



**RIO HONDO COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
MINUTES – Wednesday, May 13, 2015, 6:00 P.M.**

- 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. Norma E. Garcia, Clerk  
Mr. Gary Mendez, Member  
Ms. Mary Ann Pacheco, Member  
Mr. Jaime “JJ” Magallón, Student Trustee (*arrived 6:10 pm*)
- Members Absent:** None
- Staff Members:** Ms. Teresa Dreyfuss, Superintendent/President  
Mr. Henry Gee, Vice President Student Services  
Ms. Myeshia Armstrong, Vice President, Finance and Business  
Dr. Kenn Pierson, Vice President, Academic Affairs  
Dr. Vann Priest, Academic Senate President  
Ms. Kathy Pudelko, RHCFA President
- Ms. Sandy Sandello (Recorder)

**I. CALL TO ORDER**

**A. Call to Order**

Ms. Shapiro called the meeting to order at 6:01 p.m.

**B. Pledge of Allegiance**

Mr. Howard Kummerman, led the salute to the flag.

**C. Roll Call**

All members of the Board reported present with the exception of Student Trustee who later arrived at 6:10 p.m.

**D. Approval of Minutes: April 15, 2015**

60. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve the minutes of April 15, 2015.

**E. Open Communication for Public Comment**

**F. Commendations**

- **Forensics Speech & Debate Team**
- **Leadership Academy** (*Cohort 5*)
- **Distinguished Faculty Award** (*Beverly Reilly*)
- **Community College Public Relations Organization Award** (*Ruthie Retana*)
- **Faculty Retirement**
  - **Beverly Reilly**
  - **Elaine Hemenway**
  - **Jim Chandler**
  - **John Bennett**
  - **John Parra**
  - **Patrick McConnell**
  - **Sylvia Duran-Katnik**
- **Classified Retirement**
  - **Marsha Folts**
- **Management Retirements**
  - **Connie Austin**
  - **Karen Koos**

**BREAK**

**G. Presentation**

- **Sabbatical Leave** (*Matt Pitassi*)
- **L Tower Rendering** (*Westberg + White*)

**II. CONSENT AGENDA**

Mr. Mendez requested that item IIA11., Repair to Baseball Bleacher Bench System at Kinesiology, Dance & Athletics (KDA) – Sports Facilities Group, Inc. be removed from the Consent Agenda.

61. On motion of Ms. Garcia, seconded by Mr. Mendez, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve the following Consent Agenda with the exception of IIA11:

Student advisory vote was aye.

**A. FINANCE & BUSINESS**

**1. Finance and Business Reports**

- a. Purchase Order Report - Approved the Purchase Order Report containing purchases for the preceding month.
- b. Payroll Warrant Report - Approved the Payroll Warrant Report for the month of April, 2015.
- c. Quarterly Report - Approved the Quarterly Financial Status Report CCFS-311Q period ending March 31, 2015.

**2. Authorization for Out of State Travel and Conferences**

Approved the following staff members and those Board members who could attend in the following educational conferences:

Yvonne Gutierrez-Sandoval to participate at the National Association of Student Financial Aid Administrators (NASFAA) in New Orleans, LA on July 19-22, 2015.

Howard Kummerman to participate at the Society for College and University Planning Chicago, Illinois on July 11-15, 2015.

Allen Leung to participate at the 210<sup>th</sup> 2YC3 Conference on the Chemistry for a Sustainable Future in Kaneohe, HI on May 22-23, 2015.

**3. Accept Donation from FHM Safety Supply**

The Board of Trustees accepted the following donation of supplies from FHM Safety Supply and authorized the Administration to execute the appropriate documents on behalf of the District:

50 each	STIFNECK COLLAR, BABY NO-NECK
4 each	STIFNECK COLLAR, PEDIATRIC
15 each	STIFNECK COLLAR, NO-NECK
24 each	STIFNECK COLLAR, SHORT
16 each	STIFNECK COLLAR, REGULAR
18 each	STIFNECK COLLAR, TALL
56 each	PHILLY CERVICAL COLLAR - TALL
52 each	PHILLY CERVICAL COLLAR- SHORT
4 each	PHILLY PEDIATRIC CERVICAL COLLAR
3 each	PHILLY CERVICAL COLLAR - LOW
19 each	PHILLY CERVICAL COLLAR - REGULAR
7 boxes	PATRIOT COLLAR, PEDIATRIC, BOX/50
5 boxes	NITRILE GLOVES POWDER FREE TEXTURED GRIP - SMALL BOX/100
1 each	BLACK HANDLE SHEARS 7.5"
1 each	INFECTION CONTROL KIT I EACH
1 each	COMBO BP CUFF & STETHOSCOPE
2 boxes	PAPER SURGICAL TAPE 2"X 10 YDS BOX/6 ROLLS
2 boxes	CLEARTOPBOX NARCOT ICS BOX, W/LOCK
2 rolls	ISRAELI EMERGENCY BANDAGE 6'
5 bags	ECG DIAGNOSTIC ELECTRODES "PERFORMANCE PLUS" BAG/60
9 each	ADULT NON REBREATHER MASK
1 box	WATERPROOF TAPE 2" X 10 YARDS BOX/6
1 each	HAND SANITIZER I WATERLESS/ 4OZ.
3 each	SHARPS SHUTTLE
1 each	8.5 AIRWAYINTUBATION KIT

The value of this donation is approximately \$3,500.00.

4. **Approval of Division of the State Architect (DSA) to Re-Examine Lower Tier Parking Stairs Project A# 03-110979**

The Board of Trustees approved \$500.00 payment from the Bond Funds to the Division of the State Architect to re-examine the Lower Tier Parking Stairs Project A# 03-110979 for certification as complete and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Los Angeles County Household Hazardous Waste Collection Event – Round Up**

The Board of Trustees authorized the Administration to enter into agreement with the County of Los Angeles for a Household Hazardous Waste Collection Event on August 1, 2015 in parking lot A of the RHC campus.

6. **Annual Storm Water Permit – California State Water Resources Control Board**

The Board of Trustees approved Bond Fund expenditure of \$699.00 for annual storm water permit from the California State Water Resources Control Board and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Accept Donation from Mothers®**

The Board of Trustees accepted the donation of equipment from Mothers® and authorized the Administration to execute the appropriate documents on behalf of the District.

The items will be used for vehicle and fire engine maintenance.

<u>Product name</u>	<u>Quantity</u>
Revisions glass + surface	8
Wheel and tire cleaner	5
Reflections spray wax	4
Reflections tire care	5
Reflections leather care	10
FX synthetic wax	14
FX wheel cleaner	7
Back to Black tire renew	4
Scratch remover	4
Reflections car wax	16
Reflections top coat	11
Tire shine	1

The value of this donation is approximately \$900.00.

8. **Appointment to Rio Hondo College Citizens Oversight Committee**

The Board of Trustees appointed Josefina Canchola and Jose Herrera to the Citizens Oversight Committee as outlined below:

The following is the committee member to be replaced with a new member.

