I. CALL TO ORDER

A. Call to Order

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

B. Pledge of Allegiance

Community Member Toby Chavez led the salute to the flag.

C. Roll Call

Ms. Acosta-Salazar arrived at 7:29 p.m.

D. Oath of Office – Student Trustee

Trustee Madeline Shapiro administered the Oath of Office to Student Trustee Caroline Carroll.
E. **Approval of Minutes:** May 8, 2013

136. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the minutes of May 8, 2013.

F. **Open Communication for Public Comment**

Professor Sheila Lynch handed out copies of this year's edition of “River’s Voice.”

G. **Commendations**

- Classified Retiree – Judith Rodman
- Presidential Search Committee

**BREAK FOR BRIEF RECEPTION**

H. **Presentations**

- Sabbatical Leave *(Sheila Lynch)*
- Marketing and Communications Department *(Susan Herney)*
- 2013-14 Five Year Construction Plan – *(James Poper)*

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

II. **CONSENT AGENDA**

137. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the following consent agenda:

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

   The Board approved Purchase Order Report reviewing purchases for the preceding 60 days.

   The Board approved the Payroll Warrant Report for the month of May, 2013.

   The Board approved the quarterly financial status report CCFS-311Q period ending March 31, 2013.

   Approved the District Budget Transfer.

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

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

   Arely Castaneda to participate at the WAVES Conference 2013 in New Orleans, LA on July 28-July 31, 2013.

   Michael Henley and Sandra Rivera to participate in the CSEA Annual Conference in Las Vegas, Nevada on July 29, 2013 – August 2, 2013.
Robert Holcomb to participate at the Wheelock College Conference on Global Issues in Boston, MA on June 18-21, 2013.

Shin Liu to participate at the Bbworld 2013 (Education Technology Conference) in Las Vegas, NV on July 9-11, 2013.

3. **Appropriation Transfer at End of School Year**

By the end of the school year there may be overdrafts in a few appropriation accounts and in most accounts there are slight balances. Although the budget was originally prepared to provide sufficient funds in each appropriation account, there are occasions when expenditures are underestimated. In these instances, appropriation transfers are necessary since no account may be in the red at the close of the school year.

The Board of Trustees authorized the County Superintendent of Schools to make any necessary transfers between the Appropriation for Contingencies (reserves) and any account classification requiring such transfers so there is no overdraft in the account. Authorizing the County to perform this function saves considerable time and effort both on the part of the staff and the Board. In addition, it avoids the necessity for a last minute Board meeting in order for the Board to approve such transfers. The above procedure has been followed for a number of years in the District and is requested by the County Offices.

4. **Approval Clinical Affiliation Agreement – Citrus Valley Medical Center**

Approved the Clinical Affiliation Agreement with Citrus Valley Medical Center. The Health Science Department requested the services of Citrus Valley Health Partners doing business as Citrus Valley Medical Center to provide Rio Hondo Community College District Health Science students with clinical experience. The affiliation allows students and instructors access to appropriate facilities for student to obtain practical learning experiences in the various departments of the health facility. The affiliation will be a one year agreement beginning July 1, 2013 and continuing through June 30, 2014.

5. **Continuing Education**

Approved Buy My Lift Equipment Co., LLC – To instruct a course to provide students with safety and fundamentals in forklift operations and maintenance. Training includes industrial safety, the uses and purposes of various types of material handling equipment, such as: gas and electric forklifts, electric stand up reach forklifts, order selectors and electric pallet jacks. Dates of service will be June 13, 2013 - July 30, 2014. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
B. PERSONNEL
   1. Academic
      a. Employment

      Special Assignment, Spring 2013

      The following counselor will be paid a $175 stipend, paid out of Staff Development funds, for her True Colors professional development training for Human Resources:

      ALDRICH, Christine, Cal WORKS

      The following instructor will be paid a $250 stipend, paid out of Title V funds, for completing an instructional development project and attending three (3) instructional development workshops:

      SIGALA, Carol, Behavioral and Social Sciences

      The following instructor will be paid a $50 stipend, paid out of Staff Development Funds, for presenting two team building workshops:

      TANAKA-HOSHIJO, Jennifer, Physical Education

      The following faculty will be paid a $200 stipend, paid out of Title V funds, for completing an instructional development project including the attendance at three (3) technology training workshops:

      TORRES-GIL, Belen, Counseling & Student Development

      Special Assignment, Summer 2013

      The following instructor will be paid a $3,000 stipend, paid by BSI funds, for providing 32 hours of English review to Summer Bridge students:

      PACHECO, Mary Ann, Communications & Languages

      The following instructor will be paid a $3,000 stipend, paid by BSI funds, for providing 32 hours of Math review to Summer Bridge students:

      PITASSI, Matthew, Math & Sciences

      The following instructor will be paid a $5,000 stipend, paid by Title V (IDEAS) Grant, to train and direct all Summer Bridge staff, lead groups and coordinate sessions with other offices:

      BEAN, Michelle, Communications & Languages
The following instructor will be paid a $5,000 stipend, paid by Title V (IDEAS) Grant, to assist in the training and direction of Summer Bridge staff, facilitate group activities:

OKAMOTO, Tyler, Communications & Languages

The following instructor will be paid a $2,500 stipend, paid by Title V (IDEAS) Grant, to counsel and develop Educational Plans for 2013 Summer Bridge participants:

GUZMAN, Sergio, Counseling

The following instructor will be paid a $200 stipend, paid by Staff Development Funds, for providing workshops to part-timers on teaching Fast Track Math Courses:

GONZALEZ, Lydia, Mathematics

The following instructor will be paid a $200 stipend, paid by Staff Development Funds, for providing workshops for part-timers on teaching Fast Track Math Courses:

GRIFFITH, Leah, Mathematics

The following instructor will be paid a $100 stipend, paid by Staff Development Funds, for attending training on teaching Fast Track Math courses:

JOHNSON, Johnny, Mathematics

The following instructor will be paid a $100 stipend, paid by Staff Development Funds, for attending training on teaching Fast Track Math Courses:

GRAHAM, Lynne, Mathematics

The following instructor will be paid a $500 stipend, paid by Staff Development Funds, for creation of 30 Critical Thinking activities for final Fast Track Math courses in sequence:

GRIFFITH, Leah, Mathematics

Hourly as Needed, Summer 2013

Career Technical Education

ANDERSON, Carl  DIGHERA, Michael
DORNEAN, Marius  FRALA, John
LINDY, David  MORTON, William
MOSELY, Kim  TOMEO, Joseph
TOMORY, Steve
Child Development Center

MOE, Sondra

Communications and Languages

CHANDLER, Jim

Counseling & Student Development

ALVARADO, Guadalupe  CLARK, Dennyse
DE LA MORA, Martha  DURAN-KATNIK, Sylvia
FERNANDEZ, Jennifer  FLORES-OLSON, Troy
GARCIA, Yvette  GUZMAN, Sergio
GRAHAM, Song  HOLCOMB, Dianne
O'BRIEN, Katie  PARRA, John
PICHARDO-DIAZ, Dorali  REYES, Dianna
RIVERA, Mary  RIVERA, Nilsa
RODRIGUEZ, Jose  SAUCEDA, Henry
THOMAS, Julius  TORRES-GIL, Belen

