I. CALL TO ORDER

A. Call to Order

Ms. Garcia called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

Mr. Gary Mendez led the salute to the flag.

C. Roll Call

All present (Trustee Acosta-Salazar arrived at 6:45 pm)

D. Approval of Minutes: June 13, 2012

It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously to approve the minutes of June 13, 2012.

E. Open Communications for Public Comment – No Comments were made

F. Commendation

• Academic Retirement – Nancy Maffris (Counseling)
Trustee Garcia recessed the meeting for a ten minute break to celebrate Nancy Maffris’ retirement.

G. Presentations
   • Sabbatical Leave Presentation
     o Robert Bethel
   • 5-Year Construction Plan – John Ramirez

II. CONSENT AGENDA

191. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to approve the following Consent Agenda with Mike Munoz added to the listed travelers:

A. FINANCE & BUSINESS
   1. Finance & Business Reports

   Purchase Order Report - Approved purchases for the preceding 60 days. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vendor Services prior to the meeting for Board review. The purchases have been processed in accordance with Administrative Procedure No. 6334.


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

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


   Gary Mendez to participate at the Association of Community College Trustees 43rd Annual Leadership Congress in Boston, MA on October 10-13, 2012.

   Rowena Mendoza, Marjorie Munoz, and Sandra Rivera to participate at the California State Employees Association Annual Conference in Las Vegas, NV on July 30 – August 3, 2012.

   Mike Munoz participating at the Hispanic Scholarship Fund, Scholar Chapter Training in Atlanta, Georgia on August 1-5, 2012 – No cost to the District – funded by HSF.

   3. Renewal – Agreement with the Foundation for California Community Colleges for State of California’s Bureau of Automotive Repair (BAR) Smog Referee and Student Training Program
Approved the Bureau of Automotive Repair Smog Referee and Student Training Program renewal agreement through June 30, 2015 authorizing the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

4. **Acceptance of Donation – City of South Pasadena Fire Department – City of Arcadia Fire Department**

The City of Arcadia Fire Department donated to the Santa Fe Springs Public Safety Training Center in support of physical abilities testing.

- 7-sections of 1 1/2” x 50’ fire hose and
- 10-sections of 1 3/4” x 50’ fire hose and
- 4-sections of 2 ½ x 50’ fire hose and
- 5-sections of 4” x 100’ fire hose

The value of this donation is approximately $800.

The City of South Pasadena Fire Department has donated to the Santa Fe Springs Public Safety Training Center in support of physical abilities testing.

- 18-sections of 1-3/4” x 50’ fire hose and
- 2-sections of 2-1/2” x 50’ fire hose

The value of this donation is approximately $250.

5. **Weapons Firing Range Agreement – Housing and Urban Development Office of Inspector General (HUD-OIG) – California Department of Corrections and Rehabilitation**

Rio Hondo College attempts to maximize the utilization of its Range facilities by renting to outside agencies. The purpose of this agreement is to allow Rio Hondo to receive on-going revenue for use of the Range. Rate charged is $350.00 per session (session is 8-hours) or $200.00 per half session (half session is 4-hours).

- California Department of Corrections and Rehabilitation for a term through June 30, 2014.

6. **Grants: Career Technical Education (CTE) Transitions Funding, Allocation Number 12-112-880, Perkins IV; Perkins IV Title IB Consortium Grant; CTE Title IC Grant; Alternative Energy and Fuel Pathways Workforce Innovation Partnership Grant; SB 70 Grant Funding for San Gabriel Valley Career Technical Education Community Collaborative (CGVCTECC) Citrus Community College as Fiscal Agent – Engineering and Design Industry Sector Career Technical Education (CTE) – Middle and High School Project**
The Board of Trustees approved the renewal of the above mentioned grants.

