



**Rio Hondo Community College District
SPECIAL MEETING OF THE BOARD OF TRUSTEES
MINUTES – SATURDAY, FEBRUARY 1, 2014, 11:30 A.M.**

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

Members Present: Ms. Vicky Santana, President
Ms. Madeline Shapiro, Vice President
Mr. Gary Mendez, Clerk
Ms. Norma E. Garcia, Member
Ms. Mary Ann Pacheco, Member
Caroline Carroll, Student Trustee (arrived 12:00 p.m.)

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President
Dr. Kenn Pierson, Vice President, Academic Affairs
Mr. Henry Gee, Vice President, Student Services
Mr. Philip Luebben, Interim Vice President, Finance & Business

Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Santana called the meeting to order at 11:37 a.m.

B. Pledge of Allegiance

The Board led the pledge of allegiance.

C. Roll Call

Student Trustee Carroll was reported absent but later arrived at 12 noon.

D. Open Communication for Public Comment

No comments from the public.

II. STUDY SESSION – BOARD RETREAT

- ***Brown Act*** - The Board of Trustees received an update on the Brown Act presented by Richard Padilla of the law firm of Olivarez and Madruga.

BOARD OF TRUSTEES: Gary Mendez, Vicky Santana, Norma Edith García, Mary Ann Pacheco, Madeline Shapiro, Caroline Carroll, Student Trustee

- **Educational Master Plan**- Howard Kummerman, Dean of Institutional Research and Planning, reviewed the draft Educational Master Plan timeline with the Board of Trustees (see attached).
- **Facilities Master Plan / Special Bond Projects** - Peter Mitsakos, West Edge Architects, reviewed the draft Facility Master Plan with the Board.
- **Information Technology Plan** – Gary Van Voorhis, Director of Information Technology Services, reviewed the draft Information Technology Plan with the Board (see attached).

The Board will be provided with a draft on each of the plans listed above at a Special Board Meeting on April 23, 2014.

- **Climate Survey** – Howard Kummerman reviewed the 2013 Climate Survey report with the Board [Rio Hondo Strategic planning - Climate Survey Report.pdf](#) .
- **Review Board Self-Evaluation Instrument** – At the August 10, 2013 Board meeting, the Board requested that Howard Kummerman develop a new evaluation instrument and create an electronic survey for the 2014 evaluation. Mr. Kummerman reviewed the proposed electronic survey with the Board. No changes were made (see attached).
- **BP 2310 – Regular Meetings of the Board** – The Board reviewed BP 2310, Regular Meetings of the Board, and discussed the option of revising the policy to schedule Board meetings twice a month. After much discussion, it was decided not to change the policy and the Board calendared special meetings as follows:
 - April 23, 2014, 6:00p.m.
 - May 3, 2014, 11:30 a.m.
 - June 18, 2014, 6:00 p.m.
 - June 19, 2014, 6:00 p.m.
 - August 27, 2014, 6:00 p.m.

III. INFORMATION ITEMS – The Board reviewed the following and made no changes to the following:

1. Board Protocols
2. Board Goals
3. Board Ethics Policy

IV. ADJOURNMENT

14. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to adjourn the meeting at 4:30 p.m. The date of the Next Regular Meeting: Wednesday, February 19, 2014, 6:00 p.m. (Rio Hondo College, Board Room, 3600 Workman Mill Road, Whittier).



