I. CALL TO ORDER

A. Call to Order

Ms. Santana called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

Trustee Shapiro led the salute to the flag.

C. Roll Call

Student Trustee reported absent.

D. Approval of Minutes: March 12, 2014

On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the minutes of March 12, 2014 with the correction to the units from 3 units to 5 units for General Chemistry (CHEM 140).
E. **Open Communication for Public Comment**

No comments made from the public.

F. **Commendations**

- Classified Retiree, Public Safety (Judy Asato)
- Tenured Faculty
- Academic Rank
- El Monte Union High School District – Advanced Placement Equity and Excellence District of the Year - Superintendent Nick Salerno and Students

The Board recessed the meeting for a brief reception.

G. **Presentations**

- Student Success Initiative Update (Henry Gee / Dr. Mike Munoz / Dr. Kenn Pierson)
- Sabbatical Leave (Jill Pfieffer)

II. **CONSENT AGENDA**

Mr. Mendez requested that item IIA7 (Prepare the Final Project Proposal (FPP) for the Business Education Building Remodel – Westberg + White Architects) be removed from the Consent Agenda.

37. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the following Consent Agenda items with the exception of item IIA7., Prepare the Final Project Proposal (FPP) for the Business Education Building Remodel – Westberg + White Architects.

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

   Approved the Purchase Order Report containing purchases for the preceding month.

   Approved the Payroll Warrant Report for the month of March 2014.

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

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

   Cynthia Pallini to participate at Priority 5 TRIO Training in Savannah, Georgia on May 14-16, 2014.
3. **Additional DSA Fees for Review of Lower Tier Stairs**
   
   Approved payment of addition plan check fees to DSA in an amount not to exceed $2,712.50 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Facility Use Agreement – Radisson Hotel Whittier**
   
   Approved a facilities use agreement with the Radisson Hotel Whittier for the Foster Parents and Caregivers Institute in the amount of $1,022.15 from the FKCE Grant and authorized the Administration to sign the appropriate documents on behalf of the District.

5. **Weapons Firing Range Agreement – Montebello Police Department**
   
   Approved an agreement with the City of Montebello – Police Department for use of the weapons firing range and authorized the Administration to sign appropriate documents on behalf of the District.

6. **Update to the Final Project Proposal (FPP) for the Music/Wray Theatre Renovation as required by the State Chancellor’s Office – Westberg + White Architects**
   
   Approved the not to exceed proposal of $3,500.00 for the update to the Final Project Proposal (FPP) for the Music/Wray Theatre Renovation as required by the State Chancellor’s Office by Westberg + White Architects to be paid from Bond Funds and authorized the Administration to sign appropriate documents on behalf of the District.

7. **Prepare the final Project Proposal (FPP) for the Business Education Building Remodel – Westberg + White Architects**
   
   ITEM REMOVED FROM CONSENT AGENDA.

8. **Grant – California Community Colleges Chancellor’s Office, Division of workforce and Economic Development Policy Alignment and Outreach Unit**
   
   Approved acceptance of the $150,000.00 Grant from the California Community Colleges Chancellor’s Office and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Facility Use Agreement – Pali Mountain Retreat & Conference Center**
   
   Approved a facilities use agreement with the Pali Mountain Retreat & Conference Center for the Foster Youth and Caregivers in the amount of $5,475.00 from the TAFY Grant and authorized the Administration to execute the appropriate documents on behalf of the District.

10. **Replace Swamp Cooler at CDC Kitchen – F.M. Thomas Air Conditioning, Inc.**
    
    Approved F.M. Thomas Air Conditioning, Inc. to replace the Swamp Cooler at CDC Kitchen in an amount not to exceed $5,275.00 from Bond Funds and
authorized the Administration to execute the appropriate documents on behalf of the District.

