I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:36 p.m.

B. Pledge of Allegiance

Pledge of Allegiance led by Sergio Guzman.

C. Roll Call

Ms. Caroline Carroll arrived at 6:42 p.m.; Mr. Mendez absent (excused)

D. Open Communication for Public Comment

Dr. Wetsman addressed the Board on recent comments made at the last Board Meeting by trustee Garcia regarding the decorum at the last PFC meeting.
Ms. Sandra Rivera addressed the Board on item IIIA4., Realignment/Reorganization – Academic Affairs and Student Services. She indicated and quoted the PFC Handbook where she believed the review process for this reorganization was not followed.

Mr. Sergio Guzman, representing himself, addressed the Board indicating that he felt the review process for the student services realignment/reorganization was followed in that the student services division had input and were in agreement on the new structure that was before the Board.

II. STUDY SESSION

- **Accreditation Standard IV Update** – Standard IV Co-Chairs, Russell Castaneda-Caller and Dr. Vann Priest gave an update on the last Standard IV committee meeting as well as the Standard IV Leadership meeting that was recently held on November 1, 2013. Both co-chairs recognized the progress that has been made with compiling evidence related to Standard IV.

- **Board Budget Guidelines** – President Dreyfuss reviewed the proposed Board budget guidelines – General Fund with the Board. The Board changed the order of the agenda and took the following action approving the Board Budget Guidelines.

III. ACTION ITEMS

A. President’s Office – Taken out of Order.

3. **Board Budget Guidelines**

   293. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to amend and approve the fifth guideline so that the budget priorities are aligned with the mission statement of the college. The approved budget guidelines are as follows:
   
   - Minimum 5%
   - Balance budget
   - Salary and benefits may not exceed 87% of total fund expenditures
   - Continue to contribute retiree lifetime medical benefits
   - Board determines the budget priorities are aligned with the mission statement of the college.

STUDY SESSION (CONTINUED)

- **Review and Finalize Board Calendar** – The Board reviewed and finalized the Board Calendar for 2013-14. One item that was added to the January Board Retreat was to review the survey instrument for the Board of Trustees. In addition, the new Student Trustee Orientation was added to the June schedule.

IV. ACTION ITEMS

A. President’s Office

1. Board Goals 2013-14

294. It was moved by Ms. Santana, seconded by Student Trustee Carroll and carried unanimously to approve the Board Goals for 2013-14 as follows (see attached):

- Actively participate in Accreditation Self-Evaluation (Standard IV)
- Ensure Professional Board Development
- Review & support Student Success Task Force Implementation Plan annually
- Review Emergency Preparedness / Crisis Management plans annually
- Formalize Board responsibilities
- Support Implementation of campus-wide training for sexual harassment, code of ethics, and emergency preparedness.
- Establish budget guidelines to ensure Rio Hondo Community College District’s financial stability
- Support and participate in campus process to create a new Rio Hondo College Educational Master Plan

2. Rio Hondo College Mission Statement

295. It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to approve the new College Missions Statement:

- Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.

3. Board Budget Guidelines – taken out of order

4. Realignment/Reorganization – Academic Affairs and Student Services

296. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the realignment/reorganization of the Academic Affairs and Student Services as follows:

a. Academic Affairs Realignment/Reorganization
- On a permanent basis - Mike Slavich, Dean of Career and Technical Education and current Interim Dean of Business, will assume administrative supervision of the Office of Instructional Operations, which includes serving as advisor to the Curriculum Committee for compliance with Title 5 and Education Code; recording articulation updates; preparing course and program proposals for local and state review and approval; filing state reports related to instructional data; setting the class schedule production timeline; overseeing publication of the course catalog; maintaining the class maximum size list; etc.
b. Student Services Area Realignment/Reorganization

- After conducting a Student Services Program Leadership Council workshop, followed by two division-wide meetings that had thirteen (13) faculty, thirty-three (33) classified and eight (8) administrators involved, the proposal for realignment and reorganization of the Student Services Area is the collective work from the SSPLC.

The Student Services Area shall be realigned and reorganized to: 1) meet the demands of the Student Success Initiative implementation; 2) provide well-coordinated services to our students; and 3) build monitoring and tracking systems to manage new cohorts of students. (See attached organization structure of the Student Services Area)

IV. INFORMATION ITEM
1. Summary of Board Evaluation on Presidential Search Process

V. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 7:37

Pursuant to Section 54957.6:

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

VI. ADJOURNMENT
Date of next regular meeting – Wednesday, December 11, 2013, 7:00 p.m. (Annual Organization / Election of Officers)
PROPOSAL FOR RHC TRUSTEES’ SELF-EVALUATION 2013-2014

Standards, goal setting, assessment, and reflection are foundational to professional and organizational development. This applies to trustees as well as to educators. Ongoing board improvement involves reflecting on information relevant to trustees’ roles and responsibilities. RHC Board Policy 2745 states: “The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.” In response to this board policy, the present document proposes an evaluation design with three components: board questionnaire, document review, and Board reflection.

