~

~~6.4.1.3 Consultation with students in person to discuss student's educational growth on the job.~~

~~6.4.2 Provide the above services at least once each semester for each student enrolled in the CWEEWEE. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and Title 5 CWEEWEE requirements remains with the college.~~

~~6.4.3 In certain limited situations that will be defined in guidelines issued by the State Chancellor, the District may substitute approved alternatives to "in-person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used.~~

5.5.1 Provide Workers' Compensation insurance for students employed in unpaid Work Experience Education.

5.5.2 Develop and maintain the Employer Agreement and Unpaid Internship Agreement.

6.4.45.5.3 Provide apprenticeship work experience courses when entering into contracts with Joint Apprenticeship Training Committee (JATC). The Los Rios District may delegate ~~CWEEWEE~~ coordination/supervision activities to the JATC per Title 5 of the California Administrative Code.

LRCCD

Adm. Regulation Adopted: 9/4/74
Adm. Regulation Revised: 1/28/81; 4/21/82; 12/8/82; 7/12/99; 9/24/12; 4/22/19
Adm. Regulation Reviewed: 4/7/16; 4/22/19
Board Policy: [P-7421](#)

1.0 Compensation for Services

1.1 Management Employees

1.1.1 Effective September 25, 1990, Aa qualified employee who is temporarily required to work in a ~~vacated~~ position of higher classification at the direction of the College President and subject to the approval of the Chancellor with the Board so informed, and who assumes full responsibility in the decision-making process as prescribed in the job description, will perform all and only the duties of the higher classification during their normal working hours. During the temporary assignment, the employee; will be paid at Step 1 of the appropriate range for the position assigned to the employee or at an increase of four and one-half percent (4.5%) above the salary earned in the employee's regularly assigned position, whichever is greater.

1.1.1.1 Such pay will also include any one-time salary improvements (Off Salary Schedule Pay) and longevity increments as outlined in Administrative Regulation 9211.

1.1.2 Such temporary assignment shall not include personnel who are handling a portion of another's managerial assignment for a period of short duration such as vacations, conferences, or other approved short-term leaves wherein the employee does not assume full responsibility in the decision-making process.

1.1.3 Such temporary assignment is restricted to less than a semester's duration and if the position becomes permanently vacated, the temporary assignment shall not be deemed to carry with it preference for the permanent assignment.

(Formerly R-9125)

LRCCD

Policy Adopted: 11/19/60

Policy Revised: 7/1/70; 12/16/70; 2/18/81; 6/16/82; 12/9/98

Policy Reviewed:

Adm. Regulation ~~None~~ TBD

1.0 Base Salary

- 1.1 The management/confidential employees' salary schedules shall be reviewed periodically and revised in parallel with other salary settlements upon the recommendation of the Chancellor and at the discretion of the Los Rios Community College District Board of Trustees.

2.0 Salary Schedules

- 2.1 Every management employee will be given the appropriate up-to-date salary schedules. Master salary schedules will be kept in the Office of Human Resources.
- 2.2 Effective July 1, 1993, each Longevity increment has been compounded on the previous Longevity increment, thereby compounding the amount received, as detailed below. Longevity increments will be awarded as follows, and calculated using base salary, and any applicable one-time salary improvements (Off Salary Schedule Pay).

(a) Management

Effective July 1, 2023

After ten (10) years of full-time service 4% Increase

After fifteen (15) years of full-time service 4% Increase -compounded on the 10-year adjusted salary (8.16%)

After twenty (20) years of full-time service 42% Increase compounded on the 15-year adjusted salary (12.486%)

After twenty-five (25) years of full-time service 2% Increase -compounded on the 20-year adjusted salary (14.736%)

1.2.1 Management Additions:

1.2.1.1 Effective July 1, 2014, a 4% 15--year longevity increment is added, and the 20--year longevity increment is decreased from 4% to 2%

1.2.1.2 Effective July 1, 2023, the 20--year longevity increment increased by 2% to 4% and a 2% 25--year longevity increment is added

(b) Confidential

Effective July 1, 2022

<u>After ten (10) years of full-time service</u>	<u>4% Increase</u>
<u>After fifteen (15) years of full-time service</u>	<u>4% Increase compounded on the 10-year adjusted salary (8.16%)</u>
<u>After twenty (20) years of full-time service</u>	<u>4% Increase compounded on the 15-year adjusted salary (12.486%)</u>
<u>After twenty-five (25) years of full-time service</u>	<u>2% Increase compounded on the 20-year adjusted salary (14.736%)</u>

