A. Call to Order
Ms. Garcia called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance
Mr. Gary Mendez led the salute to the flag.

C. Roll Call
All members were reported present.

D. Approval of Minutes: March 14, 2012

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar, and carried unanimously to approve the minutes of March 14, 2012 as corrected listing the correction of the next Board meeting date.

E. Commendations – Moved out of order
- Faculty Receiving Academic Rank
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Professor</td>
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<td>Communications and Languages</td>
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<td>Jeannette Duarte</td>
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<td>Troy Flores-Olson</td>
<td>Counseling &amp; Student Development</td>
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<td>Alfred E. Forrest</td>
<td>Student Health Services</td>
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<td>Mathew Koutroulis</td>
<td>Physical Science</td>
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<td>Associate Professor</td>
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<td>Sharon Bell</td>
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<td>Eugene Blackmun</td>
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<td>Scott Dixon</td>
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<td>Margaret Griffith</td>
<td>Arts &amp; Cultural Programs</td>
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<td>Patricia Luna</td>
<td>Health &amp; Sciences &amp; Nursing</td>
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<td>Matthew Pitassi</td>
<td>Mathematics</td>
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<td>Jodi Senk</td>
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<td>Jennifer Tanaka-Hoshijo</td>
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<td>Irma Valdivia</td>
<td>Behavioral and Social Sciences</td>
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<td>Assistant Professor</td>
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<td>Communications and Languages</td>
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<td>Lisette Acevedo</td>
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<td>Katherin Brandt</td>
<td>Health Sciences &amp; Nursing</td>
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<td>Brian Brutlag</td>
<td>Behavioral and Social Sciences</td>
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<td>Sergio Guzman</td>
<td>Counseling &amp; Student Development</td>
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<td>Jorge Huinquez</td>
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<td>Daniel Osman</td>
<td>Communications and Languages</td>
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<td>Dorali Pichardo Diaz</td>
<td>Counseling &amp; Student Development</td>
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**RECEPTION HONORING FACULTY RECEIVING ACADEMIC RANK** *(15 MINUTE BREAK)*

**F. Presentations**
- Sabbatical Leave Presentation (Dr. Allen Leung)
- Bellwether Report (Dr. Mike Munoz)

**G. PUBLIC HEARING ON THE REOPENERS FOR 2011-2012 TO RIO HONDO COMMUNITY COLLEGE DISTRICT COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY RIO HONDO COLLEGE FACULTY ASSOCIATION (RHCFA)**

105. It was moved by Ms. Acosta Salazar, seconded by Ms. Santana and carried unanimously to declare the hearing open.

106. After hearing no comments from the public, it was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar to close the hearing.

**H. PUBLIC HEARING ON THE REOPENERS FOR 2011-2012 TO RIO HONDO COMMUNITY COLLEGE FACULTY ASSOCIATION (RHCFA) COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY RIO HONDO COMMUNITY COLLEGE DISTRICT**

107. It was moved by Ms. Acosta Salazar, seconded by Ms. Santana and carried unanimously to declare the hearing open.
After hearing no comments from the public, it was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar to close the hearing.

I. Open Communication for Public Comment

Dr. Ron Norton Reel representing the Community College Association addressed the board expressing support of Rio Hondo College faculty specifically of Adam Wetsman, Colin Young, and Mike Javanmard.

Dr. Sandra Moe addressed the Board on agenda item IIIB3., Resolution in Support of the Week of the Young Child.

II. CONSENT AGENDA

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

A. FINANCE & BUSINESS

1. Finance and Business Reports
   a. Purchase Order Report
      Approved the Purchase Order Report reviewing purchases for the preceding 60 days.
   b. Payroll Warrant Report
      Approved the Payroll Warrant Report for the month of March, 2012.

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

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

   Steve Tomory to attend Briggs & Stratton Experienced Vocational Education Instructor’s School in Milwaukee, WI on July 14-21, 2012.

3. Renewal – Hospital Affiliation Agreement – Methodist Hospital of Southern California (Arcadia)

   Approved the renewal of Methodist Hospital of Southern California (Arcadia, CA) Agreement will continue enforce until June 30, 2014.

