Location: Rio Hondo College Board Room
3600 Workman Mill Road, Whittier CA 90601

Members Present: Norma Edith García, President
Vicky Santana, Vice President
Madeline Shapiro, Clerk
Gary Mendez, Member
Angela Acosta Salazar, Member
Julianna Ojeda, Student Member

Members Absent: None

Staff Members: Dr. Ted Martinez, Jr., Superintendent/President
Ms. Teresa Dreyfuss, Vice President, Finance & Business
Mr. Henry Gee, Student Services
Dr. JoAnna Downey, Acting Vice President, Academic Affairs
Marie Eckstrom, Academic Senate President
Colin Young, RHCFA President
Zeus Galindo, ASB President
Ms. Sandy Sandello (Recorder)

A. Call to Order

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

B. Pledge of Allegiance

Ms. Vicky Santana led the salute to the flag.

C. Roll Call

All members were reported present.

D. Approval of Minutes: December 14, 2011

32. It was moved by Ms. Acosta Salazar, seconded by Ms. Vicky Santana and carried unanimously to approve the minutes of December 14, 2011.

E. Open Communication for Public Comment – No Comments

F. Presentations
   • Career & Technology Education Update (Mike Slavich)
II. CONSENT AGENDA

Mr. Mendez requested that item IIB2b, Classified, be removed the Consent Agenda.

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

A. FINANCE & BUSINESS

1. Finance & Business Reports

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


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

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

   Shin Liu to participate at the Course Technology Conference in March 7-9, 2012 in San Antonio, Texas.


   Ted Martinez Jr. to participate at the American Association of Community Colleges (AACC) 92nd Annual Convention in Orlando, Florida on April 21-24, 2012.


   Steve Tomory to participate at the Brigg & Stratton Beginner VO-Ed Instructor’s School in Milwaukee, WI on June 16-23, 2012.


3. MOU for Facility Usage with El Rancho Unified School District

   Approved the California Department of Education (CDE) has developed a strategic plan, Linking Adults to Opportunity that proposes a new, partnership collaborative approach to implementing educating adults. It is
one that draws on the resources and expertise of the wide range of agencies serving adults such as Rio Hondo Community College.

The Rio Hondo Community College District (RHCCD) – Community Services and Contract Education Department plans to offer educational programs to the community beginning February 2012. The El Rancho Adult School of the El Rancho Unified School District will provide classrooms without cost to the District.

B. PERSONNEL
1. Academic
   a. Employment

   Part Time, Spring 2012
   ALEXANDER, Ariel, Arts & Cultural
   GALLAGHER, Nancy, Comm./Lang.
   HICKEY, Sparkle, Comm./Lang.
   KAZIBWE, Janet, Health Sci & Nursing
   MARTINEZ, Eric, Arts & Cultural
   RIPLEY, William, Comm./Lang.
   SMITH, Matthew, Comm./Lang.
   CUNNINGHAM, Melissa, Public Safety
   GOSWITZ, Maria, Comm./Lang.
   IVANOVA, Poy, Health Sci. & Nursing
   LANE, Tina, Comm./Lang.
   MOUNT, Timothy, Comm./Lang.
   SMITH, Janet, Health Sci. & Nursing
   TROESCH, Joshua, Business
   ULGALDE, Maria, Comm./Lang.

   Hourly As Needed, 2011-2012
   QUEZADA, Robert, Career Tech. Edu.
   RICHARDSON, Pamela, Career Tech. Edu.

   b. Sabbatical Leave, 2012-13
   BROWN, Ada, Arts & Cultural
   DUARTE, Jeannette, Communications & Languages
   PFEEFFER, Jill, Behavioral & Social Sciences
   RHODES, Angela, Communications & Languages
   SENK, Jodi, Physical Education

2. Classified
   a. Employment

   Substitute, 2011-2012
   CAMBEROS, Francisco, Custodian, Facilities Services, effective December 12, 2011.
   GUILLEN, Javier, Electrician, Facilities Services, effective December 1, 2011
   MIOVSKY, Delmira, Evaluations Technician, Admissions & Records, effective January 3, 2012

