<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa M. Sanchez</td>
<td>SPHR, SHRM-SCP, Vice President, HR</td>
<td>HR oversight; performance evaluations; employee relations and discipline; staffing plans; performance management; department planning and reorganizations; recruitment oversight; HR process improvements; Employee Handbook revisions; unlawful harassment investigations; all benefits oversight; workers’ compensation oversight; compliance; policy administration.</td>
</tr>
<tr>
<td>Tracy Kerr</td>
<td>Assistant Vice President, HR</td>
<td>Assists VPHR in leading HR; benefits administration, including open enrollment; retirement program administration; employee relations and discipline; performance management; staffing and recruiting; department planning and reorganizations; training and development; performance evaluations; staff awards; compliance; policy administration; recordkeeping.</td>
</tr>
<tr>
<td>Cynthia Quentin</td>
<td>Director, Environmental Health and Safety</td>
<td>Provides and promotes a safe and secure environment at ArtCenter's Hillside and South campuses. This includes administering, planning, implementing and monitoring critical emergency and disaster preparedness plans and policies; planning, directing, and supporting the implementation/supervision of health, safety and environmental programs, policies and procedures. Trains, instructs, provides educational materials and supports project staff on applicable environmental, health and safety rules and regulations on specific projects.</td>
</tr>
<tr>
<td>Jackie Contreras</td>
<td>Employee Relations and Deputy Title IX Coordinator</td>
<td>Assistant to VPHR; coordinates performance evaluations; staff awards; some aspects of recruitment and training; sexual harassment training coordination; coordination of some aspects of employee relations disciplinary issues. Serves as deputy Title IX coordinator.</td>
</tr>
<tr>
<td>Anna Berkel</td>
<td>Generalist, HR</td>
<td>Benefits; onboarding new hires; workers’ compensation; leaves management, open enrollment administration; student hiring process; recruitment, including Art Center Website job postings, placing external job ads, pre-screening resumes, preparing job offer letters for faculty and staff, coordinating on-campus interviews; preparing independent contractor consultant letters and regulatory compliance and reporting.</td>
</tr>
<tr>
<td>Nicole Gomez</td>
<td>Coordinator, HR</td>
<td>Assists with the administration of the day-to-day operations of the human resources functions. Serves as primary contact for the student hiring process; ensuring proper paperwork for visas for international students; pre-screening resumes for recruitments; preparing faculty appointment letters; managing the I-9s (employment eligibility process); preparing employment verification letters; job reference checks for recruitments.</td>
</tr>
<tr>
<td>Sadara DeVonne</td>
<td>Discrimination Harassment Retaliation Administrator and Title IX Coordinator</td>
<td>Responsible for conducting investigations for faculty and staff DHR and Title IX complaints. The incumbent will administer the Title IX compliance and training and outreach programs. The incumbent will ensure that the college remains updated on any changing laws as they relate to DHR and Title IX.</td>
</tr>
</tbody>
</table>
How can we help?
Life can be complicated. With MHN, getting help is easy.
Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

Problem-solving support
Call us for help with life's ups and downs. We're here 24/7 to connect or refer you to a professional who can help with:
- Marriage, family and relationship issues.
- Problems in the workplace.
- Stress, anxiety and sadness.
- Grief, loss or responses to traumatic events.
- Concerns about your use of alcohol or drugs.
When you call, you can make an appointment that works for you:
- Face-to-face sessions – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office. We can provide a referral when you call us. You can also search for a provider on our member website.
- Phone or web-video consultations – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

Work and life services
Our experts can help you balance your work with your life! Call us for:
- Childcare and eldercare assistance – We’ll find out what kind of help you need caring for children or elders in your life. Then we’ll give you names and numbers of providers in your area with confirmed openings.
- Financial services – Talk to an advisor over the phone about:
  - Budgeting
  - Credit and financial questions (investment advice, loans and bill payments not included)
  - Retirement planning
- Legal services – Talk to a lawyer over the phone or face to face about:
  - Civil, consumer and criminal law
  - Personal and family law, including adoption, divorce and custody issues

1Please contact us for details, including limitations and exclusions.
– Financial or tax matters. (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)

– Real estate

– Estate planning

- **Identity theft recovery services** – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we’ll connect you to an identity recovery specialist.

