

Los Rios CCD
2014-2015 UNIT PLAN
SUPPORT SERVICES

Unit: General Counsel's Office

Submitted by:  6/19/14
Submitter Date

Approved for Submission:  6/19/14
Unit Administrator Date

Plan Approved:  6/24/14
Chancellor/District ALO Date

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I. Unit Plan

Definition of a Support Services Department/Unit

For purposes of this planning document, a support services unit is defined as a District department that is responsible for providing services throughout the District in a manner that creates and maintains an optimal learning environment for students and/or provides services necessary to support the overall operation of the District and colleges.

Unit Plan Purpose

Unit plans are annual documents created and used by District units to develop and maintain high quality services to support student learning and District and college operations. This operational plan allows the department/unit to appropriately implement its specific responsibilities to support accreditation standards, the LRCCD Vision/Mission/Values Statement, the LRCCD Strategic Directions document, changes to federal and state laws that impact the colleges and District, annual LRCCD executive staff goals, and other major District plans. Plan implementation is supported by allocations provided in the annual District Budget. Together these documents make up a major portion of the ongoing institutional planning, implementation, and evaluation cycle necessary to ensure continuous program and service improvement. The Accrediting Commission's Standard 1.B.3-4 states:

The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.

The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

The Role of Unit Plans in the Overall Institutional Evaluation, Planning, and Improvement Cycle

LRCCD supports the concept of evaluating current services to determine opportunities for improvement. Unit plans are used by units to identify growth and improvement needs at the operational level, and then provide information to the appropriate administrative and governance levels about the resources and activities required to meet the identified needs.

The District recognizes that its current rate of change, increased enrollment demand, unstable state budget allocations, ongoing facility expansion, changing technology requirements and the rapid growth and demographic changes in its surrounding communities require both short-term and long-term planning efforts. Therefore, unit plans focus on a 1-year time frame directly linked to resource allocations, while also encouraging departments/units to reference or append long-term plans where appropriate.

Plan Due Date

Unit plans are required to be updated annually by June 1 of each year and use this template. A copy of the review will be maintained in the unit and the Office of Education and Technology.

II. Mission Statement

Provide your unit's mission statement below. Your statement must align with the District's mission statement.

Provide your unit's mission statement below.

The mission of the Office of the General Counsel is to provide quality legal services to the Los Rios Community College District and all its constituent groups by representing and providing advice to the Board of Trustees, the administration, faculty, and employees on matters having legal significance to the management and operation of the District.

For reference, the following are LRCCD's Vision and Mission statements.

Vision Statement

We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their educational, career, personal and social goals. We meet the social and economic needs of the community.

Mission Statement

Relying on their professional and organizational excellence, the Los Rios community colleges:

- Provide outstanding undergraduate education, offering programs that lead to certificates, associate degrees, and transfer;
- Provide excellent career and technical educational programs that prepare students for job entry and job advancement through improved skills and knowledge, including the demands of new technologies;
- Provide a comprehensive range of student development programs and services that support student success and enrich student life;
- Provide educational services that address needs in basic skills, English as a second language, and lifelong learning; and
- Promote the social and economic development of the region by educating the workforce and offering responsive programs such as service learning, business partnerships, workforce literacy, training, and economic development centers.

III. Unit Responsibilities and Projects

List your unit's primary assigned responsibilities including those related to creating and/or supporting an effective learning environment. Also, identify any expected changes in responsibilities or major new projects (e.g. opening of new facilities, IT infrastructure upgrades, etc.) for the next academic year (summer, fall, spring). Please reference any LRCCD Strategic Plan strategies, accreditation standards or policies, or changes to state or federal laws that are informing your changes in primary responsibilities or new projects.

List your unit's primary responsibilities (ongoing):

- Advising and counseling the Board of Trustees, the administration, faculty, and employees on legal issues
- Reviewing, drafting and shepherding the enactment of District Policies and Regulations through the Participatory Governance Process
- Reviewing and preparing contracts
- Representing the District in court, legal proceedings, and in administrative hearings;
- Providing training and seminars on legal topics
- Coordinating advocacy for the District before the state and federal governments and communicating to Board and District

List any new or expected changes in primary responsibilities this year (ongoing):

- None

List any new projects your unit expects to implement this year (one-time only):

- Implementation of Student Success Regulatory Changes
- Title IX changes to Policies, Regulations and procedures
- Adoption of Best Value Procurement Policies and Regulations
- Data Analytic software/services purchase
- Renegotiate Regional Transit Agreement for Student Transit Pass

IV. Unit Plans

Based on your unit's listed responsibilities and projects, most recent Program Review, and any additional information provided by the appropriate administrator and/or DIR, use the following question prompts and linked forms to document how your unit will complete your assigned responsibilities and projects. State your unit's plans to:

- A. Identify appropriate **equipment, software, supplies** needed to support new projects, expanded responsibilities, and necessary upgrades.

The General Counsel's Office utilizes a single office and a single secretarial station that both have computers, desktop scanners, and utilize the Chancellor's Office's telephone service, Internet connection, copiers, scanners, fax machines and office supplies. No need for additional equipment, software or supplies is anticipated.

- B. Identify appropriate **staffing** needed to support new projects or expanded responsibilities.

The General Counsel's Office currently consists of a single attorney and a single support staff member. In the following year, no need for additional staffing is anticipated.

- C. Identify **new buildings or major renovations** needed to support the completion of unit responsibilities.

The General Counsel's Office utilizes a single office and a single secretarial station. No need for additional new buildings or renovations is anticipated.

- D. Identify **minor remodels or alterations** needed to support the completion of unit responsibilities.

None.