Evening/Weekend College

HOVSEPIAN, Viken  PEREAU, Barry

Library

ARENAS-VELLANOWETH, Viv  BABOU, Robin
BARBA, Benjamin  BEELER, Gabriel
BOURGAIZE, Karen  DELATTE, Monique
ENRIGHT, Adele  ENRIGHT, William
LANGER-JANKOVICH, A  OLDHAM, Carolyn
SEVILLA-MARZONA, Judy  SHACKLETT, Tod
SINGH, Bindiya  WELLS, Stephanie

Mathematics/MESA

SPIELER-PERSAD, Gisela

Physical Education

ARAGUNDI, Karl  CARTAGENA, Alyson
HEMENWAY, Steve  HENNIGAN, John
HERRERA, Rene  LIM, Todd
NELSON, Bruce  OMABOE, Norkor
SALAZAR, Mike  UNGER, Karen

Public Safety

NORIEGA, Jennette
Staff Development

O'BRIEN, Katie

Student Health Services

CAMERON, Joan  SAKAMOTO, Rosario
SHERWOOD, Joy  SMITH, Anza
WU, Viraseni

Student Success & Retention (Basic Skills)

GUZMAN, Sergio  O'BRIEN, Katie

Summer Assignments, 2013

See attached list

Public Safety, 2012-13 & 2013-14

BEARD, Jahna  HABERLE, Scott
MITTRY, Craig*

Hourly as Needed, Public Safety (Police)

See attached list

Hourly as Needed, Public Safety (Fire Science)

See attached list

Hourly as Needed, 2013-2014

Behavioral & Social Sciences

MARTINEZ, Angelica

Cal WORKS

VALLEJO, Olivia

Career Technical Education

MARTINEZ, Maria  ROMO, Claudia
VERSACE, Emily  VU, Irene

Counseling & Student Development

CAMACHO, Viviana  DAZA, Igor
JACKSON, Connie  
MAFFRIS, Nancy  
NORIEGA, Jennette

Disabled Students
MUNOZ, Jovany

b. Family Care and Medical Leave

DUARTE, Jeanette, full-time instructor in Communications and Languages has requested a Family Care and Medical Leave to be taken intermittently for the Fall semester 2013

2. Management and Confidential

a. Employment

Categorically Funded (E.C. 87470)

If continued funding should not be available, appropriate notice will be served prior to the end of funding:

FISHER, Zolita, Director, TRIO/Student Support Services, effective July 1, 2013 through June 30, 2014

SALAZAR, Barbara, Interim Assistant Dean, Student Success and Retention, effective July 1, 2013

*(minimum qualification equivalency established pursuant to CP 5165)

3. Classified

a. Employment

Regular Classified, 2013-2014

CARRERA, Anatolio, Grounds Maintenance Worker, Facilities Services, 40%, 12 months, effective May 28, 2013

Substitutes, Summer 2013

DAVILA, Manuel, Instructional Assistant, Math & Sciences
GONZALES, Kim, Instructional Assistant, Math & Sciences

Short-term, 2013-2014

SOTOA, Sammy, Student Services Assistant, Student Life & Leadership

Substitutes, 2013-2014
Child Development Center

AGUILA, Monique, Food Service Worker  CARRANZA, Arlene, CDC Aide
CRUZ, Savannah, CDC Aide  HUIZAR, Louise, CDC Aide
LAWSON, Sharon, CDC Aide  RUBIO-FREY, Cynthia, CDC Aide

Facilities Services

ALONSO, Alexander, Custodian
ARSENE, Hratch, Grounds Maintenance Worker
CAMBEROS, Francisco, Grounds Maintenance Worker
CAMBEROS, Francisco, Custodian
ESPINOZA, Jorge, General Maintenance Worker
FLORES, Jose, Custodian
GUILLEN, Javier, Electrician
GUILLEN, Javier, Locksmith
HUERTA, Silvestre, Custodian
MORENO, Betty, Custodian
PILAR, Maria, Custodian
SANCHEZ, Martin, Custodian
TORRES, Rene, Custodian
VALDES, Mario, Electrician
VALDEZ, Juvencio, Grounds Maintenance Worker
VALDEZ, Juvencio, Utility Worker
VALENZUELA, Antonio, General Maintenance Worker
VASQUEZ, Christopher, General Maintenance Worker

Math and Sciences

BONILLA, Gabriel, Instructional Asst.  DAVILA, Manuel, Instructional Asst.
GONZALEZ, Kim, Instructional Asst.  KINDRED, Kelly, Instructional Asst.

Public Safety
(Police Academy & Fire Academy Training & Operations Specialists)

AZMY, Tarek, PA  BISCAILUZ, James, PA
BRAKEBILL, James, PA  CARRILLO, Patrick, PA
CASTRO, Rudolph, FA  CERMAK, John, PA
CHAN, Ruben, FA  CHUTE, Steven, FA
CLARK, Dennis, FA  CROOK, Michael, FA
De ANGELIS, Danny, FA  DOYLE, Andrew, FA
ESCONTRIAS, Sean, PA  ESPLEY, David, PA
FISH, Anthony, FA  FLACK, Charles, FA
GALAZ, Nick, FA  GARDEA, Christopher, FA
GRZYWA, Andrew, PA  HAEBERLE, Scott, FA
HARTINGER, Tim, FA  HUGHES, Robert, FA
JOHNSON, Martin, FA  JONES, Carl, FA
KANG, David, PA  LANGER, Michael, FA
LEE, Robert, FA  MEADOWS, Jeremiah, FA
NOBLE, Bill, PA  PAINTON, Todd, FA
Continued Employment, Regular Classified, 2013-2014

The following employees will continue in the designated capacity with dedicated funding through June 30, 2014. If continued funding should not be available, 60-day notice shall be served:

AGUILAR, Elda Angie, Clerk Typist III, Cal WORKS
ALVAREZ, Melissa, Research Data Technician, Institutional Research & Plan.
BATEMAN, Carissa, Clerk Typist II, Health Sciences & Nursing
BELMAL, Erik, Educational Advisor, Math/Sciences, TRIO/SSS/STEM
BURDETT, Kathy, Clerk Typist III, Career Technical Education
CHANG, Kerri, Child Development Teacher, Child Development Center
CHAVEZ, Vanessa, Educational Advisor, Outreach & Ed. Partnerships
CORRALES, Alfred, Tool Room Attendant, Career Technical Education
CRUZ, Sonia, Food Service Worker, Child Development Center
ESTRADA, Evette, Children’s Center Aide, Child Development Center
FREDERICKSON, Suzanne, Instructional High Tech Access Microcomputer Lab Technician, Disabled Students
GARCIA, Elvia, Children’s Center Aide, Child Development Center
GARCIA, Norma, Educational Advisor, Outreach & Educational Partnerships
GONZALEZ, Guadalupe, Children’s Center Aide, Child Development Center
GONZALEZ, Teresa, Student Services Assistant, Outreach & Ed. Partnerships
LANE, Denise, Sr. Food Service Worker, Child Development Center
LOPEZ, Jasmine, Student Activities Asst., Student Life & Leadership
MARINO, Rose, Children’s Center Aide, Child Development Center
MARTINEZ, Teresa, Clerk Typist II, Staff Development
MOLINA, Hector, Sr. Instructional Assistant, Comm. & Languages (LAC)
MORALES, Cynthia, Clerk Typist III, Student Life and Leadership
MUNOZ, Marta, Student Services Assistant, Cal WORKS
NAVARRO, Dina, Clerk Typist II, Foster Care
PEREA, Jessica, Clerk Typist III, Student Affairs
REYEZ, Blanca, Children’s Center Aide, Child Development Center
RIVAS, Rosemary, Account Clerk II, Accounting Department
SALMERON, Odila, Testing Technician, Assessment Center
SAENZ, Marisela, Foster/Kinship Care Education & Independent Living Program Specialist
SANCHEZ GONZALEZ, Elvira, Child Development Teacher, Child Devp. Ctr.
SCIANNI, Lupe, Child Development Teacher, Child Devp. Center
SHECKELS, Arline, Clerk Typist III, Child Development Center
SILVA, Adriana, Child Development Teacher, Child Development Center
SMITH, Dawn, Child Development Teacher, Child Development Center
TELLES, Elizabeth, Clerk Typist III, Student Success & Retention
VASQUEZ, Joana, Children’s Center Aide, Child Development Center
VILLA, Monica, Student Services, Outreach & Educational Partnerships
b. **Reclassification**