**Trustee**

Trustee Gary Mendez                      To Replace:  
Alejandro Izarraraz with  
New Member Josefina Canchola

Trustee Madeline Shapiro              To Replace  
Almeda Rodriguez with  
Jose Herrera

9. **Repair to Hot Water Boiler System at Kinesiology, Dance & Athletics (KDA) – Mertz Enterprises (dba) DB Sales & Service**

The Board of Trustees awarded contract to Mertz Enterprises (DBA DB Sales & Service) for the repair of the hot water boiler system at Kinesiology, Dance & Athletics (KDA) complex in the amount of \$10,995.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Repair to Chiller #1 at Central Plant – EMCOR Services, Mesa Energy Systems, Inc.**

The Board of Trustees awarded contract to EMCOR Services, Mesa Energy Systems, Inc. for the repair to chiller #1 at Central Plant in the amount of \$14,798.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Repair to Baseball Bleacher Bench System at Kinesiology, Dance & Athletics (KDA) – Sports Facilities Group, Inc.**

Removed from Consent Agenda

12. **Contract Modification LED Lighting Conversion & Energy Efficiency Project Phase 1 & Phase 2 (RFP 2035) – Retro-Tek Energy Services, Inc.**

The Board of Trustees approved the Contract Modification LED Lighting Conversion & Energy Efficiency Project Phase I & Phase II (RFP 2035) in the amount of \$56,725.00 to Retro-Tek Energy Services, Inc. paid from Proposition 39 Funds and authorized the Administration to execute appropriate documents on behalf of the District.

13. **Authorization to Adjust Payment to Foothill transit for 2014-15 GO RIO Program**

The Board of Trustees authorized the adjustment of the 2014-15 do-not exceed amount to \$20,000.00 to cover the correct payment to Foothill Transit for GO RIO and authorized the administration to sign the appropriate updated documents on behalf of the district.

14. **Ellucian Programming Agreement for Student Dashboard**

The Board of Trustees approved contract with Ellucian to program a Phase II student dashboard in the portal in an amount not to exceed \$22,880.00 from 3SP Funds and authorized the Administration to execute appropriate documents on behalf of the District. The “dashboard” is a convenient way to display orientation, assessment, financial aid, and education plan status information along with other useful student metrics.

15. **Continuing Education**

Approved the following Continuing Education:

- a. Quayum Abdul – To instruct Soap Making/Candle Making. Students will create different kinds of soaps/candles for personal satisfaction or as a business. The use of molds, layering of colors and adding herbs and fragrances will be discussed. Courses on lip balms, bath bombs, body butter, detergent and conditioners will also be offered. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- b. Advance Tutoring – To instruct Math, Reading, Writing, Public speaking for Kids College. Students will gain knowledge in the subject matter. Classes will help strengthen skills through reinforcement and repetition. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- c. Craig Fucile – To instruct a Digital Photography Course. Students will learn how to get accurate focus, set white balance, adjust exposure, and change ISO, sharpness control, f-stops, megapixels, jpeg and raw files. Learn how to use Photoshop Elements Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to consultant.
- d. Amber Galvez – To instruct Introductory Water Safety & Lifeguarding/First Aid/CPR/AED and obtain the American Red Cross Certificate. This is highly recommended by the Rio Hondo Swim Coach. Dates of service will be July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- e. Aunt Kellie Enterprises/Grandma Gillie’s – To instruct the Business of Bartending – a professional Bartending Course. The course is designed for those who want to work as a bartender right away without investing a lot of time or money. This class will provide a thorough

understanding in how the bar business works and teach a common sense approach to bartending that is crucial to being a valued employee. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

- f. Marshall Reddick Realty – To present Community Service Workshops on topics such as: How to make a real estate investment, profiting from fixer uppers, making a fortune on distressed properties, How to turn \$6,000 into millions, and women related real estate investment courses. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- g. Tereza Medina – To instruct Jewelry Design. This class will present the basic stringing techniques needed for creating bead jewelry. Students will learn about tools, findings, and stringing materials. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- h. Sameria Mikhael – To instruct Eyebrow Threading Essentials. Students will learn how to remove facial hair and shape eyebrows using a technique that requires nothing more than a thread. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- i. Tonie Mills – To instruct Sewing Classes. This class starts with buying your first sewing supplies and ends with the finishing touches on your garment. This class will help students get comfortable with a sewing machine or to help expand sewing skills. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- j. MSNOC Inc. – To instruct science camps for children, workshops on Robots, Space, Biology, NASA, Solar and more. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 50% to Rio Hondo College and 50% to the consultant.
- k. Notary Public Seminars, Inc. – To instruct Real Estate Courses and to present Community Service Workshops on Real Estate related topics such as: How to Become a Notary, Notary Renewal, Becoming a Loan Signing Agent, and related workshops. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- l. Buy My Lift Equipment Company, LLC – Forklift Training and Operator Certification – This 5 hour course provides students with safety and fundamentals in forklift operations and maintenance. Training includes industrial safety, the uses and purposes of various types of material handling equipment, such as: gas and electric forklifts, electric stand-up reach forklifts, order selectors and electric pallet jacks. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.



- m. Johnny Pak – To instruct Social Security Secrets. Filing for social security benefits can be stressful. The average retiree leaves thousands of dollars “on the table” simply because they don’t understand how to optimize their social security benefits. Medicare 101 – Medicare is becoming more relevant in the retirement community. In depth details about the various parts of Medicare. Dates of service: July 1, 2015 – June 30, 2016. Payment will be 60% to Rio Hondo College and 40% to the consultant.
- n. Daisi Pollard Sepulveda-Low – This is an introductory workshop to Modeling and Personal Development. This course is designed to educate, develop and enhance potential talent. Improve your interview skills, walking, poise and posture. Dates of service: July 1, 2015 – June 30, 2016. Payment will be 60% to Rio Hondo College and 40% to consultant.
- o. Round, Miller & Associates – To instruct Business Related Courses. To provide continuing education courses such as: Build Your Own Business Website and Save \$, Six Figure Speaking, Self-Publishing and Coaching, How to Protect and Sell Your Own Inventions, How to Eliminate Clutter in Your Life and Get Organized, Consulting and additional Training Workshops. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- p. Carolyn Simon – To instruct Color Analysis with an Emphasis on Makeup Application. Students will attend this class and learn the phenomenal power of color and what would work best on them. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- q. Carolyn Simon – To instruct ways to Look Younger and Better: Secrets of a Hollywood Makeup Artistry Certification. In this class through live demonstrations and hands-on experience, you will discover the professional secrets to beautiful make up applications. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- r. Carolyn Simon – To instruct Makeup Artistry Certification. Students will learn through live demonstrations and hands-on experience, to discover the professional secrets to beautiful make up applications. You will develop improved skills and greater confidence in working with clients or just on yourself. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- s. Ryan Solis – To instruct classes to receive the American Red Cross Certificate, Water Safety Instructor and Lifeguarding/First Aid on Rio Hondo Swim Team, highly recommended by the swim coach. Dates of service will be May 15, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.