- E. Identify **professional development** activities that help unit members stay current with their job requirements. Please list expected individual and department requests for professional development activities.

The General Counsel has served on the Board of Directors for the National Association of College and University Attorneys (NACUA), and participated in professional development activities, including: NACUA's June Annual Conference and two Board meetings; local bar events and bar seminars on areas of employment, litigation, construction and public entity law; and the Community College League Advisory Committee on Legislation, the State Legislative Summit and the CCCT National Legislative Summit.

- F. Ensure required **safety and information security procedures** are followed to create and maintain a safe work environment. If individuals in your unit require training, please refer to the LRCCD Human Resources online safety and information security training opportunities.

The office is up-to-date on safety and information security procedures.

- G. Ensure unit members participate, and provide **leadership** to the District, in their areas of expertise.

The General Counsel prepares for and participates in: Board meetings; weekly staff meeting with Chancellor's Executive Staff and regular individual meetings with those Executive Staff members; regular meetings with the College Presidents; bi-monthly meetings with Vice Presidents of Instruction and Student Services; monthly meetings with Vice Presidents of Administration; semester meetings at the campus with each of the College Presidents; and individual meetings on specific subjects. Additionally, the General Counsel: provides legal memoranda, correspondence and email responses; responds to inquiries on legal issues and government affairs issues in person, in writing, by email and by teleconference; and prepares and presents legal and governmental affairs presentations on appropriate topics.

- H. Ensure that the results from **assessments on quality and satisfaction** are used to improve services.

Briefly describe the techniques/assessments currently used to ensure quality or required external standards (e.g., audits, inspections). Also, describe techniques/assessments being developed for use next fiscal year.

The primary method of assessing effectiveness is face-to-face meetings with the various clients who engage the services of the General Counsel's Office: the Chancellor, the Deputy Chancellor, the Vice Chancellors, the Associate Vice Chancellors, the College Presidents and Vice Presidents, and the Directors of Human Resources, Finance and General Services. This takes the form of semi-annual formal meetings with the Chancellor and College Presidents. Further, it takes the form of daily and weekly interactions with other managers.

Further assessment is performed on an annual basis in developing Goals and Achievements and assessing whether the prior year's Goals and Achievements have been met, as well as the preparation and delivery of an annual attorney-client privileged report to the Chancellor addressing the work of the office in the three major areas of focus: general legal, litigation management and governmental relations.

- I. Ensure unit members know where and how to **refer employees or members of the public** needing support assistance not provided by your unit. Briefly describe what is being done in this regard.

The General Counsel and the Administrative Assistant are uniquely involved in forming the Policies and Regulations of the District, as well as interacting with each of the other units across the District. Through this work, both have an extensive knowledge of where and how to refer employees or members of the public to appropriate support assistance not provided by this unit.

- J. State how your department/unit encourages participation in **individual service activities** and volunteerism supporting students (e.g., access/success, e-recycling, presentations, leading workshops, district committees, etc.).

The General Counsel attends all types of events on the college campuses, including groundbreaking ceremonies, opening ceremonies for new buildings, graduation ceremonies and cultural recognition ceremonies, cultural events, and other items of that nature. The General Counsel supports the Students' Annual Lobby Day in finding rooms at the Capitol as well as speakers, and provides professional direction on lobbying activities.

- K. State your unit's plans to develop and implement **any special or long term projects**, including those identified in your most recent Program Review (if applicable) and the LRCCD Strategic Plan (if

applicable). If project plan(s) are contained in another document, list each plan below and attach a copy to your unit plan. For all other project plans, briefly describe projects and indicate implementation timelines below.

None at this time.

- L. Please provide any **suggestions for improving** the District's unit plan process, including how to more effectively align with other District and college processes (strategic plan, other planning, resource allocation, etc.).

None.

V. Appendix

List your unit's accomplishments based on completion of last year's unit plan.

- Resolved eleven of sixteen pending claims; resolved five out of nine pending litigation matters; effectively managed outside counsel and remaining ongoing litigation and claims.
- Coordinated monthly review of employees with disabilities, as well as efforts to accommodate and assist those employees.
- Coordinated sale of option on surplus property.
- Provided legal support for significant Human Resource matters.
- Provided review and approval of numerous contracts.
- Provided legal support on IRS issues regarding student tuition forms.
- Reviewed and revised approximately 30 different Policies and Regulations, including Participatory Governance, Legislative Matters, Student Parking Fees, Graduation Requirements, Information Security, Student Trustee, Collective Bargaining, and Conflict of Interest Rules.
- Provided legal support for Board closed session items on discrimination claims, litigation, real property sale and lease, and labor issues, as well as presented numerous open session items.
- Participated in AACC National Legislative Summit, CC League State Legislative Summit, Metro Chamber State Legislative Summit, Joint Higher Education Day, and Student Lobby Day.
- Drafted numerous letters of support and opposition to key legislative matters.
- Published quarterly reports on Policies and Regulations, litigation and legal updates.
- Presented at New Deans' Academy Training and New Supervisors' Training.

List sources you used to support your unit plan statements.

- General Counsel Website
- Closed Session Agenda Items
- Task List (Attorney-Client Privileged and Attorney Work Product)
- Reports to Chancellor of ongoing and completed projects (Attorney-Client Privileged and Attorney Work Product)
- Annual report to the Chancellor (Attorney-Client Privileged and Attorney Work Product)
- Goals and Achievements

Attach supporting documents (Supporting Data from the DIR, etc.) following this page, identifying those you have attached in the text box, below.

