I. CALL TO ORDER

A. Call to Order

Ms. Santana called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

Trustee Garcia led the salute to the flag.

C. Roll Call

All present.

D. Approval of Minutes: February 19, 2014

24. On motion of Ms. Shapiro, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the minutes of February 19, 2014.

Student Advisory vote was Aye.
E. **Open Communication for Public Comment**

Professor Steve Koele encouraged the Board to have a prompt process with negotiations.

G. **Presentations**

- EOP&S/CARE/CalWORKS (Christine Aldrich)
- Sabbatical Leave (Jodi Senk)
- China Trip /Partnerships (Gary Mendez) - postponed

H. **CLOSED SESSION**

Ms. Santana recessed the meeting to closed session at 6:41 p.m. and reconvened the meeting at 7:03 p.m. with no action reported out.

_Pursuant to Section 54956.8:_

- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 11400 Greenstone Avenue, Santa Fe Springs

I. **PUBLIC HEARING ON THE FOLLOWING TOPICS OF REOPENERS TO THEIR 2011-2014 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY C.S.E.A. Chapter 477**

25. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to officially declare the hearing open on the topics of reopeners of CSEA to the District.

Student Advisory vote was Aye.

Sandra Rivera, CSEA President, addressed the Board on the following topics of reopenerers to their 2011-2014 collective bargaining agreement: Priority job advancement and reclassification.

26. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to declare the hearing closed after hearing no other comments.

Student Advisory vote was Aye.

II. **CONSENT AGENDA**

Ms. Santana requested that item II.A.10 be removed from the Consent Agenda.

27. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the Consent Agenda with the exception of item II.A.10, Student Fee Assessment for GO RIO Program.

Student Advisory vote was Aye.
A. FINANCE & BUSINESS
   1. Finance & Business Reports

   Purchase Order Report - Approved the Purchase Order Report containing purchases for the preceding month. Funds have been budgeted for these purchases in the funds shown.


   Approved Bond Expenditure Report for the Quarter Ended 12/31/13

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

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

   Don Mason to participate at the Emergency Management Higher Education Conference on June 2-5, 2014 in Emmitsburg, MD.

   Julius B. Thomas to participate at the 2014 NEA Higher Education Conference on March 13-16, 2014 in St. Louis, MO.

   Julius B. Thomas to participate at the National Center for the Study of Collective Bargaining in Higher Education on April 6-8, 2014 in New York, NY.

   Mariano Zaro to participate at the Congreso Internacional de Literatura Hispanica on March 12-14, 2014 in Cartagena (Colombia).

   3. Award Contract for Auditing Services – RFP #2025

   Approved and awarded a three year contract to Vasquez & Company for District and Bond Auditing Services in an amount not to exceed $155,000.00 from the General Fund and $10,900.00 from the Bond Fund and authorized the Administration to execute appropriate documents on behalf of the District.

   4. Award Contract for Waste Disposal and Recycling Services – RFP #2026

   Approved and awarded a 3-year contract, beginning July 1, 2014, with two (2) one-year renewals for Waste Disposal and Recycling Services to Commercial Waste Services and authorized the Administration to execute appropriate documents on behalf of the District.

   5. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee

   Appointed Almeda Rodriguez to the Citizens Oversight Committee to replace Mary Ellen Witt beginning March 14, 2014.
6. **Approve 36-Month Fair Market Value Copier Lease**

   Approved a new 36-month “Fair Market Value” copier lease through US Bank and authorized the Administration to sign the appropriate documents on behalf of the District.

7. **PE Complex Pool Equipment – DAKTRONICS**

   Approved the proposal from DAKTRONICS for an additional extension lane power cable to control the timing system for each starting block to the scoreboard in an amount not to exceed $313.85 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

8. **PE Complex Pool Equipment – Knorr Systems, Inc.**

   Approved the proposal from Knorr Systems, Inc. for two swimming line storage reels and covers in an amount not to exceed $4,458.42 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

9. **Structural Engineering Services for Glue Laminated Beam Replacement at Administration of Justice Annex Pistol/Rifle Range – Integrated Design Services**

   Approved the proposal of $13,965.00 for Structural Engineering Services for Glue Laminated Beam Replacement at Administration of Justice Annex Pistol/Rifle Range by Integrated Design Services to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

**ITEM REMOVED FROM CONSENT AGENDA**

**II. A. FINANCE & BUSINESS**

10. **Student Fee Assessment for GO RIO Program**

    On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to authorize the ASRHC to include a $9.00 per semester ASRHC Senate approved GO RIO fee on the May 2014 ASRHC election ballot.

