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

Members Present: Ms. Norma Edith García, President
Ms. Vicky Santana, Vice President (arrived at 6:15 pm)
Ms. Madeline Shapiro, Clerk
Mr. Gary Mendez, Member (arrived at 7:28 pm)
Ms. Angela Acosta Salazar, Member
Ms. Lupe Pasillas, Student Trustee

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Interim Superintendent/President
Dr. Kenn Pierson, Vice President, Academic Affairs
Mr. Henry Gee, Vice President, Student Services
Ms. Sandra Rivera, CSEA President
Mr. Adam Wetsman, Academic Senate President
Ms. Kathy Pudelko, representing RHCFA President
Ms. Irina Preciado, ASRHC President
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order
Ms. Garcia called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance
Lupe Pasillas led the salute to the flag.

C. Roll Call
Ms. Santana and Mr. Mendez reported absent, but later arrived at 6:15 and 7:28 pm.

D. Oath of Office – Student Trustee (Lupe Pasillas)
Ms. Garcia administered the oath of office for the new student trustee, Lupe Pasillas.

E. Approval of Minutes: September 12, 2012; September 24, 2012

278. It was moved by Ms. Shapiro, seconded by Ms. Garcia and carried unanimously to approve the minutes of September 12, 2012 and September 24, 2012.

BOARD OF TRUSTEES: Angela Acosta-Salazar, Gary Mendez, Vicky Santana, Norma Edith García, Madeline Shapiro, Lupe Pasillas, Student Trustee
F. Open Communication for Public Comment

Mayor Andre Quintero, City of El Monte, presented a plaque to the Board honoring the college's 50 year anniversary.

Professor Martha Carreon and Professor Mike Javanmar encouraged the Board and staff members to participate in phone banking on Wednesday, October 24th.

G. Commendation
- Introduction Leadership Academy 3rd Cohort (Dennyse Clark)

Break for Reception

H. Presentations
- Bond Finance Advisory Report (Kush Gheyara)
- 50th Anniversary Schedule (Susan Herney)

II. CONSENT AGENDA

279. It was moved by Ms. Shapiro, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following Consent Agenda items:

A. FINANCE & BUSINESS
   1. Finance & Business Reports

   Approved Purchase Order Report reviewing purchases for the preceding 60 days.


   2. Authorization for Out-of-State Travel & Conferences

   Approved the following staff members, and Board Members who could attend in the following educational conference:

   Monika Acosta and Elizabeth Coria to participate at the Federal Student Aid Conference (FSA) in Orlando, FL on November 26-30, 2012.

   Jan La Turno to participate at the 38th Annual American Mathematical Association of Two Year Colleges Conference in Jacksonville, FL on November 8-10, 2012.


   Mike Salazar to participate at the American Baseball Coaches Association National Conference in Chicago, IL on January 3-6, 2013.

   Vicky Santana to participate at the National Institute for Newly Elected Officials (NALEO) in Washington, DC on November 15-18, 2012.
Jacqueline Wilvers to participate at the National Science Foundation S-STEM Projects Meeting in Arlington, VA on October 14-16, 2012.

3. **Grant Renewal Agreement – California Early Childhood Mentor Program**

San Francisco Community College District (SFCCD) is the fiscal agent for Grant CN110123 from the California State Department of Education. Cerritos College will take the lead in the Cerritos/Rio Hondo Regional Early Childhood Mentor Program. The Program provides such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; printing and copying mentor materials.

For the period through July 31, 2013 SFCCD will pay up to $500.00 for the Contractor’s College Coordinator and up to $150.00 for printing and copying costs for program implementation or mentor materials.

4. **Agreement Renewal – Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and the Rio Hondo Community College District**

Rio Hondo College’s Child Development Program has been a participant in the State Department of Education Child Development Training Consortium for more than 15-years. Training serves students who are employees of the state funded and federally funded agencies as well as those employed by agencies receiving block grant funds. The term of this agreement will be from September 1, 2012 through June 30, 2013. The District will be paid $25.00 per enrolled unit of course work which meets the requirements of the Child Development Permit Matrix of child care licensing regulations, in an amount not to exceed $21,250.00.