- General Counsel Website
- Goals and Achievements; Midyear Achievements
- General Counsel Activities
- Pending Claim/Litigation Log



Los Rios Community College District

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



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Office of the General Counsel

Welcome to the Los Rios Office of the General Counsel. This site is intended to provide easy access to information for employees, students and others interested in legal issues associated with the Los Rios Community College District.

The mission of the Office of the General Counsel is to provide quality legal services to the Los Rios Community College district and all its constituent parts by advising the administration, faculty, employees and student leaders on matters having legal significance to the management and operation of the District. Specific areas of responsibility include drafting of policies and regulations, reviewing and preparing contracts, representing the District in court and in administrative hearings, providing training and seminars on legal topics, and advocating for the District before the state and federal governments.

This office is dedicated to serving the Los Rios District with integrity, knowledge of the law, and reason in support of the valuable and dynamic educational mission of our colleges. It is our function to assist, while minimizing risk, and to do so in an efficient, friendly and professional manner.

Nothing contained here may be construed as "legal advice" from the Office of the General Counsel; users should always consult with appropriate licensed counsel if legal issues are involved. The materials here are presented for informational purposes only.



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Office of the General Counsel

Recently Updated Policies and Regulations

District Policies and Regulations are periodically updated to clarify or change procedures as well as to stay in compliance with new or revised California and Federal law. The District reviews its Policies and Regulations regularly to ensure they are appropriately updated. Any of the constituencies of the District may propose changes to the Policies and Regulations. Proposed changes are reviewed by the General Counsel and then vetted through the District's participatory governance process. Quarterly, the Board of Trustees and other constituents are advised as to what Policies and Regulations are under review, are in the process of revision, or have recently been revised. Typically, the General Counsel brings the proposed changes to the monthly meetings of the VPAs, VPIs and VPSSs for review, approval and/or revision. Where Policies or Regulations affect matters within the purview of the Academic Senate and/or students, they are vetted with the Academic Senate and/or the Student Advisory Council. The next step of the process entails review by the Chancellor's executive staff. After approval by the Chancellor's executive staff, the Chancellor's Cabinet reviews the proposed new Policy or Regulation. Changes to a Regulation become effective once they are approved by the Cabinet, but changes to a Policy continue to the Board of Trustees for first reading and become effective upon the Board's approval. *Where immediate change to a Policy or Regulation is required, interim guidelines may be issued.*

Future Updates

Spring 2014 Updates
Winter 2014 Updates
Fall 2013 Updates
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Future Updates

Policy/Regulation	P/R Number	Location
Participatory Governance	R-3411	Chancellor's Cabinet
Travel and Conference	R-8341	Chancellor's Cabinet

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Spring 2014 Updates

Policy/Regulation	P/R Number	Last Update
Management/Confidential Relations	P-9311	6/11/14
Participatory Governance	P-3411	6/11/14
Supervision and Control	P-3112	6/11/14
Student Body Association	P-2311	6/11/14
Student Parking Fees	R-2252	5/14/14
Retirement Benefits	P-5165	5/14/14
Retirement Benefits	P-6622	5/14/14
Retirement Benefits	P-9414	5/14/14
Participatory Governance	R-3411	4/28/14
Admission and Entrance Requirements	R-2211	4/28/14
Legislative Matters	P-3115	4/9/14

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Winter 2014 Updates

Policy/Regulation	P/R Number	Last Update
Graduation Requirements	R-7241	2/24/14
Information Security	R-7871	1/27/14
Information Security	R-8871	1/27/14
Retirement Benefits	P-9414	1/8/14
Student Trustee	P-3122; R-3122	12/11/13; 10/28/13
Exempt Criteria	R-2821	12/2/13
Student Parking Fees	R-2252	12/2/13

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Fall 2013 Updates

Policy/Regulation	P/R Number	Last Update
Authorization of Signatories	P-8315; R-8315	11/13/13; 9/23/13
Collective Bargaining Proposals	P-3218; R-3218	11/13/13; 9/23/13
Admissions and Entrance Requirements	R-2211	9/23/13
Salary Schedule Development	R-9211	9/23/13

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Summer 2013 Updates

Policy/Regulation	P/R Number	Last Update
Conflict of Interest Rules	P-8631	6/13/13
Bidding and Quotation Procedures: Conflict of Interest	R-8323	6/13/13
Retiree Health Benefit Contribution	P-5165	8/14/13
Retiree Health Benefit Contribution	P-6622	8/14/13
Retiree Health Benefit Contribution	P-9414	8/14/13

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Spring 2013 Updates

Policy/Regulation	P/R Number	Last Update
Academic Senate	R-3412	4/29/13
Academic Senate	P-3412	3/13/13
Admission and Entrance Requirements	R-2211	4/29/13
Conflict of Interest	P-8611	3/13/13
Grading Policies and Standards	R-7252	4/29/13
Investment of Funds	P-8252; R-8252	3/13/13
Transcript of Records	R-2215	4/29/13
Types of Meetings	P-3211	4/10/13

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Winter Updates 2013

Policy/Regulation	P/R Number	Last Update
Ban on Alcohol on District Property (Exceptions)	P-1414; R-1414	2/13/13
Complimentary Tickets	P-8621, R-8621	2/13/13

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Fall Updates 2012

Policy/Regulation

	P/R Number	Last Update
Visitors on Campus	P-1312	11/14/12
Admissions and Entrance Requirements	R-2211	11/26/12
Administrative	P-4111	11/14/12
Assigned Responsibilities	P-5232	11/14/12
Recommended Academic Load	R-7211	9/24/12
Work Experience	R-7421	9/24/12
Investment of Funds	P-8252	11/14/12
Selection and Recruitment: Management and Confidential Employees	R-9121	10/22/12
Initial Selection: Appointment	R-9122	10/22/12