GONZALES, Carolyn, Health Sciences and Nursing, from a Secretary, to an Instructional Division Secretary, effective July 1, 2013

SAENZ, Marisela, Foster/Kinship Care, from a Clerk Typist III to a Foster/Kinship Care Education (FKCE) and Independent Living (ILP) Program Specialist, effective July 1, 2011

SERRATO, Melissa, Government & Community & Relations, from a Clerk Typist III to a Secretary, effective July 1, 2013

c. **Promotion**

HERNANDEZ, Vanessa, Admissions & Records, to an Evaluations Technician, 100%, 12 months, effective May 20, 2013

VALDEZ, Giancarlo, Admissions & Records, to an Admissions & Records Assistant, 47.5%, 12 months effective May 6, 2013

WU, Edward, Information Technology Services, to a Sr. Systems Analyst, 100%, 12 months, effective June 3, 2013

d. **Increase in Assignment**

CERVANTES, Nichole, Registration Clerk, Admissions & Records from 47.5% to 100%, effective May 28, 2013

e. **Retirement**

FLORES, Ernest, General Maintenance Worker, Facilities Services. His last day of employment was May 8, 2013, with his first day of retirement being May 9, 2013

f. **Resignation**

KATNIK, Marise, Registration Clerk, Admissions & Records. Her last day of employment is June 17, 2013

SERNA, Alesandro, Sr. Custodian, Facilities Servicers. His last day of employment was May 29, 2013

g. **Leave of Absence**

MARINO, Rose, Children’s Center Aide, has requested a twelve-week leave of absence, effective April 4, 2013
h. New Classification – Job Description

Foster/Kinship Care Education (FKCE) & Independent Living (ILP) Program Specialist

See attached job description.

4. Unrepresented (AP 7130) 2013-2014

a. Employment

Hourly

Arts & Cultural Programs

ABE, George, Model
ALVARADO, Anabel, Model
BENAVIDES, Valeria, Model
BONNANI, Cathy, Model
BROWN, Shirley, Model
CRAG, Jazmine, Model
DAVIS, Arthur, Model
DEVAI, Trace, Model
FALLS, Michael , Model
GOMEZ, Marissa, Model
GRUNSEIT, Matan, Model
HARDY, Frances, Model
JACOBSEN, Steven, Model
KLANDERUD, Keith, Model
MAY, Linda, Model
MILLER, Natalie, Model
MORGAN, Courtney, Model
TEO, Cheen Lee, Model
WORRILOW, Lynn, Model

Cal WORKS

HUNTER, Christopher, Student Ambassador

Communications and Languages/LAC

Barreras, Margali, Tutor II
Diaz, Maria del Carmen, Tutor II
GITTLE, Henry, Tutor II
LASSITTER, Awndrea, Tutor II
MALDONADO, Joe, Tutor II
NAVARO, Jeff, Tutor II
PLACENCIA, Shawn, Tutor II
TENA, Barbara, Tutor II
ZARAGOZA, Rudy, Tutor II

DIAZ, George, Tutor II
ENGLISH, Barry, Tutor II
HUIPIO, Apolinar, Tutor II
LASSITER-CAMPOS, Shawndra, Tutor II
MONTANEZ, Hortensia, Tutor II
PETRUZZI, Joe, Tutor II
SUNAHARA, Elizabeth, Tutor II
TURNBOUGH, Jonathan, Tutor II
### Continuing Education Lecturers/non-credit

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>ALAEI, Brittany</td>
<td>ALAEI, Shahnaz</td>
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<tr>
<td>BARRAZA, Elizabeth</td>
<td>BAUGHMAN, Trissia</td>
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<td>BEAU, Leslie</td>
<td>BOBELL, Elaine</td>
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<td>FIERRO, Antoinette</td>
<td>GARCIA, Leticia</td>
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<td>GONZALEZ, Maria</td>
<td>HODNETT, Suzette</td>
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<td>MONTPAS, Debbie</td>
<td>OLEA, Eugene</td>
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<td>RAINIS, Michele</td>
<td>SOKOL, Alexia</td>
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<td>TERMINEL, Gigi</td>
<td>USARY, Patricia</td>
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<td>VALENZUELA, Javier</td>
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### Disabled Students

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<tbody>
<tr>
<td>ALBA, Jennifer, Interpreter/Trans.</td>
<td>ANDERSON, Dorie, Interpreter/Trans.</td>
</tr>
<tr>
<td>ANTWINE, Nakia, Interpreter/Trans</td>
<td>DE SILVA, Michelle, Interpreter/Trans.</td>
</tr>
<tr>
<td>GARCIA, Sandra, Interpreter/Trans.</td>
<td>HURTADO, Aimee, Interpreter/Trans.</td>
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<tr>
<td>REYES, Irene, Student Ambassador</td>
<td>SALAZAR, Randy, Interpreter/Trans.</td>
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### Foster Care

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>MEURER, Catherine, Lecturer</td>
<td>MUSHRUSH, Turid, Lecturer</td>
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### Mathematics

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<tbody>
<tr>
<td>AVILA, Aldo, Tutor II</td>
<td>BETHEL, Geoffrey, Tutor II</td>
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<tr>
<td>BOBADILLA, Samuel, Tutor II</td>
<td>BONILLA, Gabriel, Tutor II</td>
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<td>CHAPA, Irene, Tutor II</td>
<td>COLON, Armando, Tutor II</td>
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<td>COLORADO, Jessica, Tutor II</td>
<td>DAVILA, Manuel, Tutor II</td>
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<td>FUKUSHIMA, Kristen, Tutor II</td>
<td>GOMEZ, Joaquin, Tutor II</td>
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<td>GONZALES, Kim, Tutor II</td>
<td>GREEN, Trevor, Tutor II</td>
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<td>HIDAJAT, Richard, Tutor II</td>
<td>KINDRED, Kelly, Tutor II</td>
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<td>KOEPP, Cassandra, Supervisor</td>
<td>LIRA, Mario, Supervisor</td>
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<td>LIZARRARAS, Jesus, Tutor II</td>
<td>MARTINEZ, Marco, Tutor II</td>
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<td>MARTINEZ, Nathan, Tutor II</td>
<td>MURPHY, Christopher, Supervisor</td>
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<td>NAJERA-MONTALVAN, Alv, Tutor II</td>
<td>NEAL, Chuck, Tutor II</td>
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<td>NGUYEN, Khanh, Tutor II</td>
<td>NGUYEN, Linh, Tutor II</td>
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<td>PENA, Karina, Tutor II</td>
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<td>PEREZ, Margaret, Tutor II</td>
<td>PIMENTEL, Armando, Tutor II</td>
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<td>REGALADO, Louis, Tutor II</td>
<td>ROMERO, George, Tutor II</td>
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<td>SAAVEDRA, Jezabelle, Tutor II</td>
<td>SAAVEDRA, Susana, Tutor II</td>
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<td>SAAVEDRA, Suzanne, Tutor II</td>
<td>SILVA, Jaime, Tutor II</td>
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<tr>
<td>SOLIS, Javier, Tutor II</td>
<td>TRANG, Dat, Supervisor</td>
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<td>USEDA-DECTER, Joshua, Tutor II</td>
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### Physical Education

