Location: Rio Hondo College Board Room
3600 Workman Mill Road, Whittier CA 90601

Members Present: Ms. Madeline Shapiro, President
Ms. Vicky Santana, Vice President
Ms. Angela Acosta-Salazar, Member
Ms. Norma E. Garcia, Member (Arrived 9:20 a.m.)
Caroline Carroll, Student Trustee (Arrived 10:10 a.m.)

Members Absent: Mr. Gary Mendez, Clerk (Excused)

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President
Mr. Henry Gee, Vice President Student Services
Mr. Philip Luebben, Interim Vice President, Finance & Business
Mr. Howard Kummerman, Dean, Institutional Research and Planning
Dr. Vann Priest, Representing Academic Senate President

Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 9:09 a.m.

B. Pledge of Allegiance

Pledge of Allegiance led by Robert Bethel.

C. Roll Call

Mr. Gary Mendez reported absent (excused).

D. Open Communication for Public Comment

No comments made by the public.
II. STUDY SESSION – BOARD RETREAT

Members of the Board conducted a round-table discussion led by Howard Kummerman Dean, Institutional Research & Planning on the following topics:

- **CEO Selection Process** – The Rio Hondo College CEO Selection Process evaluation design included three components: document review, committee survey, and Board reflection. In compliance with RHC Board Policy (BP) 2431 and Administrative Policy (AP) 2431, a survey was conducted amongst the committee members who served on the recent presidential search in order to document the college’s “CEO Selection Process.” In accord with ACCJC Standard IV.B.1 and Article XVII of AP 2431, the Board of Trustees reviewed the survey results and evaluated the compliance and effectiveness of following the policy related to the CEO selection process. The Board requested a study session regarding AP 2431, CEO Selection Process.

The Board reflected on the CEO selection process in regards to the following:
  - Adherence to AP 2431 and Timeline
  - Satisfaction with Search Consultant ACCT
  - Satisfaction with finalists
  - The Committee’s survey - strengths and weaknesses
  - Areas of improvement for the next search

- **Educational Master Plan Update** – The Board reviewed the content outline and timeline for the Educational Master Plan and the revision of the mission statement.

- **Institutional Planning Process Update** – The Board reviewed the current Institutional Planning Process, results of the 2013-2014 planning process including Program Review results, Resource Allocation results, the draft Institutional Goals and Objectives, and improvements to the 2014-2015 planning process.

- **Board Self Evaluation** – The Board individually completed a self-evaluation and reviewed the results collectively. It was suggested that the Mr. Kummerman develop an evaluation instrument and create an electronic survey for next year’s evaluation.

- **Board of Trustees Goals** – After much discussion, the Board’s goals for 2013-14 are as follows:
  - Accreditation Self-Evaluation (Standard IV)
  - Professional Board Development
  - Annually review Student Success Task Force Implementation Plan
  - Annually review Emergency Preparedness / Crisis Management Plans
  - Formalize Board Responsibilities
  - Support Implementation of Campus-Wide Training for Sexual Harassment, Code of Ethics, and Emergency Preparedness
  - Review of District Board Policies

- **Governance – (See attached)** The Board of Trustees reviewed and revised their Board Protocols, BP/AP 2340 Board Meeting Agendas, and BP 2715 Code of Ethics /Standards of Practice. The Board’s suggestions to these policies and procedures will be forwarded to begin the review process.
The Board discussed their scheduled monthly Board meetings and it was determined that they would conduct two meetings a month, second and fourth Wednesday of the month. The first meeting would be their regular meeting and their second would be held for specialized training and study sessions.

The Board requested that a master calendar be developed which would include planning process deadlines, schedule for CEO evaluation, Board self-evaluation, and accreditation deadlines.

III. ADJOURNMENT
Date of Next Regular Meeting: Wednesday, August 14, 6:00 p.m. (Rio Hondo College, Board Room, 3600 Workman Mill Road, Whittier)
I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER

A. Be accessible; listen respectfully and impartially.

B. Have you Board Member inquires whether issues has been discussed with your supervisor; if not, please encourage them to do so.

C. If the concern is not urgent or does not have policy implications:
   • Refer the individual or group to the Superintendent/President.
   • Do not make any promises to the individual or group.
   • Do not attempt to solve the problem.
   • Inform the Superintendent/President and receive clarification follow-up response.

D. If the concern is urgent or could have policy implications:
   • Refer the individual or group to the Superintendent/President.
   • Do not make any promises to the individual or group.
   • Do not attempt to solve the problem.
   • The Superintendent/President will inform and discuss with the Board President.
   • In consultation with the Board President, the Superintendent/President, will decide how to handle the issue and inform the all Board Members through email, formal written report, etc. or may place on the Board agenda for further discussion
     a. May request a written report.
     b. May place on the Board agenda for further discussion.

II. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED IN BOARD MEETINGS DURING PUBLIC COMMENT ON NON-AGENDA ITEMS

A. The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.

B. If appropriate, the Board President may make a brief statement about the issue.

C. The Board President may will ask the Superintendent/President if there are any comments from the Administration.

D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board. The Board President will determine what form the report will take (e-mail, formal written report, etc.)

E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.
III. PROTOCOL FOR RESPONDING TO CONCERNS EXPRESSED DURING A CRISIS

A. Be respectful, listen respectfully and impartially.
B. Refer the individual or group to the Superintendent/President.
C. Do not make any promises to the individual or group.
D. Do not attempt to solve the problem.
E. The Superintendent/President will alert the Board President.
F. In consultation with the Board President, the Superintendent/President, will decide how to handle the issue.
G. Any written communication with the individual or group expressing the concern, or with the media, will be made by the Superintendent/President and/or Board President.
H. The Board may request a more formal investigation of the concerns.

IV. PROTOCOL FOR THE CONFIDENTIALITY OF CLOSED SESSION

A. The confidentiality of Closed Session creates a safe space for the candid discussion of appropriate topics.
B. All participants in closed Session are required to maintain the absolute confidentiality of Closed Session discussions.
C. Any suspected breach of Closed Session confidentiality should be referred to the Superintendent/President and/or Board President immediately.
D. Closed Session agenda (Refer to BP 2315)
E. Consequences if Confidentiality of Closed Session is Violated (Refer to BP 2715)

V. PROTOCOL FOR MEDIA INQUIRIES

A. The Board President responds to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries. (Language developed by Director of Marketing and Communications)

B. In referring to the business of the District, all media inquiries shall be referred to the Board President. The Board President in consultation with the President/Superintendent may defer to the respective area Board of Trustee for media inquiries.

VI. Protocols shall be reviewed annually at the Board of Trustees Retreat.
I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board of Trustees are responsible to:

- Act only in the best interest of the District entire community;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority, not as individuals, only as a Board of Trustees;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board of Trustees work and preparing for meetings;
- Maintain the confidentiality of closed sessions; and
- Deal with any violations;
- Adhere to the established Board of Trustees protocols

II. The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the Board President, member. The Board President shall go to the Board Member who violated the Standard and have a discussion to resolve the violation.

If not resolved, the Board President / Vice President in open session at the next regularly scheduled Board meeting, appoints a committee of two Board members to hear the case within a two week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion and follow the censure associated with Robert’s Rules of Order, the Board’s chosen method of handling the Board’s official business (Board Study Session 6-14-13 and reaffirmed at the Board Retreat on August 10, 2013).
If the alleged behavior violates laws, the Board President/Vice President of the Board of Trustees may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

III. The Board of Trustees will review the ethics statement at least annually. (Agreed at the June 14, 213 study session and reaffirmed at the Board Retreat on August 10, 2013.)

IV. Source/Reference
Accreditation Standards 10 A 5.
I. Agendas shall be developed by the Superintendent/President in consultation with the Board President. An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
   - A majority decides there is an “emergency situation” as defined for emergency meetings;
   - Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
   - An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

III. The order of business may be changed by consent of the Board.

IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

V. Members of the public may request matters directly related to the business of the District to be placed on an agenda for a regularly scheduled Board of Trustee meeting. If the item has potential funding and or policy implications, the President/Superintendent in consultation with the Board President has will determine whether the item is agenized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled board meeting (Board sub-committee). Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

VI. Source

Government Code Sections 549504 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5;
I. Agenda development

A Board agenda will be developed by the Superintendent/President and reviewed at the President’s Cabinet Council meeting and with the Administrative Council (current practice). Once reviewed and revised by staff, the Superintendent/President will review the agenda with the President of the Board.

Members of the Board of Trustees may request matters directly related to the business of the District as an item on the agenda. Board of Trustees must provide the item to the Board President eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the President/Superintendent to determine if the item may need advisory review by the shared governance process. If the item has potential funding and or policy implications, the President/Superintendent in consultation with the Board President will determine whether the item is agenized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715). (Board Sub-Committee)

Members of the public may request matters directly related to the business of the District to be placed on an agenda for a regularly scheduled Board of Trustee meeting. If the item has potential funding and or policy implications, the President/Superintendent in consultation with the Board President has will determine whether the item is agenized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled board meeting (Board sub-committee). (Board Sub-Committee)

II. Public Access to Agendas

The agenda will be posted in a public location on campus for review. Copies are also available in the college library as well as on the college website. Copies of the agenda are distributed to the following public agencies:

- El Monte Library
- Whittier Central Public Library
- Los Angeles Times
- San Gabriel Valley Tribune
- Los Nietos Public Library
- El Monte Norwood Library
- Pico Rivera Public Library
- Rivera Public Library
- Santa Fe Springs City Library
- S. Whittier Public Library
- The Whittier Daily News
- Whittwood Branch Library

III. Copies of agendas are available in the President’s Office, the college library as well as on the college web site.