- t. Trust Auto Sales – To instruct how to make income in the Auto Wholesale Business from Home! Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself at wholesale prices! A step-by-step guide on how to get a DMV auto dealer license and operate a profitable used car business! You will learn how and where to buy at wholesale prices and sell at retail for very good profits. A free list of all the dealer only auctions in the USA will be given. This is a DMV approved course. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- u. Akemi Welsh – To instruct Hula for fitness & Tahitian Drumming. Students will learn the exotic dances of the Hawaiian Islands. This low impact dance is great for adults of all ages. This is a great way to stay active by learning the meaning behind those graceful hand gestures and moves to music of the islands. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
- v. Ruth Younger – To instruct how to start your own Balloon Decorating Business. Learn how to start your own home based business. You will learn through demonstrations how to design arches, table centerpieces and many more balloon sculptures. Dates of service: July 1, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

**16. Consultants**

Approved the following Consultants:

- a. Juan Felipe Alvarez – To provide translation and curriculum development of Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: D-Rate Pre-Service, F-Rate Pre-Service, Sexual Abuse, Active Parenting; AB12; Cultural Diversity & Identity; Bullying; Grief & Loss; LGBTQ Youth in Foster Care, Discipline; Attachment Parenting; Teen Pregnancy Prevention; Special Education (IEP); Caring for Children who Have Experienced Trauma; as well as other specialized topics in foster care and parenting. Dates of service: May 14, 2015 – June 30, 2015. Payment not to exceed \$1,050.00 from Foster Kinship Care Education (FKCE) Grant.
- b. Maria Dolores Alvidrez – To present/train/facilitate Foster and Kinship Care Education (FKCE) trainings/workshops/classes on various topics in English/Spanish such as: D-Rate Pre-Service; F-Rate Pre-Service; Recognizing Abuse; Preventing and Managing Allegations; AB12 Extended Foster Care; Cultural Diversity & Identity; Bullying; Grief & Loss; Gangs 101; Chemical and Substance Abuse; Behavior Management/Modification; Attachment Parenting; Conflict Management; Working with the System; Working with Birth Parents; Teen Pregnancy Prevention; Special Education (IEP); Caring for Children who Have Experienced Trauma; Permanency Planning; Caring for Young Adults; as well as other specialized topics in foster

care/parenting and class/Curriculum translation as needed. Dates of service: May 14, 2015 – June 30, 2015. Payment not to exceed \$2,000.00 from Foster Kinship Care Education (FKCE) Grant.

- c. Code Rev Kids – To train and facilitate secondary teachers in game-based learning strategies utilizing a popular digital game, Minecraft, to engage and teach students in Math and other applicable subjects. Dates of service: May 1, 2015 – December 31, 2015. Payment not to exceed \$3,000.00 per consultant from SB 1070 Grant.
- d. Walter Allen, III – To assist the Dean of Public Safety in the operations and management of the District’s Police Academy. Dates of service: June 1, 2015 – May 31, 2016. Payment not to exceed \$95,520.00 from the General Fund.
- e. Isaiah Kasten – To record outreach and promotion videos for SSSP: Assessment, Orientation, Education Plan Steps. Dates of service: May 28, 2015 – December 31, 2015. Payment not to exceed \$5,000.00 from SSSP Credit & Non-Credit.
- f. Lori Switanowski – To present/train Foster and Kinship Care Education Trainings/workshops/classes on various topics such as: D-Rate Pre-Service; Recognizing Abuse; The Effects of Abuse; AB12 Extended Foster Care; Sexual Exploitation of Children; cultural Diversity & Identity; Bullying and other Aggressive Behaviors; Lying; Cheating, & Stealing; Grief & Loss; Mental Health Conditions/Disorders; (ADD/ADHD), Autism, Bipolar, Tourette’s Syndrome, Depressions; Anxiety; Reactive Attachment Disorder (RAD); Anxiety Disorders; Fetal Alcohol Effects; Parent Project; The Teen Brain, Anger Management; Learning Disabilities; Allegation Prevention; Foster Parent Roles; Rights, Responsibilities; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Attachment Parenting; Conflict Management; Working with the System; Working with Birth Parents; Teen Pregnancy Prevention; Special Education (IEP); Caring for children who Have Experienced Trauma; Dangerous Teen Trends; as well as other specialized topics in foster care & parenting. Dates of service: May 14, 2015 – June 30, 2015. Payment not to exceed \$1,000.00 from Foster Kinship Care Education (FKCE) Grant.
- g. Marcelina Valenzuela – To mentor/outreach/recruit to YESS Students/youth as well as to co-present/co-train trainings/workshops/classes to youth/students in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment, financial aid, advocacy; self-care and wellness; as well as other specialized topics in foster care and independent living. Dates of service: May 14, 2015 – June 30, 2015. Payment not to exceed \$600.00 from Youth Empowerment Strategies for Success (YESS-ILP) Grant.

**B. PERSONNEL**

1. Academic

a. Employment

Special Assignments, Spring 2015

The following instructors will be paid a stipend of \$300 each, paid out of Title V, for completion of the Online Teaching Certificate training and evaluation:

PRESTON, Ted, Behavioral & Social Sciences  
TORRES-GIL, Belen, Counseling & Student Success  
WETSMAN, Adam, Behavioral & Social Sciences

The following instructor will receive a \$250 stipend, paid out of Title V grant for participating in a professional development workshop and then creating at least two new assignments/activities to incorporate into his MATH 050, 070 or 130 courses to enhance student success:

WANG, George, Math & Sciences

The following instructor will receive a \$250 stipend, paid out of Title V grant, for facilitating two collegial training workshops to engage students in the classroom:

LASSITER, Awndrea, Communications & Languages

Summer Assignments, 2015

See attached list

Hourly as Needed, Summer 2015

Academic Affairs

O'BRIEN, Katie

Communications & Languages

ASKREN, Mark  
ISAAC, Lily  
MARKOSSIAN, Marina  
OLIVAS, Sally

CONSENTINO, Jolene  
LASSITER, Awndrea  
MATA, Moises  
OSTLING, Gerald

Counseling & Student Success

ARRIZON-MAFFRIS, Vicenta  
DE LEON, Maribel  
FLORES-OLSON, Troy  
HERNANDEZ, Yunior  
HOLCOMB, Dianne  
VILLANUEVA, Viviana

DE LA MORA, Martha  
FERNANDEZ, Jennifer  
GRAHAM, Song  
HERNANDEZ-GARCIA, Nellie  
THOMAS, Julius  
VU, Irene

Disabled Students

ARROYO, Jose

HAGEMANN, Shauna  
THOEURB, Tep

Kinesiology, Dance and Athletics

AKIYAMA, Kevin  
ARAGUNDI, Karl  
DYE, Danna  
HEMENWAY, Steve  
HERRERA, Rene  
MARTINEZ, Elaine  
SALAZAR, Mike  
TELLEZ, Mike

ALCALA, Christine  
BRENES, Orlando  
ESKO, Teddi  
HENNIGAN, John  
LIM, Todd  
NELSON, Bruce  
SMITH, Stephen  
UNGER, Karen

LIBRARY

ARENAS-VELLANOWETH, Vivian  
BARBA, Benjamin  
BIDWELL, Jennifer  
ENRIGHT, Adele  
OLDHAM, Carolyn  
SEVILLA-MARZONA, Judy

BABOU, Robin  
BEELER, Gabriel  
BOURGAIZE, Karen  
GUTER, Bruce  
RIVAS, Claudia  
TRUONG, Irene  
WELLS, Stephanie

Math & Sciences

KATNIK, Steve

SPIELER-PERSAD, Gisela

Student Health Services

SANCHEZ, Denna

Student Success & Retention (Basic Skills)