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>AKIYAMA, Kevin, Coaching Specialist</td>
<td>CANO, Amanda, Coaching Specialist</td>
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<tr>
<td>DORADO, Oscar, Coaching Specialist</td>
<td>HERRERA, Oscar, Coaching Specialist</td>
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<tr>
<td>HOIL, Javier, Coaching Specialist</td>
<td>KRUKOW, Amanda, Coaching Specialist</td>
</tr>
</tbody>
</table>
MEDINILLA, Edgard, Coaching Specialist  MONROY, Ernest, Coaching Specialist
RAVELO, Allen, Coaching Specialist TERAN, Dondi, Coaching Specialist

Public Safety, 2013-2014

Recruit Training Officers/Fire

Amador, Daniel  Johnson, Martin
Andrade, Edward  Kang, David
Arzaoa, Christopher  Kemp, John
Baires, Rey  Langer, Michael
Barboza, Jesus  Lara, Armando
Behen, Timothy  Lardner, John
Biscailluz, James  Laub, Glenn
Brakebill, James  Laursen, Ronald
Carrillo, Patrick  Laveaga, Victor
Castro, Rudolph  Lee, Jarod
Cermak, John  Lee, Robert
Chacon, Eduardo  Levin, Corey
Chan, Ruben  Ling, Nicholas
Chute, Steven  Lowrey, Neal
Clark, Dennis  Malouf, Adam
Coffelt, Kevin  Marangakis, Chris
Condit, William  Meadows, Jeremiah
Cook, Richard  Melendez, Paul
Darling, Joseph  Mora, Robert
DeAngelis, Danny  Noble, Bill
Demeyer, Dan  Oh, Harry
Doyle, Andrew  Ong, Newton
Duplesse, Richard  Painton, Todd
Egan, Thomas  Pock, Rudy
Escontrias, Sean  Powell, Jeff
Espley, David  Ramirez, Benito
Estoroa, Omar  Red, Ricardo
Fairchild, Jason  Rudiger, Gregory
Fish, Anthony  Ruiz, Andrew
Flack, Charles  Siefke, Evan
Galaz, Nick  Szeczi, Chris
Galvan, Robert  Toledo, Marcues
Gardea, Christopher  Valle, Felix
Gartner, Mikael  Vanderveen, Timothy
Grzywa, Andrew  Varady, Travis
Guerra, Paul  Viramontes, Frank
Haeberle, Scott  Yule, Michael
Hartinger, Tim  Zero, Patrick
Hughes, Robert

Recruit Training Officers/Wildland Fire

Arzaoa, Christopher  Garcia, Jerry
Baires, Rey  Gorman, Scott
Barboza, Jesus  Jimenez, Kevin
Bennett, Carol  
Biscailuz, James  
Byers, Bobby  
Calderon, Maribel  
Calle, Carlos  
Caraveo, Michaelangel  
Carrillo, Patrick  
Chacon, Eduardo  
Comer, Gerald  
Darling, Joseph  
Edgley, Curtis  
Flores, Gabriel  
Fowlkes, John  
Frye, Kevin  
Galaz, Nick  
Galicia, Diego  
Garcia, Jerry  
Lara, Sergio  
Lauro, John  
Ling, Nicholas  
Machuca, Steven  
Macias, Guillermo  
Martinez, Paul  
Mizushima, Matthew  
Mora, Arnold  
Oh, Harry  
Ornelas, Ricardo  
Padilla-Hernandez, Jerry  
Red, Ricardo  
Salvador, Scott Juarez  
Valle, Emanuel  
Valle, Felix  
Vanderveen, Timothy  
Vibanco, Victor  
Viramontes, Frank

Recruit Training Officers/Police

Azmy, Tarek  
Jones, Carl  
Mueller, Melvyn  
Verdiell, Jesus

Special Assignment - Foster Care/Kinship

ALDRICH, Christine, True Colors Workshops
COTA, Christina, Workshops for Caregivers
OLMOS, Gabriela, Computer Workshops

Student Success & Retention (Basic Skills), Summer Bridge, 2013

CARREON, Moises, Tutor II  
MEJIA, Valery, Tutor II  
MEJIA, Vanessa, Tutor II  
SALAZAR, George, Tutor II  
VAISA, John, Tutor II  
WONG, Peggy, Tutor II

Veterans Services

ACEVES, Patrick, Student Ambass.  
BANUELOS, Miguel, Stud. Ambass.  
DAMMASCH, Jessica, Stud. Ambass.  
GALBAN, Desiree, Student Ambass.  
GRANT, James, Stud. Ambassador  
MALONDA, Ralph, Student Ambass.  
MORALES, Ernesto, Student Ambass.  
ORTIZ, Derek, Student Ambassador

Volunteers

GONZALEZ, Eric, Physical Education  
SALANG, Anthon, Physical Education  
OTERO, Irene, Public Safety
Summer Session 2013
Arts & Cultural Programs
Frank Accardo
Chris Acuna-Hansen
Linda Brown
Misty Cervantes
Ann Gresham
Dale Harvey
William Korf
Susanna Levitt
Cynthia Lewis
Nicole Lewis
Sheila Lynch
Blair Maffris
Rose Mischuk
Steven Moshier
Sergio Rebia
Ronald Reeder
Kirk Vichengrad

Behavioral & Social Science
Manuel Baca
Kevin Barman
Karen Beck
Dustin Black
Beth Brousseau
Lee Clauss
Scott Dixon
Joaquin Duran
Michael Flores
Mari Foster
Patricia Gallego
Santiago Garcia
Hector Gonzalez
David Hall
Andy Howard
Mike Javanmard
Ruzanna Karmiryan
Jack Latson
Ned Lazaro
Angelica Martinez
Nancy Mazurek
Cecilia Medina
Barbara Mikalson
Niki Milani
Wanda Mullikin
Jill Pfeiffer
Michelle Pilati
Ted Preston
Dezelle Prewitt
Melissa Rifeño-Juarez
Daniel Roddick
Timothy Shaw
Carol Sigala
Kevin Smith
Irma Valdivia
Adam Wetsman
Collin Young
Biology
Robert Bethel
Brandon Jones
Stephen Katnik
Jeronimo Ribaya
Shelly Spencer
Business
Johnnie Atkins
Eugene Blackmun
Eric Bladh
Andrew Scott Feinour
Julie Huang
Rodolfo Rios
Ming-yin Scott
Alexia Sokol
Career Technical Education
Carl Anderson
Michael DiGhera
Marius Dornean
Gary Halverson
David Lindy
Mauricio Reyes
Pamela Richardson
Warren Roberts
Richard Stein
Jay Sunyoghi
Communications & Languages
Lisette Acevedo
James Ameen
Kenneth Anderson
Volza Arnold
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Sharon Bell
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Libby Curiel
William Currington
Karleen Curlee
Blanca De Los Santos
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Mary Rivera
Henry Sauceda
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Judith Marks
Environmental Tech
Ernie Hernandez
EOPS
Mary D. Clark
Jose Rodriguez
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Karen Gottlieb
Patricia Luna
Katherine Lopez
Martha Mitchell
Virginia Montez-Ochoa
Monique Velasco
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Robert Botello
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Dimetros Dammena
Cameron English
Raymundo Esquivel
Jack Gill
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## Fire Science (H) Report