5. **Approve Clinical Affiliation Training Agreements**

Approved clinical affiliation training agreement with:

- Anaheim Healthcare Center
- El Encanto Healthcare and Habilitation Center
- Park Regency Retirement Residence

Rio Hondo College Health Science & Nursing Department desires the cooperation of health facilities in providing clinical experience for students. The term is for two (2) years through August 31, 2014.

6. **MOU for Facility Usage with El Monte City School District**

The Rio Hondo Community College District (RHCCD) – Behavioral & Social Science Department will offer a Child Development Class to the community. The El Monte City School District (EMCSD) will provide classrooms without cost to the District. The MOU will be reviewed annually.
Class is Child Development Class through the Child Development Program

7. Grant Renewals

Student Support Services (SSS) – The U.S. Department of Education has awarded Rio Hondo College (RHC) renewed funding for the SSS grant in the amount of $247,584.00 for the federal year September 1, 2012 – August 31, 2013. The purpose of SSS, a federal Trio program, is to serve and assist low-income, first-generation and/or disabled college students. The SSS program provides opportunities for academic development, assists students in securing financial aid, completing college requirements, and serves to motivate students towards the successful completion of graduation and/or transfer into four-year postsecondary institutions.

8. Renewal – CNG Fueling Agreement – Pupil Transportation Cooperative

Pupil Transportation Cooperative (PTC) will provide compressed natural gas (CNG) fueling for District CNG-powered vehicles at their fueling station located at 13200 Mulberry Drive, Whittier, CA 90605. District Staff are assigned fueling codes and personal identification numbers to purchase the fuel. PTC will bill the District monthly. Contract term will continue through June 30, 2013.

B. Personnel

The following recommendations are submitted within budget allocations:

1. Academic
   a. Employment

      Hourly as Needed, 2012-2013

      BAKER, David, Public Safety
      RODRIGUEZ, A, Public Safety

      Special Assignments, Fall 2012

      The following instructor will receive a $500 stipend, paid by Title V Grant, for completion of a project creating materials for the new Fast Track Math sequence courses:

      GONZALEZ, Lydia, Mathematics

      The following instructor will receive a $200 stipend, paid by Title V Grant, for the completion of an Instructional Development workshop:

      LYNCH, Sheila, Arts & Cultural Programs

   b. Family Care and Medical Leave

      TANAKA-HOSHIJO, Jennifer, full-time instructor in Physical Education has requested a Family Care and Medical Leave to be taken intermittently effective October 5, 2012 through the remainder of the Fall 2012 semester.
2. **Classified**
   a. **Employment, 2012-2013**

   **Regular Classified**

   BATEMAN, Carissa, Clerk Typist III, Health Science and Nursing, 47.5%, 12 months effective September 10, 2012.

   MUELLER, Melvyn, Assistant Range Master, Public Safety, 40%, 12 months, effective October 8, 2012

   **Continued Employment, Regular Classified, 2012-2013**

   The following employees will continue in the designated capacity with dedicated funding through August 31, 2013. If continued funding should not be available, 45-day notice shall be served:

   - PALLINI-QUEZADA, Cynthia, Educational Advisor, TRIO/Student Support Ser.
   - VALDIVIA, Michelle, Paraprofessional Tutor, TRIO/Student Support Ser.

   **Substitute**

   VASQUEZ, Christopher, General Maintenance Worker, Facilities Services effective September 26, 2012

   **Short Term**

   SOTOA, Sammy, Student Services Assistant, Student Life and Leadership, ending date, June 30, 2013

3. **Unrepresented (AP 7130), 2012-2013**
   a. **Employment**

   **Hourly**

   **Disabled Students**

   HURTADO, Aimee, Interpreter/Translator for Deaf Physical Education

   **Physical Education**

   CROOM, Trevon, Coaching Specialist

   **Volunteers**

   ALVAREZ, Karen, Comm./Lang.
   CASTANEDA, Ruben, Comm./Lang.
   FULLER, Stephen, Veterans Center MARQUEZ, Jr., Ramon, Comm./Lang.
   MORENO, Gilbert, Comm./Lang.
   RODRIGUEZ, Christian, Child Dev. Ctr.