ALVARADO, Delmis  
GUZMAN, Sergio  
LITRELL, Mark

DE LEON, Maribel  
KOGER, Michael  
PITASSI, Matthew  
VALLADARES, Diana

Summer Bridge, 2015 Hourly as Needed

DE LEON, Maribel

b. Retirement

BENNETT, John, Full time instructor of Fire Technology, Public Safety. His last day of employment is June 5, 2015, with his first day of retirement being June 6, 2015

CHANDLER, James, Coordinator of Learning Assistance Center, Communications & Languages. His last day of employment is May 30,

2015 with his first day of retirement being May 31, 2015

DURAN-KATNIK, Sylvia, full time Counselor/Professor, Financial Aid & Veterans Services. Her last day of employment is May 30, 2015, with her first day of retirement being May 31, 2015

HEMENWAY, Elaine, Professor of Mathematics. Her last day of employment is June 18, 2015 with her first day of retirement being June 19, 2015

McCONNELL, Patrick, Professor/Specialist of Learning Disability/Adaptive Computer Technology, Disabled Students. His last day of employment is May 31, 2015 with his first day of retirement being June 1, 2015.

c. Reduced Workload, 2015-2016

In accordance with E.C. 87483, Reduction in Workload and provisions of Article 6 of the Academic Contract, the following academic employee has requested a reduction in workload for 2015-2016 school year:

MIKALSON, Barbara      80.84%      Behavioral and Social Sciences

2. Classified

a. Employment, Regular Classified 2014-2015

ANAYA, Cesar, Grounds Maintenance Worker, Facilities Services, 40%, 12 months, effective April 20, 2015

MARSHALL, Justin, PE & Athletic Equipment Attendant, Kinesiology, Dance and Athletics, 45%, 8 months, effective April 9, 2015

XULU, Ana, Secretary, Government & Community Relations, 100%, 12 months, effective May 1, 2015

b. Resignation

LOPEZ, Maria, Sr. Financial Aid Assistant, Financial Aid. Her last day of employment is June 1, 2015

c. Leave of Absence - Revised

GONZALEZ, Teresa, Student Services Assistant in Outreach, has requested a 27% leave of absence from her classified position from June 8, 2015 through July 10, 2015 (previously approved as a 20% leave of absence)

3. Management and Confidential

a. Retirement

KOOS, Karen, Dean, Math & Sciences. Her last day of employment is June 30, 2015, with her first day of retirement being July 1, 2015

4. Unrepresented (AP 7130), 2014-2015

a. Employment

Hourly

Arts & Cultural

YBANEZ, Richie, Model

Disabled Students

ALBA, Jennifer, Interpreter/Translator  
for Deaf, Disabled Students

Kinesiology, Dance & Athletics

DIAZ, Julissa, Lifeguard

LAC

BALDERAS, Amanda, Tutor II, LAC    GAMINO, Sybonay, Tutor II, LAC  
OLVERA, Daniel, Tutor II, LAC    VAN, Hung, Tutor II, LAC

Student Success & Retention (Basic Skills)

GAMINO, Sybonay, Tutor II                      VAN, Hung Tutor II

Summer Bridge 2015

LIN-COBOS, Andres, Tutor II	LOPEZ, Jonelle, Tutor II
MEDINA, Rocio, Tutor II	SANTOYO, Richard, Tutor II
TERAN, Jacob, Tutor II	VALDIVIA, Diana, Tutor II
	VASQUEZ, Alfredo, Tutor II

Volunteer

DE ANDA, Javier, Human Resources

5. Revision of Administrative Procedure 7130

- a Student Success Coaches are enrolled in or recently graduated from a Counseling Program and assist RHC students with moving through one of the most transformative years of their lives—their first year of college. This includes supporting the student's adjustment to the academic and social expectations and culture of college life. Student Success Coaches will closely monitor and communicate consistently with a caseload of 1st year students during the Fall and Spring Semesters and act as an informed referral source throughout the academic year, including accompanying students to various resources as needed.

\*New language is demonstrated in **Bold**. (See Attached.)

## ITEM REMOVED FROM CONSENT AGENDA:

### A. FINANCE & BUSINESS

#### 11. Repair to Baseball Bleacher Bench System at Kinesiology, Dance & Athletics (KDA) – Sports Facilities Group, Inc. -

62. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to award contract to Sports Facilities Group, Inc. for the repair to the baseball bleacher bench system at Kinesiology, Dance & Athletics (KDA) in the amount of \$3,635.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

Student Trustee Advisory Vote was aye.

### III. ACTION ITEMS

#### A. PRESIDENT'S OFFICE

##### 1. Approval of Distinguished Service Award

63. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve Ruth and John Gonzales as the recipients of the Distinguished Service Award for 2015.

Student Trustee Advisory Vote was aye.

##### 2. Approval of Equal Employment Opportunity Plan

64. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve the [Equal Employment Opportunity Plan](#) as presented to the board and attached to the Board Agenda.

Student Trustee Advisory Vote was aye.

##### 3. Resolution Declaring Classified School Employees Week

65. On motion of Student Trustee Magallon, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve the following resolution declaring Classified School Employees Week:

The California School Employees Association, Rio Hondo College #477 respectfully requests that the Rio Hondo Community College District adopt a resolution declaring the week of May 17–23, 2015 as Classified School Employee Week.



The California Legislature adopted the third full week of May of each year as Classified School Employee Week, by passage of SB 1552 (Campbell) in 1986.

Classified employees perform a wide range of essential work, including food services, maintenance and operations, transportation, instructional assistance and paraeducator services, office and clerical work, security, library and media assistance, computer services and more. We provide daily care, transportation and instruction for California's students guiding them from preschool through community college.

The week of May 17–23, 2015 will be celebrated by school districts and school workers across the state in recognition of the many contributions classified professionals make to the education community.

On behalf of nearly 220,000 classified employees represented by the California School Employees Association, we urge you to join the state Legislature and hundreds of school boards in adopting a resolution declaring the week of May 17–23, 2015 as Classified School Employee Week.

Student Trustee Advisory Vote was aye.

4. **New Board Policy 7135 – Healthy Families (First Reading) (See Attached.)**

66. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve new Board Policy 7135 Healthy Families for first reading with the amendment to item III., paragraph 2, to read *“The employee will be eligible for accrual of additional sick leave upon rehire and may begin to use the previous earned sick leave after working at least 90 work days.”*

Student Trustee Advisory Vote was aye.

**B. STUDENT SERVICES**

1. **Priority Registration**

67. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to approve the priority registration recommendation to begin during Fall 2015 as a 3-year pilot as follows:
- In an effort to increase graduation rates, transfer and certificate completion, and to support the Student Success and Support Program mandates, it was approved to create the “Graduation, Transfer, and Certificate Initiative” (GTC Initiative) to provide continuing students who do NOT have priority registration (other than the unit count priority) a one-time final semester priority registration that would immediately

follow the mandated priorities (Veterans, Foster Youth, CalWorks, EOPS/CARE & DSPS).

- Students would need to meet with their counselors to verify their educational plans and completion expectations. The counselor would submit the appropriate paperwork to Admissions & Records for the upcoming registration period, which would represent the student's final semester for completion of a degree, transfer, or certificate.

Student Trustee Advisory Vote was aye.

**C. PERSONNEL**

**1. Declaration of Indefinite Salaries for Retroactive Pay for 2015-16 for Managers, Faculty, Confidentials, and Classified Employees**

68. On motion of Ms. Santana, seconded by Student Trustee Magallon, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] declare the salaries for Faculty, Administrators, Confidentials, and Classified employees are indefinite as of July 1, 2015.