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June 12, 2013

Rio Hondo Community College District
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6/12/2013

Total Records on Report: 83
FOSTER/KINSHIP CARE EDUCATION (FKCE) & INDEPENDENT LIVING (ILP) PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction, coordinate the development of Foster/Kinship Care Education (FKCE) & Independent Living (ILP) classes and programs including determination of needs and interest, planning, implementation, and evaluation; communicate with community individuals and groups and District staff regarding FKCE/ILP classes and programs.

REPRESENTATIVE DUTIES:

Plan, develop, schedule, monitor and evaluate assigned FKCE/ILP classes and programs.

Plan, develop and submit program plans and proposals.

Coordinate with instructors and presenters regarding topics, scheduling and related matters.

Monitor and evaluate classes and presenters according to class enrollment, attendance and evaluations, visit class as necessary and replace personnel as necessary.

Develop, coordinate, administer implement and organize the program's activities. Assign topic codes and skill areas from State mandated curriculum. Conduct / present various training / workshops to staff, caregivers and youth on various topics.

Communicate and coordinate activities with other District departments, and personnel, other community colleges, various governmental and community agencies and the public.

Determine community interests/needs and support for new and continuing curriculum offerings.

Determine course identity from State mandated curriculum topics and skill areas.

Coordinate recruitment activities for FKCE/ILP classes; prepare and provide informational materials to the public; contact special interest groups/population concerning class offerings.

Maintain records and files of course offerings and descriptions, instructors, participants, educational, and related information.

Develop and coordinate conferences.

Research and compile information and prepare various reports as needed.

Train and provide work direction of assigned staff; participate in selection process and evaluation of work as required.

Prepare and monitor budget and expenditures for various projects/grants.

Establish and maintain liaison with community representatives, organizations and public agencies to encourage participation, stimulate interest and coordinate campus projects with existing community programs and services.
Prepare and edit class descriptions for content and accuracy for flyers, brochures, pamphlets and class schedules.

Participate with a variety of advisory committees; attend a variety on and off campus meetings; attend professional meetings, conferences and workshops as approved.

Verify priority registration eligibility.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District organization, operations, policies and procedures.
FKCE/ILP curriculum content.
Methods and procedures of scheduling and planning classes and programs.
Legislative processes related to Foster Care.
Available resources for foster children, youth and parents.
Instructional materials used.
Basic research methods.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Record-keeping techniques.
State and Federal legislation governing Foster Care.

ABILITY TO:
Plan, develop, schedule and implement classes and programs.
Monitor and evaluate classes, programs and personnel.
Research, compile and analyze information.
Plan and prepare class schedules.
Analyze situation accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedule and time lines.
Plan and organize work, budget effectively.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with staff and community members.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from a four year college in behavioral science, social science, public service, or education field and two years of increasingly responsible experience involving planning and programming in an educational facility.

WORKING CONDITIONS:
District office environment

Range: 32 5/8/13

III. ACTION ITEMS
A. FINANCE & BUSINESS
   1. Consultants

138. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously to approve the following consultants:
a. **Maria Dolores Alvidrez** – To present/facilitate/plan Foster/Kinship Care Education workshops/classes on topics such as D-Rate Pre-Service Trainings; F-Rate Pre-Service Trainings; Greif and Loss; Diversity; Anger Management; Behavior Management; Positive Role Modeling; Conflict Resolution; Teen Development; parent Involvement in School; Gangs 101; Child Abuse; Effects of Trauma; Effective parenting; Bullying; Balance & Limits in Parenting; LGBQTQ Sexuality Issues; Self-Esteem/Self-Image; Sexually Transmitted Diseases; Power Struggles; Parents vs. children; Perseverance; Chemical Dependency and Drug Addiction; Teen Pregnancy; Reunification; working with Birth Parents; Effects of Home Placements; Kinship Issues; Foster Care Policies and other related topics in child development, Foster Care, and parenting, also to provide translation English to Spanish as needed. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $9,000.00 from Foster Kinship Care Education (FKCE).

b. **Christina Maria Auer-Arriaga** – To present/train Foster and Kinship Care education trainings/workshops/classes on topics such as: Drugs and the Brain; Sibling Rivalry; Suicide; Cultural Awareness; Adoption Services; Kids and the Law; Fetal Alcohol Effects; Gangs; ADD/ADHD; Autism, Tourette’s Syndrome; Preparing Youth for College; College/Employment Resources; Helping Children with Loss & Grief; Teen Brain; LGBQTQ Sexuality Issues; Communicating with Birth Parents, Preventing Allegations; Communicating with Teens; Mental Health Issues/Disorders; and other related topics on child development, foster care and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $5,000.00 from Foster Kinship Care Education (FKCE).

c. **Christina Maria Auer-Arriaga** – To instruct/present/plan workshops to Youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment and other related topics. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $3,000.00 from Youth Empowerment Strategies for Success (YESS-ILP) Grant.

d. **Steve Bautista** – To provide a one-day training workshop and discussion of best practices for faculty who will be teaching a Learning Community course in the 2013-2014 academic year. Date of service: June 25, 2013. Payment not to exceed $500.00 from Title V Grant (Ideas).

e. **Virginia Carol Baker** – To present/instruct Foster/Kinship Care Education workshops/classes/trainings on topics such as D-Rate Pre-Service Trainings/DCFS Section; and other related topics in foster care and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $1,500.00 from Foster Kinship Care Education
f. Deborah Patrice Brown – To present Foster/Kinship Care Education & YESS classes/workshops/trainings to Foster/Relative caregivers and foster youth on topics such as: Understanding Personality Types and Temperament Styles in children; True Parenting; True Success-Career Planning; other True Color trainings and other related topics in foster care and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $500.00 from Foster Kinship Care Education (FKCE).

g. John Chocholak – To develop and implement “Briggs and Stratton Single Cylinder & V Twin Engine Course of Study” for Rio Hondo College Auto Tech Department. Dates of service: July 1, 2013 to February 28, 2014. Payment not to exceed $10,000.00 from Workforce Innovation Partnership (WIP #2) Grant.

h. Betsy A. Cisneros – to present/train Foster & Kinship Care Education trainings/workshops/classes on topics such as When Children Grieve Series (Curriculum from the Grief Recovery Institute); Conflict Resolution, Habits of Highly Effective Families, Habits of Highly Effective Teens; Taking Care of the Caregiver; Back to School Preparation; The Motivation Breakthrough; Building Self-Esteem; Helping Children Cope with Stress; Loving Discipline; Attachment Parenting; co-train Parent Expectations Support Achievement PESA (Curriculum from LACOE) PESA workshops as needed) as well as other topics related to Foster Care, Relative Care and Parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $5,000.00 from Foster Kinship Care Education (FKCE).

