I. CALL TO ORDER

A. Pre-Meeting Mixer (5:15 p.m.)

B. Call to Order (6:00 p.m.)

Ms. Acosta-Salazar called the meeting to order at 6:10 p.m.

C. Pledge of Allegiance (Led by RHC Fire Academy Color Guard)

The RHC Fire Academy Color Guard led the pledge of allegiance.

D. Roll Call

All members present.

E. Open Communication for Public Comment

The following individuals made public comments;

Mary Ann Pacheco addressed the Board regarding a personnel matter.
Mike Javanmard addressed the Board regarding CSEA issues.
Colin Young addressed the Board regarding the Early College Academy.
Rene Tai addressed the Board regarding CSEA and District collaboration.
Suzanne Frederickson addressed the Board regarding the Financial Aid Assistants issue. Gabriel Ortega, President CSEA (El Rancho Chapter) addressed the Board regarding CSEA and District matters. Sandra Rivera addressed the Board regarding issues in Financial Aid.

Ms. Acosta-Salazar recessed the meeting for a five minute break.

F. Approval of Minutes: March 10, 2010

It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the minutes of March 10, 2010 as presented.

G. Commendations

- Faculty for Advancement in Academic Rank
- Ron Wakefield, North Park Music Teacher
- Mr. Norbert D. Genis, Retiring Superintendent, El Rancho School District
- Mr. Sam Genis, El Rancho High School Principal
- RHC Student, Marlene Chavez

H. Presentations

- Curriculum Process Overview (Fran Cummings)
- Program Review Process (Marie Eckstrom/Howard Kummerman)
- 2011 Appropriation Requests (Russell Castaneda-Calleros)

II. CONSENT AGENDA

It was moved by Ms. Garcia, seconded Ms. Martinez, and carried unanimously that the Board of Trustees approved the Consent Agenda as presented.

A. FINANCE & BUSINESS

1. Finance and Business Reports

   a. Purchase Order Report

      Attached is the Purchase Order Report reviewing 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.

   b. Payroll Warrant Report

      Attached is the Payroll Warrant Report for the months of February and March 2010.

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

   The Board of Trustees approved the following Board and Staff members to attend the following educational conferences and meetings listed below;


Tim Nguyen to attend the Texas A & M University Summer Statistics Workshop in College Station, May 23-28, 2010.

3. **Approve Clinical Affiliation Agreement – Los Alamitos Medical Center and Hoag Memorial Hospital**

The Continuing Education Department is requesting approval of a clinical affiliation agreement with the following facilities for placing phlebotomy students into clinical rotations at the hospital.

a. Los Alamitos Medical Center
b. Hoag Memorial Hospital, Presbyterian

4. **Renew Revenue Sharing Agreement – Boston Reed College**

The Community Services and Contract Education Department requests approval to renew Pharmacy Technician Training Program agreement with Boston Reed College for the term May 22, 2010 through January 22, 2011.

Rio Hondo Community College District will provide classroom and lab space and Boston Reed College will provide the instructor for the Pharmacy Technician Training for 15 to 30 students. The cost to each student is $2,745 and from this amount $1,920 is paid to Boston Reed College. Minimum enrollment is 12-students so that the potential revenue is not less than $9,900.

5. **Driving Simulator Use and Operation Agreement – Commission on Peace Officer Standards and Training (POST)**

Around the month of October 2010, the Commission on Peace Officer Standards and Training will place six (6) Law Enforcement Driving Simulators (LEDS) at the Rio Hondo Public Safety Training Center. The LEDS are to be used by the Public Safety Program to provide in-service and/or basic training to California peace officers as directed by the POST LEDS/Regional Skills Center Program Manager. The LEDS will be used at the Rio Hondo Public Safety Training Center for five (5) years remaining the property of POST.

The LEDS and related equipment arrive with a 5-year all inclusive warranty but must be housed and maintained by Rio Hondo Public Safety Training Center.

6. **Community Services**

a. Quayum Abdul - To instruct “Candle Making” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
b. Curtis Adney - To instruct "Natural A's (Ages 10-17)” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
c. Verenisa Alfaro - To instruct “Understanding Autism in Pre-School Children” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
d. Farla Binder - To instruct “How to Be a Special Event/Wedding Planner or Power Entertainer: The Art of Event Planning” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
e. Art Blair - To instruct “CPR for the Healthcare Provider Course” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
f. Toni Caylor / Coralin Glerum - To instruct “Pre-Academy Fitness Continuation Class” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 20% to each consultant with 40% total to consultants.