EDUCATIONAL MASTER PLAN (EMP) TIMELINE

- April 5, 2013 Educational Master Plan Kick-off at Institutional Planning Retreat
- Mission Statement Review
 - Educational Philosophy/Strategic Directions
 - Institutional Standards
- May – November 2013 Mission Statement Revision
- Establish Mission Statement Task Force
 - Campus Review
 - Board of Trustees Approval
- October 22, 2013 Establish Campus Leadership for Educational Master Plan
- Executive Team from President’s Council
 - Task Force for Educational Master Plan from Planning Fiscal Council
- November 7, 2013 First meeting of TEMP
- Establish meetings & timeline
 - TEMP will meet four times a month. One meeting will include entire leadership team.
 - Discuss EMP content workflow
- December - February Educational Master Plan and Task Force Meetings
- March - April Campus & Community review of Draft Educational Master Plan
- ASRHC -
 - Academic Senate -
 - President’s Advisory Committee -
 - Campus Open Review Sessions -
 - Administrative Council -
 - CSEA Executive Committee –
 - Board of Trustees Workshop -
- April 11, 2014 Institutional Planning Retreat
- Review and finalize EMP
- May 14, 2014 Board of Trustees Approve Educational Master Plan

Revised 1/28/14



Educational Master Plan

Leadership

Executive Team – President’s Council

- Teresa Dreyfuss – Superintendent / President
- Kenn Pierson – Vice President, Academic Affairs
- Henry Gee – Vice President, Student Services
- Philip Luebben – Interim Vice President, Finance & Business
- Adam Wetsman – President, Academic Senate
- Sandra Rivera – President, CSEA

Task Force for the Educational Master Plan (TEMP) – Planning Fiscal Council (PFC)

- Co-Chair – Howard Kummerman
- Co-Chair – Julius Thomas
- Faculty – Dianna Reyes, Jim Newman, Michelle Pilati
- Administrators – Don Mason & Philip Luebben
- Classified Employees – Gina Bove & Jim Sass
- Students – Valeria Guerrero & Cristhian Lin-Calbos

Support Staff

- Jim Poper
- Gary Van Voorhis

Rvsd.11/25/13



Educational Master Plan

Content Outline

Introduction

- I. Introduction (PIO, IRP, President)
- II. History of Rio Hondo College (PIO, IRP, President)

External & Internal Scans (IRP)

- III. Rio Hondo College Cities/Community
- IV. Community Information
 - a. Demographic
 - b. Community Perceptions
- V. Community Economic & Employment Information
 - a. Educational Environment Scan
 - b. Program Advisory Committees
 - c. State & Local Economic Outlook
- VI. Student Demographics
- VII. Student Enrollment Trends
- VIII. Student Achievement Information
 - a. Student Success Scorecard
 - b. Degrees & Certificates (by Major)
 - c. Transfers

Master Plan (PFC, Task Force, Deans)

- IX. Mission, Vision, Values
- X. Institution Set Standards
- XI. Strategic Directions
 - a. Student Success & Support Programs
 - i. Student Success Initiative
 - b. Academic Programs
 - i. Student Success Initiative
 - ii. Degree Programs / Transfer
 - iii. Career Technical Education
 - iv. Basic Skills
 - v. Lifelong Learning
 - vi. Adult Education

- XII. Institutional Goals & Objectives
- XIII. College Projections
 - a. FTES & Enrollment
 - i. 5 Year with updates in years 1-3-5
 - b. Student Achievement
 - i. Yearly Review
 - ii. 5 Year with updates in years 1-3-5

Implications & Conclusions

- XIV. [Link to Technology Plan](#)
- XV. [Link to Facilities Plan](#)
- XVI. Conclusions

TECHNOLOGY PLANNING UPDATE

Rio Hondo College
February 2014

Planning Update

- Technology Planning Team
 - Twenty-five Direct Participants
- Campus Wide Ideas
 - One Hundred Fifteen Thoughts and Suggestions

Computing Trends

- Audio/Visual Revolution
 - Amplifying sight and sound, typically in the form of slides or video and recorded speech or music.
- Cloud Computing
 - The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.
- Infrastructure Upgrades
 - The “core” network, hardware, and software systems required for RHC to provide services to its primary stakeholders.
- Mobility
 - Using less complicated computing devices characterized by their portability. Examples include smartphones and tablets.
- Virtualization
 - Utilizing specialized software to allow a computer to run more than one operating system at one time.