1.2.2 Confidential Additions:

1.2.2.1 Effective July 1, 2006, a 25--year longevity increment is added

1.2.2.2 Effective July 1, 2014, a 2% 20--year longevity increment is added

1.2.2.3 Effective July 1, 2022, the 20--year longevity increment increased by 2% to 4%

2.3 Eligibility for Longevity Across Units -- In Accordance with Section 3540.1 of the Government Code, employees of the Los Rios Community College District are categorized into the following units: White Collar; Blue Collar; Supervisor; Management/Confidential; and Faculty. Each unit is represented within the parameters of the law either by an exclusive representative or by an association.

2.3.1 The District provides a longevity service increment to such unit members at ten, fifteen, twenty, and/or twenty-five years of service with the District, or a combination of service increments in accordance with approved agreements. For represented employees, eligibility for the longevity service increment is defined in each of the collective bargaining agreements with Los Rios Community College District. For management/confidential employees, the eligibility requirement is prescribed in Section 2.2.

2.3.2 If a management/confidential employee transfers from another employee unit within the district, cumulative years of regular paid service credit which were earned by the employee at this district under another unit or collective bargaining contract are retained and shall be combined with other qualifying service years to determine overall eligibility for longevity service credit as a manager or confidential employee.

2.3.3 When a management employee at the level of Associate Vice Chancellor/~~General~~Chief Counsel/Chief of Police (Range A), Vice Chancellor/College President/Chief Contract Manager (Range B) or Deputy Chancellor/Executive Vice Chancellor (Range C) is hired to the District, Human Resources will consider equivalent full-time service

outside of the District in determining eligibility for longevity service increment credit. Service in the following classifications at another employer, or service in classifications with substantially similar duties or responsibilities, count toward all longevity service thresholds: Chancellor, Deputy Chancellor, Executive Vice Chancellor, Vice Chancellor, College President, Chief Contract Manager, Associate Vice Chancellor, ~~or General~~ Chief Counsel, or Chief of Police.

3.0 Salary Placement Upon Promotion

- 3.1 When a management employee is promoted to a position which is allocated to a higher salary range, the individual will be placed on the new range at a level which provides a salary increase of 4% above present placement. Under extenuating circumstances, the Chancellor may authorize a higher step.
- 3.2 If the management employee being reassigned is eligible at the time of reassignment for a service increment, such increment will be granted on the old range before computing the placement change as prescribed in Section 3.1.
- 3.3 When an employee who is receiving a longevity increment is promoted to a higher-paid position, the new step placement will be computed as follows:
 - a) The employee's current salary range/step before promotion without benefit of longevity will be identified;
 - b) The appropriate step on the range assigned to the new position on the applied salary schedule will be determined based on the method described in Sections 3.1 and 3.2 using the salary step and range identified in Section 3.3(a) without longevity;
 - c) Additional longevity steps or percentage increments as they apply will then be granted on the new salary range in accordance with the employee's eligibility for longevity benefits.

4.0 Annual Step Movement

- 4.1 A management employee will advance to the next higher step on the salary range assigned to his/her position classification until the top step of the range is reached on either July 1 or January 1, providing the following conditions are met:
 - 4.1.1 The employee must have served 75% of the required working days; i.e., 195 working days including holidays, paid sick leave, vacation, and other paid absences or leaves.
 - 4.1.2 Employee's report of performance evaluation must show a rating of "Competent" or "Satisfactory" or better.

LRCCD

Adm. Regulation Adopted: 2/21/78
Adm. Regulation Revised: 6/13/79; 6/20/79; 2/18/81; 6/16/82; 12/9/83; 8/8/84; 10/21/87;
4/6/88; 7/1/88; 9/1/88; 9/25/90; 9/13/94; 10/26/98; 4/24/00;
3/28/05; 9/23/13; 10/23/17; 3/27/23; TBD
Adm. Regulation Reviewed: 10/23/17; 3/27/23; TBD
Board Policy: P-9211

Draft



California Senate Bill 226 - Proposed Transfer of Woodland Community College into Los Rios Community College District

Background Information and Talking Points

Background

In February, California State Senator Christopher Cabaldon, who represents Woodland and portions of Yolo County, introduced California Senate Bill 226 which would change the procedures for the transfer of a college from one district to another under certain specific conditions. Under this legislation, instead of requiring both governing boards' approval or a special election, as is required under current law, the California Board of Governors could take action to require such a transfer.

