I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

Pledge of Allegiance led by Kathy Pudelko.

C. Roll Call

Ms. Norma Garcia arrived at 6:06 p.m.

D. Approval of Minutes: August 14, 2013 (corrected pg. 17); September 11, 2013

It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously to approve the revised minutes of August 14, 2013 with the correction of page 17.

BOARD OF TRUSTEES: Angela Acosta-Salazar, Gary Mendez, Vicky Santana, Norma Edith García, Madeline Shapiro, Caroline Carroll, Student Trustee
262. It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to approve the minutes of September 11, 2013.

E. **Open Communication for Public Comment**

Melissa Ojeda addressed the Board on the appeal process of Financial Aid and expressed the importance of having Counselors be better informed of the Financial Aid process.

Rene Tai addressed the Board on the evaluation process of the Vice Presidents.

Trustee Garcia arrived at this point of the meeting.

F. **Commendations**

- MESA/TRIO SSS STEM PROGRAM

G. **Presentations**

- Transfer Update (Jose Lara)

II. **CONSENT AGENDA**

263. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the following Consent Agenda:

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

   Approved the Purchase Order Report reviewing purchases for the preceding month.

   Approved Payroll Warrant Report for the month of September, 2013.

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

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

   - Katherine Brandt to participate at the Elsevier Faculty Development Conference in Las Vegas, NV on January 3-5, 2014.

   - Tom Callinan, Marie Eckstrom, Lorraine Sfeir to participation at the National Council of Teachers of English (NCTE) in Boston, MA on November 21-24, 2013.

   - Elizabeth Coria to participate at the 2013 Federal Student Aid Conference in Las Vegas, NV on December 2-6, 2013.

3. **San Gabriel Valley Career Technical Education Community Collaborative Grant #12-140-821 through the California Community Colleges Chancellor's Office**

Approved the San Gabriel Valley Career Technical Education Community Collaborative Grant #12-140-821 through the California Community Colleges Chancellor’s Office. Citrus College, the fiscal agent for the San Gabriel Valley Career Technical Education Community Collaborative, has been awarded a round six grant award (#12-140-821) in an amount not to exceed $78,000.00 for the period September 11, 2013 through July 31, 2014 for the Career Technical Education (CTE) Pathways Initiative Program.

The CTE Pathways Initiative Program prepares students to succeed in the workforce through partnerships between the California Community Colleges and the California Department of Education. These partnerships provide students with seamless career technical education from the middle grades through community college.

4. **Grant Renewal – Foster Kinship Care Education**

Approved the grant renewal with the Foster Kinship Care Education. The California Community College Chancellor’s Office has extended funding for Foster Kinship Care Education (FKCE) for fiscal year July 1, 2013 – June 30, 2014 in the amount of $194,363.00. Rio Hondo Community College District has provided FKCE services since 1999. The purpose of FKCE, a joint project of the Chancellor’s Office and the California Department of Social Services, is to provide quality education and training opportunities to foster parents and to assist them in meeting the needs of the foster children in their care.

5. **Renewal – CNG Fueling Agreement – Pupil Transportation Cooperative**

Approved the renewal of the CNG Fueling Agreement with 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, 2014.

6. **Renewal Agreement 13-14-4113 Yosemite Community College District, Child Development Training Consortium and the Rio Hondo Community College District**

Approved the renewal agreement 13-14-4113 Yosemite Community College District, Child Development Training Consortium and the Rio Hondo Community College District. Rio Hondo College’s Child Development Program has been a participant in the State Department of Education’s 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 Revenue Agreement 13-14-4113 will be from September 1, 2013 through June 30, 2014. The District will be paid $25.00 per enrolled unit of course work meeting the requirements of the Child Development Permit Matrix, in an amount not to exceed $21,250.00.

7. **Continuing Education-Affordable Care Act**

Approved Chris Gonzalez to serve as a classroom assistant for the provision of information and training to the community on the new Affordable Care Act. This is in support of a Revenue Agreement (RHA13-14) between Rio Hondo Community College District and Butte-Glenn Community College District, on behalf of its sponsored program: California Corporate College, under the project entitled “Covered California Grantee and Assister Training”. There will be four (4) training sessions of three (3) days each. Dates of service will be October 14, 2013 – December 31, 2013. Payment not to exceed $1,600.00 from California Corporate College.

8. **Community Service**

Approved San Diego University to engage in partnership with San Diego University offering Chinese language and culture classes through Rio Hondo College community service. Duration will be for one year as a pilot program from January 1, 2014 through December 31, 2014.

B. **PERSONNEL**

1. **Academic**

   a. **Employment**

   Part time, Fall 2013

   DURAN, Gary, Env. Tech.  
   LAWRENCE, Olga, Health Science and Nursing

   Hourly as Needed, 2013-2014

   ALLEN, Gregory, Public Safety  
   MEDRANO, Edward, Public Safety  
   HERNANDEZ, Milton, Public Safety  
   TEREPLES, James, Public Safety  
   YOKOYAMA, Mark, Public Safety

   Substitute, Fall 2013

   *AKIYAMA, Kevin, Physical Ed.  
   BUTLER, Shane, Physical Ed.  
   KOOIMAN, Brent, Career Tech. Ed.

   Special Assignments, Fall 2013

   The following instructor will be paid a $2,500 stipend, paid by Title V (IDEAS) grant, for organizing and facilitating a student success workshop,
conducting follow-up and providing support for Summer Bridge post-program participants:

BEAN, Michelle, Communications and Languages

The following instructor will be paid a $1,500 stipend, paid by Title V (IDEAS) grant, for co-organizing and co-facilitating a student success workshop, assisting in conducting follow-up, and also providing support for Summer Bridge post-program participants:

OKAMOTO, Tyler, Communications and Languages

The following instructors will be paid a stipend of $400, paid out of Title V, for completing the Title V Learning Community Reports:

OLIVAS, Sally, Communications and Languages
PULLMAN, Lori, Career Technical Education
TABATA, Flint, Career Technical Education
VALDIVIA, Irma, Behavioral and Social Sciences

b. Family Care and Medical Leave

HAWLEY, Linda, Full time instructor in Mathematics has requested a 12-week Family Care and medical Leave to be taken intermittently, effective August 23, 2013

*(minimum qualification equivalency established pursuant to CP 5165)

2. Classified


Regular Classified

The following employee has been hired in the designated capacity with dedicated funding through June 30, 2014. If continued funding should not be available, 60-day notice shall be served.