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Summer Updates 2012

Policy/Regulation	P/R Number	Last Update
Academic Calendar	P-7123; R-7123	7/11/12

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Spring Updates 2012

Policy/Regulation	P/R Number	Last Update
Grading Practices and Standards	R-7252	5/8/12
Budget Planning	P-8122; R-8122	5/9/12
Service Animals	R-2426, R-5178 R-6167, R-9159	3/13/12
Graduation Requirements	P-7241	3/21/12

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Winter Updates 2012

Policy/Regulation	P/R Number	Last Update
College Catalogs	R-1112	1/23/12
Admission and Entrance Requirements	P-2211, R-2211	1/11/12
Student Body Associations	P-2311, R-2311	12/14/11
Student Trustee	P-3122, R-3122	12/14/12
Short-Term Professional Growth Leave	P-9236, R-9236	12/14/12
Miscellaneous Leaves	P-9238	12/14/12

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Fall 2011

Policy/Regulation	P/R Number	Last Update
Programs and Services	R-2731	9/26/11
Bidding and Quotation Procedures; Conflicts of Interest	R-8323	10/24/11
Public Records Retention and Destruction	P-8381; R-8381	10/19/11
Conflict of Interest	P-8611	11/16/11

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Summer 2011

Policy/Regulation	P/R Number	Last Update
Retiree Benefits	P-5165, P-6622, P-9414	6/15/11

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Spring 2011

Policy/Regulation	P/R Number	Last Update
Affirmative Action and Non discrimination	P-2113	4/13/11
Intent and Accountability for Equal Opportunity, Service Animals	P-5111, P-6111, P-9111	4/13/11
Service Animals	R-2426, R-5178, R-6167, R-9159	2/28/11

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Winter 2011

Policy/Regulation	P/R Number	Last Update
Student Associations	P-2311 R-2311	12/15/10 12/15/10
Computer Use Policies	P-7811-7871 P-8811-8881	12/15/10
Duties & Responsibilities	3000 Series	12/15/10
Administrative	P-4111	12/15/10
Naming of Facilities	P-8431	12/15/10
Performance Evaluation, Chancellor & Presidents	P-9142	12/15/10

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Fall 2010 Updates

Policy/Regulation	P/R Number	Last Update
Computer Use Regulations	R-7811-7871 R-8811-8881	9/27/10
Admission and Entrance Requirements	R-2211	8/30/10

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Spring 2010

Policy/Regulation	P/R Number	Last Update
Use of Facilities	R-1411	4/27/10
Fees for Use of Facilities	R-1412	4/27/10
Use of Outdoor Areas	R-1413	4/27/10
Admission and Entrance Requirements	R-2211	3/23/10
Student Records	R-2265	2/10/10
Graduation Requirements	R-7241	4/27/10

Winter 2010

Policy/Regulation	P/R Number	Last Update
Report of Unlawful or Improper Conduct	P-5177, R-5177 P-6166, R-6166 P-9158, R-9158	1/21/10
Student Trustee	P-3122, R-3122	11/19/09

Fall 2009

Policy/Regulation	P/R Number	Last Update
Retiree Benefits	P-5165, P-6622, P-9414,	5/13/09
Bidding & Quotation Procedures; Conflict of Interest	R-8323	10/26/09
Facility Construction Process	R-8451	10/26/09

Summer 2009

Policy/Regulation	P/R Number	Last Update
Retiree Benefits	P-5165, P-6622, P-9414,	5/13/09

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Spring 2009

Policy/Regulation	P/R Number	Last Update
Probation and Dismissal	R-2231	4/27/09
Student Use of District Vehicles	R-2322	4/27/09
Programs and Services	R-2731	4/27/09
Textbooks	R-7134	4/27/09
Grading Practices and Standards	R-7252	4/27/09
Budget Planning	R-8122	2/23/09
Budget Planning	P-8122	4/15/09
District Vehicle Use	R-8343	4/27/09

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Winter 2009

Policy/Regulation	P/R Number	Last Update
Grading Practices and Standards	P-7252	10/27/08
Articulation	P-7135, R-7135	10/27/08
Attendance Requirements	P-2222, R-2222	10/27/08
Nonresident and International Student Fees	R-2251	9/9/08
Student Enrollment Fee	R-2254	9/9/08
Advanced Education	R-2212	10/29/08
District Vehicle Use	R-8343	9/9/08
Conflict of Interest Code	R-8611	10/27/08
Catastrophic Leave Program	P-9239, R-9239	10/27/08
Bidding and Quotation Procedures	P-8323, R-8323	10/27/08
Sick Leave	R-9232	9/9/08
Fees for Use of Facilities	R-1412	9/9/08
Eligibility, Selection and Appointment: Student Employees	R-2631	11/17/08
Academic Senate	R-3412	11/17/08

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Summer 2008

Policy/Regulation	P/R Number	Last Update
Admissions and Entrance Requirements	P-2211	6/18/08
Graduation Requirements	P-7241	6/18/08
Supervision and Control	P-3112	5/14/08
Administrative	P-4111	5/14/08
Retirement Benefits	P-5165P-6622 P-9414	4/16/08

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Spring 2008

Policy/Regulation	P/R Number	Last Update
Admissions and Entrance Requirements	R-2211	2/27/08

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Winter 2008

Policy/Regulation	P/R Number	Last Update
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Programs	P-1511	12/12/07
International Education	P-7151	12/12/07
Travel and Conferences	P-8341	12/12/07
Discrimination Complaints	P-2423, P-5172, P-6163, P-9152,	12/12/07
Investment of Funds	P-8252	11/7/07
Investment Policy (Deleted)		11/7/07