The intent of SB 226 is to clear that path for the potential transfer of Woodland Community College (WCC) from the Yuba Community College District (YCDD) to the Los Rios Community College District.

The idea of WCC becoming part of Los Rios is not new. There have been discussions dating back to the 1970s regarding whether WCC would be better served as part of Los Rios rather than YCDD. Recently, the City of Woodland, Woodland Joint Unified School District, and Esparto Unified School District formally requested that YCDD explore the feasibility of transferring WCC to Los Rios. Their rationale centers on aligning Yolo County's largest cities under one district to enhance workforce development, increase student retention, expand course offerings, and improve transfer pathways.

Status of SB 226

SB 226 must pass through several stages before reaching the governor. After introduction, the bill goes through committee reviews in both the Senate and Assembly, followed by floor votes. If both chambers approve the final version, the bill is sent to the governor, who can sign it into law, allow it to become law without a signature, or veto it.

The Senate Education Committee held a hearing on the bill on April 23, 2025, and the committee voted to move the bill on to Senate Appropriations (who is tasked with assessing potential fiscal implications).

What happens if SB 226 becomes law?

It is important to note that SB 226 does not mandate the transfer of WCC to the Los Rios district. If passed, it would clear the path for a quicker process for the consideration of such a move than exists in current law. Ultimately, the California Board of Governors would then have the ability to take action to officially transfer the college.

Implications for Los Rios

The fact that another local college is asking to be a part of Los Rios should serve as an incredible compliment to everyone in our district, and an indication of the level of respect with which Los Rios is regarded in our region and around the state, both in our operational excellence and in our service to students.

What makes the dynamics of SB 226 and the proposed transfer of WCC so challenging is that it is difficult to fully assess the potential impacts on Los Rios because a formal study has not yet been conducted. There will be significant operational impacts associated with a transition like this, including but not limited to areas such as:

- Would potential new revenue associated with additional students cover the additional operational and staffing costs, both one-time and ongoing, and how the net fiscal impacts could impact our ability to deliver service to our current student communities in addition to a potential new community.
- The complexities of negotiating the merger of different collective bargaining agreements for all represented groups
- Facilities costs and how to transfer local bond debt.
- Redistricting of Board of Trustees area maps, with changes to the areas that existing Trustees represent.
- How would this change impact governance and accreditation policies and standards.

Of course, all of these operational considerations, along with countless others, would need to be balanced with an analysis of the level of service that Los Rios could provide students in the Woodland community, and if the benefits of such a shift would justify the operational impacts.

Los Rios's Official Position

To date, *Los Rios and its Board of Trustees have remained neutral on the bill, and have not taken a formal position of support or opposition.* Taking such a position without significantly more information about the operational implications and, as a result, the implications on our service to current students, would be very challenging. Los Rios is committed to working together with all partners in our region, be they lawmakers, higher educational institutions, or community leaders, on an outcome that best serves all the students of our region.

Organizations in Support or Opposition

To date, the following organizations have voiced support for the bill:

City of West Sacramento
City of Woodland
County of Yolo
Esparto Unified School District
La Cooperativa Campesina de California
Washington Unified School District
Winters Joint Unified School District
Woodland Joint Unified School District
Yolo County Office of Education

The following organizations have voiced opposition for the bill:

CFT- A Union of Educators & Classified Professionals, AFT, AFL-CIO
Community College League of California

Next Steps

Los Rios is continuing to engage in conversations with the author of the bill, Senator Cabaldon, and his staff, as well as members of the community to do our best to assess the implications absent a formal study (a study would require a significant amount of detailed information from the Yuba Community College District, and as such that district would be a critical partner in such an exercise). This Spring, the various senate committees are likely to hold a hearing on the bill, at which point Los Rios may be asked to testify to the potential impacts of the transition. We will continue to do our due diligence and seek out all available information, so that the Los Rios Board of Trustees are fully informed on this topic should SB 226 pass, be signed into law, and the Board of Governors take action to implement the transfer of WCC.