    Student Advisory vote was Aye.

**B. PERSONNEL**

1. **Academic**

    a. **Employment**
Hourly as Needed, 2014

*ALCALA, Christine, Kinesiology, ALLEN, William, Public Safety
Dance & Athletics BRUNI, Catherine, Public Safety
DAVEY, Stephen, Public Safety DINEEN, Jedediah, Public Safety
JOHNSON, Kimberly, Public Safety KIM, Alex, Public Safety
MANSFIELD, Raymond, Public Safety MIKLOS, David, Public Safety
RUIZ, Letisia, Public Safety

Part time, Spring 2014

FOGEL, Charles, Math & Sciences IRWIN, Erin, Math & Sciences
IRWIN, Erin, Math & Sciences SARVI, Kayvon, Math & Sciences

Special Assignment, Spring 2014

The following instructor will be paid a $400 stipend, paid by Title V grant, for completion of her project of participating in professional development and creating two new integrated curriculum assignments for her learning community course:

MARKOSSIAN, Marina, Communications and Languages

b. Retirement

BROWN, Linda, full time instructor in Arts & Cultural. Her last day of employment is May 22, 2014, with her first day of retirement being May 23, 2014.

2. Management and Confidential

a. Family Care and Medical Leave

FOSTER, Dyrell, Dean of Student Affairs has requested a 12-week Family Care and Medical leave to be taken intermittently beginning January 13, 2014

3. Classified


HUYNEN, John, Custodian, 45%, 12 months, Facilities Services, effective February 21, 2014

*(minimum qualification equivalency established pursuant to CP 5165)

SU, Juan, Tool Room Attendant, 25%, 11 months, Career Technical Education, effective February 26, 2014

YU, Yuan-Yuan, Account Clerk II, 80%, 12 months, Finance & Business/Accounting, effective March 10, 2014

Substitute, 2014

BELMONTES, Macario, Custodian, Facilities Services, effective February 25, 2014

FONSECA, Ana, Clerk Typist III, Cal WORKS, effective March 13, 2014
b. **Resignation**

ESTRADA, Evette, Children’s Center Aide, Child Development Center. Her last day of employment was March 7, 2014.

HUYEN, John, Custodian, Facilities Services. His last day of employment was February 21, 2014.

c. **Transfer**

AGUILAR, Elda, Clerk Typist III, from Cal WORKS to EOPS, effective February 26, 2014

4. **Unrepresented (AP 7130), 2013-2014**

a. **Employment**

**Hourly**

GUTIERREZ, Alfredo, Student Ambassador Student Life & Leadership

VUONG, Vu, Tutor II EOPS/CARE

**Volunteers**

ESKO, Paul, Physical Education

VU, Mary, Math & Sciences (10 hours)

5. **Academic Rank**

The Academic Rank Committee of the Academic Senate has met to review the applications for Faculty for Advancement in Academic Rank. The applications for advancement in academic rank are in compliance with the Academic Rank Policy and have been verified by staff in the Office of Human Resources:

**Professor**

FLORMAN, Kelli, Public Safety

MODYMAN, Gail, Health Sciences & Nursing

**Associate Professor**

BRANDT, Katherin, Health Sciences & Nursing

MILLER, Robert, Arts & Cultural Programs

PICHARDO-DIAZ, Dorali, Counseling & Student Success

**Assistant Professor**

LINDY, David, Career Technical Education

RHODES, Angela, Communications and Languages

6. **Evaluation of Academic Employees**

At the Board of Trustees meeting on January 15, 2014, the Board of Trustees received statements and recommendations from the Superintendent/President regarding evaluations for Third and Tenured employees.