   **Students**
III. ACTION ITEMS
A. FINANCE & BUSINESS

1. Consultants

280. It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously to approve the following consultants:

a. Gilda Giron – To Coordinate training and regular activities and assignments of the Student Ambassadors; on-going evaluation efforts to ensure the effectiveness of the Student Ambassadors and that the program is meeting the needs of students with disabilities. To develop a resource manual for the Student Ambassador Program for students with disabilities. Dates of service: October 19, 2012 - June 30, 2013. Payment not to exceed $5,000.00 from Student Mental Health Grant.

b. Grandparents As Parents Organization (GAP), – To provide trainer/instruction for up to six sessions and 1-1/2 hour each for educational trainings/workshops to Kinship Caregivers at the Empowering Relative Caregivers Conference on October 20, 2012. Payment is not to exceed $500.00 from Foster Kinship Care Education (FKCE) Grant.

2. Amendment #1 to US Department of Labor Employment and Training Administration Recovery Act – Health Care Sector and other High Growth Emerging Industries Grant #GJ-20034-10-60-A-6

281. It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve amendment to sub grant between Rio Hondo Community College District and Mt. San Antonio Community College District as Administrator for the US Department of Labor Employment and Training Administration Recovery Act – Health Care Sector and other High Growth Emerging Industries Grant #GJ-20034-10-60-A-6 and authorized the Administration to execute appropriate documents on behalf of the District.

3. South Whittier Educational Center – Floor Tile Replacement DCL Construction

282. It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the award of a contract for the replacement of vinyl floor tile to DCL Construction in the amount not to
exceed $2,860.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Board Resolution Approving Amendment 01 to contract Number CSPP-2239 with California Department of Education Funding California State Preschool Program (CSPP)**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve Amendment 01 to Contract CSPP-2239 from the California Department of Education funding the California State Preschool Program increasing the minimum number of child days to 11,056.5 as well as the award to an amount not exceeding $374,817.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Substantial Completion of Bid #2011 – Baseball Field Scoreboard – Metrocell Construction**

   It was moved by Ms. Santana, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the substantial completion of the work performed under Bid #2011, the Baseball Field Scoreboard Project and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

6. **Substantial Completion of Bid #2014 – East Campus Vehicular Drop Off – Mallcraft, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the substantial completion of the work performed under Bid #2014, the East Campus Vehicular Drop Off Project and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

7. **Substantial Completion of Bid #2015 – Campus Wayfinding Signage Phase II – Sign Excellence**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the substantial completion of the work performed under Bid #2015, the Campus Wayfinding Signage Phase II Project and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

8. **Rejection of Bid #2018 – Softball Field Renovation Project**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees reject all bids for Bid #2018 for the Softball Field Renovation Project and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Approval of Change Order #1 to Bid #2013 for Roof Removal and Replacement at the Music Building – Cabral Roofing & Waterproofing Corp.
It was moved by Ms. Santana, seconded by Ms. Garcia for purposes of discussion.

It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana to withdraw the motion.

It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously to amend the motion that the Board of Trustees approve Change Order No. 1 in the amount of $14,750.00 for a revised contract amount of $271,422.00 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Campus Licensing Agreements for Microsoft Software-Computerland of Silicon Valley**

It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve and award contract for Microsoft Campus Software License through Computerland of Silicon Valley for a total amount of $38,190.50 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Approve Contract with the Association of Community College Trustees (ACCT) for Presidential Search Services**

It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve an award contract for the Presidential Search Firm services to the Association of Community College Trustees in the amount of $35,000.00 plus advertising expenses from the General Fund authorizing the Administration to execute appropriate documents on behalf of the District.