Student Trustee Advisory Vote was aye.

**IV. INFORMATION ITEMS**

- 1. Revision of Administrative Procedures (See Attached)**
- AP 4021 - Program Discontinuance
  - AP 7217 – Faculty: Employment of Contract

**V. STAFF AND BOARD COMMENTS**

- **Board Development Reporting**

Ms. Pacheco reported on her recent attendance at the National Center for the Study of Collective Bargaining in Higher Education and the Professions on April 19-21 in New York City. She indicated that the workshops she attended included Academic Freedom and a workshop on Bullying.

In addition, she reported on her recent attendance at the CCLC Annual Trustees Conference in Monterey, California on May 1-3 2015.

Mr. Mendez reported on his recent attendance at the CCLC Annual Trustees Conference in Monterey, California on May 1-3 2015 and indicated that the workshops he attended included the Brown Act.

Ms. Santana reported on her recent attendance at the CCLC Annual Trustees Conference in Monterey, California on May 1-3 2015 and indicated that she attended a workshop on What Role do Trustees Play in Fostering an Institutional culture of Student Success

- **Action Items for Future Board Meetings - None**

## VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 8:35 p.m. No action was reported out.

### ***Title 5, California Code of Regulations, Section 59328-59338***

*Pursuant to Section 54956.8:*

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
  - **11400 Greenstone Avenue, Santa Fe Springs**
  - **9515 Haney Street, Pico Rivera**

*Pursuant to Section 54956.9(b):*

### **CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 Cases)**

*Pursuant to Section 54956.9(c):*

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)**

*Pursuant to Section 54957:*

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
  - Superintendent/President
  
- **PUBLIC EMPLOYEE EMPLOYMENT**
  - Full Time Digital Photography Instructor
  - FT Vocal/Choral Music Instructor
  
- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

*Pursuant to Section 54957.6:*

- **CONFERENCE WITH LABOR NEGOTIATOR**  
**Agency Negotiator: Teresa Dreyfuss**  
**Employee Organization: CSEA, RHCFA**

## VII. ADJOURNMENT

69. On motion of Ms. Santana, seconded by Student Trustee Magallon, the Board voted by unanimous vote of the five members present [Garcia, Shapiro, Pacheco, Santana, and Mendez] to adjourn the meeting and announced the dates of the next meetings:

- **Next Regular Meeting – Wednesday, June 10, 2015, 6:00 p.m., Rio Hondo College Board Room**
- **Next Special Meeting – Board Retreat – Saturday, June 20, 2015, 9:00 a.m.**

## Summer Assignments 2015

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### ARTS & CULT PROGRAMS

Accardo, Frank  
Acuna-Hensen, Chris  
Dawson, David  
Farmer, Kerry  
Gardos, Alexander  
Griffith, Margaret  
Korf, William  
Larson, Eric  
Levy, Andrew  
Lewis, Cynthia  
Lewis, Nicole  
Lynch, Sheila  
Miller, Robert  
Moshier, Steven  
Rebia, Sergio  
Reeder, Ronald  
Roberston, Carolyn  
Strathman, Nicole

### BEHAVIORAL & SOCIAL SCIENCES

Adams, Brian  
Baca, Manuel  
Barman, Kevin  
Beck, Karen  
Brousseau, Beth  
Brutlag, Brian  
De Dios, Angela  
Dixon, Scott  
Duran, Jose  
Foster, Mari  
Garcia, Santiago  
Gonzalez, Hector  
Gonzalez, Teresa  
Hole, Michael  
Howard, A. Grover  
Jackson, Anika  
Javanmard, Mike  
Kaiser, Debra  
Karmiryan, Ruzanna  
Kepner, Patricia  
Kevari, Jacob  
Latson, Jack  
Lazaro, Ned  
Madrigal, Ea  
Magginetti, Jaclyn  
Medina, Cecilia  
Mikalson, Barbara  
Milani, Niki

Nyaggah, Ngatha  
Ocon, Albert  
Perry, Abbie  
Pfeiffer, Jill  
Pilati, Michelle  
Preston, Ted  
Quirarte, Carmina  
Adriana, Ramirez  
Juarez, Melissa  
Roddick, Daniel  
Rodriguez, Domingo  
Ross, Lisa  
Shaw, Timothy  
Sigala, Carol  
Smith, Kevin  
Stanton, Jordan  
Torres, Ybonne  
Valdivia, Irma  
Ward, Debra  
Wetsman, Adam  
Wijenayake, Indrasena  
Young, Colin

### BIOLOGY

Bethal, Robert  
Katnik, Stephen  
Kowalski, Victor  
Ribaya, Jeronimo  
Rivas, Oscar  
Spencer, Shelly

### BUSINESS

Atkins, Johnnie  
Blackmun, Eugene  
Bladh, Eric  
Clarke, Diana  
Colquitt, Kathleen  
Feinour, Andrew  
Huang, Julie  
Liu, Jeannie  
Liu, Shin  
Rios, Rodolfo  
Sokol, Alexia  
Valdes, Steven  
Whitford, Jon

### CALWORKS

Prado, Rosa

## Summer Assignments 2015

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### **CAREER TECH ED.**

Dornean, Marius  
Frala, John  
Halvorson, Gary  
Hughes, Sean  
Lindy, David  
Luna, Javier  
Reyes, Mauricio  
Rickter, Edward  
Warren, Roberts  
Sunyogh, Joseph

### **COMMUNICATION/LANGUAGES**

Acevedo, Lisette  
Ameen, James  
Anderson, Kenneth  
Arrona, Martha  
Askren, Mark  
Baca, Richard  
Bean, Michelle  
Bell, Sharon  
Bowen, James  
Breitenbucher, Alba  
Callinan, Thomas  
Carrera, Wendy  
Crossman, Elizabeth  
Curington, William  
De Los Santos, Blanca  
Eckstrom, Marie  
Fernandez, Juan  
Fernandez, Rafael  
Flores-Olson, Raquel  
Francis, John  
Gallegos, Joshua  
Garcia, Alonso  
Hatlestad-Shey, Alexandre  
Heng, Nay  
Ho, Yishin  
Isaac, Lily  
Isaac, Samuel  
Jalloh, Katrina  
Jones, Casey  
Juchartz, Arline  
Kamdibe, Muata  
Koehler, Claire  
Koelle, Stephen  
Lai, Wendy  
Lim, Joyce  
Llerena, Lydia

Markossian, Marina  
Missakian, Ilona  
Okamoto, Tyler  
Olivas, Sally  
Osman, Daniel  
Ostling, Gerald  
Philpot, Cynthia  
Puga, Gilbert  
Rennie, William  
Rhodes, Angela  
Ripley, William  
Roldan, Pablo  
Serrao, Elizabeth  
Sfeir, Lorraine  
Sloniger, Wells  
Smith, Larry  
Sweeney, Maxine  
Tovsmasian, Grant  
Vance, Holly  
Vazquez, Dana  
Velazquez, Ralph  
Zaro, Mariano

### **COUNSELING**

Alvarado, Guadalupe  
Daza, Igor  
Hernandez, Yunior  
Huinquez, Jorge  
Maffris, Vicenta  
O'Brien, Katherine  
Pichardo-Diaz, Dorali  
Rivera, Mary  
Saucedo, Henry  
Torres, Gil  
Villanueva, Viviana