At this time the Board of Trustees must make a decision on the re-employment of these contract employees:

a. **Re-employment of Academic employees:**
1) **Second Contract Employees**

It is recommended by the Superintendent/President that the following second contract employees be re-employed pursuant to Education Code 87608.5 as third contract employees for the following two academic years 2014-2015 and 2015-2016:

Amelia Ortiz, Health Sciences & Nursing
Rudy Rios, Business

2) **Third Contract Employees (year 4)**

It is recommended by the Superintendent/President that the following third contract employees be re-employed pursuant to Education Code 87609 as tenured employees for the academic year 2014-2015:

Katherin Brandt, Health Sciences & Nursing

C. **ACADEMIC AFFAIRS**

1. **Curriculum Items**

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

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

   **ART 124: Color Theory**
   (Arts & Cultural Programs)
   Degree Applicable; (3 Units)
   Transfers to: CSU
   **Justification:** Color Theory is a foundational level course in most two and four year art school programs. This course fulfills the transfer requirement for Art majors transferring to several of the UC's and CSU's and is part of the state AA-T Studio Arts degree.

   **ART 170: Introduction to Digital Painting**
   (Arts & Cultural Programs)
   Degree Applicable; (3 Units)
   Transfers to: CSU
   **Justification:** This class is to introduce the student to the use of the computer as a creative painting tool. The class fits the CID descriptor of a Digital Imaging class ART 250. The course will also be part of the degree.

   **CHEM 140: General Chemistry**
   (Mathematics & Sciences)
   Degree Applicable; (5 Units)
   Transfers to: CSU
   **Justification:** This course is a requirement for several majors, including chemistry, biology, and most branches of engineering. It is also required for admission to several health-related graduate programs, including medical, dental, pharmacy, and veterinary
schools. Additionally, this course satisfies the physical science general education requirement at RHC as well as numerous other campuses. At present, the material in this proposed course is delivered in two separate courses: a lecture course (CHEM 131) and a laboratory course (CHEM 131L). Splitting the lab from the lecture course addressed the needs of a smaller number of transfer students who only required the lecture portion. However, in recent semesters, almost all students enrolling in the lecture have also enrolled in the lab. It is logical to consolidate the lecture and laboratory in the same way we do for all other physical and biological science courses intended for science majors.

**DANC 180: Performance**  
(Kinesiology, Dance, & Athletics)  
Degree Applicable; (1 Unit)  
**Transfers to:** CSU  
**Justification:** The Dance Program must revise some of the performance courses for more opportunities at articulation. Most colleges and universities in the surrounding area offer similar coursework and this course would be a requirement of the proposed AA in Dance.

**HUSR 128: Chemical Dependency and Co-Occurring Disorders**  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Transfers to:** CSU  
**Justification:** This is a degree appropriate course and transferable as an elective. It will be an optional core requirement for the Drug Studies Certificate and the Associate of Science in Drug Studies degree. This course is one of the suggested skill classes identified by the California Association of Alcohol and Drug Educators (CAADE). CAADE is the organization that accredits Rio Hondo’s Drug Studies Program.

### b. Unit/Hour Change

The following courses have been recommended for a unit/hour change to reflect an increase/decrease in course content:

**ART 146: Introduction to Sculpture**  
Unit Change: **TO:** 3 Units  
Hour Change: **TO:** 27 Total Lecture/81 Total Lab

**HUSR 124: Introduction to Case Management and Documentation**  
Unit Change: **TO:** 3 Units  
Hour Change: **TO:** 54 Total Lecture

**PE 180: Men’s Intercollegiate Baseball Team**  
Unit Change: **TO:** 3 Units  
Hour Change: **TO:** 162 Total Lab

**PE 188: Men’s and/or Women’s Intercollegiate Water Polo Team**  
Unit Change: **TO:** 3 Units  
Hour Change: **TO:** 162 Total Lab
c. **Deletion from Curriculum**
The following courses have been recommended for deletion from our curriculum:

ENGL 103: Tutoring Skills in English as a Second Language

ENGL 105: Tutoring Skills in Composition

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

Certificate of Achievement: General Service Technician
Unit Change: TO: **12 Units**

Certificate of Achievement: Heavy Equipment Service Technician Specialist
Unit Change: TO: **42 Units**

A.S. Degree: Heavy Equipment Technology
Unit Change: TO: **42 Units**

A.S. Degree: Computer Information Technology with the Computer Systems Option
Unit Change: TO: **32 Units**