LAMPERT, Katharine, DSPS Support Services Aide, Disabled Students, 100%, 11 months, effective September 25, 2013

Short-term 2013-2014

DE ANDA, Javier, Clerk Typist II, Human Resources, ending date December 31, 2014

Short-term 2013-2014 (One Time Funds)

GARCIA, Laura, Educational Advisor, Outreach & Educational Partnerships, ending date June 30, 2014
TORRES, Anacany, Educational Advisor, Outreach & Educational Partnerships, ending date June 30, 2014

Substitute, 2013-2014

GUILLEN, Javier, Locksmith, Facilities Services, effective October 3, 2013

SOTOA, Sammy, Student Activities Assistant, Student Life & Leadership, effective September 12, 2013

b. Family Care and Medical Leave

TAMAYO, Aracely, Clerk Typist II, Transfer Center, has requested a 12-week Family Care and Medical Leave to be taken intermittently beginning September 25, 2013

3. Unrepresented (AP 7130), 2013-2014

a. Employment

Hourly

De MINTER, Tyrus, Coaching Spec., P.E.
DIP, Ed, Tutor II, Math/Sciences
GUZMAN, Michael, Coaching Spec., P.E.
HAMILTON, D, Asst. Trng Spec.,
HENDERSON, Eileen, Interpreter/Translator
LUONG, Th, Tut II, MESA for Deaf, Disabled Students
MANN, Nelson, Model, Arts/Cultural
MORENO, Laura, Tutor II, LAC
MUNOZ, Chris, Coaching Spec., P.E.

Volunteers

CANO, Jacob, Public Safety
RODRIGUEZ, Jovan, Student Affairs
LODICO, Caleb, Public Safety
VILLA, Daniel, Physical Education

Students

ACOSTA, Jocelin, Transfer Ctr.
ALCALA, Diego, MSC
BOLDEROFF, Brandon, Math/Sciences
CANO, Jessica, Financial Aid
DELGADO, Edgar, Math & Sciences
DOCHTERMAN, P, Govt. & Comm.
FLETES, Miguel, Admissions
HERNANDEZ, Myra, Admissions
LOPEZ, Yesenia, Cal WORKS
REYES, Osvaldo, MSC
TAPIA, Karissa, Career Center
VAISA, John, Public Safety

AGUILAR, Rebecca, Arts & Cultural
ALVIZO, Jonathan, Counseling
BOLDEROFF, Brandon, Career Tech.
CORONA, Martin, Accounting
DE LEON, Wendy, Cal WORKS
FIGUEROA, Anthony, EOPS
HERNANDEZ, Maria, Facilities
HILKEY, La Kisha, Accounting
ORTIZ, Sergio, Com& Langs.
RASCON, Mariah, Counseling
TORTOLEDO, Sofia, EOPS
VASQUEZ, Elizabeth. Asst. Ctr.
III. ACTION ITEMS
A. FINANCE & BUSINESS
   1. Consultants

264. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following Consultants:

   a. The Collegiate EmPowerment Company Inc. – To provide two (2) workshops, “Rich Grad Seminar and Cashflow” and “Maximize your Buzz”. Dates of service are Fall 2013 through Spring 2014. Payment not to exceed $5,750.00 ($4,000.00 from Student Mental Health Grant and $1,750.00 from ASRHC Fund).

   b. Patricia Eastburn – To assist Human Resources with data entry into the Los Angeles County Office of Education system, and various other related activities. Dates of service are to be determined. Payment is not to exceed $10,000.00 from the General Fund.

   c. Mary Hibbard – To present/train Foster and Kinship Care education trainings/workshops/classes on topics such as: Fetal Alcohol Spectrum Disorders; Permanency Options; Positive Birth Family Visits; Working with the System; Teen Pregnancy Prevention; Taking care of the Caregiver; D & F Rate Trainings; and other related topics in child development, foster care, child welfare and parenting. Dates of service: October 10, 2013 – June 30, 2014. Payment not to exceed $1,500.00 from Foster Kinship Care Education Grant.

   d. Our Family Comes First – To attend a one day Youth Strategies for Success – Independent Living Program (YESS-ILP) covering Transition Aged Foster Youth (TAFY) training in Sacramento, California on November 14, 2013. Payment to include 8 hours of training and reimbursement for travel costs. Payment not to exceed $700.00 ($350.00 from TAFY Grant and $350.00 from YESS-ILP Grant).

   e. Deena Robertson – To present/train Foster and Kinship Care Education (FKCE) trainings/workshops/classes on topics such as: Caring for Children who Have Experienced Trauma; Child Abuse/Neglect Prevention; working with Birth Parents; Working with the System; Extended Foster Care; Active Parenting; Foster Youth Emancipation/Independent Living Skills; and other related topics in child development, foster care, and parenting. Dates of service: October 10, 2013 – June 30, 2013. Payment not to exceed $2,000.00 from FKCE Grant.

   f. Anna Stump – To provide a three (3) hour workshop introducing drawing and painting instructors to digital media. Faculty and staff will join her for a hands-on experience introducing teaching strategies, class management, project ideas, and research avenues for digital drawing and painting. Date of service is November 8, 2013. Payment not to exceed $500.00 from Title V Grant.
2. **Facilities Master Plan Update – West Edge Architects**

   It was moved by Ms. Santana, seconded by Ms. Garcia and carried unanimously that the Board of Trustees award the contract to West Edge Architects to update the Rio Hondo College District Facilities Master Plan in an amount not to exceed $84,500.00 from the Capital Project Fund and authorized the Administration to execute appropriate documents on behalf of the District.

3. **Addition to Small Project Contractor Pool for Emergencies or Projects Valued Under $15,000.00**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the additions listed in the Board agenda to the Small Project Contractor Pool and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Surplus Property**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees determine that the referenced property listed on the agenda (1995 Ford Crown Victoria) is surplus and of insufficient value to defray the cost of arranging a sale and authorized consignment to a local recycling center.

5. **Redevelopment Services Audit – Dolinka Group**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees award contract to Dolinka to perform a redevelopment services audit in an amount not to exceed $62,500.00 from the Capital Project Fund and authorized the Administration to sign appropriate documents on behalf of the District.

6. **Revenue Agreement (RHA13-14) Affordable Care Act – Butte-Glenn Community College District**

   It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve Revenue Agreement RHA13-14 with Butte-Glenn Community College District in an amount not to exceed $18,777.00 and authorized the Administration to sign appropriate documents on behalf of the District.

7. **Oracle – Single Source for Procurement for Maintenance of the Oracle Database used by the Ellucian/Banner Software System**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees find that Oracle is the single source of procurement for the annual purchase of Oracle license, software and maintenance services. The District would recognize no benefit nor realize any profit through formal bidding. The Board further authorized the Administration to execute appropriate documents on behalf of the District.
an amount not to exceed $137,843.14 for the 2013-2014 year, from General Funds.

8. **Weapons Firing Range Agreement – Department of California Highway Patrol, Santa Fe Springs Area Office**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the agreement with the Department of California Highway Patrol, Santa Fe Springs Area Office, for use of the Firing Range and authorized the Administration to execute appropriate documents on behalf of the District.

9. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Alterations to Pistol Range Building No. 1**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

10. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Alterations to Pistol Range Building No. 2**

    It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

11. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Science Building**

    It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

12. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Additions to Day Care Center – Portable Building**

    It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

13. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Alterations to Administration Building No. 1**

    It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.
14. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Alterations to Administration Building No. 2**

   273. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

15. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Alterations to Business Education Building**

   273. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

16. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Construction to Alternate Roof Shelters**

   273. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

17. **DSA Plan Check Fees – Request for Examination for Certification Using Alternate Method – Portable Buildings HS 1-10**

   273. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the additional $500.00 fee from Bond Funds to DSA for review and recommendations to close subject project, and execute appropriate documents on behalf of the District.

18. **Applied Technology Building – Additional Consultant Fees for Martinez Architects Required to Close Project with DSA**

   274. It was moved by Ms. Santana, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve a payment of $2,852.00 from Bond Funds to Martinez Architects for preparation of the additional documents required by DSA, and execute appropriate documents on behalf of the District.

19. **Additional DSA Fees for Review of Various Projects**

   275. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the invoice for additional plan check activities from the DSA for a total amount not to exceed $967.97 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.
20. **Install New Safety Fence and Rolling Gates at the Underground Training Area at the Santa Fe Springs Fire Academy – Nowlin Fence, Inc.**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal of $4,704.00 to install new safety fence and rolling gates at the underground training area at the Santa Fe Springs Fire Academy by Nowlin Fence, Inc. to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Revision of Board Policies 2340, 2716, 3410 (First Reading) (See Attached)**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar for purposes of discussion.

   There was discussion to amend BP 2340 to include Paragraph two of AP 2340 in BP 2340 for consistency. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the amendment of BP 2340 which would then return through the review process. Board Policies 2716 and 3410 were approved as is for first reading.

2. **Revision of Board Policies 2010, 2410, 2510 (Final Adoption) (See Attached)**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the revision of Board Policies 2010, 2410, and 2510 for final adoption. (See action No. 280 & 281 where BP 2510 was reconsidered)

C. **ACADEMIC AFFAIRS**

1. **Curriculum Items**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the curriculum as follows:

   a. **New Course that is Part of an Existing Program**

      The following courses have been recommended for inclusion in our offerings and the catalog:

      **AUTO 065: Smog Technician Diagnostic and Repair Procedures**
      (Career and Technical Education)
      Degree Applicable; (3 Units)
      Transfers to: CSU

      **Justification:** Automotive Technicians wishing to become State Licensed Smog Inspection & Repair Technicians must hold valid Automotive Service Excellence Certifications in three areas; A6-Automotive Electrical/Electronic Systems, A8-Engine Performance, and L1-Advanced Engine Performance. This course allows the student to become recognized by the State as completing this requirement without taking the ASE exams.

      **MUS 178: Masterworks Chorale III**
      (Arts & Cultural Programs)
      Degree Applicable; (2 Units)
Transfers to: CSU

Justification: This course offers students study of choral literature requiring the development of increasingly more advanced choral music reading skills, balance and blend of group singing both accompanied and accappella.

MUS 234: Rio Hondo College Singers II
(Arts & Cultural Programs)
Degree Applicable; (2 Units)
Transfers to: CSU

Justification: This course offers experienced choral students continued study of musical literature requiring the development of increasingly more advanced choral music listening and reading skills, balance and blend of group singing both accompanied and accappella.

THTR 172: Performing and Preparing the Comedy
(Arts & Cultural Programs)
Degree Applicable; (3 Units)
Transfers to: CSU

Justification: This course will provide students with the experience and skills to understand and present a theatrical comedy. Comedy has its own unique set of rules and techniques and this class will allow our students to develop their ability to successfully present comedic performances.

THTR 175: The Original Play in Production
(Arts & Cultural Programs)
Degree Applicable; (3 Units)
Transfers to: CSU

Justification: This course will provide students with the critically important experience of working on a new play. New plays are the life essence of theatre and this class will teach important techniques for developing new work that has strong structure, artistic merit and thematic content.

b. New Non-Credit Course
The following non-credit course has been recommended for inclusion in our offerings and the catalog:

NVOC 100: Basic Computer Skills Workshop for Healthcare Professionals
Non-Degree Applicable

Justification: The Hospital Association of Southern California (HASC) asked their 90 member hospitals in February 2010 to identify the “difficult to fill” positions in this area. The topic was again revisited in a focus group discussion. In collaboration with the Los Angeles City Chamber of Commerce, the Hospital Association of Southern California held a Health Sector Employer Convening to discuss and address current and future workforce training and employment needs on April 4, 2013. Twenty healthcare providers, mainly hospitals, identified skills/attributes that are most lacking in new hires. These include: cultural competencies, customer service, generational
differences, electronic medical records, basic computer skills, critical thinking/problem solving, verbal communication, and leadership. This program was developed to support this identified need. Content included has been reviewed by Hi Tech LA, one of several vendors for the Electronic Medical Record (EMR).

c. **Unit/Hour Change**
The following courses have been recommended for a unit/hour change to reflect an increase/decrease in course content:

**AUTO 130: Level-I Smog Technician Training Course: Engine and Emission Control Fundamentals**  
Unit Change: TO: 3 Units  
Hour Change: TO: 45 Lecture/27 Lab

**AUTO 135: Level-II Smog Technician Training Course: Smog Check Inspection Procedures**  
Unit Change: TO: 3 Units  
Hour Change: TO: 45 Lecture/27 Lab

d. **Prefix Change**
The following courses have been recommended for prefix changes:

**HEM 043: Heavy Equipment Hydraulic Fundamentals**  
Prefix Change: TO: HET 043

**HEM 044: Heavy Equipment Diesel Engines**  
Prefix Change: TO: HET 044

**HEM 045: Heavy Equipment Powertrains I**  
Prefix Change: TO: HET 045

**HEM 047: Heavy Equipment Machine Specific Instruction**  
Prefix Change: TO: HET 047

e. **Deletion from Curriculum**
The following course has been recommended for deletion from our curriculum:

**CIT 185: PC Maintenance – A+ Certification Practical Application**

f. **Program Change**
The following program changes have been recommended for inclusion in our offerings and the catalog:

**Career Certificate – Forensic Identification**  
Delete from Catalog

**A.S. Degree – Advanced Engine Performance**  
Unit Change: TO: 32-33 Units

**Certificate of Achievement – Advanced Engine Performance**
Unit Change: TO: 32-33 Units

Certificate of Achievement – Advanced Engine Performance - Technician
Unit Change: TO: 12 Units