12. **El Monte Educational Center – Southern California Edison Co. and City of El Monte**

It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposals from the City of El Monte and the Southern California Edison Co. to remove the existing light pole and relocate the electrical meter for the cost outline above from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

13. **Revenue Agreement – John Deere & Company**

It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve revenue agreement with John Deere & Company as outlined above and authorized the Administration to execute appropriate documents on behalf of the District.
14. **Lock Hardware and Key System for the South Whittier Educational Center (SWEC) Annex – Montgomery Hardware Company**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the contract to Montgomery Hardware Company in the amount of $8,129.72 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **SARS-GRID Software License and Support Paid Through the Bond Fund**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the expenditure of Bond Funds to SARS-GRID, in an amount not to exceed $4,353.78 and authorized the Administration to execute appropriate documents on behalf of the District.


   It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve revenue agreements with El Monte Union High School District - El Monte Rosemead Adult School and authorized the Administration to sign the appropriate documents on behalf of the District.

17. **Applied Technology Building Proposal to Repair Broken Underground Hot Water Piping – AGE Plumbing, Inc**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the award to AGE Plumbing, Inc. for the repair of the cracked hot water piping connection and to patch back asphalt paving and concrete walkway at the Applied Technology Building for an amount not to exceed $5,000.00 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **New Board Policy 6450 – Wireless or Cellular Telephone Use – Final Adoption**
   (See attached)

   It was moved by Ms. Shapiro, seconded by Ms. Garcia and carried unanimously to approved new Board Policy 6450, Wireless or Cellular Telephone Use for Final Adoption.

2. **Revision of Board Policies – 5130, 5140, 6550, 6900 (First Reading)** (See attached)

   It was moved by Ms. Santana, seconded by Ms. Garcia and carried unanimously to approve the revision of Board Policies 5130, 5140, 6550, and 6900 for first reading.
IV. INFORMATION ITEMS

Mr. Mendez arrived at this point of the meeting.

1. Building Program
2. New Administrative Procedure 7125, Verification of Eligibility for Employment (See attached)
3. Parking Permit Fee Comparison – Single Campus Districts
4. Status on Unresolved BPs & Aps Under Academic Affairs

V. STAFF AND BOARD COMMENTS

Ms. Acosta-Salazar reported on her recent attendance of the ACCT Conference in Boston, Massachusetts.

Ms. Santana requested that staff prepare a Prop 30 FAQ sheet.

VI. CLOSED SESSION

Ms. Garcia recessed the meeting to Closed Session and reported the following action upon returning:

- Title 5, California Code of Regulations, Section 59328-59338: Administrative Determination implementation from Discrimination Complaint

Pursuant to Section 54956.8:
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 3017 Tyler Avenue

- PUBLIC EMPLOYEE EMPLOYMENT / APPOINTMENT
  - Director of Accounting
  - Interim Assistant Dean, Student Success & Retention (Basic Skills)
  - Director of Facilities
  - Superintendent/President

301. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously to approve the appointment of Barbara Salazar as the Interim Assistant Dean, Student Success and Retention.

302. It was moved by Ms. Santana, seconded by Ms. Shapiro and carried unanimously to approve the appointment of James Poper as the Director of Facilities.

303. It was moved by Ms. Santana, seconded by Ms. Shapiro and carried unanimously to approve the appointment of Chedva Weingart as the Director of Accounting.

Pursuant to Section 54957
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

304. It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously to approve student expulsion, student I.D. #0-00-50-8414.
Pursuant to Section 54956.9(b)
• CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)

305. It was moved by Ms. Garcia, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees reject James A. Yesford v. RHCCD claim.

306. It was moved by Ms. Shapiro, seconded by Ms. Santana and carried unanimously that the Board of Trustees reject Mark Shiva v. RHCCD claim.