- **Daily living services** – Need help with errands? Planning an event or a vacation? We’ll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors’ services.)

**Our member website can help with:**

- Childcare and eldercare directories.

- Tips, tools and calculators to help you with finances, legal issues and retirement planning.

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**Health and wellness resources**

Take charge of your well-being! MHN can help. Just register on our member website to:

- Assess your health and get tips for living better.

- Track progress toward your wellness goals.

- Take advantage of interactive e-learning programs.

- Find articles and videos about health topics.

Call your EAP number to learn more about our wellness coaching services – personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an Evidence of Coverage booklet or Summary Plan Description).

**Your privacy**

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

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**Need help?**

**Call toll-free, 24 hours a day, seven days a week: 1-800-227-1060**

**TTY users call 711.**

**Or visit us at: mhn.advantageengagement.com and register with the company code: artcenter**

You are entitled to 3 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per policy year.

Separate limits apply for work-life consultations.

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**We speak your language!**

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

**¡Hablamos su mismo idioma!**

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

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**我們說您的語言！**

您致電MHN時，我們可提供170多種語言的免費翻譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加約診，該服務為免費提供。
FERPA
Student Privacy Rights

ArtCenter faculty and staff responsibilities to respect student confidentiality, protect student privacy, and safeguard records.
The Family Educational Rights and Privacy Act (FERPA) is a United States federal law that was enacted in 1974 (originally known as the Buckley Amendment) and has been updated many times since then. This law defines the controls and limits that govern working with student education records.

ArtCenter students have three primary rights under FERPA:

- The right to have some control over the disclosure of information contained in one’s own education records;
- The right to inspect and review one’s own education records (within 45 days of ArtCenter receiving a request for such access);
- The right to seek an amendment to one’s own education records if they are inaccurate or misleading.

“Education records” are records that are directly related to the student and maintained by ArtCenter in any medium, possessed by any ArtCenter employee, with the exception of “directory information.”

When does FERPA take effect?
FERPA transfers these rights to control privacy from parents to students when the student either turns 18 years old OR enrolls in postsecondary education (at any age). After this transfer of rights, the student must give ArtCenter written consent (each semester) to restrict or expand access to all non-directory information. (Specific additional constraints affect students who are claimed as financial dependents on a parent’s federal tax return.)

ArtCenter does not require a student’s consent in the following circumstances: when there is a health/safety emergency; when following orders of a judicial order or subpoena; to comply with any audit, institutional evaluation, or accreditation process; or whenever College officials have a legitimate educational interest to access student records.

What is “personally identifiable information?”
These are data derived from education records that make a student’s identity easily traceable and include (but are not limited to): student name, names of family members, student address, address of family members, personal identifier numbers (like student IDs, social security, or passport numbers), indirect indicators (such as birth date, place of birth, mother’s maiden name), and even biometric records.

What are not education records?
Examples of records that are not covered by FERPA include, but are not limited to: records that are private notes or maintained in the sole possession...
of an employee and are not accessible or released to any other employees; Campus Security or law enforcement records that are solely used for their purposes; employment records that are not available for any other purpose; treatment records maintained by any health care professional; information obtained after a person is no longer a student (e.g., alumni information); peer-graded assignments that have not been collected and recorded by ArtCenter; personal observations and conversations. Finally, anything ArtCenter defines as “Directory Information” is not an education record.

**What is included in “directory information?”**
ArtCenter defines the following as directory information (and therefore does not need a student’s consent to release): student name, major field of study, enrollment status (full-time, Lite term, internship, etc.), dates of attendance, participation in official activities, degrees earned, honors and awards received, and the most recent educational institution attended (prior to ArtCenter).

**What are “legitimate educational interests” that are exempt from a student’s written consent?**
When faculty or staff are carrying out their duties as educators and administrators, they often have legitimate reasons to share student records. FERPA was not designed to make education cumbersome, but to protect student privacy. Generally, when performing assigned duties, it is permissible to discuss student records for the purposes of educating students, safeguarding their welfare, supporting their success, etc. Examples of these legitimate educational interests that do not require student consent to release information include, but are not limited to:

- Faculty discussing with the Disability Services Coordinator in the CSE any classroom accommodations for students with disabilities.
- Instructors discussing grades or grade changes with department chairs or Enrollment Services.
- Employees needing contact information to return lost supplies or found belongings to a student.
- Faculty or Staff who need to confirm the identity and enrollment status of a student who has been absent from classes.
- CARE Team members who need to resolve behavioral, academic, or personal concerns to support a student’s success.
- Submitting letters of recommendation that have no reference to any other personally identifiable education records.