Audio/Visual Upgrades

- **Definition**
 - Amplifying sight and sound, typically in the form of slides or video and recorded speech or music.
- **Goal**
 - *Provide modern multi-media classroom services*
- **Activities**
 - Audio/Visual Standard in all Classrooms
 - Upgrade A, B, and Science buildings to new building standards in association with Facilities Master Plan
 - Remain Abreast of Changing Classroom Audio/Visual Technologies and Needs as Related to the Education Master Plan

Cloud Computing

- **Definition**
 - The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.
- **Goal**
 - *Make resources available regardless of space and time*
- **Activities**
 - Secure Corporate Cloud Infrastructure
 - Document Management System
 - Email
- **NOTE:** Cloud computing is important in the expanding role of online education

Infrastructure Upgrades

- **Definition**
 - The "core" network, hardware, and software systems required for RHC to provide services to its primary stakeholders.
- **Goal**
 - *Deliver current, stable systems environment with which to build computing solutions*
- **Activities**
 - Network
 - Ongoing Network Upgrades, Including Wireless/Cellular Systems
 - Upgrade Internet Access
 - Hardware
 - Provide Up-To-Date, Modern Hardware to RHC Constituents
 - Software
 - Banner 9.0 / Luminis 5.0 / Oracle 12c
 - Upgrade Centralized and Decentralized Software Titles as Required
 - Replace RHC Planning Software

Mobility

- Definition
 - Using less complicated computing devices characterized by their portability. Examples include smartphones and tablets.
- Goal
 - *Expand the reach of Rio Hondo systems to evolving mobile devices*
- Activities
 - Implement Banner Mobile Applications for Registration, Financial Aid, etc.
 - Prepare to Take Payments Using Mobile Devices

Virtualization

- Definition
 - Utilizing specialized software to allow a computer to run more than one operating system at one time.
- Goal
 - *Improve efficiency and flexibility through increasing virtualization*
- Activities
 - Expand Virtualization for Specialized Programs
 - GIS/CAD
 - Expand Use of Workstation Virtualization
 - Expand Virtualization to Mobile Devices

Next Steps

- Create narrative plan to expand the goals and activities outlined
- Solicit feedback from taskforce members and college constituents and adjust plan accordingly
- Adopt final version
- Timing – March 31, 2014

RIO HONDO COLLEGE BOARD OF TRUSTEES

SELF-EVALUATION SURVEY - DRAFT Questions	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Source
Mission and Planning							
The board regularly reviews the mission of the college.							CCLC, ACCT
The board assures that there is an effective planning process and is appropriately involved in the process.							CCLC, ACCT
The board is knowledgeable of the general strategic and master plans of the college.							ACCT
The board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs, services, and resources.							CCLC, Std IV B.1.b
The board regularly reviews and evaluates board policies to ensure consistency with the mission of the college.							CCLC, BP 2410.IV
The board monitors the effectiveness of the college in fulfilling its mission.							ACCT
The board ensures that the mission and goals are responsive to community current and future needs.							ACCT
The board is knowledgeable about the educational programs that implement the mission of the college.							ACCT
The board spends adequate time discussing future needs and direction of the college.							CCLC
The board assures that the budget reflects college priorities in the mission and goals.							CCLC, ACCT
Is there anything else you would like to add about the board's involvement with the college's mission and planning?	Open-ended Question						
Board Leadership							
The board adheres to its roles and responsibilities.							ACCT, CCLC, BP 2200
Board officers are aware of their roles and responsibilities for serving on the board.							ACCT, BP 2210
The board regularly reviews its code of ethics and policies addressing violations to the code.							ACCT, CCLC, BP 2715, Std. IV B.1.h
Board members avoid conflicts of interest and the perception of such conflicts.							ACCT, CCLC, BP 2715, BP 2710
Board discussions reflect a climate of trust and respect.							ACCT, CCLC
Board members work together as a team to accomplish the work of the board.							ACCT, CCLC
The board maintains confidentiality of privileged information.							ACCT, CCLC
The board advocates for and defends the college and protects it from undue influence or pressure.							CCLC, ACCT, Std. IV B.1.a