### **DSPS**

### **ENVIRONMENTAL TECH**

Earley, Jerry

### **EOPS**

Clark, Mary  
Garcia, Yvette  
Reyes, Dianna  
Rodriguez, Jose

### **HEALTH OFFICE**

Acuna, Sylvia

## Summer Assignments 2015

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Cameron, Joan  
Sakamoto, Rosario  
Sanchez, Denna  
Smith, Anza  
Wu, Viraseni

### HEALTH SCIENCE

Biesemeyer, Gail  
Boyd, Pam  
Cheung, Angela  
Lopez-Alvarado, Katherine  
Luna, Patricia  
Modyman, Gail  
Poetter, Shelly  
Rutherford, Eileen  
Stoian, Razvan

### KINESIOLOGY/PHYSICAL EDUCATION

Ayala, Armando  
Cartagena, Alyson  
Curtis, Elizabeth  
Hinze, Michael  
Johnson, Steve  
Karmiryan, Kristina  
Lopez, Rachel  
Lowe, Richard  
Martinez, Elaine  
Pudelko, Kathy  
Rich, Kirsten  
Senk, Jodi  
Tellez, Michael  
Unger, Karen

### LIBRARY

Arenas-Vallanoweth, Vivian  
Barba, Benjamin  
Babou, Robin  
Beeler, Gabriel  
Bidwell, Jennifer  
Bourgaize, Karen  
Enright, Adele  
Gutar, Bruce  
Oldham, Carolyn  
Sevilla-Marzona, Judy  
Truong, Irene

### MATH

Archambault, Alan

Benson, Boyd  
Bronkar, Ryan  
Botello, Robert  
English, Cameron  
Chaudry, Amtul  
Dammena, Dimetros  
La Turno, Jan  
Esquivel, Raymundo  
Fogel, Charles  
Gill, Jack  
Graham, Lynne  
Gutierrez, Jesus  
Hemenway, Elaine  
Johnson, Johnny  
Khwaja, Ziauddin  
Littrell, Mark  
Malakar, Subhash  
Mangahas, Ronaldo  
Martinez, Jose  
McWilliams, Geoffrey  
Miller, Gregory  
Pham, Ann  
Pitassi, Mathew  
Pomerantsev, Ludmila  
Romero-Hernandez, Abraham  
Sarvi, Kayvon  
Towhidlow, Mark  
Tress, Marguerite  
Trinh, Thanh  
Vu, Nguyen  
Wang, George

### PHYSICAL SCIENCE

Christensen, Walter  
Forrest, Michael  
Koutroulis, Mathew  
Leung, Allen  
Mindes, Aimee

### PUBLIC SAFETY

Smith, Richard  
Adauto, Arnold  
Balch, David  
Coffman, Daniel  
Dochnahl, Terril  
Feliciano, Robert  
Haggerty, Judith  
Jaeggi, Scott  
Johnson, Martin

## Summer Assignments 2015

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Jones, Carl  
Kimber, George  
Mitchell, Carley  
Newman, James  
Petropulos, Dan  
Ramirez, Richard  
Rickman, Tracy  
Smith, Richard  
Verdiell, Jesus  
Wallace, Gerald

### **WEEKEND COLLEGE**

Hemenway, Steven  
Hovespian, Viken



**WAGE RATES, SELECTED PERSONNEL**

**AP No.  
7130**

Page 1 of 1

Board Reviewed: 1/23/64; Ref. 5/71; 8/72; 7/73; 8/74; 9/74; 6/75; 6/76; 3/79; 1/80; 7/81; 11/82; 11/84; 12/85; 10/86; 7/87; 1/88; 7/88; 7/89; 9/89; 10/89; 12/89; 7/90; 7/91; 9/97; 7/98; 1/99; 8/99; 4/00; 12/00; 2/16/01, 12/12/01, 6/08/05, 1/21/07, 2/21/07 (rate increase effective 1-1-07), 5/14/08, 9/09/09, 7/14/10, 1/11/12, 11/14/12, 02/19/14 (Student rate increase effective 1-1-15), 5-14-14; 5-13-15

<u>Non-Represented Employees</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Assistant Training Specialist	\$10.50	\$11.00	\$11.50
Accompanist (Professional Musician)	19.00	20.00	21.00
Coaching Specialist	10.00	10.50	11.00
(Community Services)	9.00	9.50	10.00
Technical Stage Manager (Community Services)	9.00	9.50	10.00
Tutor II	9.00	9.50	10.00
Model (Fine Arts, Draped)*	12.13	12.74	13.40
Model (Fine Arts, Undraped)*	16.18	17.28	18.25
Recruit Training Officer	18.50	19.00	19.50
Business Advisor I	28.00		
Business Advisor II	35.00		
Business Advisor III	41.00		
Students	9.00 (eff. 1-1-15)		
Lifeguards	11.00		
<b>Student Success Coach</b>	<b>19.00</b>		

Step 2 based on 500 hours of service at Step 1 level, 1,300 hours for Step 3. \$1.00 per hour additional pay shall be paid to employees upon completion of 3,500 hours in paid status in this classification effective 1/1/88.

\*Interpreter/  
Translator

<u>For Deaf</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
	Intern I	Intern II	Qualified	Qualified	Certified
	Enrolled in ITP	Completed ITP	based on test	+ 5 years	
	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00

\* Step placement will be based on experience / certification and/or recruitment difficulties.

Classified Substitute Pay+

Substitute rate to be hourly rate of entry level salary except former employees rehired on a temporary basis within a two-year period of their last date of service in this District shall be placed at their last paid salary step of the range of the temporary position.

Non-Represented Employees

Physician (E.C. 87448)	\$70.00			
Guest Lecturer**	\$28.76		\$30.20	
Foster Care	\$24.55		\$25.78	
	<u>No Degree</u>	<u>Bachelor's</u>	<u>Master's</u>	<u>Doctorate</u>
Lecturer	\$35.08	\$36.37	\$37.72	\$39.14
Supervisor	\$16.76	\$17.60	\$18.48	\$19.40

\*\*For consultants and guest lecturers, advancement to Step 2 is based upon completion of 1,211 assigned work hours.

## **Student Success Coach**

*Up to 19 hours per week at \$19.00 per hour*

Student Success Coaches are enrolled in or recently graduated from a Counseling Program and assist RHC students for the Student Success & Support Program (SSSP). They will work within the Division of Counseling & Student Success and will be directed and overseen by a Counselor. Student Success Coaches assist program students with moving through one of the most transformative years of their lives—their first year of college. This includes supporting the student's adjustment to the academic and social expectations and culture of college life.

### **Time commitment:**

These are temporary positions based on grant funding. The minimal commitment time is one year. SSCs will work up to 19 hours per week.

### **Examples of Duties:**

1. Closely monitor and communicate consistently with a caseload of 1<sup>st</sup> year students during the fall semester; and gradually reduce contact over the course of the spring semester. Communication may include face-to-face interactions, via phone, email, texting and Internet as necessary.
2. Act as an informed referral source throughout the academic year, including accompanying students to various resources as needed. Support students in acquiring and understanding regular course status reports.
3. Guide/collaborate with students to follow-through on tasks in order to benefit from the resources and their professors.
4. Participate in /lead program seminars, workshops and other presentations.
5. Coach students in effective time management, study skills and exam preparation.
6. Maintain detailed student contact logs in the database.
7. Collaborate with fellow Student Success Coaches to develop supplemental projects.
8. Initiate appropriate individual projects based on student and program needs.
9. Attend regular meetings and training sessions.
10. Support the activities of the Student Success & Support program as needed.