Certificate of Achievement: Computer Information Technology with the Computer Systems Option
Unit Change: TO: **32 Units**

A.S. Degree: Drug Studies
Unit Change: TO: **36-37 Units**

Certificate of Achievement: Drug Studies
Unit Change: TO: **36-37 Units**

Certificate of Skill Proficiency: Human Services
Unit Change: TO: **15 Units**

*UC transfer process in progress for courses where applicable*

III. **ACTION ITEMS**

A. **PRESIDENT’S OFFICE**

1. Revision of Board Policy 2310 – Regular Meetings of the Board (Final Adoption) – See Attached.

29. On motion of Ms. Shapiro, seconded by Ms. Garcia, the
Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the revision of Board Policy 2310, Regular Meetings of the Board, for final adoption.

Student Advisory vote was Aye.

2. **Fellow of the College Award**

30. On motion of Ms. Shapiro, seconded by Mr. Mendez, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to designate Martha Carreon as the Fellow of the College for 2014.

Student Advisory vote was Aye.

3. **Revision of Board Policies 2730, 2740, 5050, 5130, 5140 (First Reading) - See Attached.**

31. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the revision of the following Board Policies for first reading:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 2730</td>
<td>Board Member Health Benefits</td>
</tr>
<tr>
<td>BP 2740</td>
<td>Board Education</td>
</tr>
<tr>
<td>BP 5050</td>
<td>Student Success and Support Program</td>
</tr>
<tr>
<td>BP 5130</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>BP 5140</td>
<td>Disabled Students Programs and Services</td>
</tr>
</tbody>
</table>

Student Advisory vote was Aye.

4. **Distinguished Service Award**

32. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to designate Lee Baca as the recipient of the Distinguished Service Award for 2014.

Student Advisory vote was Aye.

5. **California Community College Trustees (CCCT) Board of Directors Election - 2014**

33. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to cast an official ballot for Paul Gomez, Jim Moreno, and Laura Casas for the CCCT 2014 Board of Directors.

Student Advisory vote was Aye.
B. FINANCE AND BUSINESS

1. **Board Resolution #031214 – Approval of Two (2) Options to Allow the City of Santa Fe Springs to Construct a High Rope Training Prop at the Rio Hondo College Fire Academy Site** – See Attached.

34. On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve as amended the options as outlined in the attached resolution to allow the City of Santa Fe Springs to construct a High Rope Training Prop at the Rio Hondo College Fire Academy Training site in Santa Fe Springs. (Amended language is listed in bold and italic typeface in the attached resolution.)

Student Advisory vote was Aye.

IV. INFORMATION ITEMS

1. **Accreditation Update** - Adam Wetsman, co-chair of Rio Hondo’s Accreditation Leadership Team (ALT), updated the Board of Trustees about the status of accreditation at their meeting on March 12th. The writing of the draft of Standard I has been completed and will begin the review process. Kenn Pierson and Adam Wetsman, the ALT co-chairs, will meet with Howard Kummerman, the Accreditation Liaison Officer, to set a timeline for review of the entire self-study report by all constituency groups. The Board was also informed of four proposed themes that will run throughout the report. Ruthie Retana, Director of Marketing and Communications, will assist with the final production of the self-study.

2. **Special Meetings of the Board**
   - April 23, 2014, 6:00 p.m. Review Educational Master Plan, Facility Master Plan and Information Technology Plan
   - June 18, 2014, 6:00 p.m. Accreditation Self-Evaluation Report
   - June 19, 2014, 6:00 p.m. Board Retreat
   - August 27, 2014, 6:00 p.m. Bond Construction Projects Discussion

3. **New/Revised Administrative Procedures – 2320, 2740, 5700 – See Attached.**
   - AP 2320 Board Meetings: Special and Emergency Meetings
   - AP 2740 Board Education (NEW)
   - AP 5700 Athletics

V. STAFF AND BOARD COMMENTS

• **Board Development Reporting** – None Reported
• **Action Items for Future Board Meetings**
  - Mr. Mendez requested that additional GORIO data be provided to the Board.
VI. CLOSED SESSION

Ms. Santana recessed the meeting to Closed Session at 8:50 p.m. Upon returning from Closed Session, no action was reported out.