7. **Continuing Education**

Approved Kris Kimura – To instruct “Intro to Olympic Weightlifting” – This course introduces participants to the sport of Olympic weightlifting and focuses on the two competition lifts: the snatch and the clean and jerk. The class also involves athletic skill development drills and exercises that allow participants to improve not only in Olympic weightlifting but in a wide variety of sports. Dates of service: July 12, 2012 – June 30, 2013. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

B. **PERSONNEL**

1. **Academic**

   a. **Employment**

   **Part-Time, Summer 2012, 1st Session**

   **Career Technical Education**

   TABATA, Flint

   **Communications and Languages**

   GALLEGOS, Joshua         O’CONNOR, Doreen

   **Counseling & Student Development**

   CUEVAS, Victoria         GUTIERREZ, Jose

   **Hourly as Needed, Summer 2012, 2nd Session**

   **Arts & Cultural**

   TERAN, Sergio

   **Environmental Technology**

   EARLEY, Jerry         LINDY, David

   KATNIK, Steve

   **Student Success & Retention (Basic Skills)**

   GUZMAN, Sergio

   **Summer Assignments 2012, 2nd Session**

   See attached list

   **Summer Assignments 2012 (part-time) 2nd session**

   See attached list

   **Part-time, 2012-2013**
Career Technical Education

HERNANDEZ, Caesar
HINARO, Nahrin
NOBEL, Bruce
RICHARDSON, Pamela

Physical Education

ARMSTRONG, Holly

Student Health Services

UNIZA, Jonathan

b. Retirement

MAFFRIS, Nancy, full-time Counselor, Counseling & Student Development. Her last day of employment is July 31, 2012

2. Classified

a. Employment

Continued Employment Regular Classified, 2012-2013

The following employees will continue in the designated capacity with dedicated funding through June 30, 2013. If continued funding should not be available, 45-day notice shall be served:

FREDERICKSON, Suzanne, Instructional High Tech Access Microcomputer Lab Technician, Disabled Students
LEE, Jennifer, Clerk Typist III, Continuing Education

The following employees will continue in the designated capacity with dedicated funding through September 30, 2012. If continued funding should not be available, 45-day notice shall be served:

SASS, James, Research Analyst, Institutional Research and Planning

Substitute, 2012

ALONSO, Alexander, Custodian, Facilities Services, effective July 3, 2012
BATEMAN, Carissa, Clerk Typist III, Cal WORKS, effective July 1, 2012 through July 31, 2012
ESPINOZA, Jorge, General Maintenance Worker, effective June 22, 2012
SOTELO, Gaspar, Custodian, Facilities Services, effective July 3, 2012

b. Retirement

MENDEZ, Joaquin, Custodian, Facilities Services. His last day of employment is August 31, 2012

c. Resignation

CHEW, Wesley, Theatre Technician, Arts & Cultural programs. His last day of employment is August 31, 2012
LOZANO, Jose, Assistant Range Master, Public Safety. His last day of employment was June 29, 2012

3. Unrepresented (AP 7130), 2012-2013

a. Employment

Hourly

Disabled Students
(Interpreter/Translator for the Deaf)

ALBA, Jennifer                   ANDERSON, Dorie
ANTWINE-HALEY, Nakia             COURIE, April
De SILVA, Michelle               LOPEZ, Sandra
SALAZAR, Randy                   VAUGHNS, Regina

Mathematics
(Tutor II’s)

ARIA, Adriana, MESA            BONILLA, Gabriel, MSC
CARRERA, Maribel, MESA          DANG, David, MSC
GOMEZ, Joaquin, MSC             GONZALES, Kim, MESA
KINDRED, Kelly, MSC             LAM, Jason, MESA
LIZARRARAS, Jesus, MESA         MARTINEZ, Nathan, MESA
Mc COY, Mathew, MSC             NEAL, Chuck, MSC
NGUYEN, Linh, MESA              NGUYEN, Tuyen, MSC
PARRA, Marcy, MSC               PEREZ, Margaret, MSC
PUGA, Cindy, MESA               REGALADO, Louis, MSC
SAAVEDRA, Susana, MSC           SAAVEDRA, Suzanna, MSC
SANDOVAL, Monica, MSC           USEDA-DECTER, Joshua, MESA

Mathematics
(Supervisors)

GONZALEZ, Christopher, Supervisor/ MESA TRANG, Dat, Supervisor/MESA
MESA WANG, Yan, Supervisor/MESA

Non-credit

ARRIOLA-SALAS, Gena, Cont. Ed.   FRANCIS, Steven, Upward Bound
HAO, Amber, Continuing Ed.        HO, Robert, Continuing Ed.
                                     ROCHA, Monica, Continuing Ed.