4. Continuing Education

   Approved Richard Garcia – To instruct “Basic Math Solutions for the Adult Learner.” Dates of service will be April 12, 2012 - June 30, 2012. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
B. **PERSONNEL**

1. **Academic**
   
a. **Employment**

   **Hourly as Needed, Spring 2012**

   LANGER, Michael, Public Safety

   **Special Assignment, Spring 2012**

   The following instructor will be paid a Stipend of $100 from Title V for delivering an instructional development Workshop:

   BEAN, Michelle, Communications and Languages

2. **Classified**

   a. **Promotion**

   ORTEGA, Angelica, Registration Clerk, Admissions and Records to Admissions & Records Assistant, 100%, 12 months, effective April 2, 2012

   SANCHEZ, Ruth, Registration Clerk, Admissions & Records to Admissions & Records Assistant, 47.5%, 12 months, effective April 9, 2012

   b. **Increase in Assignment**

   CRAWFORD, Mark, Grounds Maintenance Worker, Facilities Services, from 40% to 100%, effective March 12, 2012

   c. **Short Term, 2012**

   DAVILA, Rosana, Clerk Typist III, Continuing Education, ending date April 18, 2012

   d. **Substitute, 2012**

   DAVILA, Rosana, Clerk Typist III, Continuing Education, effective April 19, 2012

   DURAN, David, Vehicle & Equipment Mechanic, Facilities Services, effective April 2, 2012

   SOTELO, Gaspar, Grounds Maintenance Worker, Facilities Services, effective April 2, 2012

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

Non-Credit

HARRIS, April, Continuing Ed. TOFT, Paul, Continuing Ed.

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultants

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

Betsy A. Cisneros – To provide “When Children Grieve Series” (Curriculum from the Grief Recovery Institute) and co-train at Parent Expectations Support Achievement (PESA) (Curriculum from LACOE) workshops as needed. Dates of service are April 12, 2012 to June 30, 2012. Payment is not to exceed $700.00 from Foster Kinship Care Education (FKCE).

Karen Klammer – To develop materials for workshop on Curriculum Development and Approval Process for Career Technical Education Programs. These materials will be used for staff development for the Academic Senate Curriculum Institute as well as local workshops. Dates of service are April 11, 2012 to June 1, 2012. Payment not to exceed $3,000.00 from Regional Consortium Grant.

Patricia Luna - To provide one 5 hour American Heart Association Adult/Infant/Child CPR/First Aid Certification Training to no more than 30 Foster Kinship Care Education (FKCE) participants and provide certification cards. Date of service is April 26, 2012. Payment is not to exceed $700.00 from Foster Kinship Care Education (FKCE).

Ana P. Silva – To prepare/present/train 1 Parent Expectations Support Achievement (PESA) class (Curriculum from LACOE) to caregivers and parents in the Foster & Kinship Care Education Program (FKCE). Dates of service are April 12, 2012 to June 30, 2012. Payment not to exceed $800.00 from Foster Kinship Care Education (FKCE).

California School Employees Assoc. (CSEA) - To provide three Staff Development workshops in the amount not to exceed $900.00 from General Fund to employees of Rio Hondo College.

2. Revenue Sharing Agreement – Electrocardiogram (EKG) Technician – Boston Reed College

111. It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously to approve a revenue agreement with Boston Reed College for an Electrocardiogram Technician class and authorized the Administration to execute the appropriate documents on behalf of District.
3. **Grant Award from the City of Pico Rivera – “GO RIO” Bus Pass Program**

112. It was moved by Ms. Santana, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approved a $2,000.00 Grant from the City of Pico Rivera for the purpose of subsidizing the “GO RIO” program and authorized the Administration to execute the appropriate documents on behalf of District.

4. **Student Fee Assessment for “GO RIO” Bus Pass Program**

113. It was moved by Student Trustee Ojeda, seconded by Ms. Acosta Salazar and carried unanimously that the Board of Trustees authorized the ASB-approved $7.00 “GO RIO” fee to be included on the May 2012 ASB election ballot.

5. **Agreement for Testing and Recruitment of Public Safety Fire Technology Cadets – National Testing Network, Inc.**

114. It was moved by Student Trustee Ojeda, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve a testing and recruitment agreement with the National Testing Network, Inc. and authorized the Administration to execute the appropriate documents on behalf of District.

6. **Award of Bid #2011 – Baseball Field Scoreboard – Metrocell Construction**

115. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the award of a contract for Bid #2011 for the Baseball Field Scoreboard to Metrocell Construction in the amount of $128,180.00 from State/Bond funds and authorized the Administration to execute the appropriate documents on behalf of District.

7. **Physical Education and Aquatic Complex – Del Terra Group Contract Modification #1**

116. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez, and carried unanimously that the Board of Trustees authorize an increase to the contract value of the Del Terra Group for additional construction management services for the PE Complex in the amount of $335,913.00 for a revised total contract amount of $1,230,267.00 from the State and Bond Funds and authorized the Administration to execute the appropriate documents on behalf of District.

8. **Physical Education and Aquatic Complex – Purchase of Renewable Energy Credits for LEED Certification**

117. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees authorizes the award of a contract to purchase Renewable Energy Credits from Renewable Choice in the amount of $831.46 from the State and Bond Funds and authorized the
9. **Award of Bid #2012 – Tiered Parking Stairs Project – PUB Construction**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the award of a contract for Bid #2012 for the Tiered Parking Stairs Project to PUB Construction in the amount of $1,786,756.00 to be paid from the Bond funds and authorized the Administration to execute the appropriate documents on behalf of District.