### **Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree AND Candidates who have been accepted to, enrolled in, or have recently completed a graduate program in counseling, higher education, or social work.

#### **Desirable Qualifications:**

Course work in psychology, counseling, group dynamics and guidance. Experience making group presentations. Experience working in a team. Strong knowledge of the community college system and its mission.

#### **Knowledge and Abilities:**

1. Excellent communications skills: listening, responding, presenting, handling and resolving conflict.
2. Understand the needs of recent urban high school graduates who are predominantly underprepared for college demands.
3. Ability to work effectively with diverse populations of students, faculty, and staff. Ability to work with committees and to plan workshops.
4. Capacity for discretion, diplomacy and confidentiality.
5. Demonstrated record of leadership, maturity and academic excellence.
6. Resourcefulness.
7. Ability to learn RHC's processes, policies and support systems and website tools.
8. Knowledge of research techniques.

Effective: May 13, 2015

RIO HONDO COMMUNITY COLLEGE DISTRICT	Board Policy
HEALTHY FAMILIES	BP No. 7135
Board Adopted: NEW	Page 1 of 2

I. **Effective July 1, 2015, any non-represented employee, such as part time hourly as needed and temporary employees (short term and substitutes), who works for Rio Hondo Community College for at least 30 days within a year will be entitled to up to six (6) days of sick leave per year. This policy will be provided to all non-exempt employees who qualify under the California Healthy Families Act of 2014 (AB 1522).**

II. **Who Is Not Covered**

- a. **An employee covered by a valid collective bargaining agreement;**
- b. **Administrators or confidential employees.**

III. **Accrual Rate and Payment**

**Employees will accrue paid sick leave at the rate of one (1) hour for every 30 hours worked commencing employment paid at the employee's regular rate of pay. Employee's total accrual of paid sick leave will not exceed 48 hours (6 days) a year. Unused accrued sick leave may be carried over to the following year but will not be paid out upon separation of employment. The District will provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken.**

**If an employee is rehired by the District within 12 months of the separation, the previously accrued and unused sick leave will be reinstated. The employee will be eligible for re-accrual of additional sick leave upon rehire and may begin to use the previous earned sick leave after working at least 90 work days.**

IV. **Notice**

**If the need for paid sick leave is foreseeable, an employee shall provide his/her immediate supervisor with reasonable advance notice of the intent to use sick leave. If the need for paid sick leave is unforeseeable, the employee is to provide notice of the need for the leave as soon as practicable.**

V. **Reasons for Sick Leave**

**Paid sick leave are to be provided upon request (oral or written) from the employee for the following purposes:**

<b>RIO HONDO COMMUNITY COLLEGE DISTRICT</b>	<b>Board Policy</b>
<b>HEALTHY FAMILIES</b>	<b>BP No. 7135</b>
Board Adopted: NEW	Page 2 of 2

- a) **Diagnosis, care or treatment of an existing health condition, or**
- b) **Preventive care for an employee’s family member (using the current CFRA definitions of child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.)**

**For an employee who is a victim of domestic violence, sexual assault, or stalking, the District will allow the use of paid sick leave for:**

- a) **Taking time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or his or her child.**
- b) **To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.**
- c) **To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.**
- d) **To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.**
- e) **To participate in safety planning and to take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.**

**VI. Source/References:**

**Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); Labor Code §2810.5**



RIO HONDO COMMUNITY COLLEGE DISTRICT	Administrative Procedure
<u>VOCATIONAL PROGRAM DISCONTINUANCE</u>	AP No. 4021
Board Reviewed: 8/15/07	Page 1 of 5

I. ~~Vocational Program Review~~ **Initiation of Program Discontinuance**

**Program discontinuance is an academic and professional matter. Considerations that are integral to this procedure include its effects on students, curriculum, budget and planning, and regional labor needs in the case of career and technical disciplines.**

**The procedure for program discontinuance should have no adverse effect on current students, involve the creation of a timeline for review and recommendations for improvement and action, and ensure the responsibility for program discontinuance is the shared function of faculty and administration.**

**The Program Review Committee, the administration, or the faculty, in consultation with the Vice President of Academic Affairs and the Academic Senate, can request an analysis for the discontinuance of a program. This does not need to occur within the planning or program review period, which shall be every two years for vocational programs and every six years for academic programs.**

~~The Vice President of Academic Services shall develop a schedule for the review of all vocational programs every two years. The review will be done using the template developed by the Regional Consortium of Vocational Deans. The review will address at a minimum the following: 1) that the program meets a documented labor market demand, 2) that the program does not represent unnecessary duplication of other manpower training programs in the area, 3) that the program demonstrates effectiveness as measured by the employment and completion of its students.~~

~~All vocational programs shall have active industry advisory committees that meet at least once a year. The committees shall consist of the dean, vocational faculty, and an active working professional in the field. Minutes of advisory committee meetings will be kept by the Dean of Business and Technology and included in program review.~~

~~Any vocational program that does not meet the above criteria can be terminated by the Board within a year. In addition, vocational programs that are accredited by external agencies and who lose that accreditation may be referred to the process described below.~~

II. ~~Program Discontinuance~~ **Initial Analysis**

RIO HONDO COMMUNITY COLLEGE DISTRICT	Administrative Procedure
<u>VOCATIONAL PROGRAM DISCONTINUANCE</u>	AP No. 4021
Board Reviewed: 8/15/07	Page 2 of 5

**Elements in the program discontinuance analysis may include, but are not limited to:**

**Qualitative data**

1. **Effects on students**
2. **Balance in the college curriculum**
3. **Education and budget planning**
4. **Issues of regional coordination for occupational programs**
5. **Quality of the breadth and depth of the curriculum**
6. **The teaching and learning process**
7. **Student satisfaction**
8. **Perception of the program at articulating universities, local businesses and/or industry, and the community**
9. **Factors of employment in business and industry**
10. **Goals and objectives in the Educational Master Plan**

**Quantitative Data**

1. **Enrollment trends (e.g., lack of demand) over a sustained period of time**
2. **Frequency of course section offerings to assure reasonable availability for students**
3. **Retention rates**
4. **Success rates**
5. **Term-to-term persistence for those in courses in the major**
6. **Student completion rates**
7. **Demand in the local and regional workforce**
8. **Availability of transfer major (CCLC)**
9. **Cost to develop and maintain program.**

~~When it is determined that a program does not meet the above criteria, the Planning/Fiscal Council will convene a review committee consisting of 2 managers, and 2 faculty members. The committee will review the materials related to the program review and determine if there is any way to improve or assist the program to be in compliance with the criteria or to re-establish accreditation. The committee will make a recommendation to the Vice President who will make a recommendation to the Superintendent/President who makes a recommendation to the Board.~~

~~If the Board takes action to discontinue the program, the Vice President of Academic Services will work with the Dean of the program to ensure that any students in the program have alternative choices to finish their education either at Rio Hondo College or another community college. In the case of faculty lay offs, the District will follow the procedures set out in the collective bargaining agreement.~~

**III. Source/Reference Program Discontinuance Task Force**

The Vice-President of Academic Affairs, in consultation with the Academic Senate, will form the Program Discontinuance Task Force. The task force will be co-chaired by the Vice President and the Academic Senate President or their designees. Members shall include a faculty member in the division containing the program, the dean of the affected division, one other dean, and one faculty member who is not in the affected division. Faculty are appointed by the Academic Senate. Where appropriate, program support staff, student services personnel, and the community may be invited to participate. Meetings of the task force shall be public.