Pursuant to Section 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 Cases)

Pursuant to Section 54956.9(c):
- CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Case)

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

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

VII. ADJOURNMENT

35. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to adjourn the meeting and announced that the Date of Next Regular Board Meeting would be held on April 9, 2014, 6:00 p.m.
I. Regular meetings of the Board of Trustees shall be held once a month on the second Wednesday of each calendar month beginning at 6:00 p.m. unless specifically changed or otherwise authorized by the Board. Regular meetings shall normally be held at Rio Hondo College, 3600 Workman Mill Road, in the Board Room unless otherwise noticed.

II. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

III. The Board shall give mailed notice of every regular meeting to any person who has filed a written request for that notice. Notice of a special meeting called less than 48 hours prior to the date set for the meeting shall be given in a manner deemed practical by the Board.

IV. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

V. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

VI. When questions of parliamentary procedure arise regarding the conduct of a Board meeting, Robert’s Rule of Order shall serve as a guide.

VII. A regular or special meeting can be adjourned to continue the meeting to a time and place certain. If a meeting is adjourned for less than five calendar days, no new agenda is required to be posted as long as no new items are introduced on the agenda. Written notice of the adjourned meeting must be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

VIII. Source/Reference:

I. Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of nonsafety employees of the District. (CCLC)

II. Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if all the following criteria are met:

A. The member must have begun service on the Board after January 1, 1981;
B. The member must have been first elected to the Board before January 1, 1995;
C. The member must have served at least twelve (12) years.

III. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

IV. Source/Reference

Government Code Sections 53201, 53208.5; Former Policy 5360.
I. The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and student trustee orientation. To that end, the Board will engage in study sessions, be provided access to reading materials, and financially support conference attendance and other activities that foster trustee education. The Board members will provide post-professional development activity reports at the subsequent Board meeting.

II. Newly elected or appointed Trustees shall be provided an orientation as detailed in Administrative Procedures 2740.

III. Source/Reference
CCLC; ACCJC Accreditation Standard IV.B.1.f., AP 2740
I. The District shall provide Student Success and Support Program matriculation services to students for the purpose of enhancing the equality of educational opportunity and academic success. The purpose of Student Success and Support Program services matriculation is to bring the student and the District into agreement regarding the student’s educational goals through the District’s established programs, policies, and requirements. (CCLC)

II. The Superintendent/President, or designee, shall establish procedures to assure implementation of Student Success and Support Program matriculation services that comply with the Title 5 regulations. (CCLC) (current practice)

III. Source/Reference:

   Education Code Sections 78210 et seq., Title 5 Sections 55500 et. seq.

See Administrative Procedures 5050.
I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

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

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

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

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

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

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

V. Source/Reference:


See Administrative Procedure 5130.
I. Students with verified disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

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

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

IV. No student with disabilities is required to participate in the DSP&S Programs and Services program.

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

VI. The Superintendent/President shall assure that the DSP&S program conforms to all requirements established by the relevant laws and regulations.

VII. Source/Reference:

Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq. and 56027. See Administrative Procedure 5140.
AMENDED
(amended language in bold italicized typeface)

BOARD RESOLUTION NO. 031214

A RESOLUTION OF THE BOARD OF TRUSTEES FOR RIO HONDO COMMUNITY COLLEGE

APPROVAL OF TWO (2) OPTIONS TO ALLOW THE CITY OF SANTA FE SPRINGS TO CONSTRUCT A HIGH ROPE TRAINING PROP AT THE RIO HONDO COLLEGE FIRE ACADEMY SITE

WHEREAS, the City of Santa Fe Springs Fire Rescue Department, the Los Angeles Area Fire Chiefs Association, and Rio Hondo Community College (College) desire the installation of a High Rope Training Prop at the Rio Hondo College Fire Academy Site; and

WHEREAS, the City of Santa Fe Springs (City) secured a Grant in the amount of $75,000.00 from the State of California distributed by the State Homeland Security Grant Program to purchase and install the training Prop, and with construction to be managed by the City in coordination with the College. Grant funds will expire in March of 2014; and

WHEREAS, College is required to comply with the California Field Act which requires that all structures used by faculty and students are required to secure Division of the State Architect (DSA) review and certification. (cities and other agencies do not have this requirement); and