10. **Term Extension for Revenue Agreement with Metropolitan Water District of Southern California (MWD)**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve extension of revenue agreement with the Metropolitan Water District of Southern California through December 31, 2012 and authorized the Administration to sign the appropriate documents on behalf of the District.

11. **Painting of the Gymnasium Lobby – Watson Painting**

   It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees authorize the award of a contract to paint the gymnasium lobby to Watson Painting in the amount of $1,950.00 from State/Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

12. **4KVA Substation Engineering Study – Henrickson Owen and Associates**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees authorize the award of a contract to perform an engineering study of the existing 4KVA substation to Henrickson Owen and Associates in the amount of $5,900.00 to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

13. **Furniture Procurement – Tangram Interiors**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the purchase of furniture from Tangram Interiors for the Human Resources Department for an amount not to exceed $10,008.48 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

14. **Painting of the Human Resources Department and Administration Building Hallway – Precision Painting California, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approves the award of a contract to Precision Painting California Inc. for painting of the Administration
Building main hallway and old Student Health Office in an amount not to exceed $7,900.00 from Bond Funds and authorizes the Administration to sign the appropriate documents on behalf of the District.

B. PRESIDENT'S OFFICE
   1. Fellow of the College Award

124. It was moved by Student Trustee Ojeda, seconded by Mr. Mendez and carried unanimously to designate Mary Ann Pacheco as the Fellow of the College for 2012.

2. Distinguished Service Award

125. It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously to designate Owen Newcomer as this year’s Distinguished Service Award.

3. Resolution in Support of the Week of the Young Child

126. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously to approve a resolution in support of the Week of the Young Child:

   Whereas, Rio Hondo College Pre-School Laboratory, in conjunction with the National Association for the Education of Young Children, is celebrating the Week of the Young Child, April 23-27; and

   Whereas, Rio Hondo College Pre-School Laboratory is working to provide developmentally appropriate quality learning opportunities for preschool children, including early literacy opportunities, that can provide a foundation of lifelong learning for the children enrolled in our program; and

   Whereas, early childhood professionals and others who make a difference in the lives of young children here at Rio Hondo College deserve thanks and recognition; and

   Whereas, public policies that support early learning for all young children are crucial to the future of our community and society;

   We, the Rio Hondo Community College Board of Trustees, do hereby proclaim April 23-27, 2012 as the Week of the Young Child at Rio Hondo College.

C. ACADEMIC AFFAIRS
   1. Curriculums items

127. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously to approve the following curriculum items as amended:

   a. New Course that is Part of an Existing Program
      The following course has been recommended for inclusion in our offerings and the catalog effective Fall 2012:
MUS 138: Masterworks Chorale
(Arts and Cultural Programs)
Degree Applicable; (2 Units)
Transfers to: CSU
Justification: This class is a skill-building course; it enables the more advanced students to improve their choral performing abilities and expand their understanding of repertoire from various time periods on a continuing semester by semester basis.

b. Unit Change - Amendment
The following course has been recommended for a unit change to reflect an increase/decrease in course content effective Fall 2012:

ENGL 201H: Advanced College Composition and Research
Unit Change: FROM: 3 Units
TO: 3.5 Units

IV. INFORMATION ITEMS
1. Building Program
2. New/Revision of Administrative Procedures
The Board accepted the following administrative procedures:

AP 4020  Program and Curriculum Development
AP 4230  Grading Symbols
AP 4232  Pass / No Pass

These procedures will be implemented.

3. Status on Unresolved Board Policies and Administrative Procedures
Listed below are the outstanding Board Policies and Administrative Procedures that fall under the purview of the Academic Affairs area as well as the two subcommittees of PFC. The status update for each outstanding Board Policy and Administrative Procedure are listed below.

BP 4020  Program and Curriculum Development: Dr. Martinez, myself, Fran Cummings and Marie Eckstrom met on February 27th. Dr. Martinez will follow up with the Board of Trustees on this BP. No change.

AP 4225  Course Repetition: Academic Senate passed the recommended revisions at their February 7th meeting however, there is conflicting information at the Chancellor’s Office between Academic and Student Service areas. Working on getting clarification from the Chancellor’s Office.

AP 4105  Distance Education: Academic Senate rejected the draft AP and is returning it to the Instructional Technology Committee. Academic Senate would like to see the AP 5040 Student Records, Directory Information and Privacy which is currently under the review process in the Student Services Area.
AP 3720  Computer & Network Usage; This AP will be on the PFC agenda on April 10, 2012. I anticipate sending this AP forward to the Board for review in May.

AP 4260  Pre-requisites and Co-requisites; The statewide Curriculum Committee is meeting in March to review guidelines that were released on February 7th. Once finalized, Academic Senate will address. No change.