i. Hector De La Paz – To present/train Foster/Kinship Care Education trainings/workshops/classes on topics such as Youth Substance Abuse; How to Handle Teenage Problems, Parenting the Young Adult; Gangs; Internet Safety; Talking to your children/teens about drugs; Importance of Maintaining Family Ties; Domestic Violence; Child Abuse; Teaching Children/youth Money Saving Habits; Understanding Dangerous Teen Trends; and other topics related to Foster Care, Relative Care and parenting. Also to provide life skills workshops to youth in the YESS-ILP Program on various topics such as daily living, education, employment and financial literacy as well as to provide curriculum translation services as needed. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,500.00 from Foster Kinship Care Education (FKCE).

j. Karen Dixon – To instruct/present/plan to Youth in the Youth Empowerment Strategies for Success (YESS-ILP) Independent Living Program on various life skills topics such as Education/College, daily living, financial literacy, employment, and other related topics. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,000.00 from Youth Empowerment Strategies for Success (YESS-
k. **Karen Dixon**  – To present/train Foster/Kinship Education workshops/classes on topics such as Bullying & Aggressive Behaviors; working with Teen Parents, Effects of Multiple Placements; Anger Management; Preparing for Homework Time; Dealing with ADHD/ADD Issues; Behavior Management; Lesbian, Gay, Bisexual & Transgender Youth (LGBTQ); Grief and Loss; IEP; How to Handle Allegations; Attachment Issues; Taking Care of the Caregiver; Successful Visitations; Teen Pregnancy Prevention and other related topics in child development, foster care, youth and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,500.00 from Foster Kinship Care Education (FKCE).

l. **Andrew Gold**  – To serve as a middle school consultant for SB70-CTE (Tech Prep SB70 Grant) summer academy project. Dates of service: July 1, 2013 – July 30, 2013. Payment not to exceed $2,000.00 from Tech Prep SB70 Round 5 Grant.

m. **Demontray Hankins**  – To address youth/participants and provide speaker services at Youth Empowerment Strategies to Success (YESS-ILP) workshops/events. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $400.00 from Youth Empowerment Strategies for Success (YESS-ILP) Grant.


o. **Todd Huck**  – To provide a training workshop and discussion of best practices for faculty/administrators who will be teaching/administering a Learning Community course/program during 2013-2014 academic year. Date of service: June 25, 2013. Payment not to exceed $500.00 from the Title V Grant (Ideas).

p. **Irene Malmgren**  – To provide recommendations and best practices for administrator who will be administering a Learning Community program during the 2013-14 academic year. Date of service: June 25, 2013. Payment not to exceed $500.00 from the Title V Grant (Ideas).


r. **Lorena Moran**  – To present Foster/Kinship Care Education workshops/classes/trainings on topics such as Managing Difficult Behaviors, Self-harming Behaviors; The Possibility of Reunification; Permanency Options for Caregivers; Successfully Working with County Social Services; allegations; Human Sexuality Issues; Building Positive and Successful Relationships with Birth parents and
Visitations; Emancipation; prenatal Drug/alcohol Exposure; Child Abuse and Concurrent Planning; AB12; Grief and Loss and other related topics in foster care and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,500.00 from Foster Kinship Care Education (FKCE).

**s. Jose a. Perez** – To coordinate training and regular activities and assignments of the Student Ambassadors, on-going evaluation efforts to ensure effectiveness of the Student ambassadors and that the program is meeting the needs of veteran students, to develop a resource manual for the Student Ambassador program for veteran students. Additional funds to cover from dates of service: November 14, 2012 – June 30, 2013. Payment not to exceed $850.00 from Student Mental Health Grant.

**t. Israel Rubio** – To serve as a middle school consultant for SB70 (Tech Prep SB70 Grant) activities related to middle school Career & Technical Education (CTE) Career exploration. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $5,000.00 from Tech Prep SB70 Round 5 Grant.

**u. Armond Santos** – To develop and create a mobile phone application for IOS and Android, to include member subscribe features; one year web hosting, support and maintenance; creating of QR codes to facilitate appropriate download; training for end user; and the creation of maps and GPS functionality within the mobile application. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $6,800.00 from CCC Student Mental Health Awareness Grant.

**v. Ana P. Silva** – To prepare/present/instruct the Parent Expectations Support Achievement PESA series (Curriculum from LACOE) in English and in Spanish to caregivers and parents in the Foster 7 Kinship Care Education Program as well and other related topics in foster care, education/school issues and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,500.00 from Foster Kinship Care Education (FKCE).

**w. “Our Family Comes First”** – To present/train foster/Kinship Care Education workshops/classes/trainings on topics such as The Impact of Trauma on Children; Depression and Suicide; Learning Disabilities; ADHD/ADD; The Teen Brain; Attachment Parenting; Training for Trainers; Anger Management for children; Lying, Cheating and Stealing; Communication with Teens; Effects Fetal Alcohol; Autism; Bullying and Other Aggressive Behavior; Child Development; Mental Health Issues/Disorders; Sexual Abuse; Working with the Difficult Child; Caring for children who have experienced Trauma; Dangerous Teen Trends and other topics related in Foster Care and Parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $7,000.00 from Foster Kinship Care Education (FKCE).
x. *“Our Family Comes First”* – To instruct/present/plan/assist with workshops and services for the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education, daily living, financial literacy, employment, mental health, and other related topics. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $5,000.00 from Youth Empowerment Strategies for Success (YESS-ILP).

y. Ana Vargas – To facilitate/present and prepare for Foster/Kinship Care Education Classes on topics such as Nutrition; Nutritious Cold Meals for the Summer; Family Time; Reading is First; Bullying; Holiday Foods; Life Books, Give Stress a Rest; Self Esteem; Communication with teens; Permanency Options; Reunification; Family care/Relative Care, Parenting, and Nutrition. Dates of Service: July 1, 2013 – June 30, 2014. Payment not to exceed $4,000.00 from Foster Kinship Care Education (FKCE).

z. Yajayra Tovar – To instruct/present/plan classes to foster youth in the Youth Empowerment Strategies for Success (YESS-CA) Program on various topics related to higher education/career options, educational planning grants and scholarship for college, college resources, budgeting, and other topics related to foster care. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,000.00 from Youth Empowerment Strategies for Success (YESS-ILP).

aa. Yajayra Tovar – To instruct/present/plan classes to Foster/Kinship Caregivers through the Foster/Kinship Care Education Program (FKCE) on various topics related to goal setting, preparing and supporting youth towards higher education and encouraging, higher education/career options, grants and scholarship for college and other parenting or topics related to foster care. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $1,500.00 from Foster Kinship Care Education (FKCE).

bb. Alexander J. Vracin – To provide 6 hour American Red Cross Adult/Infant/Child CPR & First Aid Certification as well as Water Safety Trainings. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $700.00 from Foster Kinship Care Education (FKCE).

cc. B. Lynn Weddington – To consult for the DSPS Ambassador Program. To develop and coordinate a mentoring/peer leadership Safe Zone Ally Program, train student mentors/leaders; provide ongoing training; develop a student mentoring/leadership resource manual; evaluate peer ambassador and mentee experiences. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $3,000.00 from the CCC Student Mental Health Grant.

dd. Kelly Wood – To present and instruct workshops on an introduction
to yoga benefits, well-being, and stress-reducing techniques to youth in the Youth Empowerment Strategies for Success (YESS-ILP). Dates of service: June 1, 2013 – June 30, 2014. Payment not to exceed $750.00 from Youth Empowerment Strategies for Success (YESS-ILP).