g. Antonio Cervantes - To instruct “Test Prep Workshops such as CBEST, SAT, GED in English, GED en espanol and Grammar Workshops such as Better Grammar in 3 hours and more” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

h. Blake Champion - To instruct “Help Desk 101 for Windows” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

i. David Chen - To instruct “Oriental Medicine” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

j. Octavio Uriel Coronel - To instruct “Hair Extensions (English and Spanish Class)” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

k. Julie Daniels - To instruct “Creative Writing Course” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

l. Patricia Debowksi - To instruct “Digital & Hybrid Scrapbooking & Card Making - What’s it all About?” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

m. DOV S-S Simens - To instruct “2-Day Film School” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 50% to Rio Hondo and 50% to consultant.

n. Carlos Durazo - To instruct “Painting Classes” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

o. Ellen Gibran-Hesse - To instruct “How to Get Your Teens and Young Adults to Independence and Life & Finding a Job After Graduation” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

p. Coralin Glerum / Toni Caylor - To instruct “Pre-Academy Fitness Continuation Class” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 20% to each consultant with 40% total to consultants.

q. Richard Gonzales - To instruct “Young Rembrandts Pre-School, Elementary Drawing & Cartoon Drawing Classes” Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

r. Elena Gonzalez - To instruct “Jewelry Design” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

s. Maria Gonzalez - To instruct “Conversational Spanish” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

t. Frances Greenspan - To instruct “How to Sell on Ebay” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

u. Kris G. Hall-Patterson - To instruct “Medical Billing Certificate Program” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

v. Kathleen M. Hannah - To instruct “Reiki Classes” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
w. Deborah Harper - To instruct “The Brain Class” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

x. Racquel Hernandez - To instruct “Math, Reading, Writing, Public Speaking Instructor for Kids College” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

y. Karen Hudson - To instruct “Ace the Interview & Dress to Win” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

z. Rosalyn Kahn - To instruct “Networking to Your Next Position” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

aa. Enming Kuan - To instruct “Beginning Mandarin Chinese” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

bb. Greg Ledbetter - To instruct “Effective Supervision Certificate Program” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

c. Dorothy Lee - To instruct “How to Handle Barriers-Employment Development Workshop for Ex-Offenders” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

d. Luisa Macias - To instruct “Dance Classes” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

e. Mad Science - To instruct “Mad Machines & Red Hot Robots (Ages 5-12), GET SMART with Mad Science (Ages 5-12), and Bio Blast & Reaction Action” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 46% to Rio Hondo and 54% to consultant.

ff. Frank Magana - To instruct “A Variety of Yoga Classes” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

gg. William Mansfield - To instruct “Real Estate Classes” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

hh. Sue Mardirosian - To instruct “Medical Coding Certificate Program: including ICD-9 Coding, CPT Coding, Advanced Coding” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

ii. Marshall Reddick Seminars - To instruct “Community Service Workshops on topics such as Profiting from Fixer Uppers, Make a Fortune on Distressed Properties, Learn how to turn $6,000 into Millions, and Women related Real Estate Investment Courses” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

jj. Elaine Moran - To instruct “How to Become a Mystery Shopper” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

kk. James Newman - To instruct “Forensics 101 Camp (Ages 14+)” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

ll. James Newman - To instruct “Traffic Violator School Program” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

mm. Kellie Nicholson - To instruct “The Business of Bartending - Professional Bartending Course” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
nn. Notary Public Seminars - To instruct “Community Service Workshops on Real Estate related topics, How to Become a Notary, Notary Renewal, and Becoming a Loan Signing Agent” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

oo. Jeffrey Oliver - To instruct “A New Career in Real Estate Appraisal” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

pp. Daisi Pollard - To instruct “Learn the Secrets to a Lucrative Career in Modeling for Print and Commercials” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

qq. Bernadette Ramirez - To instruct “Aromatherapy Basics and Massage Workshop Series” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

rr. Rudy L. Ramirez - To instruct “Salsa Dancing” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

ss. Levina Rivera - To instruct “Belly Dancing” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

tt. Dedre Robinson - To instruct “Several classes on Photoshop, Photos, Web Building for Adults and Children” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

uu. Rounds, Miller & Associates - To instruct “Community Education Courses such as: Build Your Own Business Website and Save $, Six Figure Speaking, Self Publishing and Coaching, How to Protect and Sell your Own Inventions, and How to Eliminate Clutter in Your Life and Get Organized” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

vv. David Saint Laurent - To instruct “Piano for Adults and Children and Guitar for Adults and Children” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 40% to Rio Hondo and 60% to consultant.