   Short Term, 2011-2012
3. Unrepresented, (AP 7130), 2011-12
   a. Employment
      Students
      ARELLANO, Roberta, Upward Bound
      CARRILLO, Cesar, Arts & Cultural
      MARTINEZ, Guadalupe, Admissions
      REVELES, Isaac, Comm./Lang.
      VAZQUEZ, Arturo, Arts & Cultural
      CEBALLOS, Beatriz, Business
      HOR, Lucinda, Library
      PEREZ, Crystal, Career Dev. Ctr.
      VARGAS, Priscilla, Continuing Ed.
      VENCER, Oscar, Technology

4. Revision of Administrative Procedure 7130
   Approved the revision of AP 7130 to included the position of Recruit
   Training Officer to be in compliance with the new California
   Commission on Peace Officers Standards and Training (POST).

ITEM REMOVED FROM CONSENT AGENDA

B. PERSONNEL

34. It was moved by Mr. Mendez, seconded by Ms. Santana and carried
    unanimously to approve the following classified retirements:
    b. Classified Retirement
       ESTRADA, Gilbert, Sr. Instructional Assistant-MRC, Mathematics. His
       last day of employment was January 9, 2012
       LOPEZ, Tony, Sr. Physical Education and Athletic Equipment Attendant.
       His last day of employment is March 30, 2012
       MARTINEZ, Amanda, Custodian, Facilities Services. Her last day of
       employment is March 30, 2012

III. ACTION ITEMS
A. FINANCE & BUSINESS
1. Public Hearing and Board Discussion on the Redistricting of Rio
   Hondo Community College District
   35. It was moved by Mr. Mendez, seconded by Ms. Acosta Salazar
       to declare the hearing open at 7:42 p.m. on the redistricting of Rio
       Hondo Community College District.
Hearing no comments from the public, it was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to close the hearing at 7:43 p.m.

After much discussion, the maps indicating the proposed changes to the district will be displayed in the Board room for public viewing. In addition, additional discussion will continue at the February 3rd Board retreat with action being taken at the regular Board meeting of February 8, 2012.

2. **Consultants**

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

   a. **Contextualizing Learning Concepts** – To provide a workshop by Scott Burke, Tom Moore & Anne Larson on how math is used in Career & Technical Education (CTE). In depth delivery methodology infusing non-Career & Technical Education (CTE) discipline in math into Technical Programs: Automotive, Health Occupations, Business, etc. The San Gabriel Valley Career Technical Education Community Collaborative (CTECC, a partnership between Citrus, Mt. San Antonio and Rio Hondo College) are co-hosting this event on March 16, 2012 as part of the Governor’s Career Technical Education Initiative SB-70 Grant. Payment of $6,000.00 from Workforce Innovation Partnership (WIP) Grant.

   b. **Jeffrey Morales** – To offer assistance to the Director of Government & Community Relations in various functions for the operations of that department. Dates of service: January 12, 2012 – June 30, 2012. Payment not to exceed $1,000.00 from General Fund.

   c. **Laurie Schreiner** – To present on Strengths Quest Workshop at the Academic Deans Retreat January 20, 2012. Payment $500.00 from General Fund.

   d. **Kenneth Shelton** – To provide high level interactive professional development activities around the use of Google Applications in Educational Settings for staff/faculty from the San Gabriel Valley Career Technical Training (CTE) Community Collaborative. Dates of service: January 12, 2012 – May 20, 2012. Payment not to exceed $3,000.00 from Tech Prep SB70 Citrus College Sub Grant.

3. **Bid #1174 Campus Wayfinding Signage – Change Order #1 – Clear Sign and Design, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve Change Order #1 to Clear Sign and Design, Inc. in the amount of $4,250.00 for a total not to exceed contract value of $388,900.00 from
4. **Request for Proposal 1199 – Approval of Mechanical Engineering Pool**

It was moved by Ms. Acosta Salazar, seconded by Student Trustee Ojeda, and carried unanimously that the Board of Trustees approved RFP #1199 Mechanical Engineering Pool listed above and authorized the Administration to negotiate contracts and sign appropriate documents on behalf of the District.

