I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:13 p.m.

B. Pledge of Allegiance

Rene Tai led the salute to the flag.

C. Roll Call

Norma Garcia arrived at 6:30 pm.

D. Approval of Minutes: February 20, 2013

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the minutes of February 20, 2013.
E.  **Open Communication for Public Comment**

Ms. Gisela Spieler and Ms. Jacqueline Wilvers spoke in support and the employment of Jacqueline Wilvers.

Ms. Garcia arrived at this point of the meeting.

F.  **Presentations**

- **Physical Education Update** *(Kathy Pudelko)*
- **Sabbatical Leave Report** *(Dr. Vernon Padgett)*
- **Update on Nursing Program** *(Gail Modyman)*
- **Update on DSP&S Program** *(Mark Matsui)*

Ms. Acosta-Salazar left at this point of the meeting.

II.  **CONSENT AGENDA**

77.  It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the following Consent Agenda:

A.  **FINANCE & BUSINESS**

1.  **Finance & Business Reports**

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

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

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

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

   - John Frala to participate at the National Alternative Fuels Training Consortium (NAFTC) in Morgantown, West Virginia on April 14-19, 2013.
   - Ann Mansolino to participate at the Photlucida in Portland, Oregon on April 17-21, 2013.
   - Gail Biesemeyer to participate at the Student Nursing Association Conference in Charlotte, NC on April 3-6, 2013.

3.  **Facility Use Agreements**

   Approved the following facility use agreements:

   a.  **Community Resource Center (South Whittier)**

      The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) currently offer Foster Care/Parenting Classes once a month on Wednesday and also plans to offer special one day
classes/training as needed to the community at the Community Resource Center (CRC). CRC will provide classroom without cost to the District. The term of this agreement is through June 30, 2013.

b. Radisson Hotel – Uptown Whittier

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer an educational institute to Foster Parents and Caregivers at the Radisson Hotel on Thursday, May 23, 2013. All funding for space and food will be from the FKCE grant.

c. The Whole Child - Whittier

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Training on the following Thursdays/Fridays (March 21, 22, 28, and 29, 2013) at the Whole Child. The Whole Child will provide classroom without cost to the District.

4. Continuing Education

a. Miyoki Chan – “Conversational Cantonese” – Students will learn basic greetings, questions, introductions, vocabularies and simple phrases. The class will go over simple verbs, slang, and traveling tips for visiting China. “Conversational Mandarin 1” – Students will learn the Pin Yin system, basic greetings, questions, introductions, vocabularies and simple phrases. The class will go over simple grammar usage, verbs, slang, and traveling tips for visiting China. Dates of service: March 14, 2013 – June 30, 2013. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

b. MSNOC, Inc. dba Mad Science – “Science Camps for Children” Consultant is to provide workshops on Robots, Space, Biology, NASA, Solar and more. Dates of service: March 14, 2013 – June 30, 2013. Payment will be split 50% to Rio Hondo College and 50% to the consultant.

c. Dedre M. Robinson – “Funtastic Flowers” – Spring has sprung so join Mother Nature for an exciting adventure into the beautiful world of flowers. Have hands-on fun learning about flowers and their pesky bug friends who keep gardens blooming bright. Design a fairy garden, make crafts, play games, and explore the delicious world of edible flowers! Dates of service: March 14, 2013 – June 30, 2013. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

B. PERSONNEL

1. Academic

a. Employment
Hourly as Needed, 2013

ANDERSON, Jim, Public Safety
De ANGELIS, Danny, Public Safety
MEAD, Frank, Public Safety
OPPERMAN, Randall, Public Safety

CHACON, Eduardo, Public Safety
GERARD, Joshua, Public Safety
*MOLINA, Robert, Public Safety
*UPDIKE, H. David, Public Safety
VERSACE, Emily, Career Technical Ed.