ww. Carolyn Simon - To instruct “Workshops on various Makeup Classes Color Analysis with an Emphasis on Makeup Application, Look Younger & Better: secrets of a Hollywood Makeup Artist, Makeup Artistry Certification, Makeup Artistry for Professional Photography” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

xx. Charlotte M. Steen - To instruct “Beginning Hanmi Meditation for the Body, Mind & Spirit, Hanmi Moving Meditation for the Young & Young at Heart and Advanced Hanmi Meditation” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

yy. Raymond Tucker - To instruct “Floral Design 1, 2, & 3 and Intro to Designing Wedding Flowers” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

zz. Christina J. Wantland - To instruct “Job Skills 101 Presenting Yourself, Job Skills 102 Dining Savvy, and Youth Etiquette” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.

aaa. Ronald Williams - To instruct “Make $3k - $8k on the Auto Wholesale Business from Home!” - Dates of service will be from July 1, 2010 through June 30, 2011. Payment will be split 60% to Rio Hondo and 40% to consultant.
B. PERSONNEL

1. Academic
   a. Employment
      Substitute, Spring 2010
      SHIPHERD, Richard, Physical Education
   b. Retirement
      RATZKE, Martha Sue, full time instructor in Business. Her last day of employment will be May 27, 2010

2. Management & Confidential
   a. Resignation
      CABOT, Norayma, Director of the Child Development Center. Her last day of employment was March 26, 2010.
   b. Retirement
      TIRRE, Alice, Senior Administrative Assistant. Her last day of employment will be August 30, 2010

3. Classified
   a. Employment
      Substitute
      ANDERSON, Scott, Assistant Range Master, Public Safety effective March 23, 2010
      DIDIER, Ernest, Assistant Range Master, Public Safety, effective March 23, 2010
      GONZALES, Carmen, Clerk Typist III, Admissions & Records, effective April 5, 2010
   b. Reclassification
      AGUS, Ruben, Sr. Instructional Assistant-MIT LAB, Career Technical Education, Range 32 to a CAD/GIS Computer Technician, Range 35, effective March 11, 2010

4. Unrepresented (AP 7130), 2009-2010
   a. Employment
      Community Services
      COHENOUR, Holly, Upward Bound  TOFT, Paul, Upward Bound
III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultant Services

74. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved the Consultant Services outlined below and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

   a. Joe Serrano – To present “Computers Made Easy” classes at Kaiser Baldwin Park and to serve as a Teacher’s Aide. Dates of service are from April 17, 2010 through June 5, 2010. Payment is not to exceed $320 from the District.

   b. Blake Champion – To present “Computers Made Easy” classes at Kaiser in Baldwin Park. Dates of service are from April 17, 2010 through June 5, 2010. Payment is not to exceed $2,327.68 from the District.

   c. Albert Lopez – To present “Computers Made Easy” classes at Kaiser in Baldwin Park and to serve as a Teacher’s Aide. Dates of service are from April 17, 2010 through June 5, 2010. Payment is not to exceed $320 from the District.

2. Award of Bid #1163 – PE Complex Project – Edge Development, Inc.

75. It was moved by Ms. Garcia, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees pending notification of approval from the California Community College Chancellor’s Office, awards Bid #1163 PE Complex Project in the amount of $16,696,007 to Edge Development, Inc. to be paid from State and Bond funds and authorize the Administration to execute appropriate documents on behalf of the District.

3. Furniture Planning and Procurement Services – Student Service / Student Union, PE Complex and the South Whittier Education Center

76. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees, approved 1) selection of Interior Office Solutions for the Student Services and Student Union Buildings for a fee not to exceed $76,000 to be paid from Bond funds; 2) the selection of Edson Design for the PE Complex for a fee not to exceed $22,000 to be paid from State and Bond funds; and 3) selection of Edson Design for the South Whittier Educational Center for a fee not to exceed $4,800 to be paid from Bond funds; and authorized the Administration to execute the appropriate documentation on behalf of the District.

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved J.C. Chang & Associates, Inc. for Engineering Services for the East Campus Relief Sewer in a contract amount not to exceed $64,905 be paid from bond funds.

5. **Substantial Completion of Bid #1110, Santa Fe Springs Regional Public Safety Training Center**

   It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees approved the substantial completion of the work performed under Bid #1110 and authorized the filing of Notices of Completion with the Los Angeles County Recorder.

6. **Architectural Services for the El Monte Educational Center – Quatro Design Group, Inc.**

   It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the Architectural/Engineering Services for the El Monte Educational Center to QUATRO Design Group Inc., in a contract amount not to exceed $225,000 to be paid from bond funds.

7. **Health Care and Emerging Technologies Grant – U.S. Department of Labor**

   It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees Veteran Employment Related Assistance Grant with Pacific Gateway Workforce Investment Network and authorized the Administration to execute the appropriate documents on behalf of the District.