11. **Ratify Contract with GDL Best Contractors, Inc., for a Removal of the Utilities from the Temporary Restroom and Shower Buildings behind the “L” Tower**

   Approved to ratify a contract for the lowest proposal from GDL Best Contractors, Inc., to remove utilities from the temporary restroom and shower buildings behind the L-tower building in an amount not to exceed $4,100.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

12. **Continuing Education**

   a. Mia Young – To provide Parent & Me Classes – Children 6 months to 3 years, accompanied by parents, will bond through play, activities, singing, and music. Children will have the opportunity to strengthen language skills, increase coordination, and increase motor development. Early learning will be encouraged through activities designed to stimulate the interest of infants and toddlers. Dates of service will be April 10, 2014 – June 30, 2014. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

13. **Consultants**

   a. Walter Allen, III – To assist the Dean of Public Safety in the operations and management of the District’s Police Academy. Dates of service: May 1, 2014 – April 30, 2015. Payment not to exceed $95,520.00 from the General Fund.

   b. Christina Maria Auer-Arriaga – To Plan, attend and instruct mental wellness trainings via a retreat servicing foster youth through the California Community College Student Mental Health Transition Aged Foster Youth (TAFY) Project. Dates of service: April 10, 2014 – June 30, 2014. Payment not to exceed $800.00 from TAFY Grant.

   c. Brad Pollak – To facilitate two to four workshops titled How to Build Confidence and Prepare for your Job Fair Interview. His services will assist current Rio Hondo College students in preparation for the campus career/job fair in April. Dates of service: April 2014. Payment not to exceed $1,500.00 from SB70 Citrus Sub-Grant.

   d. Louie Angon – To provide a workshop to Student Services Area employees for the Student Services Professional Development Day on 5-9-14. Payment not to exceed $300.00 from Staff Development.

### B. PERSONNEL

1. **Academic**

   a. **Employment**
Special Assignment, Spring 2014

The following instructor will be paid a $350 stipend, paid out of Title V grant, for incorporating software technology that enables student’s mobile devices/tablets to be used as in-class response in order to maximize student response and participation as well as for providing two collegial trainings for faculty interested in this technology:

HOWARD, Andy, Behavioral & Social Sciences

The following instructor will be paid a $200 stipend, paid out of Title V grant, for presenting a Collegial Instructional Development workshop on Communicating Across the Curriculum to provide faculty with strategies for teaching and evaluating oral communication skills in any discipline:

DUARTE, Jeannette, Communications & Languages

The following instructor will be paid a $150 stipend, paid out of Title V Grant, for participating in professional development and then creating at least two new assignments to enhance regular and effective contact between students and instructor and/or among students in her online Library 101 course:

OLDHAM, Carolyn, Library

2.  Classified
   a.  Employment
      Regular Classified

BONILLA, Gabriel, Instructional Assistant-MSC, 45%, 10.5 months, Math and Sciences, effective March 31, 2014

DAVILA, Manuel, Instructional Assistant-MSC, 45%, 10 months, effective March 31, 2014

IGNACIO, Clifford, Library Media Clerk, Library, 11.25%, 10 months, effective January 25, 2014

Promotion

LUNA, Augie, Grounds Equipment Operator, 100%, 12 months, effective March 10, 2014

RUSH, Steven, General Maintenance Worker, 100%, 12 months, effective March 10, 2014

Substitute, 2013-2014

CABRAL, Sergio, Custodian, Facilities Services, effective March 10, 2014
CALDERON, Rose, Clerk Typist III, Child Devp. Center, effective April 9, 2014
b. **Retirement**

ASATO, Judy, Account Clerk III in Public Safety. Her last day of employment was March 31, 2014

c. **Resignation**

PADEREZ, Veronica, Registration Clerk in Admissions & Records. Her last day of employment is April 17, 2014

3. **Management and Confidential**

   a. **Resignation**

   CORIA, Elizabeth, Director of Financial Aid & Veterans Services. Her last day of employment is May 23, 2014

4. **Unrepresented, (AP 7130), 2013-2014**

   a. **Employment**

      **Non-credit**

      IKEDA, Susan, Continuing Education

      **Hourly**

      BARTZ, Samantha, Student Ambassador, Student Affairs
      DIXON, Eva, Coaching Specialist, Physical Education
      GUZMAN, Eric, RTO, Public Safety
      PAREDES, Norma, Student Ambassador, Student Affairs

   **Volunteers**

   GANDARILLA, Nancy, Physical Education

5. **Academic Rank**

   The Academic Rank Committee of the Academic Senate has met to review the applications for Faculty for Advancement in Academic Rank. The applications for advancement in academic rank are in compliance with the Academic Rank Policy and have been verified by staff in the Office of Human Resources:

   **Professor**

   HANNAH, Kathleen
   Health Sciences and Nursing

   **Associate Professor**

   LEWIS, Cynthia
   Arts & Cultural Programs
6. **Wage Reclassification**

With the resignation of the Director of Financial Aid and Veterans Services effective May 2014, the District compared salary classification with local single Community College Districts. Based on the results of the classification survey, we are recommending that the salary range for the Director of Financial Aid and Veterans Services wage range be adjusted from a 51 to a 48 prior to advertising for a permanent position, effective June 1, 2014. This is approximately a 7% savings at step one on the management salary schedule.