Board Questionnaire
Each Trustee will complete a questionnaire assessing the Board’s performance over the past year. The Institutional Research and Planning (IRP) office will develop a set of questions based on principles from ACCJC Standard IV (Leadership and Governance), the Community College League of California’s Trustee Handbook, and RHC Board Policy section 2 (Board of Trustees).

The questions will include both Likert-type items (e.g., Strongly Agree to Strongly Disagree) and open-ended items. The Likert-type items will allow Trustees to offer ratings in an efficient manner that can be summarized numerically. The open-ended items provide an opportunity for Trustees to express their specific thoughts and perceptions. The questionnaire will be administered through a secure survey website. All responses will be confidential and not connected to any individual Trustee. IRP staff will provide a user-friendly summary of all ratings and responses.

Document Review
The Trustees are in the process of approving a set of goals for the 2013-2014 academic year. This component of the evaluation process will address the progress made toward accomplishing those goals. IRP staff members will review Board meeting minutes and other public documents to gather evidence of the work completed for each goal. The report of this review will summarize the progress on a goal-by-goal basis.

Board Reflection
Results of the board questionnaire and document review components provide important information for Trustees to consider when evaluating their development and effectiveness as a board. The third component of this evaluation process is an opportunity for the Trustees to reflect on these results and consider possibilities for ongoing improvement. The Dean of Institutional Research and Planning will meet with the Trustees to facilitate a conversation of reflection on their processes and accomplishments as a board. After a brief presentation of results from the board questionnaire and document review, the Dean will offer a series of open-ended questions to foster dialogue among Trustees.

Timeline
Holding the reflection session during a June 2014 retreat will support the Board in setting priorities for the 2014-2015 academic year. IRP will review documents and administer the survey during May, and have summaries ready by early June.
2013-2014

Board of Trustee Goals

I. Actively participate in Accreditation Self-Evaluation (Standard IV).
   A. Develop Board roles and responsibilities including Student Trustee.
   B. Develop Board President roles and responsibilities.
   C. Review Ethics policy.
   D. Review protocol and put into practice strategies for the Board to work together as a unit.
   E. Review the governance process in Standard IV Leadership and Governance - Section A. Decision Making Roles and Processes.

II. Ensure Professional Board Development.
   A. Establish areas of Board expertise and support with development.
   B. Assure representation by Board at conferences.
      1. Share conference experience at Board meetings.
   C. Support individual development in addition to conferences.
   D. Strive to complete Community College League course in two years on how to be an effective trustee.

III. Review & support Student Success Task Force implementation plan annually.


V. Formalize Board responsibilities.
   A. Review and implement Presidential evaluation process.
   B. Assure Board participation at on-campus activities.
   C. Review CCLC Trustee Handbook annually.

VI. Support implementation of campus-wide training for sexual harassment, code of ethics, and emergency preparedness.

VII. Establish budget guidelines to ensure Rio Hondo Community College District financial stability.

VIII. Support and participate in campus process to create new Rio Hondo College Educational Master Plan.
Rio Hondo College Student Services Division

Vice President
Student Services
Henry Gee

Sr. Administrative Assistant
Rachel Garcia

Dean
Student Services
Dr. Walter Jones

Assessment

Director
Admissions & Records
Registrar
Judy Pearson

International Students

Dean
Student Life & Leadership
Jasmine Lopez

Director
Financial Aid
Dr. Elizabeth Coria

PUENTE

Counselor/Coordinator
Veterans Service Center
Sylvia Duran-Katnik

Dean
Counseling & Student Success
Dr. Mike Munoz*

Counselor/Coordinator
Career Development Center
Belen Torres-Gil

Freshman Success Center

General Counseling

Outreach & Educational Partnerships

Counselor/Coordinator
Transfer Center
Dianne Holcomb

Dean
Student Affairs
Dr. Dyrell Foster

Director
DSPS
Mark Matsui

Interim Director
EOPS / CARE
Christine Aldrich

Interim Counselor/Coordinator
CalWORKs
Nellie Hernandez-Garcia

Coordinator
Student Health Center
Dr. Alfred Forest

Coordinator
Psychological Services
Dr. Denna Sanchez

Director
TRIO Programs
Zolita Fisher

Student Conduct and Compliance Officer

*Acting Dean until position filled through the hiring process.

Updated 11/18/13