8. **Professional Services – Website Research and Design – Interact Communications**

   It was moved by Ms. Martinez, seconded by Ms. Garcia and carried unanimously, that the Board of Trustees approved professional services agreement providing website research and design with Interact Communications in an amount not to exceed $20,000 from General Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

9. **California Corporate College System Strategic Plan – Butte-Glenn Community College District**

   It was moved by Ms. Martinez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees approved the California Corporate College System Strategic Plan Agreement outlined with Butte-Glenn Community College District as lead agency and authorized the Administration to execute contracts on behalf of the District.

10. **Appointment to Rio Hondo College Citizen’s Oversight**

    It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees approved the appointment of Ray Chacon as a committee member to the Citizen’s Oversight Committee.
IV. INFORMATION ITEMS
   1. Building Program
   2. New Board Policies / Administrative Procedures

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

   Ms. Acosta-Salazar recessed the meeting to Closed Session at 9:18 p.m. Ms. Acosta-Salazar reconvened the meeting at 9:50 p.m. and the reported the following action was taken in Closed Session.

   Pursuant to Section 54956.8:
   • CONFERENCE WITH REAL PROPERTY NEGOTIATOR
     o 3017 Tyler Avenue, El Monte, California

   No action was taken on this item.

   Pursuant to Section 54956.9
   • CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 cases)

   No action was taken on this item.

   Pursuant to Section 54956.9(a)
   • CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
     o Arbitrators file 09-043 – Rio Hondo College Faculty Association/CCA/CTA/NEA vs. Rio Hondo Community College District

84. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees accept the Arbitrator’s decision not to offer a second year of probationary employment to an academic employee.

85. It was moved by Ms. Garcia, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees accept the Arbitrator’s decision to uphold the District’s January 4, 2008 decision.

   Pursuant to Section 54957
   • PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
   • PUBLIC EMPLOYEE PERFORMANCE EVALUATION
     o Superintendent/President

   No action was taken on this item.

VII. ADJOURNMENT

   Ms. Acosta-Salazar adjourned the meeting at 9:58 p.m. The next regular meeting of the Board of Trustees will be held on Wednesday, May 12, 2010, 6:00 p.m. Rio Hondo College, 3600 Workman Mill Road, Whittier, California.
I. The Superintendent/President or Designee shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense to a designated District employee (pfc 3-9-10).

II. The District shall require employees to either pay a monthly lump sum amount requested by the District or to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

III. Motor vehicle drivers may not use wireless or cellular telephones while Operative Operating (pfc 3-9-10) their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of District (pfc-3-9-10) wireless or cellular telephones in vehicles.

IV. References:
   Vehicle Code Sections 12810.3, 23123, and 23124;
   Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280 F(d)(4)
DISPOSAL OF PROPERTY

I. The Superintendent/President or Designee is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

II. Reference:
Education Code Section 70902(b)(6), 81383, 81384, 81452

See Administrative Procedures [6550]
I. When gifts or donations are received by the college, the appropriate manager of the area receiving the gift must document its receipt in a memorandum to the Executive Director or Associate Executive Director of the Rio Hondo College Foundation and the Vice President of Finance and Business.

II. The memorandum should specify: the item and estimated dollar amount being donated; the Division or Department receiving the donation; the use or purpose of the donation; the date the donation was received; and, the name and address of the donor.

III. If the Executive Director or Associate Executive Director of the Foundation and the Vice President of Finance and Business approves acceptance of the donation, the memorandum should be sent to the President for approval and placement on the agenda of a meeting of the Board of Trustees.

IV. Once approved by the Board, a thank you and acknowledgement letter shall be sent to the donor from the President, Vice President of Finance and Business, or the Executive Director of the Foundation.

V. Gifts to the Foundation must be accepted, processed, and acknowledged in accordance with legal requirements and procedures established by the Foundation Board of Directors.

VI. Reference:
Education Code Section 72122
I. Contract Campus Security Officers - The contract campus security officers shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations: *collecting information and reporting to law enforcement (pfc 3-9-10)* the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities
- Mutual aid procedures

II. Every contract campus security officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

- Submission of one copy of his or her fingerprints which shall be forwarded to the Federal Bureau of Investigation;
- A determination that the employee is not a person prohibited from employment by a California community college district, and,
- If the employee is required to carry a firearm, *it must be assured that such person is not prohibited to possess a firearm* (pfc 3-9-10) is not a person prohibited from possessing a firearm.

III. The Director, Facilities Services or designee, shall issue such other procedures as may be necessary for the administration of the campus security officers, which may include:

- Schedules and shifts
- Call back procedures
- Use of vehicles
- Discipline procedures
- Training
- Responsibilities to coordinate with local law enforcement

IV. References:

Education Code Section 72330; Government Code Sections 3300 et seq.