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Fall 2007

Policy/Regulation	P/R Number	Last Update
Disability Accommodation	R-2425, R-5176, R-6165, R-9157	9/17/07
District Vehicle Use	R-8343	9/17/07
Discrimination Complaints Procedures	R-2423, R-5172, R-6163, R-9152	9/17/07

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Summer 2007

Policy/Regulation	P/R Number	Last Update
Information Security	P-8871 & R-8871	5/16/07

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Spring 2007

Policy/Regulation	P/R Number	Last Update
Recruitment, Selection and Appointment: Full Time Faculty	P-5121	3/28/07
Recruitment, Selection and Appointment: Adjunct Faculty	P-5122	3/28/07
Selection and Recruitment: Temporary Positions	P-6122	3/28/07
Grading Practices	R-7252	2/28/07
Retiree Medical Benefits	P-5165, P-6622, P-9414	4/19/07

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Winter 2007

Policy/Regulation	P/R Number	Last Update
Conflict of Interest	P-8611	12/13/06
Chancellor Authority	P-4111	12/13/06
Selection and Recruitment, Management and Confidential	P-9121	1/24/07

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**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL A: STUDENT SUCCESS

GOAL	SUCCESS INDICATORS	RESPONSIBLE UNIT(S)
1. Update District Policies and Regulations in light of new student success initiatives.	Policies/Regulations updated.	General Counsel; Vice Chancellor of Education and Technology; Associate Vice Chancellor, Student Services
2. Meet with Student Trustee and campus Student Body Presidents and assist in lobbying efforts.	Meetings held with Student Trustee, ARC, CRC, FLC and SCC student government representatives; assistance provided.	General Counsel; Associate Vice Chancellor, Student Services
3. Provide legal advice and support for Vice Presidents of Student Services and Vice Presidents of Instruction.	Responsive to requests for advice.	General Counsel
4. Provide legal support to College and District staff on student grievance, discipline, and discrimination issues. Provide training.	Responsive to requests for advice.	General Counsel; Associate Vice Chancellor, Student Services; Vice Presidents Student Services
5. Update Student Matriculation Policies/Regulations.	Policies/Regulations updated.	General Counsel; Vice Chancellor of Education and Technology
6. Review and approve internship agreements with outside employers.	Agreements reviewed and approved.	General Counsel; Director General Services
7. Revise and enact new Student Trustee Regulation to incorporate relevant Student Body Association Polices and Regulations	Policy/Regulation updated.	General Counsel; Vice Chancellor of Education and Technology; Associate Vice Chancellor, Student Services

**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL B: TEACHING AND LEARNING EFFECTIVENESS

GOAL	SUCCESS INDICATORS	RESPONSIBLE UNIT(S)
8. Maintain, update and expand General Counsel web page.	Policies/Regulations are kept up-to-date on-line; FAQs added and updated; Topics of Interest added and updated.	General Counsel
9. Provide access to General Counsel's office to LRCFT union representatives and leaders to maintain dialogue on key legal issues; and provide support on legal questions with common interests.	Meetings with CFT leadership; legal support provided on common issues.	General Counsel
10. Legal support for examination of transfer pathways to private and for-profit institutions and create District Template for partnerships.	Template created.	General Counsel; Vice Chancellor of Education and Technology; Associate Vice Chancellor, Student Services

**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL C: ACCESS AND GROWTH

GOAL	SUCCESS INDICATORS	RESPONSIBLE UNIT(S)
11. Promote diversity in our outside counsel.	Letters and conversations with counsel regarding the importance of diversity; encouragement of diverse attorneys to work on District cases; attend California Minority Counsel Program Annual Meeting; attend diverse bar association events to locate quality diverse attorneys.	General Counsel
12. Be an active participant in the District's programs that encourage diversity.	Attend diversity events; participate in District and community diversity activities.	General Counsel
13. Provide legal support for construction of Rancho Cordova Educational Centers.	Rancho Cordova Center under construction.	General Counsel; Deputy Chancellor; Facilities Management; General Services
14. Provide legal support for the construction projects across the District.	Responsive to requests; manage stop notices and litigation.	General Counsel; Facilities Management; General Services

**GENERAL COUNSEL
2013-14 Desired Outcomes**

**GOAL D: COMMUNITY, ECONOMIC AND WORKFORCE
DEVELOPMENT**

GOAL	SUCCESS INDICATORS	RESPONSIBLE UNIT(S)
15. Send at least 50 advocacy letters.	Send 50 letters.	General Counsel; Chancellor
16. Participate in the AACC Legislative Summit, the CC League Legislative Summit and advocacy events and Sacramento Chamber Sacramento Lobby Day and engage in advocacy activities on District's behalf.	Attend each conference; meet with legislators; continue cultivating contacts from each group.	General Counsel
17. Legal research, analysis and tracking of bills associated with legislative priorities of the District; provide updates to Board as appropriate.	Chancellor, Vice Chancellors and other administrators informed of progress of key legislation; Board advised of controversial and key bills.	General Counsel
18. Provide ongoing legal support to Foundation.	Legal research, advice and support provided.	General Counsel; Vice Chancellor of Resource Development
19. Provide legal support for Economic Development Unit.	Legal research, Contract Review, and support provided.	General Counsel; Vice Chancellor of Resource Development; Associate Vice Chancellor of Economic Development