Volunteers

LOYA, Alvaro, Math/Sciences/MESA  MARTINEZ, Marco, Math/Sciences/MESA
RODRIGUEZ, Edgar, Physical Ed.    SERRATO, Martin, Math/Sciences/MESA
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<th>Name</th>
<th>Department</th>
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<td>HINZE, MICHAEL</td>
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<td>COMMUNICATIONS &amp; LANGUAGES</td>
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<td>PHYSICAL EDUCATION</td>
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<td>WALLACE, GERALD L</td>
<td>PUBLIC SAFETY</td>
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III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultants

192. It was moved by Ms. Shapiro, seconded by Ms. Santana and Carried unanimously to approve the following consultants:

Alliance of School for Cooperative Insurance Programs – To provide consultant services in regards to Campus Safety, Security and Emergency Preparedness. Dates of service are July 14, 2012 through July 13, 2013. Payment is not to exceed $61,500.00 from the General Fund.

Susan Coleman – To act as Coordinator of the LA/OC Regional Consortium. To assist the Project Director with the implementation of the objectives and activities for the LA/OC Regional Consortium Grant.
Dates of service are July 1, 2012 through June 30, 2013. Payment is not to exceed $40,000.00 from Perkins IV Title 1B LA/Orange County Regional Consortium Grant.

Dr. Lyla Eddington – To act as Project Director/Chair of the Los Angeles County Regional Consortium. Duties to include providing leadership and oversight for the consortium. Grant goals and objectives to be met through identified project activities. Grant funded through the CA Community College Chancellor’s Office. Dates of service are July 1, 2012 – June 30, 2013. Payment not to exceed $70,000.00 from Perkins IV Title 1B LA/Orange County Regional Consortium Grant.

Karen Klammer – To revise curriculum module related to curriculum approval process for CTE Deans and to conduct workshops for faculty and CTE administrators. Dates of service are July 1, 2012 – June 30, 2013. Payment not to exceed $7,000.00 from Perkins IV Title 1B LA/OC Regional Consortium Grant.


2. **Approval to Lease Xerox Color Copier – County of Los Angeles Master Agreement #3-01-36-003A**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve a new 60 month color copier lease with Xerox piggybacking off the County of Los Angeles, Xerox Master Agreement #3-01-36-003A and authorized the Administration to execute the appropriate documents on behalf of the District.

3. **Approve Contract with Credentials Order Processing Services Inc., to Process Parking Permits**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the contract with Credentials Order Processing Services, Inc., and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Contract for Out-Of-Classroom Coordination Services – County of Los Angeles Department of Public Social Services for CalWORKS Program**

   It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the contract for Out-of-Classroom Coordination services through the County of Los Angeles Department of Public Social Services for the CalWORKS Program and authorized the Administration to execute the appropriate documents on behalf of the District.
5. **South Whittier Educational Center – Entrance Awning – Superior Awning Co.**

196. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the award of a contract to Superior Awning Co., for the purchase and installation of an entrance door awning at the South Whittier Educational Center Annex for an amount not to exceed $2,158.04 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

6. **Substantial Completion of Bid #1151 – Administration of Justice Building**

197. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the substantial completion of the work performed under Bid #1151 – Administration of Justice Building Project and authorized the filling of a Notice of Completion with the Los Angeles County Recorder.

7. **Award of Bid #2013 – Music Building Roof Replacement - Cabral Roofing & Waterproofing**

198. It was moved by Mr. Gomez, seconded by Mr. Mendez, and carried unanimously that the Board of Trustees approve the award of a contract for Bid #2013 for the Music Building Roof Replacement to Cabral Roofing & Waterproofing in the amount of $256,672.00 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.