Special Assignment, Spring 2013

The following instructor will be paid a $2,000 stipend, paid by Title V (IDEAS) grant, for updating materials/literature, plan timelines, attend to logistics and lead recruitment efforts for the 2013 Summer Bridge Program:

BEAN, Michelle, Communications and Languages

The following instructor will be paid a $1,000 stipend, paid by Title V (IDEAS) Grant, for assisting in the recruitment efforts and procurement of donated raffle prizes for the 2013 Summer Bridge Program:

OKAMOTO, Tyler, Communications and Languages

The following instructor will be paid a $500 stipend, paid by Title V, for creating a packet of Directed Learning Activities for ENLA Labs for use by Faculty and students in ENLA courses:

OKAMOTO, Tyler, Communications & Languages

The following instructor will be paid a $1,000 stipend, paid out of STAFF Development/FLEX Budget, for updating and maintenance of online FLEX Reporting System:

KOUTROULIS, Mathew, Math and Sciences

2. Management and Confidential
   a. Resignation

   RAMIREZ, John, Assistant Director of Facilities Services. His last day of employment was February 28, 2013

3. Classified
   a. Employment, 2012-2013

   The following employee is being hired in the designated capacity with dedicated funding through March 5, 2014. If continued funding should not be available, 45-day notice shall be served:

   GOMEZ, Roxanna, Clerk Typist III, TRIO/SSS, 25%, 12 months, effective March 5, 2013.

Substitute, 2013
KINDRED, Kelly, Instructional Assistant-MSC, Math and Sciences, effective February 13, 2013

b. **Resignation**

TRAN, Yen, Evaluations Technician, Admissions & Records. Her last day of employment was February 28, 2013

c. **Transfer**

RAMIREZ, Yolanda, Secretary in Math & Sciences to El Monte Educational Center, effective March 18, 2013

WILLSEY, Sally, Instructional Assistant in Communications and Languages to El Monte Educational Center, effective March 18, 2013

4. **Unrepresented (AP 7130), 2012-2013**

a. **Employment**

Volunteers

GALBAN, Desiree, Veterans Services

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**

Sondra Moe Behavioral and Social Sciences

**Associate Professor**

Dianne Holcomb Counseling and Student Development
Shelly Ferrari Health Sciences and Nursing
Ron Reeder Arts and Cultural

**Assistant Professor**

Karen Gottlieb Health Sciences and Nursing

III. **ACTION ITEMS**

A. **FINANCE & BUSINESS**

1. **Consultants**

78. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously to approve the following consultants:

a. Rick Allen – To perform an indirect cost study and proposal process to establish negotiated agreement for indirect costs with
the federal government. Dates of service: March 14, 2013 to June 30, 2013. Payment not to exceed $4,000.00 from General Fund.

b. Bill Braicov – Automotive Instructor/Mentor - To mentor/guide teacher assistant (mentee) to develop his/her teaching skills in a mentored environment while guiding the student in the many aspects of the teaching process. Dates of service: March 14, 2013 to July 31, 2013. Payment not to exceed $800.00 from Career and Technical Education (CTE-TPP) Grant #00590.

c. Wanda Michelle Cooper – To present/train Foster Kinship Care Education workshops, classes, and trainings on Caring for Children who have Experienced Trauma. Dates of service: Marcy 14, 2013 to March 31, 2013. Payment not to exceed $520.00 from Foster Kinship Care Education (FKCE) Grant.

d. Luz Garcia-Pennock – Consultant is to provide Supervisor, Leadership, and Communication Training. Dates of service: March 14, 2013 to June 30, 2013. Payment not to exceed $1,000.00 from the Pacific Coast Feather Contract.

e. Kelly Wood – To present a one time workshop on an introduction to yoga benefits and stress-reducing techniques for Foster Parents/Caregivers at the Caring for Caregivers Workshop. Dates of service: May 17, 2013. Payment not to exceed $100.00 from Foster Kinship Care Education (FKCE) Grant.

2. **Weapons Firing Range Agreement – California Highway Patrol, South Los Angeles Area Office**

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve agreements with the Department of California Highway Patrol – South Los Angeles Area Office for use of the weapons firing range and authorized the Administration to execute the appropriate documents on behalf of the District.