The charge to the Program Discontinuance Task Force is:

1. Gather and evaluate all qualitative and quantitative evidence
2. Recommend to the Superintendent/President, the Academic Senate and the Planning Fiscal Council that a program should
  - a. Continue
  - b. Continue with Qualifications
  - c. Discontinue

The task force will review the materials related to the program analysis, as well as data supporting the following criteria:

<p><b><u>Vocational Programs</u></b></p> <ul style="list-style-type: none"> <li>• Declining market/industry demand</li> </ul>	<p><b><u>Academic Programs</u></b></p> <ul style="list-style-type: none"> <li>• Declining university transfer trends</li> </ul>
<ul style="list-style-type: none"> <li>• Advisory Committee recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient frequency of course offerings to assure reasonable opportunity for completion of the program</li> </ul>
<ul style="list-style-type: none"> <li>• Decreasing numbers of students enrolled</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of available resources</li> </ul>
<ul style="list-style-type: none"> <li>• Low or decreasing WSCH/FTEF</li> </ul>	<ul style="list-style-type: none"> <li>• Poor retention within courses</li> </ul>
<ul style="list-style-type: none"> <li>• Poor rate for student achievement of program goals (e.g. completion rate, numbers of degrees and certificates, job placement)</li> </ul>	<ul style="list-style-type: none"> <li>• Poor rate for student achievement of program goals (e.g. completion rate, numbers of degrees and certificates)</li> </ul>



RIO HONDO COMMUNITY COLLEGE DISTRICT	Administrative Procedure
<b>VOCATIONAL PROGRAM DISCONTINUANCE</b>	AP No. 4021
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<ul style="list-style-type: none"> <li>• <i>Decline in importance of service to related disciplines (applies only when discipline does not offer degree or certificate). (CCLC)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Unavailability of the transfer major</i></li> <li>• <i>Poor term-to-term persistence for students in the major</i></li> </ul>
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Within 90 days of being convened, the task force will determine which recommendation shall be forwarded to the Superintendent/President, the Academic Senate, and the Planning and Fiscal Council.

**A. Recommendation to Continue –** A recommendation for a program to continue must contain a documented argument based on the qualitative and quantitative data.

**B. Recommendation to Continue With Qualifications –** A recommendation for a program to continue with qualifications must contain a documented argument based on the qualitative and quantitative data. Qualifications may consist of requirements of an external regulatory, governing, or licensing body to which the program is subject.

The task force will create a timeline not longer than 18 months that incorporates actions to be undertaken by the program faculty and division dean and the expected outcomes. The Vice President of Academic Affairs will monitor the program’s progress. At the end of the specified time, the task force will reevaluate the program.

**C. Recommendation to Discontinue -** A recommendation for a program to be discontinued must contain a documented argument based on the qualitative and quantitative data. Should an external regulatory, governing, or licensing body order the discontinuance, the recommendation shall be considered mandated.

In the event of a recommendation to discontinue, the task force will create a timeline for phasing out the program. The plan must include procedures to allow currently enrolled students to complete their plans of study as outlined below.

**IV. Completion of Plans of Study**

**In the event a program is discontinued, the Vice President of Academic**

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**Affairs and the dean of the affected program will devise a plan that allows currently enrolled students in the program can complete their plan of study in accordance with the College Catalog. These plans may include selection of alternative courses at Rio Hondo College or allowing students to complete their education at another community college.**

**V. Conclusion of the Process**

**The Program Discontinuance Task Force will forward its recommendation to the Superintendent/President, the Academic Senate, and the Planning and Fiscal Council. As program discontinuance is an academic and professional matter, mutual agreement is required.**

**Upon mutual agreement after receiving the recommendation, the Superintendent/President will forward the recommendation to the Board of Trustees. Any program that receives a recommendation to discontinue can be terminated by the Board within a year.**

**VI. Collective Bargaining**

**As this procedure impacts employment, it is a matter of collective bargaining in all cases. The Rio Hondo College Faculty Association and the California School Employees Association will be notified and given the necessary time to resolve the issues of collective bargaining.**

**VII. Source/ Reference:**

**Education Code 78016; Title 5, 51022, 55130**

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- I. Employment of faculty shall be in compliance with Board of Trustees policies relating to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants.
- II. **PROCEDURE** The following procedure shall be followed:
- A. Open faculty positions shall be reviewed and approved for announcement of the vacancy after budget verification from the Vice President of Finance and Business.
  - B. Recruitment shall be in accord with applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources shall be responsible for analysis of job applicants to determine whether the group is significantly underrepresented. If the applicant pool demonstrates significant underrepresentation of monitored groups, the District shall implement additional measures as described in Title V, § 53006.
  - C. The Division Dean, together with a minimum of three Rio Hondo faculty members selected by the Division faculty, shall constitute the Division Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. The Division Selection Committee, may, at its discretion, add additional committee members, such as external experts or classified staff. The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation. The Committee shall make a reasonable effort to forward at least three candidates but no more than five that, in its judgment, are qualified for the position and worthy of recommendations.
  - D. The Division Dean shall provide the written recommendation(s) of the Division Selection Committee to the Vice President of the applicable area.
  - E. The Vice President of the applicable area, along with the Division Dean and the Committee Chair (if applicable), will shall interview the recommended applicants and shall forward the best qualified candidate(s) from the name(s) recommended by the Committee to the Superintendent / President for interview.
  - F. The final evaluation and recommendation to employ shall rest with the Superintendent/President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent / President will communicate to the Division Selection Committee Chair his / her justification.
  - G. Notification of selection shall be from the Office of Human Resources.
- III. **CRITERIA** Criteria for selecting personnel for certificated positions shall include the following:
- A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or

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- B. Academic background: A Master's degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable, **as specified below:**
1. Possession of a Master's degree from an accredited institution in the discipline of assignment, or
  2. Possession of a Master's degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor's degree from an accredited institution in the discipline of assignment.
  3. For faculty in disciplines where a Master's degree is not generally expected or available, either of the following:
    - a) Possession of a Bachelor's degree from an accredited institution in a discipline reasonably related to assignment, plus two years of professional experience, plus appropriate certification to practice or licensure if available; or,
    - b) Possession of an Associate degree from an accredited institution in a discipline reasonably related to the faculty member's assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.
- C. "Equivalency" to either academic or vocational requirements shall be determined in accordance with BP 7211 (replaces CP 5165 BP 7210).
- D. Individual departments may add information on educational requirements placing emphasis on a specific area.
- E. Other departmental interests may be shown under "Desirable Qualifications." These are limited to job-related factors.
- F. All applicants selected for hire must show a sensitivity to an understanding of the ~~diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds~~ **national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status** of community college students.

**IV. SOURCE / REFERENCE:  
Title 5, §53022**