199. It was moved by Ms. Shapiro, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the award to EMCOR Service/Mesa Energy Systems in the amount of $9,086.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **PE Complex – DSA Plan Check Fee for Fire Sprinkler System Review**

200. It was moved by Mr. Gomez, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the payment of a plan check fee to the Department of the State Architect in the amount of $1,960.00 for the PE Complex Project from Bond and State Funds and authorized the Administration to execute appropriate documents on behalf of the District.
10. **Board Resolution Approving Contract Number CSPP- 2239 - California Department of Education funding California State Preschool Program (CSPP)**

201. It was moved by Ms. Santana, seconded by Mr. Mendez, and carried unanimously that the Board of Trustees approve Contract CSPP-2239 from the California Department of Education funding the California State Preschool Program in the amount not to exceed $346,029.00 and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

11. **El Monte Educational Center Additional Water Service Deposit – City of El Monte**

202. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the payment of a deposit to the City of El Monte in the amount of $5,000 for additional water services from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

12. **South Whittier Educational Center Annex Painting of Exterior Entry – GDL Best Contracting, Inc.**

203. It was moved by Mr. Mendez, seconded Ms. Shapiro and carried unanimously that the Board of Trustees approve the award of a contract to GDL Best Contracting, Inc. for the painting of the front entrance at the South Whittier Educational Center Annex for an amount not to exceed $975.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

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

13. **Child Development Center (Pre-School Laboratory) Rate Increase for Fee Based Families**

204. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously to amend the motion to increase the pre-school laboratory rate for fee based families as follows:

- **Increments over two semesters: Fall 2012**
  - Part Time Hourly Rate: $4.50/hr; ¾ Time Hourly Rate: $4.35/hr;
  - Full Time Hourly Rate: $4.25/hr.
- **Spring 2013:** Part Time Hourly Rate: $5.50/hr; ¾ Time Hourly Rate: $5.25/hr; Full Time Hourly Rate: $5.00/hr.

14. **Soccer Field Renovation – PMSM Architects**

205. 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 to PMSM Architects in the amount not to exceed $95,000 for design, construction
documents, bidding support and construction administration of the Soccer Field Renovation Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15.  “L” Tower Seismic Upgrade for FPP Approval

206. It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the Final Project Proposal and authorized the Administration to submit it to State authorities for approval.

16.  Approval of the 2012/2013 Five-Year Capital Construction Plan

207. It was moved by Ms. Santana, seconded by Ms. Shapiro and carried unanimously that the Board approve the 2012/2013 Five-Year Capital Construction Plan and authorized the President of the Board of Trustees and the President of the College to sign the documents on behalf of the District.

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

208. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board approve the following appointments/reappointments to the Citizen’s Oversight Committee: Mr. Mendez appointed Mr. Alejandro Izarraraz; Ms. Garcia re-appointed Maribel Garcia & Richard Garner

18.  Revenue Sharing Agreement – Boston Reed College

209. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve a revenue agreement with Boston Reed College for fiscal year 2012/2013 and authorized the Administration to execute appropriate documents on behalf of the District.

19.  El Monte Educational Center Additional Services – Quatro Design Group

210. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees authorize an increase to the contract value of Quatro Design Group in the amount not to exceed $8,100.00 for a revised total contract amount of $275,395.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

20.  Authorization to Purchase Bus Passes from Transit Agencies

211. It was moved by Mr. Mendez, seconded by Mr. Gomez and carried unanimously that the Board of Trustees authorized staff to purchase discount bus passes for Rio Hondo College full-time students for the 2012-13 year not to exceed $154,500 from the General Fund (and GO RIO transit fee revenue fund), and authorized Administration to sign appropriate documents on behalf of the District.
21. **National Science Foundation – S-STEM Scholarships**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees accept the S-STEM Scholarship award in the amount of $122,220.00 for the 2012-2013 year from the National Science Foundation and authorized the Superintendent/President, or his/her designee, to sign the appropriate Documents on behalf of the District.

22. **MESA Funds for Student Success**

   It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees accept the MESA Funds for Student Success Grant in the amount of $50,500 and authorized the Superintendent/President, or his/her designee, to sign the appropriate Documents on behalf of the District.

**B. PRESIDENT’S OFFICE**

1. **Revision of Board Policy 3510 – Prevention of Workplace Violence and Disruption (Final Adoption) – see attached**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to approve Board Policy 3510 – Prevention of Workplace Violence and disruption for final adoption.