3. **Replace Two (2) Package Heating, Ventilation and Air Conditioning (HVAC) Units at a Portable Classroom at the Fire Academy Training Facility – Air-Ex Air Conditioning, Inc.**

It was moved by Mr. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the cost of $9,645.00 to replace two (2) HVAC units at a portable classroom at the Fire Academy Training Facility from Air-Ex Air Conditioning, Inc. to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Replace Two (2) Variable Frequency Drives at the Science Building – Carrier Corporation**

It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the cost of $9,996.00 to replace
two (2) variable frequency drives at the Science Building from Carrier Corporation be paid from the Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Replace the Leaking Hot Water Pump Seal at the Central Plant – EMCOR Service – Mesa Energy Systems, Inc.**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the cost of $1,029.00 to replace the leaking hot water pump seal at the Central Plant from EMCOR Service – Mesa Energy Systems, Inc. to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Acceptance of Donation: 2012 Ford Focus**

   It was moved by Ms. Santana, seconded by Student Trustee Pasillas and carried unanimously that the Board of Trustees accepts a donation of a 2012 Ford Focus BEV from the Ford Motor Company and authorized the Administration to execute donation agreement on behalf of the District.

7. **Award of Bid #2020 – Admissions and Records Imaging of Paper Records (Phase 1)**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve and award Bid #2020 for the Admissions and Records Imaging of Paper Records Project (Phase 1) to American Reprographics Company in the amount of $32,926 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

8. **GASB 43 & 45 Actuarial Valuation Services – Total Compensation Systems, Inc. (TCS)**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve and award contract to Total Compensation Systems, Inc., in the amount of $6,600 plus any meeting fees and authorized the Administration to execute appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Resolution Approving Reduction of Particular Kinds of Services**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the reduction of 1.0 FTE Theater Arts no later than the beginning of the 2013-14 academic year.

2. **California Community College Trustees (CCCT) Board of Directors Election – 2013**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to cast a vote for the 2013 CCCT Board Election:
3. **Fellow of the College**

88. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees designate Mr. Ray Williams as the Fellow of the College for 2013.

4. **Distinguished Service Award**

89. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve Mr. Nick Salerno as the Distinguished Service recipient for 2013.

C. **ACADEMIC AFFAIRS**

1. **Curriculum Items**

90. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the following Curriculum Items:

   a. **New Courses that is Part of an Existing Program**
   The following courses have been recommended for inclusion in our offerings and the catalog effective Fall 2013:

   AUTO 260: **Advanced Hybrid/Electric Vehicle**
   (Career & Technical Education)
   Degree Applicable; (4 Units)
   Transfers to: CSU
   Justification: Hybrid /Battery powered Vehicle Technicians perform many of the same duties as Technicians who work on gasoline or other alternative fuel vehicles. However, the scientific make up of Hybrid/Battery powered vehicles is more complex and use a much higher voltage battery (up to 650 volts compared to 12-14 volts in gasoline-powered vehicles). Therefore, Technicians who work on any type of electric-powered vehicle require electrical expertise as well as knowledge and training in servicing regenerative braking and High-Voltage management systems.

   HET 050: **Heavy Equipment Electrical Diagnostics**
   (Career & Technical Education)
   Degree Applicable; (4 Units)
   Justification: This course addition to the Heavy Equipment Program has been requested by the Advisory Committee members for the purpose of emulating manufacturer specific training, based on the latest available technology and troubleshooting methods. It will allow the students to better understand and enhance their skills in the heavy equipment electrical field. This course will become a part and requirement of the Heavy Equipment Maintenance Specialist Certificate/Degree.
JOUR 243: Newspaper Production II  
(Communications & Languages)  
Degree Applicable; (4 Units)  
Transfers to: CSU  
**Justification:** This is a degree appropriate course.

JOUR 244: Digital Newspaper Production II  
(Communications & Languages)  
Degree Applicable; (4 Units)  
Transfers to: CSU  
**Justification:** This is a degree appropriate course.