**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL E: ORGANIZATIONAL EFFECTIVENESS

GOAL	SUCCESS INDICATORS	RESPONSIBLE UNIT(S)
20. Provide regular reports on changes in the law as a result of court cases and legislation.	Publication of quarterly newsletter; distribution of biweekly CC Updates to staff and Board; distribution of other updates as needed.	General Counsel
21. Update policies and regulations regarding Title IX requirements.	Policy/Regulations amended.	General Counsel
22. Draft and/or review 100 contracts.	Drafted and/or reviewed 100 contracts.	General Counsel
23. Work to secure appropriate licenses for the service of alcohol in regional performing arts centers.	Protocol for licensure and service of alcohol established.	General Counsel; Deputy Chancellor; Vice Chancellor of Resource Development; College Presidents
24. Assess Policies/Regulations for changes required by amendments to the Education Code and Title V Regulations compliance; update as necessary.	Policies/Regulations are assessed and updated.	General Counsel; Deputy Chancellor; Vice Chancellor of Education and Technology; Vice Presidents
25. Manage and report on status of litigation, claims; manage outside counsel, judgments, and settlements.	Chancellor kept informed through regular updates; Board updated quarterly and as needed; present matters to Board as necessary.	General Counsel
26. Advise HR and Colleges on employee legal issues. Provide representation for District in administrative & grievance procedures.	Timely advice provided; representation provided; litigation managed.	General Counsel; Associate Vice Chancellor Human Resources; General Services

<p>27. Maintain vigilance on ADA/FEHA/Workers Compensation issues; provide College and operational unit training.</p>	<p>Regular monthly meetings; documentation maintained.</p>	<p>General Counsel; Associate Vice Chancellor Human Resources; Director, General Services</p>
<p>28. Provide training for harassment, discrimination, retaliation, and investigation.</p>	<p>Equity Officer training provided.</p>	<p>General Counsel; Associate Vice Chancellor Human Resources</p>
<p>29. Create and implement IT and eDiscovery protocols.</p>	<p>Protocols for document retention, storage created and implemented.</p>	<p>General Counsel; Vice Chancellor of Education and Technology; Associate Vice Chancellor of Information Technology</p>
<p>30. Legal plan for protection of SCC's logos and marks.</p>	<p>Logos and marks servicemark protections filed; plan created.</p>	<p>General Counsel; Associate Vice Chancellor of Communications and Research</p>
<p>31. Serve as Director for National Association of College and University Attorneys; Vice Chair of New Member Committee.</p>	<p>Service provided.</p>	<p>General Counsel</p>
<p>32. Legal support provided for potential contract with minor league soccer to utilize Hughes Stadium</p>	<p>Contractual document drafted and negotiated.</p>	<p>General Counsel; SCC Vice President of Administration</p>

GENERAL COUNSEL
2013-14 Desired Outcomes

GOAL A: STUDENT SUCCESS

GOAL	MIDYEAR ACHIEVEMENT DETAIL
1. Update District Policies and Regulations in light of new student success initiatives.	On target for full achievement. Priority Registration Regulation updated; Graduation Requirements Regulation updated; Exempt Criteria Regulation updated.
2. Meet with Student Trustee and campus Student Body Presidents and assist in lobbying efforts.	On target for full achievement. Met with student leaders; set agenda and coordinated date, facilities, and speakers for Lobby Day, February 6, 2014.
3. Provide legal advice and support for Vice Presidents of Student Services and Vice Presidents of Instruction.	On target for full achievement. Advice provided as needed on subjects like ADA accessibility of video materials, faculty, DSPS accommodations, Student Trustee elections, student records, Brown Act, student government, and clubs.
4. Provide legal support to College and District staff on student grievance, discipline, and discrimination issues; provide training.	On target for full achievement. Advice provided as needed; two discrimination appeals presented to Board; provided campus advice on those appeals.
5. Update Student Matriculation Policies and Regulations.	On target for full achievement. Priority Registration Regulation updated; Exempt Criteria Regulation updated.
6. Review and approve internship agreements with outside employers.	Uncertain at this time; no internship agreements submitted.
7. Revise and enact new Student Trustee Regulation to incorporate relevant Student Body Association Policies and Regulations.	Fully achieved; Policy and Regulation updated.

**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL B: TEACHING AND LEARNING EFFECTIVENESS

GOAL	MIDYEAR ACHIEVEMENT DETAIL
8. Maintain, update, and expand General Counsel web page.	On target for full achievement. Hired new assistant with significant web skills; web page ongoing regular review and updating.
9. Provide access to General Counsel's office to LRCFT union representatives and leaders to maintain dialogue on key legal issues; provide support on legal questions with common interests.	On target for full achievement. Coordinated with LRCFT on student Public Records Act request; continue to reach out to LRCFT regarding legislative matters in common.
10. Legal support for examination of transfer pathways to private and for-profit institutions and create District template for partnerships.	Uncertain at this time.

GENERAL COUNSEL
2013-14 Desired Outcomes

GOAL C: ACCESS AND GROWTH

GOAL	MIDYEAR ACHIEVEMENT DETAIL
11. Promote diversity in our outside counsel.	On target for full achievement. Attended Asian Bar Association Annual Dinner and Awards Festival; attended Asian Chamber of Commerce Dinner; support provided for 2+2+3 law school pipeline project designed to increase diversity at law schools; conversation with firm that performs significant representation of the District confirmed their status as a Woman Owned Business; continued vigilance to locate highly qualified lawyers.
12. Be an active participant in the District's programs that encourage diversity.	On target for full achievement. Attended Asian Bar Association Annual Dinner and Awards Festival; Asian Chamber of Commerce Dinner; support provided for 2+2+3 law school pipeline project designed to increase diversity at law schools.
13. Provide legal support for construction of Rancho Cordova Educational Center.	On target for full achievement. Advice and review provided on CEQA compliance for Center.
14. Provide legal support for the construction projects across the District.	On target for full achievement. Advice provided on bid protest issues; Prop 39 sole source issues; resolution of two major construction claims.