**ee. Kelly Wood** – To present workshops on an introduction to yoga benefits and stress-reducing techniques for Foster Parents and children through the Foster/Kinship Care Education Program. Dates of service: June 1, 2013–June 30, 2014. Payment not to exceed $750.00 from Foster Kinship Care Education (FKCE).

**ff. Valerie Williams** – To instruct/present/plan classes/workshops to Foster/Kinship Caregivers through the Foster/Kinship Care Education Program on various topics related to foster care, mental health, and parenting. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,000.00 from foster Kinship Care Education (FKCE).

**gg. Valerie Williams** – To instruct/present/plan classes/workshops to foster youth in the Youth Empowerment Strategies for Success (YESS-CA) program on various life skills topics such as Education/College, daily living, financial literacy, employment, and other related topics. Dates of service: July 1, 2013 – June 30, 2014. Payment not to exceed $2,500.00 from Youth Empowerment Strategies for Success (YESS-CA).

**hh. Patrick Jefferson** – To hold a one day workshop on leadership and leadership development, by June 30, 2013. Payment not to exceed $50.00 from Staff Development.

**ii. Robin Lee** – To provide an in depth workshop to participants regarding professional ethics and integrity, by June 30, 2013. Payment not to exceed $300.00 from Staff Development.

2. **Tentative Budget for 2013-14**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the 2013/2014 Tentative Budget as presented for submission to the County Superintendent of Schools pursuant to Education Code §85023.

3. **Auxiliary Services Organization Board of Directors – 2013-14**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the following Auxiliary Services Organization Board of Directors for 2013-14:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Robin Siara</td>
<td>Advisor, Athletics</td>
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4. **Addition to Small Project Contractor Pool for Emergencies or Projects Valued Under $15,000.00**

   It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approves the following Small Project Contractor Pool listed below and authorized the Administration to execute the appropriate documents on behalf of the District.

<table>
<thead>
<tr>
<th>Name / Category</th>
<th>Location</th>
<th>License Number</th>
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<tbody>
<tr>
<td>B General Contractor</td>
<td>Woodland Hills, CA</td>
<td>818650</td>
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<tr>
<td>Color New Company</td>
<td>Brea, CA</td>
<td>313574</td>
</tr>
<tr>
<td>C-4 Boiler:</td>
<td>Brea, CA</td>
<td>313574</td>
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<tr>
<td>C-7 Low Voltage Systems:</td>
<td>Los Angeles, CA</td>
<td>541227</td>
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<tr>
<td>C-10 Electrical</td>
<td>Los Angeles, CA</td>
<td>541227</td>
</tr>
<tr>
<td>C-20 Heating Ventilation and Air Conditioning</td>
<td>Brea, CA</td>
<td>313574</td>
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Firms were evaluated in terms of relevant experience and qualifications. College Staff recommend the above referenced firms for consideration for addition to the small project contractor pool for emergencies or projects valued under $15,000.00.

5. **Purchase Model Year 2012 Stake Bed Truck with “Tommy Gate” and 2-year / 30,000 Mile Maintenance Agreement – Carmenita Truck Center**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the purchase of one Stake Bed Truck with lift gate and a 2-year/30,000 mile maintenance agreement in the amount of $42,423.16 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

6. **Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to appoint Yesenia Fernandez representing Vicky Santana to the Citizens Oversight Committee.

7. **IT Equipment, Supplies and Services – Audio Visual Innovation, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve an increased expenditure, not to exceed $6,804.82 from Bond Funds to Audio Visual Innovation, Inc., for digital redesign of PE Building room 150 and authorized the Administration to execute appropriate documents on behalf of the District.

8. **Award Agreement for Candy, Coffee, Ice Cream and Snack Foods Vending – First Class Vending**

   It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees award a 5 year Agreement for vending snack food and hot beverage to First Class Vending and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Award Revenue Agreement to Provide Vending of Cold Beverages – Coca-Cola**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees award a contract for Vending Cold Beverages to Coca-Cola and authorized the Administration to negotiate the
terms of a new 5-year agreement and sign the appropriate documents on behalf of the District.

10. **Revenue Agreement – West Virginia University, NAFTC (West Virginia University Research Corporation)**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously to approve the revenue agreement with West Virginia University, NAFTC (West Virginia University Research Corporation). National Alternative Fuels Training Consortium (NAFTC) is working with Rio Hondo College Automotive Department to host 4 Advanced Electric drive training courses to West Virginia University Research Corporation. This training will include the training manuals to be used in training for the service and safety of Hybrid/Electric drive vehicles. The training will be administered through our industry outreach to local service shops and the California Department of Education.

   This will be a DOE/ARRA funded course valued at $10,000.00.

11. **Upgrade to District Phone System Software – Logicalis**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve $10,800.00 plus travel expenses to Logicalis for upgrading the District phone system software and authorized the Administration to execute appropriate documents on behalf of the District.

12. **Song Brown Grant for Two (2) Cohorts of Registered Nurse (RN) Transition Programs and Two (2) Ambulatory Care Nurses – State of California Office of Statewide Health Planning and Development**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the Song Brown Grant for two (2) cohorts of Registered Nurse (RN) Transition Programs and implement a new developed training program with two (2) Ambulatory Care Nurses in the amount of $100,000.00 for the term September 1, 2013 through October 15, 2015 and authorized the Administration to execute the appropriate documents on behalf of the District.

13. **Final Project Proposal (FPP) Update – Wray Theater / Music Building Renovation – PMSM Architects**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees award the Final Project Proposal (FPP) Update for the Wray Theater/Music Building Renovation Project to PMSM Architects in the amount of $14,500.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
14. **Education Protection Account Funding and Expenditures**

   151. It was moved by Ms. Santana, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the use of the estimated $9,793,579 of the Educational Protection Account (EPA) proceeds resulting from the passage of Proposition 30 as outlined in the Board agenda.

15. **Antenna Array – Los Angeles SMSA Limited Partnership doing business as Verizon Wireless**

   152. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously that the Board of Trustees award a lease agreement to the Los Angeles SMSA Limited Partnership doing business as Verizon Wireless and authorized the Administration to execute appropriate documents on behalf of the District.

16. **P.E. Complex Project – Relocation Services – American Relocation and Logistics**

   153. It was moved by Mr. Mendez, seconded by Student Trustee Carroll and carried unanimously that the Board of Trustees approve the proposal from American Relocation and Logistics for relocation services in the amount of $2,779.00 from Bond Funds and authorized the Administration to execute contracts on behalf of the District.

17. **South Coast Air Quality Management District (SCAQMD) Fees for P.E. Complex for Registration Plan Fee**

   154. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the filing fee to South Coast Air Quality Management District (SCAQMD) in the amount of $119.06 from State and Bond Funds and authorized the Administration to execute contracts on behalf of the District.

18. **Contract Modification #2 – Amendment Soccer Field Renovation – PMSM Architect**

   155. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees authorized an increase to the contract value of PMSM Architects for additional design services in the amount of $54,400.00 for a revised total contract amount of $159,400.00 from State and Bond Funds and authorized the Administration to execute contracts on behalf of the District.