C. **ACADEMIC AFFAIRS**

1. **Curriculum Items**

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

      **DANC 172: Dance Repertory**
      (Arts & Cultural Programs)
      Degree Applicable; (3 Units)
      Transfers to: CSU
      Justification: The Dance Program does not currently offer a Dance Repertory course, which is a vital component of dance performance preparation. Most colleges and universities in the surrounding area offer similar coursework. This course would provide important knowledge and experience for both dancers and choreographers alike and would be a requirement of the proposed AA in Dance.

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

      **DANC 152: Dance Rehearsal and Performance**
      Unit Change: FROM: 4 Units TO: 3 Units
      Hour Change: FROM: 18 Lecture/108 Lab/54 Performance
      TO: 18 Lecture/108 Lab

   c. **Deletion from Curriculum**
      The following courses have been recommended for deletion from our curriculum:

      **BIOL 203: Principles of Zoology**
      **BIOL 204: Principles of Botany**

**ITEM REMOVED FROM CONSENT AGENDA**

A. **FINANCE & BUSINESS**

7. **Prepare the final Project Proposal (FPP) for the Business Education Building Remodel – Westberg + White Architects**
On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve Item II.A.7., Prepare the Final Project Proposal (FPP) for the Business Education Building Remodel – Westberg + White Architects.

Approved the proposal of $77,000.00 plus $1,500.00 in reimbursable items for a total of $78,500.00, to prepare the Final Project Proposal (FPP) for the Business Education Building Remodel by Westberg + White Architects to be paid from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 2730, 2740, 5050, 5130, 5140 (Final Adoption) See Attached

On motion of Ms. Shapiro, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the revision of the following Board Policies for final adoption:

BP 2730   Board Member Health Benefits
BP 2740   Board Education
BP 5050   Student Success and Support Program
BP 5130   Financial Aid
BP 5140   Disabled Students Programs and Services

2. Revision of Board Policy 2735, 3410 (First Reading) See Attached

On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to approve the revision of the following Board Policies for first reading:

BP 2735   Board Member Travel
BP 3410   Nondiscrimination

IV. INFORMATION ITEMS

1. Accreditation Update (Dr. Kenn Pierson) – In providing an update on Accreditation to the Board of Trustees, Dr. Pierson (co-chair, ALT) began by quoting Dr. Priest statement representing the state of affairs in the process of the Self Evaluation report “…the best way to describe the new feeling at ALT: “We can see the light at the end of the tunnel, and we’re pretty sure it’s not an oncoming train.” Then, went on to answer the question is everyone’s mind: Is the draft of the Self Evaluation Report finished yet? Dr. Pierson’s updated the Board as follows: First, gave a quick reminder of the drafting process. Standard Committees were to pass along texts, bullet points, paragraphs—whatever form of language they had—that answered the question in each standard and write a Descriptive Summary section overviewing Rio Hondo’s achievement of each standard, a Self- Evaluation section outlining details of the accomplishment of each Standard, and, where needed, an Actionable Improvement Plan. Subcommittees addressed sub-points in each standard.
Standard co-chairs completed the sections left unfinished by subcommittees, and in some cases continue to do so. Then, all the text would be uploaded into Dropbox for Marie Eckstrom (Writer/Editor), who proceeds to review and synthesize the written pieces of each Standard. Marie poses questions to standard co-chairs, questions are answered and Marie revises the document and writes the actual “first draft” of each standard. The draft is later accessed by Angie Tomasich to double-check for references and supporting evidence to be inserted and the document is then ready to be passed along for any further review.

Dr. Pierson went on to report that status of each of the Standard:

- **Standard I – Institutional Mission and Effectiveness – Howard, Lydia Gonzalez.** The writing is done! Links to the evidence are being gathered and incorporated. Howard and Marie will review the draft one last time before the Standard I draft is passed along.