**GENERAL COUNSEL
2013-14 Desired Outcomes**

**GOAL D: COMMUNITY, ECONOMIC, AND WORKFORCE
DEVELOPMENT**

GOAL	MIDYEAR ACHIEVEMENT DETAIL
15. Send at least 50 advocacy letters.	On target for partial achievement. Ten letters sent to date.
16. Participate in the AACC Legislative Summit, the CC League Legislative Summit and advocacy events, and Sacramento Chamber Sacramento Lobby Day, and engage in advocacy activities on District's behalf.	On target for full achievement. Coordinated and participated in CC League Legislative Summit; on way to AACC National Legislative Summit; signed up for Metro Chamber State Legislative Summit and engaged in preparation; coordinating Joint Higher Education Advocacy Day Team for April 2014.
17. Legal research, analysis and tracking of bills associated with legislative priorities of the District; provide updates to Board as appropriate.	On target for full achievement. Board presentation given in November 2013; Legislative Policy revised and on target for March enactment; updates provided to Board on State and Federal Legislative Priorities.
18. Provide ongoing legal support to Foundation.	On target for full achievement. Regular meetings with Vice Chancellor; advice provided as needed.
19. Provide legal support for Economic Development Unit.	On target for full achievement. Reviewed contracts and provided advice on issues as they arise.

**GENERAL COUNSEL
2013-14 Desired Outcomes**

GOAL E: ORGANIZATIONAL EFFECTIVENESS

GOAL	MIDYEAR ACHIEVEMENT DETAIL
20. Provide regular reports on changes in the law as a result of court cases and legislation.	On target for full achievement. Focused emails provided of key legal issues to administrators as reported on a weekly basis; quarterly newsletter provided in Summer and Fall 2013 (Winter 2013 skipped due to staffing); Community College Newsletter circulated to administrators regularly.
21. Update Policies and Regulations regarding Title IX requirements.	On target for full achievement. Policies identified; should progress through participatory governance in Spring 2014.
22. Draft and/or review 100 contracts.	On target for partial achievement. 38 contracts reviewed to date.
23. Work to secure appropriate licenses for the service of alcohol in regional performing arts centers.	Licensing not likely to be achieved. Given the small margin of profit provided by alcohol sales and the extensive work required, this does not appear to be a current goal; alcohol service will be handled on a daily permit basis as appropriate.
24. Assess Policies and Regulations for changes required by amendments to the Education Code and Title V Regulations compliance; update as necessary.	On target for full achievement. Seventeen separate Policies and Regulations have been updated this year.
25. Manage and report on status of litigation and claims; manage outside counsel, judgments, and settlements.	On target for full achievement. Regular contact with General Services, outside counsel, and ASCIP regarding claims; Quarterly Litigation Report provided to Board and interim updates provided as appropriate; review of counsel's bills and budgets on each matter monthly; advice provided to Board on workers' compensation settlements and construction claim settlements.
26. Advise HR and Colleges on employee legal issues; provide representation for District in administrative and grievance procedures.	On target for full achievement. Focused emails provided of key legal issues to administrators as reported on a weekly basis; quarterly newsletter provided in Summer and Fall 2013 (Winter 2013 skipped due to staffing); advice provided on major HR and employee issues; coordinating representation of two Unfair Labor Practice cases; resolved one grievance matter; currently working on two potential grievances; provided advice on grievances as requested.

27. Maintain vigilance on ADA/FEHA/Workers' Compensation issues; provide College and operational unit training.	On target for full achievement. Monthly meeting with HR, Workers' Compensation, and Benefits Department held; New Deans' Training and New Managers' Training provided on ADA processes.
28. Provide training for harassment, discrimination, retaliation, and investigation.	On target for full achievement. Equity Officer Training, New Deans' Training, and New Managers' Training provided on ADA processes.
29. Create and implement IT and eDiscovery protocols.	On target for partial achievement. With new associate Vice Chancellor of Information Technology, this project will need to be reviewed and our timeline revised.
30. Legal plan for protection of SCC's logos and marks.	On target for partial achievement. SCC logo has been implemented; outside counsel has been tasked to get federal and state registration for logos and marks.
31. Serve as Director for National Association of College and University Attorneys; Vice Chair of New Member Committee.	On target for full achievement. Serving on Board; Attended Fall 2013 Board meeting; scheduled for Spring and Summer 2014 meetings; Chair of Membership Committee; member of Board Operations Committee; Presenter at General Counsel Roundtable session in June 2014 in Denver.
32. Legal support provided for potential contract with minor league soccer to utilize Hughes Stadium.	On target for full achievement. Operational meetings held with campus, security, and team representatives; form template of use permit drafted; further meetings scheduled.