WHEREAS, City shall submit plans, engineering calculations, and specifications to DSA for plan review as designed by a California Licensed Architect and Structural Engineer who shall be responsible for the Prop design and shall secure DSA approval of the Prop plans; and

WHEREAS, College and City representatives met with Douglas Humphrey, Regional Manager of DSA Los Angeles on 2/27/14, and Mr. Humphrey recommended two options for the Prop to be installed: Option 1: Traditional plan review and construction per DSA and Field Act requirements. But, if the DSA plan review process exceeds three (3) months time, Option 2: concurrently, during DSA plan review, file a “Letter of Exemption” with DSA stating that the College will permit the installation of the High Rope Training Prop on College property prior to DSA approval, and that the installation of the Prop will comply with all DSA and Field Act requirements, and that the Prop shall be segregated (fenced off) from students and posted with signage stating that “This Training Prop does not comply with the California Field Act and is not permitted for faculty or student use” prior to the DSA approval being received; and

WHEREAS, City shall coordinate the installation of the Prop with the College and shall comply with all DSA and Field Act requirements during the installation, including segregation and posting; and
WHEREAS, City will be responsible for all project costs including, but not limited to: the DSA plan review and closeout fees, Inspector of Record (IOR) fees, testing inspection lab fees, DSA required modifications to the original Props design, and fencing/signage costs (installation, lease, and removal), and a pro-rata share of Fire Academy Site Lease Costs for fenced area if Props are constructed prior to DSA plan review approval (for the period covering installation of fencing through fence removal after final DSA approval).

NOW, THEREFORE, THE BOARD OF TRUSTEES FOR RIO HONDO COMMUNITY COLLEGE, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The Board of Trustees approve Option 1: that the City shall submit plans, engineering calculations, and specifications to DSA for plan review and that: a) The City has contracted a California licensed Architect and Structural Engineer responsible for the Prop design and shall secure DSA approval of the Prop plans, b) The City will coordinate the installation of the Prop with the College and shall comply with all DSA and Field Act requirements during the installation, including segregation and posting, and c) The City will be responsible for all project costs including, but not limited to: DSA plan review and closeout fees, Inspector of Record (IOR) fees, and testing inspection lab fees.

SECTION 2. The Board of Trustees also approve Option 2: The conditions in Option 1 are inclusive in Option 2, with the additional conditions that if the DSA plan review and approval process exceeds three (3) months time, that a “Letter of Exemption” is filed with DSA by the College. The Letter of Exemption shall notify DSA that the College will proceed with the installation of the High Rope Training Prop on College property prior to DSA approval, and that the installation of the Prop will comply with all DSA and Field Act requirements and that the Prop shall be segregated (fenced off) from students and posted with signage stating that “This Training Prop does not comply with the California Field Act and is not permitted for faculty or student use”, and that the City shall be responsible for all project costs as described in Option 1, including the cost to fence the Prop and post the required signage, and all DSA required modifications to the Prop once DSA plan check is completed, and a pro-rata share of Fire Academy Site Lease Costs if Props are constructed prior to DSA plan review approval. The pro-rata share of the site lease costs (for the period covering installation of fencing through fence removal after final DSA approval) shall include the square footage footprint of the Props, including the square footage of the fenced area, as required by DSA to comply with the California Field Act.

APPROVED AND ADOPTED this 12th day of March, 2014.

Mr. Gary Mendez  
Clerk, Rio Hondo Community College District Board of Trustees

ATTEST:

Ms. Teresa Dreyfuss  
Superintendent/President, Rio Hondo Community College
I. Whenever a special meeting of the Board of Trustees governing board is called, the CEO Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The CEO Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

A. Written notice to each member of the governing board Board, including any student trustee(s).

B. Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

C. The written notice must be received at least 24 hours before the time of the meeting as sent out in the notice. The notice shall specify the time and place of the special meeting, and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

II. Whenever an emergency meeting of the governing board Board is called, the CEO Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the CEO Superintendent/President shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

III. Source/Reference:

Government Code Sections 54956; 54956.5  Education Code Sections 72023.5; 72129
I. Orientation for Newly Elected Trustees

A. The Superintendent/President and the President of the Board of Trustees, or their designee(s), will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the college they will govern. In order to educate new trustees, the following process has been developed.