RIO HONDO COLLEGE BOARD OF TRUSTEES

SELF-EVALUATION SURVEY - DRAFT Questions	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Source
Policy/Decision-Making							
Is there anything else you would like to add about board leadership?							
The board clearly understands its policy role and differentiates its role from the CEO and college staff.							CCLC, ACCT
The board periodically reviews and evaluates its policies.							CCLC, ACCT
Board policies are regularly evaluated for the effectiveness as measured by specific outcomes and clarity of language and intent.							CCLC, ACCT, BP 2410.IV, Std. IV A.5
The board's policy manual is up-to-date and comprehensive.							CCLC, ACCT, Std. IV A.2 and B.1.d
Once a decision is made, board members uphold the decision of the board and act as a whole.							CCLC, ACCT, Std. IV B.1.a
The board relies on board policy in making decisions and in guiding the work of the college.							CCLC, ACCT
The board considers the political ramifications of its decisions.							ACCT
Board members make decisions after thorough discussion and exploration of many perspectives.							ACCT
The board ensures that appropriate members of the college participate in the decision-making process.							Std. IV A.2, BP 2510.I
Board policies adequately address parameters for fiscal management that meet audit standards.							CCLC, ACCT
Open-ended Question							
Is there anything else you would like to add about policy and/or decision-making?							
Board Meetings and Agendas							
Board meetings are conducted in an orderly, efficient manner.							CCLC, ACCT
Closed sessions are held only when needed.							ACCT, BP 2315
Agenda items provide sufficient information to enable good board decision-making.							CCLC, ACCT, BP 2340.I
The Brown Act is understood and adhered to during board meetings.							CCLC, BP 2310.V
Board meeting agendas are relevant to the work of the board.							CCLC, ACCT
Board meetings and study sessions provide sufficient opportunity to explore key issues.							CCLC, ACCT
Open-ended Question							
Is there anything else you would like to add about board meetings and/or agendas?							
Board Relationships							

RIO HONDO COLLEGE BOARD OF TRUSTEES

SELF-EVALUATION SURVEY - DRAFT Questions	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Source
The board maintains a positive working relationship with the CEO.							CCLC, ACCT
The board clearly delegates the administration of the college to the CEO.							CCLC, ACCT, Std. IV B.1.j, BP 2340.I
The board sets and communicates clear expectations for CEO performance.							CCLC, ACCT
The board regularly evaluates CEO performance.							CCLC, ACCT, Std. IV B.1.j, BP 2435
The board has established and follows clear parameters for collective bargaining.							CCLC, BP 2610
The board, administrators, faculty, staff, and students work together for the good of the college.							Std. IV A.3
The board expects and supports faculty, staff, and student participation in college decision-making.							CCLC, ACCT
Board members maintain good relationships with community leaders.							CCLC, ACCT
The board has strategies for involving the community in discussions of issues that impact the community.							CCLC, ACCT
The board plays a leadership role in the local community.							CCLC, ACCT
The board is knowledgeable about community trends and needs.							CCLC, ACCT
The board's policies provide for fair and equitable treatment of staff.							CCLC, ACCT
Is there anything else you would like to add about board relationships?							
Monitoring and Evaluation							
The board regularly evaluates its policies and practices and revises them as necessary.							Std. IV B.1.e
The board assesses its own performance to identify strengths and areas for improvement.							BP 2745.I
The board's self-evaluation processes are clearly defined, implemented, and published in its policies or bylaws.							Std. IV B.1.g
The board has a system to evaluate the effectiveness of the educational program of the college.							ACCT
The board has established expectations or standards that enable it to monitor the quality and effectiveness of the educational programs.							CCLC, ACCT