Pursuant to Section 54957.6
• CONFERENCE WITH LABOR NEGOTIATOR
Agency Negotiator: Teresa Dreyfuss
Employee Organization: CSEA, RHCFA

VII. ADJOURNMENT
  o Date of Next Regular Board Meeting – November 14, 2012, 6:00 p.m.
This policy is legally advised.

I. **The Superintendent/President or Designee shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.**

II. **Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee’s gross income.**

III. **Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.**

IV. **There shall be no expectation of privacy in the use of a District-issued cellular telephone.**

V. **References:**

   Vehicle Code Sections 12810.3, 23123, and 23124;
   Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280 F(d)(4)
FINANCIAL AID

I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

II. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

III. The Superintendent/President or designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs as complied by the United States Department of Education Policies and Regulations.

IV. Misrepresentation

A. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

[Note: The policy provisions below are legally required in an effort to show good faith compliance with the applicable federal regulations.]

B. The Superintendent/President or designee shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services, educational programs, marketing, advertising, recruiting, or admissions services (CCLC) concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

C. The Superintendent/President or designee shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

D. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

V. Source/Reference:

20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; Education Code Section 76300; U.S. Department of Education

See Administrative Procedure 5130.
I. Students with verified disabilities shall be assisted to participate whenever possible in the regular educational reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District. (CCLC)

II. The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws.

III. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

IV. No student with disabilities is required to participate in the Disabled Students Programs and Services program.

V. The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee. (CCLC)

VI. The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

VII. Source/Reference:

Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq. and 56027 (CCLC)

See Administrative Procedure 5140.
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD POLICY

DISPOSAL OF PROPERTY

BP No. 6550

Board Adopted: 6/9/10, 12/14/11

Page 1 of 1

This policy is legally required.

I. The Superintendent/President or designee is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

II. Reference:
Education Code Section 70902(b)(5), and 81450 et seq (CCLC) 81383, 81384, 81462
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOOKSTORE AND FOOD SERVICES

BP No. 6900

Board Policy

I. Authorization is hereby granted to establish and maintain a college bookstore and food services program under the auspices of the Rio Hondo Community College District.

II. The bookstore and food services program(s) shall be operated by private vendors in accordance with contractual documents approved by the Board of Trustees. The college bookstore shall comply with the requirements of the Reader Privacy Act. (CCLC)

III. Contracts for outside vendors to operate bookstore and food service program shall be awarded by competitive proposal, submitted to the Board for approval, and awarded in the best interests of the students.

IV. Commissions from the operation of the college bookstore and food services programs shall be deposited with the Rio Hondo College General Fund and the Rio Hondo Auxiliary Services Fund according to the formulas specified in the contractual agreements.

V. Source/Reference

Education Code Section 81676.5
Civil Code Section 1798.90 (CCLC)
This procedure is legally required.

I. In accordance with the Immigration Reform and Control Act of 1986, the District will not knowingly hire or recruit a person for employment if it knows an applicant is not authorized to be employed in the United States (CCLC)

II. Reliable documentation of eligibility is required for employment from all persons hired. “Reliable documentation” as set out in federal law includes one or more of the following (CCLC). The Office of Human Resources will examine documents to determine their authenticity and correlations to the person who presents them. The Office of Human Resources will not accept documents which appear to be forged, fraudulent, or subject to tampering. (Current HR practice)

A. A United States passport or a permanent resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; or

B. A social security card or other documentation issued by the United States government showing authority to work in the United States AND a valid driver’s license or similar identification document containing a photograph of the prospective employee (CCLC).

III. The District will complete for each new employee the verification form or forms required by the United States Government. The District will retain such forms for at least three years for persons it does not hire. For persons that are hired, the District will retain such forms for at least three years or until one year after the person leaves the District’s employment, whichever is later. (CCLC) Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9. The employee must affirm that he or she has the right to work in the United States. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date. (Current HR Practice)

IV. A former employee who is retired must also complete the form if he or she has not completed and I-9 Form with the District within the past three years, if the employee’s previous I-9 is no longer valid, or is no longer on file with the Office of Human Resources. (Current HR practice)

V. The District will protect the privacy of the information it collects pursuant to this procedure. (From CCLC)

VI. Sources / Reference: 8 U.S.C Section 1324a