MGMT 162: Project Cost & Schedule Management  
(Business)  
Degree Applicable; (2 Units)  
Transfers to: CSU  
**Justification:** This course will fulfill a core course requirement for the certificate program in project management. The course is one of a series of courses designed to provide students with an understanding of the requirements for managing projects.

MGMT 164: Project Risk Management  
(Business)  
Degree Applicable; (2 Units)  
Transfers to: CSU  
**Justification:** This course will fulfill a core course requirement for the certificate program in project management. The course is one of a series of courses designed to provide students with an understanding of the requirements for managing projects.

MGMT 166: Project Management Practicum  
(Business)  
Degree Applicable; (2 Units)  
Transfers to: CSU  
**Justification:** This course will fulfill a core course requirement for the certificate program in project management. The course is one of a series of courses designed to provide students with an understanding of the requirements for managing projects.

MUS 156: Intermediate Musicianship I  
(Arts & Cultural Programs)  
Degree Applicable; (3 Units)  
Transfers to: CSU  
**Justification:** This course is designed to provide music students with the ability to see an unfamiliar piece of music and realize how it sounds. It will also give students a chance improve on their beginning musicianship skills which are required for all music majors.

MUS 157: Intermediate Musicianship II  
(Arts & Cultural Programs)
Degree Applicable; (3 Units)
Transfers to: CSU

**Justification:** This course is designed to provide music students with the ability to see an unfamiliar piece of music and realize how it sounds. It will also give students a chance improve on their intermediate musicianship skills which are required for all music majors.

**MUS 158: Masterworks Chorale II**
( Arts & Cultural Programs)
Degree Applicable; (2 Units)
Transfers to: CSU

**Justification:** This is a degree appropriate course.

**MUS 168: Electronic Music III**
( Arts & Cultural Programs)
Degree Applicable; (3 Units)
Transfers to: CSU

**Justification:** This course was created to meet the demand for computer-based music in the professional world of music.

**MUS 181: Applied Music I**
( Arts & Cultural Programs)
Degree Applicable; (2 Units)
Transfers to: CSU

**Justification:** This course is a skill building course; it enables students to improve their individual vocal or instrumental abilities and expand their understanding of basic repertoire appropriate for their instrument of study. To successfully transfer as a music major to a four year university, students must have individual lessons on a solo instrument. This course is also a requirement for the AS-T in Music that we plan to develop.

**MUS 216: Advanced Music Ensemble for Diverse Instruments I**
( Arts & Cultural Programs)
Degree Applicable; (2.5 Units)
Transfers to: CSU

**Justification:** This is a degree appropriate course.

**MUS 217: Advanced Music Ensemble for Diverse Instruments II**
( Arts & Cultural Programs)
Degree Applicable; (2.5 Units)
Transfers to: CSU

**Justification:** This is a degree appropriate course.

**MUS 220: Vocal Arts Ensemble II**
( Arts & Cultural Programs)
Degree Applicable; (2 Units)
Transfers to: CSU

**Justification:** This is a degree appropriate course.

**THTR 181: Touring Theatre Local 2**
( Arts & Cultural Programs)
Degree Applicable; (2-4 Units)
Transfers to: CSU

**Justification:** This course will provide students with more advanced knowledge and skills to present a theatre production that includes directing, stage managing, acting, lighting, props, costumes, and sets in a location outside of Rio Hondo College. Other local State Community Colleges offer comparable courses.

b. **Unit/Hour Change**
The following courses have been recommended for a unit/hour change to reflect an increase/decrease in course content effective Fall 2013:

- **CIT 107: Microsoft® Excel®**
  - Unit Change: **TO:** 3 Units
  - Hour Change: **TO:** 36 Lecture/54 Lab

- **CIT 109: Microsoft® Access®**
  - Unit Change: **TO:** 3 Units
  - Hour Change: **TO:** 36 Lecture/54 Lab

- **CIT 180: PC Maintenance-A+ Certification**
  - Unit Change: **TO:** 3 Units
  - Hour Change: **TO:** 54 Lecture/54 Lab