5. **Rejection to Reject all Bids for bid #2001 – Student Services and Student Union Electrical and Data Cable Work**

It was moved by Ms. Acosta Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees reject the award of a contract for Bid #2001 and authorized the Administration to re-issue the project for new bids.

6. **Additional Augmentation for Geotechnical Consultation Services – Approval of Increased Authorization**

It was moved by Ms. Santana, seconded by Ms. Garcia, and carried unanimously that the Board of Trustees authorized additional augmentation of the contracts with a) Mactec and b) Kleinfelder geotechnical firms, on an as needed basis not to exceed $175,000.00 for a new total authorization not to exceed $1,300,000.00 from Bond funds.

7. **Inspection Summary of Facility Site Repair Work from 7/1/08 through 6/30/11**

It was moved by Student Trustee Ojeda, seconded by Ms. Acosta-Salazar and carried unanimously that the Board review and accept the inspection summary of the facility site repair. No comments were made by the Board.

8. **Revenue Agreement – CODA Automotive**

It was moved by Student Trustee Ojeda, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve revenue agreements with CODA Automotive and authorized the Administration to sign the appropriate documents on behalf of the District.

9. **Additional Augmentation of Testing and Inspection Services**

It was moved by Ms. Santana, seconded by Ms. Ojeda and carried unanimously that the Board of Trustees approve an increase for inspection and testing services outlined in the amount of $670,000.00 for a new total not to exceed the amount of $4,617,797.06 from Bond funds. Also, that the board of Trustees
approve the addition of Tony Massadi Inspections and Consulting as an added firm of the pool of inspection and testing consultants.

10. **Approve Revenue Agreement – Metropolitan Water District of Southern California**

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

11. **Professional Services – McCallum Group, Inc.**

46. It was moved by Student Trustee Ojeda, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the agreement with the McCallum Group, Inc., for legislative advocate services February 1, 2012 through January 31, 2013, not to exceed $2,200.00 per month from Unrestricted General Funds and authorized the Administration to execute contracts on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Approval of New/Revision of Board Policies (Final Adoption)**

47. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following new/revision of the Board Policies for final adoption.

48. It was moved by Mr. Mendez, seconded by Ms. Shapiro carried unanimously to revise the wording in Board Policy 5010, Admissions and Concurrent Enrollment, from profiting to benefiting in item I. of the policy.

**APPROVED NEW BOARD POLICIES**
BP 5510 Off-Campus Student Organizations
BP 7100 Commitment to Diversity
BP 7510 Domestic Partners

**APPROVED REVISIONS TO EXISTING BOARD POLICIES**
BP 2720 Communications Among Board Members
BP 5010 Admissions and Concurrent Enrollment
BP 5130 Financial Aid
BP 5800 Prevention of Identify Theft in Student Financial Aid Transactions
BP 7130 Compensation

2. **Member to the Los Angeles County Committee on School District Organization - ADDENDUM**

49. It was moved by Mr. Mendez, seconded by Ms. Acosta Salazar and carried unanimously to nominate Ms. Santana to serve as member to the Los Angeles County Committee on School District Organization.
IV. INFORMATION ITEMS

1. **Building Program** – Mr. Sinsheimer, Program Manager, gave up an update on the Building Program to the Board.

2. **Discussion of Board Meetings in the Community** – After much discussion, it was decided to conduct community forums in each of the Trustees areas to seek input from our community to assist the board in establishing priorities for the next fiscal year in place of having Board meetings in the community.

   Each Trustee would ‘host’ the session held in his/her area with a start time of 7:00 p.m. Presentations to include:
   - Student Services Task Force Report
   - Priorities
   - Feedback
   - Survey

   The following locations have been designated for each of the Trustees:
   - Angela-Acosta-Salazar - Whittier HS
   - Vicky Santana - El Rancho HS
   - Norma Garcia - El Monte Union High School District
   - Gary Mendez - Santa Fe HS
   - Madeline Shapiro - Cal High

3. **CCCT Board Election – Call for Nominations** – The Board asked if anyone from the Board was interested in running for the CCCT Board. Ms. Acosta-Salazar expressed interested and said she would be willing to run.