A.S. Degree – Civil Design Technology
Unit Change: TO: 33-36 Units

Certificate of Achievement – Mass Communications/Print Media Specialization
Unit Change: TO: 38 Units

A.A. Degree – Music
Unit Change: TO: 41-43 Units

A.S. Degree – Wildland Fire Technology
Unit Change: TO: 24-28 Units

Certificate of Achievement – Wildland Fire Technology
Unit Change: TO: 24-28 Units

g. **New Program**
The following certificates/degrees have been recommended for inclusion in our offerings and catalog:

Certificate of Achievement – Honda/Acura Air Conditioning and Supplemental Restraint Systems
(14 Units)

Certificate of Achievement – Honda/Acura Engine Repair and Chassis Electrical Systems
(15 Units)

Certificate of Achievement – Honda/Acura Power Train and Transmission Systems
(14 Units)

Certificate of Achievement – Honda/Acura Brakes, Suspension, and Electronic Systems
(15 Units)

*UC transfer process in progress for courses where applicable

280. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to reconsider item III.B.2., regarding BP 2510.

281. After much discussion, it was moved by Mr. Mendez, seconded by Ms. Garcia and carried to amend BP 2510 to edit the phrase listed to read “Participatory/Shared” and to include the definition of Participatory Governance as referred to in the workshop materials presented at the October 8th Workshop on “Participating Effectively in District and College Governance” presented by Scott Lay, CCLC and Michele Pilati, former Statewide Academic
Senate President. Ms. Shapiro and Ms. Santana abstained. BP 2510 will return through the review process with this revision.

IV. INFORMATION ITEMS

1. Building Program

2. Accreditation Update (See Attached) - Dr. Adam Wetsman, co-chair of the Accreditation Leadership Team, provided a progress update to the Board of Trustees on October 9th. He thanked the faculty standard co-chairs (Lydia Gonzalez, Kevin Smith, John Frala, and Vann Priest) who are putting in a lot of time without additional compensation. A survey will be going out to all faculty in order to obtain information on library services and other areas of the college. One renewed area of focus will be setting standards for the programs and services provided by the college. Updates were also given on the progress each standard is making on collecting and assessing data. In the next few weeks, the writing process will begin, with Marie Eckstrom taking the lead as the accreditation writer.

3. Governance Manual Review - The Board accepted the revisions to the Governance Manual which had completed the review process. The following councils/committees have been revised and met the requirements stipulated on the Rio Hondo College Participatory Governance Structure document and will be included the 2014 Governance Manual:
   - Academic Deans Council
   - Basic Skills
   - Distance Education Committee
   - Equipment and Technology Committee
   - Formal Review Process of Governance Committee
   - Instructional Technology Committee
   - Planning Fiscal Council
   - Program Review
   - Sabbatical Leave Committee
   - Staffing Committee
   - Student Discipline Committee
   - Student Grievance Committee
   - Student Success and Support Programs Committee

4. Revision of Administrative Procedures 2340, 3500, 3515, 3540, 5520 and 6530 (See Attached)

5. Review of 2013-14 Board Calendar of Events (See attached)

V. STAFF AND BOARD COMMENTS

- Board Development Reporting – Student Trustee, Caroline Carroll, reported on her recent attendance at the ACCT Annual Leadership Congress Conference October 2-5, 2013 in Seattle Washington.

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 8:43 p.m. and reported out the following action:
Title 5, California Code of Regulations, Section 59328-59338

Pursuant to Section 54956.9(b):
- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (4 Cases)

Pursuant to Section 54956.9(c):
- CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (1 Case)

Pursuant to Section 54957:
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION/APPOINTMENT
  - Vice President, Academic Affairs
  - Vice President, Student Services
- PUBLIC EMPLOYEE APPOINTMENT
  - Interim Director of Grant Development Management

282. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the appointment of Maria Elena Martinez as the Interim Director of Grant Development & Management.

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

VII. ADJOURNMENT

- Date of Next Special Meeting Saturday, October 19, 2013, 10:00 a.m.
- Date of Next Regular Meeting, Wednesday, November 13, 2013, 6:00 p.m.
I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board. An agenda shall be posted adjacent to the place of meeting at least seventy (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
   - A majority decides there is an “emergency situation” as defined for emergency meetings;
   - Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
   - An item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

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

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

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

VI. Source

Government Code Sections 549504 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5;
I. Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing board.

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures. (CCLC)

III. Source/Reference

Education Code Sections 7054, 7054.1, 7056; Government Code 8314.
I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to 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 (CCLC), or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

V. The District officer responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Affirmative Action Officer/Director of Personnel.

VI. The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and to all current employees.

VII. Reference:

Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.; Title 5, Sections 53000, et seq., 59300 et seq.; Penal Code Section 422.55; Government Code 12926.1, 12940, et seq.
See Administration Procedure 3410
I. The Board shall consist of five regular members elected by the qualified voters of the District and one student member duly elected by the student body. Regular members shall be elected by trustee area as defined in Board Policy 2100.

II. The Student Member of the Board of Trustees shall be included as a full member of the Board within limitations prescribed by Board Policy 2015 and State law.

III. Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

IV. Source/Reference

Former Board Policy 1000, Section 1; Education Code section 72023.5, 72013.
Proposed revisions made by PFC sub-committee in red.
Proposed revision made by Board at the 8/14/13 Board Meeting in blue

I. The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

II. Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote; however, they shall not be included in the Consent Agenda. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended and should undergo the review process outlined in Administrative Procedure 2410 unless the Board finds there are special circumstances.

III. Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policies. Administrative procedures may be revised as deemed necessary by the Superintendent/President after undergoing the review process outlined in Administrative Procedure 2410.

IV. The Board will regularly review and evaluate Board policies to ensure that they are consistent with the mission of the college and are in compliance with requirements established by appropriate external agencies. In addition, policies will be evaluated for their effectiveness as measured by specific outcomes, and clarity of language and intent. The process for review is delineated in Administrative Procedure 2410. All constituent groups (administrators, faculty, staff, and students) shall be provided the opportunity to participate effectively in the formulation and development of District policies and procedures. Proposed changes to Board policies and new Board policies shall be reviewed by the President’s Cabinet, President’s Council, Administrative Council and Planning and Fiscal Council, and other constituency groups for input before adoption. Should the Board wish to revise a Board policy, an amended version will go through the review process and should return to the Board within three (3) months. (Board meeting 8/14/13) For Board policies related to academic and professional matters as defined by Title V, Section 53200, the Board will consult collegially with the Academic Senate.

V. The Superintendent/President shall provide each member of the Board with copies of the administrative procedures and advise the Board of any revisions as they are established. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies. Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President’s Office.
of them shall be available in administrative offices on campus and in the college website, and the campus library.