RIO HONDO COLLEGE BOARD OF TRUSTEES

SELF-EVALUATION SURVEY - DRAFT Questions	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Source
The board adequately monitors the impact the college has on the community.							ACCT
The board communicates various evaluation results and uses them as the basis for improvement.							Std. IV A.5
The board is appropriately involved in the accreditation process.							CCLC, ACCT, Std. IV B.1.i
The board regularly receives and reviews reports on institutional effectiveness.							CCLC, ACCT
The board regularly receives and reviews reports on the financial status of the college.							CCLC, ACCT
Is there anything else you would like to add about monitoring and evaluation?							
Board Education							
All new board members participate in a comprehensive orientation to the board.							CCLC, ACCT, Std. IV B.1.f
The board has a mechanism for providing continuity of membership and staggered terms of office.							Std. IV B.1.f, BP 2100.I
Board members are engaged in a continuous process of training and development.							CCLC, ACCT, Std. IV B.1.f
Board members are encouraged to engage in ongoing education about college and state issues.							CCLC, ACCT
Is there anything else you would like to add about board education?							
Overall, is there anything else you would like to add that has not already been addressed?							
Open-ended Question							
Open-ended Question							



BOARD OF TRUSTEES BOARD PROTOCOLS

- I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER**
- A. Be accessible; listen respectfully and impartially.
 - B. Board Member inquires whether issues has been discussed with supervisor; if not, encourages 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 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 all Board Members through email, formal written report, etc. or 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 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.

Reviewed and Revised at the 8/10/13 Board Retreat

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.

VI. Protocols shall be reviewed annually at the Board of Trustees Retreat

Reviewed and Revised at the 8/10/13 Board Retreat



2013-2014 **Board of Trustee Goals**

- I. Actively participate in Accreditation Self-Evaluation (Standard IV).
 - A. Develop Board roles and responsibilities including Student Trustee.
 - B. Develop Board President roles and responsibilities.
 - C. Review Ethics policy.
 - D. Review protocol and put into practice strategies for the Board to work together as a unit.
 - E. Review the governance process in Standard IV Leadership and Governance - Section A. Decision Making Roles and Processes.
- II. Ensure Professional Board Development.
 - A. Establish areas of Board expertise and support with development.
 - B. Assure representation by Board at conferences.
 1. Share conference experience at Board meetings.
 - C. Support individual development in addition to conferences.
 - D. Strive to complete Community College League course in two years on how to be an effective trustee.
- III. Review & support Student Success Task Force implementation plan annually.
- IV. Review Emergency Preparedness / Crisis Management plans annually.
- V. Formalize Board responsibilities.
 - A. Review and implement Presidential evaluation process.
 - B. Assure Board participation at on-campus activities.
 - C. Review CCLC Trustee Handbook annually.
- VI. Support implementation of campus-wide training for sexual harassment, code of ethics, and emergency preparedness.
- VII. Establish budget guidelines to ensure Rio Hondo Community College District financial stability.
- VIII. Support and participate in campus process to create new Rio Hondo College Educational Master Plan.

CODE OF ETHICS/STANDARDS OF PRACTICE

BP No. 2715

Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on 6/14/13 and Board Retreat on 8/10/13)

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- 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 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;
 - 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 work **and preparing for meetings**;
 - Maintain the confidentiality of closed sessions;
 - Deal with any violations; and
 - Adhere to the established Board protocols.
- II. The Board 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 ~~BP 2715, Code of Ethics/Standards of Good Practice Policy~~ has been violated, the Board member should go to the **President of the Board, or Vice President of the Board if the President of the Board is in violation.** ~~member~~ **The President (or Vice President) of the Board shall go to the Board member (or Board President) who violated the the policy Standard** and have a discussion to resolve the violation.

If not resolved, the President of the Board / Vice President **of the Board** in open session at the next regularly scheduled Board meeting, **will** 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 process associated with Robert's Rules of Order, the Board's chosen method of handling the**

CODE OF ETHICS/STANDARDS OF PRACTICE

BP No. 2715

Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on 6/14/13 and Board Retreat on 8/10/13)

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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 President of the Board /Vice President of the Board may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

- III. **The Board will review the Code of 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.~~ **IV.B.1.h.**