Advocacy/Legislation Letters

DATE	BILL/TOPIC	TO
9/6/13	AB 1030 Student Trustee Election Process	Assemblymember Ken Cooley
1/9/14	AB 646 SUPPORT (signed by BK)	Joan Buchanan
1/29/14	Budget growth; adult education; dual enrollment; incarcerated persons	Assemblymember Beth Gaines Assemblymember Mariko Yamada Assemblymember Richard Pan Assemblymember Roger Dickinson Senator Lois Wolk Senator Darrell Steinberg
2/26/14	FAA Initiative; Pell Grant/federal funding; Federal Supplemental Educational Opportunity Grants and Work Study; Carl D. Perkins; Workforce Investment Act	Senator Boxer – Patrick Scandling, Denise Braemer Representative Matsui – Kyle Victor, Louis Agnello Representative Bera – Erin O’Quinn Representative McClintock – Steven Kongar Representative John Garamendi – Emily Burns
3/18/14	AB 2235 SUPPORT	Joan Buchanan
3/31/14	AB 2558 SUPPORT	Das Williams
4/2/14	AB 1906 SUPPORT	Das Williams
4/2/14	Ability to Benefit (Pell Grant) Restoration	Garamendi McClintock Matsui Bera
4/30/14	School Bond on November Ballot (signed by BK)	Governor Brown Senator Ted Gaines Senator Lois Wolk Senator Darrell Steinberg Senator Tom Berryhill Assemblymember Mariko Yamada Assemblymember Frank Bigelow Assemblymember Beth Gaines Assemblymember Roger Dickinson Assemblymember Ken Cooley Assemblymember Richard Pan
5/1/14	Follow-up to JHEAD	Ted Gaines Richard Pan Roger Dickinson Mariko Yamada Ken Cooley Staff Ted Gaines – Matt Cox Staff Pan – Laurie Holtdog

		Staff Frazier – Zach Leary Staff Dickinson – Tiffany Mok Staff Beth Gaines – Jenna Chandler Staff Yamada – Cat Nou Staff Cooley – Brendan Repicky Staff Wolk – Craig Reynolds
6/11/14	AB 2235	Senator Carol Liu

2013-2014 General Counsel Activities

Presentations	11/18/13 SGT300 Presentation at SCC New Dean's Academy 10/13 Legislative Update to Board of Trustees
HR	DiCicco Hernandez Amanda Carroll
Conferences	9/26/13 CC League Conference Pittsburg, CA 10/4-10/6/13 ED Conference 10/11/13 Convergence @ Cal Aerospace Museum 10/17/13-10/18/13 Waco; Caltech 11/4/13-11/7/13 NACUA Fall Board Meeting, Washington DC 1/17/14 WED Committee Meeting 2/10/14-2/13/14 CC League National Legislative Summit in D.C. 3/12/14 Sac Metro Chamber State Legislative Summit 4/1/14 FBA Role of Media in the Legal Profession Luncheon 4/7/14-4/9/14 NACUA Spring Conference in Boston 4/29/14 JHEAD at the Capitol 6/22/14-6/25/14 NACUA Annual Conference in Denver
LRPD	Pitchess – Winchester (Dec. 2013) Pitchess – Winchester/Washington (Jan. 2014)
Advocacy	11/19/13 Santa Cruz County HS Kids Capitol Discussion 1/27/14 CC League meeting at Capitol 4/29 JHEAD
Policies and Regulations	Retiree Health Benefit Contribution (P- 5165/6622/9414; 8/14/13) Admissions and Entrance Requirements (R-2211; 9/23/13) Salary Schedule Developments (R-9211; 9/23/13) Collective Bargaining (P/R-3218; 11/13/13) Authorization of Signatories (P/R-8315; 11/13/13) Student Parking Fees (R-2252; 12/2/13) Exempt Criteria (R-2821; 12/2/13) Student Trustee (P/R-3122; 12/11/13) Retirement Benefits (P-9414; 1/8/14) Information Security (R-7871/8871; 1/27/14)

Misc.	Graduation Requirements (R-7241; 2/24/14) ABC at Harris Center Sale of Poppy Ridge Helping at SCC (SOS Desk)/CRC (E-Services) on 1/21/14
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Pending Claims/Litigation Log for End-of-Year Reporting 2013-14

Claims

Date filed	Claimant	Type of Claim	To Board	Statute of Limitations	Complaint filed
3/27/2013	Igor Yagudin	Car accident	04/10/13		settled \$6,410.36
4/17/2013	Mubarak Fitini	Car accident	05/08/13	11/10/13	settled 2,257
6/25/2013	Randy Cooper	Car impounded/personal property	08/14/13		settled \$2,500
7/8/2013	Oleg Seleznev	Car accident	08/14/13		settled \$1,450
7/8/2013	Sergy Seleznev	Car accident	08/14/13		settled \$1,450
7/10/2013	Bonnie Pannell	Personal Injury			settled \$4,961.80
7/25/2013	Judith Painter	Car accident	08/14/13	02/15/13	settled \$2,355.18
10/14/2013	Mita Chakraborty	Car accident			settled \$1,583
11/4/2013	Kathleen Graham	Lost phone			settled \$534
12/29/2013	James Maxey	Harassment, coercion, etc.	1/16/2014		
2/11/2014	Sharon Kamber	Personal Injury	3/12/2014		
2/3/2014	Heather Abshire	Lost \$40	3/12/2014		
2/21/2014	Martin John Jackson	Car accident	3/12/2014		
3/18/2014	Supaporn Pornrattanasoros	Car accident	4/9/2014		Settled \$884.33
4/4/2014	Myngoc Tran	Personal property	5/14/2014		Settled \$120
6/17/2014	Hester Thompson	Personal Injury	7/9/2014		

Litigation

Date filed		Date Resolved	
2/9/2010	Valley Properties		Real Estate/Property
6/14/2012	Art Hernandez	3/25/2014	settled walk away
6/25/2012	Maria Calderon	3/10/2014	settled \$2,500
10/10/2012	Jamie Barnes	8/6/2013	dismissed by Court
	City of Folsom		
2/8/2013	Successor Agency to the Redevelopment Agency of the City of Sacramento	11/26/2013	dismissed by Court
2/4/2013	Connie Arnold		ADA claim
12/3/2013	Art Hernandez II	2/19/2014	dismissed by Plaintiff
3/19/2014	Peter Graves		ADA claim - sidewalk
3/25/2014	Peter Graves		ADA claim - Enactus Class