VI. Where the Board has not adopted a specific policy governing any aspect of the operation of Rio Hondo College, applicable provisions of the Education Code of the State of California, and Title 5, Administrative Regulations, will prevail.

VII. Each policy, once adopted, shall remain in force until modified or deleted by action of the Board of Trustees.

IX. Source/reference Education Code Section 70902; former Policy 1000 and 1020.
Members Present: Kenn Pierson (Co-Chair), Adam Wetsman (Co-Chair), Teresa Dreyfuss, Henry Gee, Karen Koos, Kevin Smith, Howard Kummerman, Lydia Gonzalez, Russell Castañeda-Calleros, Vann Prest, Matt Koutoulis (SLO Liaison), Marie Eckstrom (Writer), Beverly Reilly, Gary Van Voorhis, Angie Tomasich (Support Staff), Rachel Garcia (Support Staff), Renee Gallegos (Support Staff/Recorder).

1. Opening Remarks – Adam/Kenn

Dr. Pierson called the meeting to order at 1:05 p.m. All standards were represented. Dr. Pierson reported that he is preparing to go to SANFACC Mentor/Mentee workshop tonight at PCC. Believing that you learn from the other people you mentor, Kenn will work with Lynne Wright this year. Lynne has done a lot of work on Accreditation at PCC. Kenn is looking forward to brainstorming with Lynne on her strategies and process, which he hopes will be very beneficial to the college as well as personally in his role as Vice President. President Dreyfuss was curious as to the outcome of PCC’s Accreditation.

Dr. Wetsman reported that the first Academic Senate meeting will be held on Tuesday, September 3rd. Senate continues to deal with issues affecting the institution. Senate is also working on some Accreditation Items as well. One of the topics Adam will be talking about at the first Academic Senate meeting is the Accreditation survey.

2. Template Update – Howard/Adam

The Standards Committees have been waiting for the templates to be created. Angie has been working on the template. Angie reported that each standard has its own template dropped into the general folder in Dropbox. The team walked through the template. There is a drop down menu which displays the following information: met, partially met, not met. The co-chairs will be responsible for putting the information in the templates. It is up to the co-chairs of each standard to save the template into the Writer/Editor folder. There is a folder that says “Ready for Writer,” and documents that are ready for Marie Eckstrom should be moved into that folder. Marie can then copy and paste information into the main document. Marie will clear out the folder once she has retrieved the documents. It would be helpful to Marie if the co-chairs of each standard would send an email notification once they have placed materials into this folder.

Angie requested that the ALT Team upload sample text into the template to ensure they are working properly. Please provide feedback on ease and functionality of your template as soon as possible. We want to ensure that this is completed by the day of the Board meeting September 11th.
Adam reminded all chairs that if any portion of a standard has an improvement plan, we should have a separate folder for these. Kenn and Adam will review these as they come up and decide how to proceed. If it is something that we can easily fix, then we will do that. It is up to the Standards Chairs to alert Kenn and Adam to these issues.

It was noted that any items left in WordPress need to be moved and saved into Dropbox. There are some individuals who have not been able to access Dropbox. Howard will check into this and initiate another invitation to John Frala, who has had difficulty accessing Dropbox.

3. “A Moment with Marie”

Marie Eckstrom reported that she met with Jim Sass over the summer to work on the introduction to the Accreditation Report that includes the history of the institution. Jim is gathering data, charts, and graphs to support the introduction on the institution. Co-chairs to start making deposits into the “Ready for Writer” folder so Marie can start working.

4. Campus Accreditation Survey Update - Howard

Howard reported on Standard I and that IEC has been working all summer. Now that the templates are complete, we need to start using them.

A question arose regarding the timeline. We do we have a timeline for the entire process? When will the writing be done for first draft, final, etc? Angie will upload the timeline into Dropbox and we will also attach it to the ALT notes.

Was there a decision on standardizing the graphs, charts etc., for the entire report? Angie reported that in the past Accreditation Reports each standard had its own graphs and charts. Marketing would take care of the design, standardizing the colors, scaling, graphics, and tabs. Adam reported that we do not want inconsistencies in this portion of the report. Conformity is key. We may want an editor/designer assigned to this task. We do not want to be surprised next March and not overlook this part of the report. President Dreyfuss suggested Gary Van Voorhis to make recommendations on this item. Gary noted that excel can be used for this purpose. Howard would be willing to oversee this portion under the umbrella of the Research Office and develop a template. Howard reported that Jim Sass has been working on the aggregate data for Student Success. The Marketing Office will eventually look over the entire report.

5. Campus Accreditation Survey Update – Howard

Howard reported that we need to come up with the questions for the campus accreditation survey. Lydia has been leading the charge on the survey in the IEC and Standard I. We want samples to get feedback from others. We need everyone to get moving on questions. Howard will send a sample out to the ALT Team for feedback and ideas. Members can formulate ideas/question and add them to the document that we will have in Dropbox. We talked about this at the last ALT meeting. We need to review the final draft at the September ALT meeting, so we have a month from today. Howard can make any revision
after the September ALT meeting and the survey can be launched the first week of October.

Matt reported that he has had conversations with Lydia Gonzalez regarding the need for explicit language in Student Learning portion of the survey. We expect to extract a lot more data on Student Learning in general, not just on Student Learning Outcomes.

Adam responded that he wants to make sure that we list the objective, a check box, because the average community member is not going to be so committed to filling in the boxes by writing answers in since they don’t know the answers. Lydia responded that the IEC talked about this so a list was created so people knew what we were talking about. Respondents also have the ability to share additional information if they choose.

Howard reported that we are looking for information and open feedback for evidence. In the instructions, we will have to prompt users to provide the information that they have. We will be targeting staff members and those with institutional knowledge and history who may be aware of evidence that we may not be aware of. The cut off is September 20th for actual questions to be sent to Howard.

If the sub-committees need to have a different survey, then Howard needs to be notified as soon as possible as we want a consolidated effort. The co-chairs should be thinking along those lines now related to accreditation. In the past, Howard reported that the Librarians used to send out their own survey that was tailored to Library use for accreditation purposes.

6. Further Discussion of Expectations for Reporting Out – Howard/All

Drs. Pierson, Wetsman and Howard Kummerman met recently to discuss expectations for the Standards to report out on progress. We are all assuming that co-chairs are meeting, having robust discussions on planning and brainstorming for ideas. We also assume that as time goes by they will be doing this more often. Angie is going to find out when all the standards are meeting and will notify Pierson, Wetsman, Kummerman and Eckstrom who can stop by if schedules permit to motivate, offer practical advice, and hear what progress is being made. This is a good time for us to have closer communication with the Standards “until the bitter end.” The first draft is due in February 2014.