In some additional specific circumstances (e.g., when violent, terrorist, or sex crimes are involved), ArtCenter may also choose to disclose relevant information to the proper authorities or to the public without student consent.
The purpose of FERPA is to protect students’ rights to privacy, not to impede their education or endanger their wellbeing.

For More Information
Students are informed of their FERPA rights during new student orientation, and their rights are described in the “Academic Policies and Procedures” section of the Student Handbook. Additional reminders may be communicated directly to students periodically.

Any complaints about alleged violations of FERPA may be directed to the United States Department of Education’s Family Policy Compliance Office (FPCO). Complaints must be filed within 180 days of the alleged violation, or an extension can be requested.

If the FPCO determines that ArtCenter has not complied with FERPA, the Secretary of the Department of Education may withhold payments to the College under any applicable federal program, issue a complaint to compel compliance through a cease-and-desist order, or terminate the College’s eligibility to receive federal funding. The Secretary will also provide the complainant and the College with written notice of any decision and the basis for its decision following any investigation. (Students have no right to file a private lawsuit to challenge alleged violations of FERPA.)

Additional information about FERPA and student privacy rights is available from the FPCO at: www2.ed.gov/fpc

Institutional compliance with FERPA is coordinated by Enrollment Services. Any questions, comments, or concerns about FERPA should be directed to Enrollment Services at x2314.
A Roth account can let you put a different tax twist on retirement contributions. So, should you take the Roth route?

**HOW DOES A ROTH WORK?**

Unlike a traditional pretax retirement plan, a Roth account is funded with after-tax dollars. Those dollars may benefit from tax-free growth if you hold the account for at least five years and don’t withdraw the money until at least age 59½*. The trade-off: Because contributions are after tax, your take-home pay will be reduced by the amount you contribute.

This can make a Roth attractive if you expect your income to be subject to a higher effective tax rate when you retire than while you’re working—whereas traditional pretax contributions can be beneficial if your income will be subject to a lower effective tax rate in retirement.

**YOUR CHOICES, HEAD-TO-HEAD**

<table>
<thead>
<tr>
<th></th>
<th>TRADITIONAL</th>
<th>ROTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions</td>
<td>Pretax, lowers current taxable income*</td>
<td>After tax</td>
</tr>
<tr>
<td>Earnings</td>
<td>Tax deferred</td>
<td>Tax free**</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>Income tax due on all contributions and earnings (10% IRS penalty may apply before age 59½)</td>
<td>No tax due on qualified withdrawals**</td>
</tr>
<tr>
<td>Required minimum distributions</td>
<td>Must begin after age 70½ (unless you’re still working and contributing to your current employer-sponsored plan.)</td>
<td>Can avoid with rollover to Roth IRA***</td>
</tr>
</tbody>
</table>

*Federal and most states
**You must hold account at least five years and past age 59½. Other withdrawals may be subject to a 10% IRS penalty if you are under age 59½.
***Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs. Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary-selected investments, and other ERISA protections not afforded other investors. In deciding whether to do a transfer from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you.
CONSIDER A ROTH ACCOUNT IF:

- You think your income will be subject to a higher effective tax rate when you retire than it is today.
- You want to diversify your tax risk—that is, hedge at least some of your contributions against the chances that your tax rate will rise later on.

CAN I CONVERT PRETAX BALANCES TO A ROTH?

You may be able to convert pretax balances (from your own contributions and any employer matching contributions in which you’re fully vested) to a Roth account within your plan. *Important: The amount you convert will be reported as ordinary income and subject to income taxes in the year of the conversion. Also, unlike a Roth IRA, the balance will be subject to required minimum distribution (RMD) rules (generally, distributions must start by April 1 after the year in which you reach age 70½, and by December 31 each year thereafter, unless you’re still working). However, you can avoid an RMD by rolling over the Roth account to a Roth IRA when you retire. Sign in to your account at my.trsretire.com to review your plan documents for provisions regarding Roth conversions.