- **Standard II – Student Learning Programs and Services, Dean Karen Koos, Vice President Henry Gee, Kevin Smith**
  - Standard II.A – Instructional Programs - The writing is underway and near completion.
  - Standard II.B – Student Support Services - All pieces were submitted to Marie, questions were posed, and revisions are happening, but this may be the last in the queue.
  - Standard II.C – Library and Learning Support Services – Text from the Library has been received but needs more evidence. A meeting is set for Standard II chairs, Library faculty, and others next week.

- **Standard III – Resources – President Teresa Dreyfuss, Interim Vice President Phil Lubben, John Frala**
  - Standard III.A – Human Resources – Marie and Yolanda are reviewing tomorrow.
  - Standard III.B – Physical Resources, Marie and Jim Poper should be reviewing soon.
  - Standard III.C – Technology Resources, The writing is finished. Dr. Pierson thanked Gary van Voorhis and others for their efforts.
  - Standard III.D - Financial Resources - The writing is finished. Dr. Pierson thanked Chedva Weingart and others in the Finance & Business Department.

- **Standard IV – Leadership and Governance – Vann Priest, Russell Castaneda-Calleros.** The writing is finished. The first review with Standard Co-chairs and others is finished, including a marathon day last Wednesday which lasted from 8:00 AM until 6:00 PM with close scrutiny of every paragraph of Marie’s draft. Evidence review is in progress. And focused review of Standard IV by the Board of Trustees is scheduled for May 3, 2014.

Lastly, Dr. Pierson reported that, Howard Kummerman and Ruthie Retana (Director of Marketing & Communications) have been asked to spearhead the effort to prepare the campus for the accreditation visit the last week in September. In months to come, he will update the Board of Trustees about Cliff Notes on Accreditation, and other ways to brief the campus on what to expect on the Accreditation visit.

2. **Building Program**

3. **New/Revised Administrative Procedures – 5010, Admissions (See Attached)**
4. **Special Meetings of the Board**

- April 23, 2014, 6:00 p.m. Review Educational Master Plan, Facility Master Plan and Information Technology Plan
- June 18, 2014, 6:00 p.m. Accreditation Self-Evaluation Report
- June 19, 2014, 6:00 p.m. Board Retreat
- August 27, 2014, 6:00 p.m. Bond Construction Projects Discussion

V. **STAFF AND BOARD COMMENTS**

- Board Development Reporting
- Action Items for Future Board Meetings

VI. **CLOSED SESSION**

Ms. Santana recessed the meeting to Closed Session at 9:20 p.m. Upon returning from Closed Session, the following action was taken:

*Pursuant to Section 54956.8:*
- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
  - 11400 Greenstone Avenue, Santa Fe Springs

*Pursuant to Section 54956.9(b):*
- **CONFERENCE WITH LEGAL COUNSEL** – Anticipated Litigation (2 Cases)

*Pursuant to Section 54956.9(c):*
- **CONFERENCE WITH LEGAL COUNSEL** – Existing Litigation (2 Case)

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

41. On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to allow faculty #435 a leave of absence without pay until May 20, 2014.

42. On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to issue a termination notice to employee #00110439.

- **PUBLIC EMPLOYEE APPOINTMENT**
  - Dean, Counseling and Student Success

43. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro]
to approve the appointment of Dr. Mike Munoz as the Dean, Counseling and Student Success effective April 10, 2014.

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
  - Superintendent/President

*Pursuant to Section 54957.6:*

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

**VII. ADJOURNMENT**

44. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Santana, Shapiro] to adjourn the meeting and announced the date of the next meeting:

- **Date of Next Special Board Meeting – Wednesday, April 23, 2014, 6:00 p.m.**
I. Members of the Board of Trustees shall be permitted to participate in the District’s health benefit programs. The benefits of members of the Board through the District’s health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of nonsafety employees of the District. (CCLC)

II. Former members of the Board may continue to participate in the District’s health benefits programs upon leaving the Board if all the following criteria are met:

A. The member must have begun service on the Board after January 1, 1981;

B. The member must have been first elected to the Board before January 1, 1995;

C. The member must have served at least twelve (12) years.

III. All other former Board members may continue to participate in the District’s health benefits programs on a self-pay basis.