7. Detailed Reports from Standards Committees 1-4

- **Standard I Institutional Mission and Effectiveness—Gonzalez and Kummerman, co-chairs**

  Standard I reviewed the draft survey questions at the last IEC

  The IEC has expanded meeting time to 1½ hours. Because Standard I is combined, we realized we will have to spend more time on items.
A question was raised it the ALT Teams would be reviewing what is being placed in the templates. It was the consensus of this group that the co-chairs have the responsibility to review items, not the ALT Team.

- **Standard II Student Learning Programs and Services – Smith, Koos, and Gee, tri-chairs**

Dean Koos reported that this Standard had a working meeting on FLEX day where we completed work on four sub-standards. Dr. Kevin Smith completed did a lot of the work. We now have a graphic form showing our progress and we are in pretty good shape. We have many items that are ready for the template. We have other sub-standards that are making slow progress. Phase II is just starting now.

A concern was raised regarding A.2.d relating to learning styles, which may need to be connected to a survey so we are able to extract this information from faculty.

- **Standard III Resources – Dreyfuss, Frala and Luebben, tri-chairs**

President Dreyfuss reported that Gary Van Voorhis is working on the Information Technology Master Plan, and Jim Poper is working on the Facility Master Plan. Human Resources has some questions to bring forward to the Standard III committee which will convene next week. The interim VP Phil Luebben is taking over and getting himself familiar with what needs to be done. He is also reading up on other college’s Accreditation reports. President Dreyfuss circulated two memos from ACCJC regarding the Joint Legislative Audit and the response to the U.S. Department of Ed. regarding the complaint filed by the California Teacher’s Federation.

Howard reported that one of the things that we talked about in a previous meeting is if we had a recommendation in the past, we need to respond and show what progress has been made. Howard can send the recommendations from the last report. Standards can write a response. John Frala reported that he is still digging for information. We need to match up reports and the policies and procedures, some of which are listed as a CP. President Dreyfuss and John Frala will be attending a special training session focused exclusively on Standard III in San Diego at ACBCO.

- **Standard IV Leadership and Governance – Priest and Castañeda-Calleros, co-chairs**

Russell Castaneda-Calleros reported that we are sending email reminders to committee members to keep the momentum going. Some need a jump start. We need to populate folders that do not have evidence. We have a draft proposal of IV.A.5 and we have the survey which will help compile additional evidence. September 12th is our next meeting. We received direction from President Dreyfuss to prepare a calendar for the Board of Trustees for the year, which we will have ready for the Sept. 11th meeting.
Dr. Priest reported that he will be meeting with President Dreyfuss, VP Pierson, and Russell on Sept. 9th. We have suggested meeting with the Board President in the months of September, October, and November, and President Dreyfuss will carry that request forward to discuss with the Board of Trustees. As of right now it is a proposal.

7. Announcements

Dr. Wetsman reminded everyone the Board is hungry for specific information. Dr. Pierson will be giving the report this month at the Board meeting. Russell and Dr. Priest will update the Board on Standard IV at the September 11, 2013 Board Meeting. It was also suggested to mention the status of the Mission Statement to the Board so they are aware. A Board Study Session has been scheduled on Saturday, October 19 at 10:00 a.m.

8. Next Meeting Date – Friday, September 27, 2013 – 1:00-2:30 Board Room due to conflict with BEC & BEL Training on 9/26. Additional dates are Friday September 27th, October 31, and November 15. November 15 may conflict with Faculty negotiations and Program Review. Renee to check November 22 and change the meeting notice.

Adjourned 1:53 p.m.

KP/AW/rdg
I. Agenda development

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

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

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

II. Public Access to Agendas

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

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

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

I. A campus safety plan shall be developed and provided to students.

II. The Director of Facilities Services, or Campus Safety Coordinator as designee, or designee, in cooperation with the Dean of Student Affairs, will prepare and annually update a report of all occurrences reported to campus security of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written Security Report will be submitted to the Board and posted on the campus website. (blue = Dir. of Facilities)

III. Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

IV. References:
   Education Code Sections 212, 67380, and 87014;
   Penal Code Section 245;
   20 U.S. Code Sections 1232g, 1292(f);
   34 Code of Federal Regulations 668.46; 34
   Code of Federal Regulations 99.31(a)(13), (14);
   Campus Security Act of 1990.

Note: Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)). (CCLC)

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence and stalking (CCLC)
I. Members of Rio Hondo College who are witnesses or victims of a crime should immediately report the crime to District Security Office and the Los Angeles County Sheriff’s Department, Pico Rivera Office.

II. In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Security Office and the Los Angeles County Sheriff’s Department, Pico Rivera Office. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

III. The District shall publish warnings to the campus community about the following crimes:
   - Criminal homicide – murder and non-negligent manslaughter;
   - Criminal homicide – negligent manslaughter;
   - Sex offenses – forcible and non-forcible sex offenses;
   - **Domestic violence, dating violence, and stalking;**
   - Robbery;
   - Aggravated assault;
   - Burglary;
   - Motor vehicle theft;
   - Arson;
   - Arrests for liquor law violations, drug law violations, and illegal weapons possession;
   - Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
   - Crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
   - **Those Crimes** reported to the Los Angeles County Sheriffs Pico Rivera Station; and
   - **Those Crimes** that are considered to represent a continuing threat to other students and employees.

IV. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus-wide
“timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff, and the campus’ student newspaper. The information shall be disseminated by the Director of Marketing and Communications in a manner that aids the prevention of similar crimes.

V. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Marketing and Communications may also post a notice on the campus-wide electronic bulletin board and on the Website at: www.riohondo.edu providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to Security by phone (562) 463-3490.

VI. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

VII. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

VIII. The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. Employees who, in good faith, reported such activities and/or assisted the District in the investigation will be protected from retaliation.

IX. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Facilities Service, Room MT102, 3600 Workman Mill Road, Whittier, CA 90601 or at the Website address published at www.riohondo.edu/facilities/security.

X. To Report a Crime: Employees should contact Campus Security at (562) 463-3490 (non-emergencies) and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Pico Rivera Sheriff’s Station. In addition, crimes may be reported to the following areas:

- Dean, Student Affairs
- Dean, Counseling & Student Development
XI. The District may disclose to a victim the final results of disciplinary proceedings to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

XII. The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

XIII. Reference:
Penal Code Section 245;
Education Code Section 212; 87014;
The Handbook for Campus Safety and Security Reporting
U.S. Department of Education
20 U.S.C. § 1232g;
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);
Campus Security Act of 1990
This procedure is legally required.

I. Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking (CCLC) as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with any of the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, (CCLC) or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

II. “Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. The following definitions should be applied in the context of this administrative procedure:

- “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
  - a current or former spouse of the victim;
  - a person with whom the victim shares a child in common;
  - a person who is cohabitating with or has cohabitated with the victim as a spouse;
  - a person similarly situated to a spouse of the victim under California law; or
  - any other person against an adult or youth victim who is protected from that person’s acts under California law.

- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. (CCLC)

III. These written procedures and protocols are designed to ensure that victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515).
IV. All students, faculty members, or staff members who allege they are the victims of *domestic violence, dating violence*, sexual assault, or **stalking** on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Compliance Officer, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the District Compliance Officer or designee is authorized to release such information.

V. The District Compliance Officer, or designee, shall provide all alleged victims of *domestic violence, dating violence*, sexual assault, or **stalking** with the following, upon request:

- A copy of the District's policy and procedure regarding *domestic violence, dating violence*, sexual assault, or **stalking**;
- A list of personnel on campus who should be notified of the assault and procedures for such notification, if the alleged victim consents; District Compliance Officer, Director of Facilities Services, Evening College Supervisor, Security Office, and Weekend College Coordinator should be notified.
- A description of available services and the persons on campus available to provide those services, if requested. Services and those responsible for providing or arranging them include **the following**:

  **Sexual Assault Counseling and Hospitals**
  - East Los Angeles Rape Hotline (bilingual) 800-585-6231
  - Pasadena Rape Crisis Center 626-793-3385
  - Project Sister Sexual Assault Crisis Center Claremont 909-623-1619
  - Santa Monica Rape Treatment Center 310-319-4000

  **Hospitals (Transportation is available to a hospital, if necessary)**
  - Presbyterian Intercommunity Hospital 562-698-0811
  - Whittier Hospital 562-945-3561
  - Greater El Monte Hospital 626-579-7777
  - Queen of the Valley, West Covina 626-962-4011

VI. **Victim’s Assistance** – The District Compliance Officer, or designee, should provide victims with information about the victim assistance resources:
Some financial assistance may be available to victims through the Los Angeles County District Attorney’s Office. Under California law, some victims of crime may receive financial assistance for unreimbursed medical and income losses as a result of the crime. For information on this program, call Los Angeles County Victim/Witness Assistance Program, 562-807-7212. Transportation to a hospital, if necessary;

- Counseling by District Psychological Services, **Student Services Building** Administration Building, Room A115, or by calling 562-463-7302, or referral to a counseling center;
- Notice to the police, if desired;
- A list of other available campus resources or appropriate off-campus resources.

A description of each of the following procedures may be provided upon request:

- Criminal prosecution;
- Civil prosecution (i.e., lawsuit);
- District disciplinary procedures, both student and employee;
- Modification of class schedules;
- Tutoring, if necessary.

**VII.** The District Compliance Officer should be available to provide assistance to District Security Office regarding how to respond appropriately to reports of sexual violence. *(CCLC)*

**VIII.** The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. *(CCLC)*

All alleged victims of sexual assault on District property shall be kept informed, through the District Compliance Officer, of any ongoing investigation. Information shall include the status of any student of employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

**IX.** The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating...
**vio*lence, sexual assaults, or stalking** on District property shall be referred to the District's Director of Marketing and Communications, who shall work with the District Compliance Officer to ensure that all confidentiality rights are maintained.

X. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses;

- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;

- Information on a student's option right (CCLC) to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;

- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;

- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;

- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape,
XI. **Education and Prevention Information**

The District Compliance Officer or designee shall:

- Provide, as part of each campus’ established on-campus orientation program, education and prevention information about **domestic violence, dating violence, sexual assault, or stalking**. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.

- Post sexual violence prevention and education information on the campus internet Website **regarding domestic violence, dating violence, or stalking**.

XI. **Reference:**

Education Code Section 67385;
20 U.S.C. § 1092(f);
34 C.F.R. § 668.46(b)(11)
I. The purpose of these procedures is to provide a prompt and equitable means to address violations of the **BP 5500 and AP 5500**, Standards of Conduct, which guarantees to the student or students involved the Due Process rights guaranteed them by state and federal constitutional protections. These procedures will be used in a fair and equitable manner, and not for purposes of retaliation—it is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

II. These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

III. **The following definitions should be applied in the context of this administrative procedure:**

   **“District”** refers to the Rio Hondo Community College District.

   **“Student”** refers to any person currently enrolled as a student at any college or in any program offered by the District.

   **“Instructor”** refers to any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

   **“Short-term Suspension”** refers to exclusion of the student by the Dean of Student Life Student Affairs for good cause from one or more classes for a period of up to ten consecutive days of instruction.

   **“Long-term Suspension”** refers to exclusion of the student by the Dean of Student Life Student Affairs for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

   **“Expulsion”** refers to exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

   **“Removal from class”** refers to exclusion of the student by an instructor for the day of the removal and the next class meeting.

   **“Written or verbal reprimand”** refers to an admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct as referenced in BP/AP 5500. Written reprimands may become
part of a student’s permanent record at the College. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the College for a period of up to one year.

**Withdrawal of Consent to Remain on Campus.** Withdrawal of consent by the Dean of Student Life Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Dean of Student Life Student Affairs has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Day.** Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**IV. Short-term Suspensions, Long-term Suspensions, and Expulsions:**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**A. Notice.** The Dean of Student Life Student Affairs will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- the specific section of the BP/AP 5500, Standards of Conduct, that the student is accused of violating.

- a short statement of the facts supporting the accusation.

- the right of the student to meet with the Dean of Student Life Student Affairs, or designee, to discuss the accusation, or to respond in writing.

- the nature of the discipline that is being considered.

**B. Time limits.** The notice must be provided to the student within thirty (30) days of the date on which the conduct took place, or the date the College became aware of the conduct; in the case of continuous, repeated or ongoing conduct, the notice must be provided within thirty (30) days of the date on which conduct occurred or the date the College became aware of the conduct which led to the decision to take disciplinary action.

**C. Meeting.** If the student chooses to meet with the Dean of Student Life Student Affairs, the meeting must occur no sooner than three (3)
days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and be given an opportunity to respond verbally or in writing to the accusation.

1. **Short-term Suspension.** Within five (5) days after the meeting described above, the Dean of Student Life Student Affairs shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Dean of Student Life Student Affairs’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Dean of Student Life Student Affairs’s decision on a short-term suspension shall be final.

2. **Long-term Suspension.** Within five (5) days after the meeting described above, the Dean of Student Life Student Affairs shall decide whether to impose a long-term suspension. Written notice of the Dean of Student Life Student Affairs’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed and a copy of this policy describing the procedures for a hearing.

3. **Expulsion.** Within five (5) days after the meeting described above, the Dean of Student Life Student Affairs shall decide whether to recommend expulsion to the Vice President of Student Services. Written notice of the Dean of Student Life Student Affairs’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed and a copy of this policy describing the procedures for a hearing.