4. **Status on Unresolved Board Policies and Administrative Procedures** – The Board asked that Administration provide a timeline in regards to the completion of these outstanding policies and administrative procedures.

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

The Board recessed the meeting to Closed Session at 8:10 p.m. and reported the following action upon returning:

**Pursuant to Section 54956.8:**
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 11515 S. Colima Road, Whittier, California
  - 3017 Tyler Avenue

**Pursuant to Section 54956.9**
- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (5 Cases)

**Pursuant to Section 54957**
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
• **PUBLIC EMPLOYEE EMPLOYMENT**
  - Full Time Automotive Instructor

*Pursuant to Section 54957.6*

• **CONFERENCE WITH LABOR NEGOTIATOR**
  - Agency Negotiator: Teresa Dreyfuss
  - Employee Organization: CSEA, RHCFA

50. It was moved by Ms. Shapiro, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the EMMA Corporation law suite negotiated amount of $50,000 from the $434,976 claim and authorized the Administration to sign appropriate documents on behalf of the District.

51. It was moved by Mr. Mendez, seconded by Ms. Acosta Salazar and carried unanimously to approve the non-re-employment of Cathy Butler effective June 30, 2012.

52. It was moved by Ms. Acosta Salazar, seconded by Ms. Santana and carried to approve the resignation of Paul Parnell as the Vice President of Academic Affairs – Ms. Shapiro voted no.

Mr. Mendez left at this point of the meeting.

53. It was moved by Ms. Acosta Salazar, seconded by Ms. Santana and carried unanimously to approve the employment of Carl Anderson as the Automotive Technology Instructor effective January 27, 2012.

54. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously to approve the termination of Eric Campos as Custodian.

VII. **ADJOURNMENT**

- Special Board Meeting (Board Retreat), Friday, February 3, 2012, 4 – 6:00 p.m.;
- Regular Meeting – February 8, 2012, 6:00 p.m., Rio Hondo College Board Room, 3600 Workman Mill Road, Whittier, California
Non-Represented Classified Employees

<table>
<thead>
<tr>
<th>Position</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Training Specialist</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
</tr>
<tr>
<td>Accompanist (Professional Musician)</td>
<td>19.00</td>
<td>20.00</td>
<td>21.00</td>
</tr>
<tr>
<td>Coaching Specialist</td>
<td>10.00</td>
<td>10.50</td>
<td>11.00</td>
</tr>
<tr>
<td>(Community Services)</td>
<td>9.00</td>
<td>9.50</td>
<td>10.00</td>
</tr>
<tr>
<td>Technical Stage Manager (Community Services)</td>
<td>9.00</td>
<td>9.50</td>
<td>10.00</td>
</tr>
<tr>
<td>Tutor II</td>
<td>9.00</td>
<td>9.50</td>
<td>10.00</td>
</tr>
<tr>
<td>Model (Fine Arts, Draped)*</td>
<td>12.13</td>
<td>12.74</td>
<td>13.40</td>
</tr>
<tr>
<td>Model (Fine Arts, Undraped)*</td>
<td>16.18</td>
<td>17.28</td>
<td>18.25</td>
</tr>
<tr>
<td>Recruit, Training Officer</td>
<td>18.50</td>
<td>19.00</td>
<td>19.50</td>
</tr>
<tr>
<td>Business Advisor I</td>
<td>28.00</td>
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<tr>
<td>Business Advisor II</td>
<td>35.00</td>
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<tr>
<td>Business Advisor III</td>
<td>41.00</td>
<td></td>
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<tr>
<td>Students</td>
<td>8.00</td>
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</tbody>
</table>

Step 2 based on 500 hours of service at Step 1 level, 1,300 hours for Step 3. $1.00 per hour additional shall be paid employees upon completion of 3,500 hours in paid status in this classification effective 1/1/88.