* Amounts may need to be eligible for withdrawal from the plan as a rollover distribution. See your plan document or call 800-755-5801 for details.

CONSIDER CONVERTING TO A ROTH IF:

- You believe tax rates will rise in the future and that paying the associated taxes now could be advantageous.

DISADVANTAGES OF CONVERTING:

- Converting to a Roth will increase your taxable income for the year of the conversion. This might lead to a required payment when you file your federal tax return.

COMMON QUESTIONS ABOUT ROTHS

AM I ELIGIBLE?

Yes, your retirement plan allows you to contribute to a Roth account. And unlike a Roth IRA, there are no income limits on Roth eligibility.

HOW MUCH CAN I CONTRIBUTE?

You may contribute up to the IRS annual limit (currently $18,500, though other plan limits may apply) to your entire retirement plan—traditional, Roth, or a combination of both. Also, if you’re age 50 or older at any time during 2018, and your plan allows, you can contribute an additional $6,000 in “catch-up” contributions to your accounts.

Think ahead. Take action now.

Need help with your retirement strategy?

Visit: my.trsretire.com

Contact: 800-755-5801
b) Degree Programs: Tuition Reduction Plan

Special classes, seminars or programs not regularly offered by the College are excluded from the tuition reduction plan described here, as are any class or course fees, textbooks and supplies.

Tuition assistance for staff is for the benefit of their spouse, child(ren) or domestic partner. Full-time students may not hold either full-time or part-time staff positions; they are eligible only for student employment. Student workers are not eligible for the tuition reduction plan.

Any qualifying faculty member (and the spouse, child(ren) or domestic partner of such faculty member) may enroll in the degree programs at Art Center at a reduced tuition rate in accordance with the Tuition Reduction Plan.

In addition, for any participant in the Tuition Reduction Plan, enrollment is subject to all standards and conditions, including admission standards, applicable to other students in like classes or courses of study. Employees who have been employed 120 days or longer as of the first day of any College term are entitled to tuition reductions in accordance with the schedule outlined below.


c) Tuition Remission Benefit and Eligibility

*Class must not conflict with work schedule; supervisor must approve if class overlaps with business hours.

(see chart on following page)
<table>
<thead>
<tr>
<th>Employee Type</th>
<th>One ACN/Sat Hi/Kids Class/Workshop (excludes class fees/deposits)</th>
<th>One Art Center Degree Class/Workshop (excludes class fees/deposits)</th>
<th>Full Degree Program (excludes class fees/deposits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Faculty</td>
<td>100%, first term after employment.</td>
<td>100%, first term after employment.</td>
<td>100%, after one year of service.</td>
</tr>
<tr>
<td>Dependent(s) of Full-time Faculty</td>
<td>100%, after one year of service.</td>
<td>Not covered.</td>
<td>After one year of service: 100% for first dependent; 50% for subsequent dependents.</td>
</tr>
<tr>
<td>Part-time Faculty</td>
<td>100%, first term after employment.</td>
<td>100%, first term after employment.</td>
<td>Not covered.</td>
</tr>
<tr>
<td>Dependent(s) of Part-time Faculty</td>
<td>100%, after one year of service (ACN and Sat Hi only).</td>
<td>Not covered.</td>
<td>Not covered.</td>
</tr>
<tr>
<td>Full-time Staff</td>
<td>100%, 120 days from date of hire (schedule permitting).</td>
<td>100%, 120 days from date of hire (schedule permitting).* Studio courses approved by Academic Affairs.</td>
<td>Not covered.</td>
</tr>
<tr>
<td>Dependent(s) of Full-time Staff</td>
<td>100%, 120 days from date of hire.</td>
<td>Not covered.</td>
<td>After one year of service: 100% for first dependent; 50% for subsequent dependents.</td>
</tr>
<tr>
<td>Part-time Staff</td>
<td>100%, 120 days from date of hire (schedule permitting).</td>
<td>Not covered.</td>
<td>Not covered.</td>
</tr>
<tr>
<td>Dependent(s) of Part-time Staff</td>
<td>100%, 120 days from date of hire (ACN and Sat Hi only).</td>
<td>Not covered.</td>
<td>Not covered.</td>
</tr>
</tbody>
</table>