V. **Hearing Procedures:**

A. **Request for Hearing.** Within five (5) days after receipt of the Dean of Student Life Student Affairs’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Dean of Student Life Student Affairs, or designee.

B. **Schedule of Hearing.** The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

C. **Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.
1. The Dean of Student Life, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College (ASRHC) ASB president shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The Dean of Student Life shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

D. Hearing Panel Chair. The Dean of Student Life shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
Note: The following procedures are legally advised. Local practice may be inserted.

I. All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

II. All drivers of District-owned or leased vehicles both on and off campus must have a current California license appropriate for the vehicle to be driven.

III. Any vehicle that carries ten to twelve (12) more than fifteen (15) or more persons, including the driver, is defined in the Vehicle Code as a bus. All operators of buses must have a current California Class B driver’s license, a current medical certificate, a current Passenger (P) endorsement, and a current First Aid Certificate.

IV. All District facilities maintaining vehicles defined as buses must keep records of drivers’ hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every thirteen (13) months.

V. All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

VI. The District shall not operate or lease a fifteen-passenger van or vehicle that exceeds fifteen (15) persons, including the driver, unless the driver of that vehicle holds both a valid California Class B driver’s license and a “P” endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Note: The following procedures are suggested as good practice and are operative as of January 1, 2005. Local practice may be inserted.

VII. Vehicles made available to District personnel are for use in the conduct and operation of District business.

VIII. The Director of Facilities, or designee, is responsible for controlling access to and use of all District vehicles assigned to that location.

IX. The District must have on file, the name, home address, and California driver’s license number of any employee(s) to be before they are authorized to drive District vehicles. The Facilities Services Department must also have this information on file prior to use of any District vehicle.

X. A request for a District vehicle must be made in advance of the date of use by submitting a Transportation Request form to the Director of Facilities, or designee. Requests will be considered based on the information provided in the form and on vehicle availability. (Request Form is available at www.riohondo.edu/facilities/requestvan).

XI. Reference:
Title 13, California Code of Regulations, Division 1, Chapter 1
California Vehicle Code, Section 233
# RIO HONDO COLLEGE – BOARD OF TRUSTEES

## 2013-14 Calendar of Events - DRAFT

<table>
<thead>
<tr>
<th>JULY - 2013</th>
<th>July 10</th>
<th>Regular Board Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12</td>
<td>Special Board Meeting / Board Retreat</td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
<td>August 7</td>
<td>Special Board Meeting / Study Session</td>
</tr>
<tr>
<td></td>
<td>Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td>August 10</td>
<td>Special Board Meeting / Board Retreat</td>
<td></td>
</tr>
<tr>
<td>August 14</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>August 23</td>
<td>FLEX Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wray Theater</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>September 11</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td></td>
<td>Adopted Budget</td>
<td></td>
</tr>
<tr>
<td>September 19</td>
<td>President's Community Reception (5:30 pm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clarke Estate SFS</td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td>October 2-5</td>
<td>ACCT Leadership Congress Board Development</td>
</tr>
<tr>
<td></td>
<td>Seattle Washington</td>
<td></td>
</tr>
<tr>
<td>October 8</td>
<td>Participatory Governance Workshop w/constituents (5:00 pm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Room</td>
<td></td>
</tr>
<tr>
<td>Scott Lay presenting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 9</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review Changes to the Governance Manual</td>
<td></td>
</tr>
<tr>
<td>October 19</td>
<td>Special Board Meeting / Study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accreditation Standard IV- facilitated by CCLC Bill</td>
<td></td>
</tr>
</tbody>
</table>
## RIO HONDO COLLEGE – BOARD OF TRUSTEES
### 2013-14 Calendar of Events - DRAFT

<table>
<thead>
<tr>
<th>Session</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGinnis Review proposed Mission Statement</td>
<td></td>
</tr>
</tbody>
</table>

### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 13</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>November 21-23</td>
<td>CCLC Annual Convention – Board Development</td>
<td>Hyatt San Francisco Airport, Burlingame</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 11</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>December 13 (tent)</td>
<td>New Trustee Orientation</td>
<td></td>
</tr>
<tr>
<td>Dec. 23-Jan.1</td>
<td>Winter Break-Cola closed</td>
<td></td>
</tr>
</tbody>
</table>

### JANUARY - 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>College Closed</td>
<td></td>
</tr>
<tr>
<td>January 15 tent</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>January 24</td>
<td>FLEX DAY</td>
<td></td>
</tr>
<tr>
<td>January 24-26</td>
<td>CCLC Effective Trusteeship</td>
<td>Sheraton Grand, Sacramento</td>
</tr>
<tr>
<td></td>
<td>Board Development</td>
<td></td>
</tr>
<tr>
<td>January 25</td>
<td>CCLC Board Chair Workshop</td>
<td>Sheraton Grand, Sacramento</td>
</tr>
<tr>
<td></td>
<td>Board Development</td>
<td></td>
</tr>
<tr>
<td>January 26-27</td>
<td>CCLC Legislative Conference</td>
<td>Sheraton Grand, Sacramento</td>
</tr>
<tr>
<td></td>
<td>Board Development</td>
<td></td>
</tr>
<tr>
<td>January 29 (tent)</td>
<td>Board Retreat</td>
<td>Facilities Master Plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accreditation Standard IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of Board Development Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Ethics Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Board Protocols</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Board Goals</td>
</tr>
<tr>
<td>Month</td>
<td>Date(s)</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>February 10-13</td>
<td>ACCT Legislative Conference Board Development</td>
</tr>
<tr>
<td></td>
<td>February 19 (tent)</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>MARCH</td>
<td>March 12</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td></td>
<td>March 24-28</td>
<td>SPRING BREAK COLLEGE CLOSED</td>
</tr>
<tr>
<td>APRIL</td>
<td>April 9</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>MAY</td>
<td>May 2-4</td>
<td>CCLC Annual Trustees Conference Board Development</td>
</tr>
<tr>
<td></td>
<td>May 14</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td></td>
<td>May 22</td>
<td>Commencement (6:00 pm)</td>
</tr>
<tr>
<td>JUNE</td>
<td>June 11</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td></td>
<td>June (tbd)</td>
<td>Special Board Meeting/Board Retreat</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>July 9</td>
<td>Regular Board Meeting</td>
</tr>
</tbody>
</table>

Page | 3
<table>
<thead>
<tr>
<th>AUGUST</th>
<th>August 13</th>
<th>Regular Board Meeting</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submission of Accreditation Self-Evaluation Report to ACCJC</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>September 10</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td>October 6</td>
<td>Regular Board Meeting</td>
<td>ACCJC Visit</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 12</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td>December 10</td>
<td>Regular Board Meeting</td>
<td>Annual Organization Meeting – Election of Officers</td>
</tr>
</tbody>
</table>