2. **Approval of New/Revision of Board Policies (Final Adoption) – see attached**

   It was moved by Ms. Shapiro, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following Board Policies for final adoption:

   - BP 2750 Board Members Absence from the State
   - BP 3570 Smoking on Campus
   - BP 3410 Nondiscrimination
   - BP 3430 Prohibition of Harassment
   - BP 6700 Civic Center and Other Facilities Use

**IV. INFORMATION ITEMS**

1. **Building Program**

**V. STAFF AND BOARD COMMENTS**

**VI. CLOSED SESSION**

*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

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

VII. ADJOURNMENT

• Date of Regular Meeting – August 8, 2012, 6:00 p.m.
PREVENTION OF WORKPLACE VIOLENCE PLAN
AND DISRUPTION

BP No.
3510

The Board is committed to providing promoting and maintaining a District work and learning environment that is safe and free of violence and the threat of violence threatening, disruptive or violent behavior. The Board's priority is the prompt and effective handling of critical workplace violence threatening, disruptive or violent incidents in the workplace, including bullying, intimidation, stalking, threats of violence, or actual violence, or any other disruptive behavior that may seriously interfere with the orderly operation of the workplace, including those dealing with actual or potential violence.

II. The Superintendent/President shall establish administrative procedures that assure that employees individuals are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct threatening, disruptive or violent behavior in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting. The administrative procedures shall include definitions and procedures for reporting and responding to reports.

III. This policy applies to all employees, students, and visitors on all Rio Hondo Community College District campuses.

IV. References:
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6 and 12021)
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD MEMBER ABSENCE FROM THE STATE

Board Adopted: NEW (CCLC)

Note: This policy is legally advised.

I. No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.

- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

II. Reference:
Government Code Section 1064
SMOKING ON CAMPUS

This policy is suggested as good practice (optional)

I. To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District sites and campuses;
- Impose a fine for a first, second, and third offense and for each subsequent offense.
- The amount of fines is to be determined by the Board, cannot exceed one hundred dollars ($100). Funds shall be allocated to include, but not be limited to, the designated enforcement agency, education and promotion of the policy, and tobacco cessation treatment options.
- Direct that the District post signs stating its tobacco use policy on campus, as follows:
  - the locations at which smoking or tobacco use is prohibited on campus
  - the locations at which smoking or tobacco use is permitted on campus
- Inform employees and students of the tobacco use policy and enforcement measures

II. References
Government Code Section 7597.1
I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression (CCLC), sex (gender), race, color, medical condition, genetic information (CCLC), ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

VII. Reference:

Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.; Title 5, Sections 53000, et seq., 59300 et seq.; Penal Code Section 422.55; Government Code 12926.1, 12940, et seq.
PROHIBITION OF HARASSMENT

I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence (CCLC). It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information (CCLC), marital status, sex, gender, gender identity, gender expression (CCLC) age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

II. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

III. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

V. To this end the President/Superintendent shall ensure that the institution undertakes education and training activities to counter discrimination and to
prohibit, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

VI. The President / Superintendent shall establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

VII. This policy and related written procedures including the procedure for making complaints (CCLC) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.

IX. Source/Reference
California Code of Regulations, Title 5, sections 59300 et seq
California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)
California Education Code, section 212.5; 44100; 66252; 66281.5
California Government Code 12940.1
Civil Rights Act of 1964 (Title VII) and amendments thereto
Education Amendments of 1972 (Title IX)
EEOC Policy Guidance on Current Issues of Sexual Harassment
Sex Equity in Education Act (Education Code sections 200 et seq)
Title 29 Code of Federal Regulations, section 1604.11
NOTE: This policy is legally required (CCLC)

I. There is a Civic Center at the college. The Civic Centers are large auditoriums or other facilities on campus suitable for public use. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of college property and facilities, including property designated by the District as a Civic Center but not limited to facilities, equipment and supplies, by community groups, and other outside contractors, and others (CCLC).

II. These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations procedure shall include reasonable rules regarding time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students (CCLC).

III. No group or organization may use District property for purposes that to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e. gender), or sexual orientation, or on the perception that a person has one or more of the foregoing characteristics, or on any basis prohibited by law (CCLC).

IV. Use of the District’s Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside” (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above (CCLC).

V. References
Education Code Sections 82537 and 82542