PFC-SC  Bullying; CCLC has mentioned including recommended language in their Policy Update #20 due out in late March.

AP’s for Board Review on the April 11, 2012 Agenda include;

AP 4020  Program and Curriculum Development
AP 4230  Grading and Academic Record Symbols
AP 4232  Pass/No Pass

V.   STAFF AND BOARD COMMENTS
Ms. Acosta-Salazar left at this point of the meeting.

VI.  CLOSED SESSION
The Board recessed the meeting to closed session at 7:55 p.m.

No action was reported out.

Pursuant to Section 54956.8:
•  CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  o  11515 S. Colima Road, Whittier, California
  o  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

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

VII. ADJOURNMENT

•  Ms. Garcia adjourned the meeting in memory of student Michael Moreno and announced that the next regular meeting of the Board of Trustees would be held on May 9, 2012, 6:00 p.m.
Note: The following procedure is legally required. (CCLC) This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations (CCLC)

I. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee, a sub-committee of the Academic Senate, shall be responsible for program and curriculum development. (Academic Senate)

II. All new program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives. (Academic Senate)

III. The College Board of Trustees must approve all new courses, programs, and program deletions. (Academic Senate)

IV. Once approved by the College Board of Trustees, must approve all new courses, programs and program deletions. Stand-alone courses must also be sent to the Chancellor’s Office for final approval. (Academic Senate)

V. Responsibility for approval of all new courses, modifications to existing courses, new programs and modifications to existing programs rests first with the Curriculum Committee that includes representation from all divisions on campus appropriate segments of faculty (discipline faculty, Counseling faculty, Articulation Officer), Students and Administration (Dean of Career and Technical Education, Dean of Instructional Support) and serves as a subcommittee of the Academic Senate. (Academic Senate)

VI. Courses and programs are reviewed and updated by faculty in discipline areas within the academic divisions at the time of Program Review. This review occurs every six years for academic programs courses and every two years for vocational programs. Courses and programs are reviewed regarding their relevance, appropriateness to mission, achievement of learning outcomes, currency and potential for future needs. The review process includes a review of the following items related to courses: (Academic Senate)
VII. The following criteria will be reviewed in regards to course offerings:
   A. Hours
   B. Units
   C. Content
   D. Prerequisites/co-requisites/advisories
   E. Content review
   F. Title/course number change
   G. Course Description (Academic Senate)
   H. Advisory Committee minutes if applicable (CTE programs only)
      (Academic Senate)
   I. Labor market data if applicable (CTE programs only)
      (Academic Senate)

VIII. In addition, new courses and programs are developed as needs are identified. Following approval by the Chancellor's Office, new programs or courses, deletions or modifications are placed into college publications as they are produced. (Academic Senate)

IX. The Curriculum Committee Chair shall attend relevant state meetings to keep current with rules and regulations regarding curriculum offerings. Information shall be disseminated to the campus via Flex Day workshops, Curriculum Meetings and Curriculum reports given during Academic Senate meetings. (Academic Senate)

X. The process for submittal and approval of courses and programs is specified in the "Red Notebook" and is also available on the p-drive Curriculum Committee website (http://www.richondo.edu/curriculum/)
XI. For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or (CCLC)

At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (CCLC)

XII. Reference:

Title 5 V. Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standards II.A.

U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. (CCLC)
Note: This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:

I. Evaluative symbols:

A. **A** – Excellent
B. **B** – Good
C. **C** – Satisfactory
D. **D** – Passing (Less than satisfactory)
E. **F** – Failing
F. **CR P** – Credit Pass (satisfactory)
G. **NC NP** – No credit Pass (not satisfactory)

II. Non-Evaluative symbols:

A. **I** – Incomplete
B. **IP** – In Progress
C. **RD** – Report Delayed
D. **W** – Withdrawal
E. **MW** – Military Withdrawal

III. Reference: Title 5, Section 55766 55023
Note: This procedure is optional but is legally advised if the District offers courses for pass-no pass basis.

I. Courses may be offered in either or both of the following categories:
   
   A. Courses in which all students are evaluated on a "credit pass-no credit pass" basis.
   
   B. Courses in which each student may elect on registration, or no later than the end of the fifth-week first 30 percent of the term, whether to take the basis of evaluation is to be course on a "credit pass-no credit pass" basis or a letter grade.

II. A student electing to be evaluated on a the "credit pass-no credit pass" basis will receive both course credit and unit credit upon satisfactory completion of the course.

III. In computing a student's grade-point average, grades of units earned on a "credit pass-no credit pass" basis are omitted.

IV. A credit grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no credit pass" grade.

V. The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

VI. Credit/no-credit Pass/no pass petitions cannot be granted after the date published in the class schedule.

VII. Reference: Title 5, Section 55752, 55022