a. Prior to election, the Board candidates will be provided information about the roles and responsibilities of trustees and about the College, as well as materials provided by the Community College League of California. Copies of Board agendas will be mailed to the candidates for every regular and special Board meeting.

b. After Board elections, an orientation will be provided by the Superintendent/President which will include the Vice President of Academic Affairs, the Vice President of Student Services, and the Vice President of Finance and Business. An overview of the state of the College; participatory governance with the various constituent groups (Academic Senate, CSEA, RHSCFA, and ASRHC); review of the Trustee roles and responsibilities; review of the Board policies on the governing Board, particularly the Code of Ethics and Board Protocols, will be provided.

B. The Superintendent/President will arrange for a tour of the campus and the off-campus educational centers (Santa Fe Springs Regional Training Center, El Monte Educational Center, and South Whittier Educational Center).

C. The newly elected Board members will meet with the Director of Human Resources to review compensation and health benefits.

II. Board members are encouraged to attend and participate in statewide and national conferences (Community College League of California and the Association of Community College Trustees). Workshops are provided on the Brown Act, differences between policy making and micromanaging, review of Education Code and governing board responsibilities and function. After attending these Board development conferences, the Board members will provide post-professional development activity reports at the subsequent Board meeting.
III. Student Trustee Orientation

A. After the student election and the Board President administers the Oath of Office to the Student Trustee, the Student Trustee shall arrange to meet with the Director of Student Life and Leadership and the outgoing Student Trustee who will update the new Student Trustee on any outstanding business.

B. The Superintendent/President or his/her designee will be responsible for familiarizing the Student Trustee with Board Policies and Administrative Procedures and understanding the Board structure, general operational principles of the Board, and the Student Trustee’s rights, responsibilities, and privileges.

C. The Superintendent/President or his/her designee will schedule regular monthly meetings with the Student Trustee to review the Board agenda.

D. The Student Trustee is encouraged to attend the Community College League of California Student Trustee orientation or a similar statewide or national conference.

E. The Director of Student Life and Leadership will be responsible for the Student Trustee on communication training and parliamentary procedures.

IV. Source/Reference
ACCJC Accreditation Standard IV.B.1.f.
I. The College’s athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (CCLC), and the constitution and bylaws of the California Community College Athletic Association (CCCAA), and the Foothill Conference. South Coast Conference (S.C.C.), and the Mission Football Conference (M.C.). The **Dean, Kinesiology, Dance, and Athletics** has been delegated authority to determine individual eligibility according to CCLC, CCCAA, Foothill Conference S.C.C., M.C., and District regulations. The enforcement of rulings is the responsibility of assigned members of Athletics Department staff, the **Dean, Kinesiology, Dance, and Athletics**, and the **team head** coaches involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the **Dean, Kinesiology, Dance, and Athletics**. **individual team All head** coaches are directly responsible to the **Dean, Kinesiology, Dance, and Athletics** for governance of their teams and enforcement of established policies and eligibility rulings. *(current practice)*

II. Rules Governing Athletic Eligibility

All rules of the **Community College League of California C.C.L.C., California Community College Athletic Association CCCAA, and the Foothill Conference South Coast Conference, and the Mission Football Conference** are applicable to the College’s athletes. In addition: *(current practice)*

1. Each athlete must have completed both the District and conference eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage.

2. The College’s Athletics Department fully complies with **California Community College Athletic Association CCCAA bylaw constitution** articles 1.5.4 F and G regarding adherence to the Title IX Education Amendments of 1972 and R-4 form compliance. *(current practice)*

3. When the **Dean, Kinesiology, Dance, and Athletics** and team coach are notified that an athlete is ineligible, said athlete may not participate until the **Dean, Kinesiology, Dance, and Athletics** or their designee certifies that the athlete has become eligible. ; and, *(current practice)*

4. Each athlete must complete the **CCC.A.A and District physical paperwork, or equivalent, be enrolled in the specific sport’s intercollegiate course**, and be approved for competition by a **Dean, Kinesiology, Dance, and Athletics** before participation in a College practice or official competition. *(current practice)*

III. Source/Reference: Title IX, Education Amendments of 1972; Education Code 66271.6, 66271.8, 67360 et seq.