IV. Source/Reference

Government Code Sections 53201, 53208.5; Former Policy 5360.
I. The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and student trustee orientation. To that end, the Board will engage in study sessions, be provided access to reading materials, and financially support conference attendance and other activities that foster trustee education. The Board members will provide post-professional development activity reports at the subsequent Board meeting.

II. Newly elected or appointed Trustees shall be provided an orientation as detailed in Administrative Procedures 2740.

III. Source/Reference
CCLC; ACCJC Accreditation Standard IV.B.1.f., AP 2740
I. The District shall provide Student Success and Support Program matriculation services to students for the purpose of enhancing the equality of educational opportunity and academic success. The purpose of Student Success and Support Program services matriculation is to bring the student and the District into agreement regarding the student’s educational goals through the District’s established programs, policies, and requirements. (CCLC)

II. The Superintendent/President, or designee, shall establish procedures to assure implementation of Student Success and Support Program matriculation services that comply with the Title 5 regulations. (CCLC) (current practice)

III. Source/Reference:

Education Code Sections 78210 et seq.; Title 5 Sections 55500 et. seq.

See Administrative Procedures 5050.
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 Superintendent/President, or designee, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs in compliance with the United States Department of Education Policies and 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 Superintendent/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 educational programs, marketing, advertising, recruiting, or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

   C. The Superintendent/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 Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

V. Source/Reference:

   20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; Education Code Sections 66021.6, 78300; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. (CCLC)

See Administrative Procedure 5130.
I. Students with verified disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

II. The Disabled Students Programs and Services (DSP&S) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws.

III. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling. (CCLC)

IV. No student with disabilities is required to participate in the DSP&S Programs and Services program.

V. The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator, or designee.

VI. The Superintendent/President shall assure that the DSP&S program conforms to all requirements established by the relevant laws and regulations.

VII. Source/Reference:

Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq. and 56027. See Administrative Procedure 5140.
BOARD MEMBER TRAVEL

I. Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services for the District, directed by the Board.

II. Reimbursement shall be at the same rate and for the same purposes as for College employees.

III. Each Board member must submit a travel request for each trip or conference with the Secretary of the Board in consultation with the Board President. If the member does not complete the travel, they shall notify the Secretary of the Board and shall be responsible for reimbursing the College for the expense. Reimbursement shall not be required if it is determined by the Secretary of the Board that the member was ill or had an emergency.

IV. Upon returning from the trip or conference, the Board member shall provide an update on the professional development activity under the “Staff and Board Comments” section of the Board agenda at the next regular Board meeting.

V. Source/Reference

Education Code Section 72423; ACCJC Accreditation Standard IV.B.1.f.
RIO HONDO COMMUNITY COLLEGE DISTRICT

NONDISCRIMINATION

BP No. 3410

Board Adopted: Revised 9/02, 02/03, 08/03, 02/06, 8/06; 2/18/09; 7/11/12

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, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (CCLC), military and veteran status (AB556), 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, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (CCLC), military and veteran status (AB556), 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 Human Resources, and District’s Title IX Officer/Section 504/ ADA Coordinator, Dean of Student Affairs.

VI. The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and 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.
See Administration Procedure 3410.
[Note: This procedure is legally required. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000.]

I. The authority and responsibility for the admissions process lies with the Director of Admissions and Records Vice President of Student Services or designee. Publication of admissions policies and procedures will be in the College Catalog, which is available in print and on-line. (current practice)

II. Any graduate of an accredited high school may be admitted to Rio Hondo College. (current practice)

III. Any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Education Developmental Test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted. (current practice)

IV. The College may admit persons 18 years of age or older without a high school diploma when the evidence indicates that the individual will benefit from college-level instruction. (current practice)

V. Admission procedures include a determination of residency status (see AP 5015 titled Residence Determination). (current practice)

VI. For admission of concurrently enrolled high school and younger students, see AP 5011. (current practice)

VII. The Director of Admissions and Records Vice President of Student Services or designee shall establish procedures for evaluating the validity of a student’s high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. (CCLC) (current practice)

VIII. Source/Reference:

Education Code 76000; 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; 34 Code of Federal Regulations Section 668.16(p) (CCLC); AP5011; AP5015.