- **MUS 150: Beginning Guitar**
  - Unit Change: **TO:** 1.5 Units

- **MUS 151: Intermediate Guitar**
  - Unit Change: **TO:** 1.5 Units

- **PAC 075B: Basic Course-Module III (Ext)**
  - Unit Change: **TO:** 6 Units
  - Hour Change: **TO:** 72 Lecture/112 Lab

- **PAC 075C: Basic Course-Module II (Ext)**
  - Unit Change: **TO:** 8 Units
  - Hour Change: **TO:** 90 Lecture/162 Lab

- **THTR 180: Touring Theatre Local I (2-4 Units)**
  - Unit Change: **TO:** 2 Units
  - Hour Change: **TO:** 18 Lecture/54 Lab
  - Unit Change: **TO:** 3 Units
  - Hour Change: **TO:** 36 Lecture/54 Lab
  - Unit Change: **TO:** 4 Units
  - Hour Change: **TO:** 36 Lecture/108 Lab

c. **Prefix Change**
The following courses have been recommended for prefix changes effective Fall 2013:
d. **New Program**
The following certificate/degree has been recommended for inclusion in our offerings and catalog:

**AS-T Degree: Physics for Transfer**
(24 Units)

e. **Program Change**
The following certificate has been recommended for inclusion in our offerings and catalog with the following changes:

**Certificate of Skill Proficiency – Computerized Accounting**
Unit Change: **TO: 16-16.5 Units**

f. **Deletion from Curriculum**
The following course/program has been recommended for deletion from our curriculum effective Fall 2013:

- ACCT 111: Financial Accounting Lab
- ACCT 112: Managerial Accounting Lab
- ACCT 113: Excel for Financial Accounting
- ACCT 114: Excel for Managerial Accounting

*UC transfer process in progress for courses where applicable*

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**IV. INFORMATION ITEMS**

1. **Building Program**
   - Bond Expenditure Report

2. **Accreditation Update**
   Dr. Kenn Pierson gave an accreditation update (See Attached).

**V. STAFF AND BOARD COMMENTS**

**VI. CLOSED SESSION**
Recessed to Closed Session at 8:10 pm
• **Title 5, California Code of Regulations, Section 59328-59338**

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

  *Pursuant to Section 54956.9(b):*
  - **CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)**

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

  91. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the non-re-employment of Jacqueline Wilvers effective March 13, 2013.

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

**VII. ADJOURNMENT**
- Date of Next Regular Board Meeting – April 10, 2013, 6:00 p.m.
- Date of Special Study Session – Monday, April 15, 2013, 4:00 p.m.
Board of Trustees Meeting
March 13, 2013

Accreditation Self Evaluation 2014

Self Evaluation Update

- Timeline
- ALT Meeting 3-7-13
- Big Picture issues
- CORE
- Writer / Editor Position Description
- Governing Boards & Accreditation

Timeline
Big Picture Issues

- SLOs
- Governance
- Distance Education vs. Correspondence Education
- Institution Set Standards
- Accreditation Standard Themes
  - Dialogue, Student Learning Outcomes, Institutional Commitments, Evaluation, Planning and Improvement, Organization, and Institutional Integrity

CORE

- CORE: WordPress Web-based System
CORE Documents

ALT Document Repository
This is the internal version tracking document repository for the
Accreditation Leadership Team. Please select a section below to
view the documents.
Section 1
- IS Document
- IS Glossary
Section 2

Writer / Editor Position

Writer Qualifications
- Neurosurgery experience
- Fly fishing expert
- Juris Doctor degree
- Fashion design
- Zhou Dynasty expert
- Writing and marketing experience

Accreditation & Governing Boards

Accreditation Basics – An online workshop on the basic principles of accreditation. Offers a comprehensive overview of higher education accreditation in the United States, including regional accreditation, and the Western Association of Schools and Colleges as well as an in-depth look at the ACCJC Accreditation Standards. The workshop will offer a flexible, self-paced learning opportunity. Participants can register and complete the workshop at any time that suits their schedule. The workshop, if taken in full, requires approximately two hours. Registration for the Accreditation Basics workshop is now open.