*Interpreter/Translator

For Deaf

<table>
<thead>
<tr>
<th>Classification</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern I</td>
<td>$20.00</td>
<td>$22.00</td>
<td>$25.00</td>
<td>$29.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Intern II</td>
<td></td>
<td>$25.00</td>
<td>$30.00</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Qualified</td>
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<tr>
<td>Certified</td>
<td></td>
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<tr>
<td>Enrolled in ITP</td>
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<td></td>
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<tr>
<td>Completed ITP based on last + 5 years</td>
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</table>

* Step placement will be based on experience / certification and/or recruitment difficulties.

Classified Substitute Pay:

Substitute rate to be hourly rate of entry level salary except former employees rehired on a temporary basis within a two-year period of their last date of service in this District shall be placed at their last paid salary step of the range of the temporary position.

Non-Represented Employees

These rates are applicable to those who teach Community Service classes and non-credit classes. It also applies to other hourly certificated, non-certificated, and Foster Care employees.

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate (effective 7/1/08)</th>
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<tbody>
<tr>
<td>Physician (E.C. 87/448)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Guest Lecturer**</td>
<td>$28.76</td>
</tr>
<tr>
<td>Foster Care</td>
<td>$24.55</td>
</tr>
</tbody>
</table>

No Degree Bachelor's Master's Doctorate

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate (effective 7/1/08)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>$31.66</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$16.76</td>
</tr>
</tbody>
</table>

**For consultants and guest lecturers, advancement to Step 2 is based upon completion of 1,211 assigned work hours.
I. The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

II. Source/Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

See Administrative Procedure 5510.
RIO HONDO COMMUNITY COLLEGE DISTRICT

COMMITMENT TO DIVERSITY

Board Adopted: 1/11/12

Board Policy

BP No.
7100

NOTE: This policy is legally required.

I. The District is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

II. Source/Reference
   Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.;
   Board resolution on equity of 14 September, 1984
DOMESTIC PARTNERS

Board Adopted: 1/11/12

I. Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

II. Therefore, all references to "spouses" in the District policies or procedures shall be read to include registered domestic partners as permitted by California law.

III. Source/Reference
Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2 and 299.3
I. Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

II. A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board. If that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

II. Reference
Government Code Section 54952.2
I. The District shall admit students who meet one of the following requirements and who are capable of benefitting from the instruction offered:

A. Any person over the age of 18 and possessing a high school diploma or its equivalent.

B. Other persons who are over the age of 18 years and who, in the judgment of the President or his or her designee are capable of benefitting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

C. Persons who are apprentices as defined in Section 3077 of the Labor Code

[Note: This policy is legally required in an effort to show good faith compliance with the applicable federal regulations.]

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The President or designee shall establish procedures for evaluating the validity of a student’s high school completion.

II. Admission

A. Any student whose age or class level is equal to grades 9 - 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

B. Any student whose age or class level is equal to grades 9 - 12 is eligible to attend as a special full-time student.

C. Any student enrolled in 9 - 12 may attend summer session.

Students younger than 9th grade may be admitted if they meet the exceptional student criteria (highly gifted students with an IQ score above 130). These students may only enroll in college level courses (degree applicable courses), must meet prerequisites, and show documentation of their gifted status and proof of IQ.

The President or designee shall establish procedures regarding ability to benefit and admission of high school and younger students.
If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the district.

The President or designee shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

IV. Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The President or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

V. Source/Reference:


See Administrative Procedures 5010.
I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

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

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

[Note: The policy provisions below are legally required in an effort to show good faith compliance with the applicable federal regulations.]

IV. Misrepresentation

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

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

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

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

V. Source/Reference:

[Note: This policy is legally required.]

I. The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the President or Designee is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

II. Source/Reference:

15 U.S. Code 1681m(e). Fair and Accurate Credit Transactions Act.

See Administrative Procedure 5800.
Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board.

NOTE: The following policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.

II. Prohibition of Incentive Compensation

[Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance.] The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

III. Source/Reference

EC 70002(b) (4,) 87801, 88160, Government code section 53200
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;