19. **Contract Modification #1 – Softball Field Renovation – PMSM Architects**

   156. 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 PMSM Architects for additional design services in the amount of $835.00 for a revised total contract amount of $174,535.00 from State and
Bond Funds and authorized the Administration to execute contracts on behalf of the District.

20. **Replace one (1) Bard HVAC Unit at the Facilities Office Trailer – Key Mechanical Service Company**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal of $5,371.79 to replace one (1) Bard HVAC unit at the Facilities Office Trailer by Key Mechanical Service Company to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

21. **Maintenance Tune Up Two (2) Boilers at the Wray Theater – R.F. MacDonald Company**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal for a maintenance tune up two (2) boilers at the Wray Theater by R.F. MacDonald Company in the amount of $3,720.00 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

22. **DSA Requirements for Closeout of Projects – San Gabriel Water District Connections – PV&C Plumbing & Piping, Inc.**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal from PV&C Plumbing, Inc. in the amount of $14,324.63 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

23. **Maintenance Service to Inspect Test and Recalibrate the College Main Electrical Substation – Hampton Tedder Electric Co., Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the Not-to-Exceed cost of $12,000.00 to inspect, test and recalibrate the substation and the main breaker and provide a full report from Hampton Tedder Electric Co., Inc. to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

24. **Award of Bid #2021 – Fitness Equipment Project to the Dumbell Man**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve and award Bid # 2021 Fitness Equipment to the Dumbell Man Fitness Equipment in an amount not to exceed $175,991.40 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
25. **Amendment to Physical Education and Aquatic Complex – Proposal for New Swimming Pool Scoreboard and Timing Equipment – Daktronics, Inc.**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the award of a contract to Daktronics, to furnish and install at the Physical Education and Aquatic Complex a new swimming pool scoreboard and timing system equipment in the amount of $68,419.32 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.


   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the proposal from Sports Facilities Group, Inc. to install the new swimming pool scoreboard and timing system equipment in the amount of not to exceed $8,925.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

27. **Approval of the 2013-14 Five-Year Capital Construction Plan and 2013-14 Final Project Proposal**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board a) approve the 2013/2014 five-Year Capital Construction Plan for years 2014/2015 to 2018/2019, b) approve the 2013/2014 Final Project Proposal for the Music/Wray Theater Renovation project and, c) authorized the President of the Board of Trustees and the President of the College to sign the documents on behalf of the District.

28. **Continuing Education – Memorandum of Understanding (MOU) with Chaffey Community College District (CCCD)**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve an MOU with Chaffey Community College District in order to deliver Employment Training Panel (ETP) training programs to employers and employees and authorized the Administration to execute appropriate documents on behalf of the District.

29. **Emergency Services to Jet/Clear the Sewer Line from Restroom Buildings West of L Tower to the Main Line – TNT Rooter**

   It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the service fee of $3,294.00 for the emergency services to jet/clear the sewer line from the restroom buildings west of the L Tower to the main line from TNT Rooter to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
B. PRESIDENT’S OFFICE
1. Revision of Board Policies 2010 (Board Membership) and 2015 (Student Member) - Final Adoption

Mr. Mendez requested that this item be tabled.

2. Revision of Board Policies 2410 (Policy and Administrative Procedure), 2510 ( Participation in Local Decision Making - First Reading

The Administration tabled this item for further study.

C. ACADEMIC AFFAIRS
1. Curriculum Items

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following 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 effective Spring 2014:

   **DANC 162: Dance Production**
   (Physical Education)
   Degree Applicable; (3 Units)
   Transfers to: CSU
   **Justification:** The Dance Program does not currently offer a Dance Production course which is a staple course of colleges and universities in the surrounding area. This course would provide vital knowledge and experience for both dancers and choreographers alike and would be a requirement of the proposed AA in Dance.

   **HS 070: Introduction to Ambulatory Care Nursing**
   (Health Sciences & Nursing)
   Degree Applicable; (4.5 Units)
   Transfers to: CSU
   **Justification:** In response to the community health care partners’ request for an introductory entry level ambulatory care nursing course, the Health Science and Nursing Division is providing training for newly licensed RNs and experienced RNs who want to transition into the ambulatory care nursing specialty area.

b. Unit Change
   The following courses have been recommended for a unit change to reflect an increase/decrease in course content effective Spring 2014:

   **MUS 145: Beginning Piano I**
   Unit Change: **TO: 1.5 Units**

   **MUS 146: Beginning Piano II**
   Unit Change: **TO: 1.5 Units**
MUS 147: Intermediate Piano I
Unit Change: TO: 1.5 Units

MUS 148: Intermediate Piano II
Unit Change: TO: 1.5 Units

c. Program Change
The following certificate has been recommended for inclusion in our offerings and catalog with the following changes:

A.A. Degree – Political Science
Delete from Curriculum

A.A. Degree – History
Delete from Curriculum

A.A. Degree – Psychology
Delete from Curriculum

A.S. Degree – Civil Design Technology
Unit Change: TO: 47 Units

Certificate of Achievement – Civil Design Technology
Unit Change: TO: 47 Units

Certificate of Achievement – Surveying, Mapping and Drawing
Unit Change: TO: 26 Units

d. New Program
The following certificates/degrees have been recommended for inclusion in our offerings and catalog:

AS-T Degree – Early Childhood Education for Transfer
(24 Units)

AA-T Degree – English for Transfer
(18.5-19.5 Units)

Certificate of Achievement – Geographic Information Systems
(20 Units)

*UC transfer process in progress for courses where applicable

IV. INFORMATION ITEMS
1. Building Program
   • Bond Expenditure Report (See Attached)

2. Accreditation Update – Dr. Adam Wetsman reported that the Accreditation Leadership Team (ALT) will meet on Friday, June 14th at which time future summer
meetings would be scheduled. Drs. Pierson and Wetsman, the ALT co-chairs, along with the Standard IV co-chairs, Dr. Vann Priest and Russell Castaneda-Caleros, will be participating in the Board Retreat on June 14th. The standards committee members will continue to collect data over the summer and will start to input information into the CORE (Centralized Online Repository of Evidence) which is now available off campus. The Accreditation Writer should be named later this month.

3. Revision of Administrative Procedures – See Attached
   AP 2410 Policy and Administrative Procedure – Interim President Dreyfuss tabled
   AP 2510 Participation in Local Decision Making – Interim President Dreyfuss tabled
   AP 3515 Reporting of Crimes
   AP 3570 Smoking on Campus
   AP 4225 Course Repetition
   AP 4227 Repeatability
   AP 5530 Student Rights and Grievances
   AP 7350 Resignations

4. Organizational Change – Reporting Status of Grants Office – The responsibility for grants will be under the supervision of the Vice President of Academic Affairs.

5. Accomplishments from PFC for 2012-13 (See Attached) – Ms. Garcia requested that members of the PFC be recognized at a future Board Meeting.

V. STAFF AND BOARD COMMENTS

   Ms. Garcia requested that a letter of appreciation be sent to Sheriff Lee Baca for being this year’s Commencement speaker and for the support he has shown the College.

   She also requested that the Student Ambassadors be recognized at a future meeting.

   Mr. Mendez requested that a resolution regarding the flag poles be on the next Board agenda.

VI. CLOSED SESSION

   Ms. Shapiro recessed the meeting to closed session at 9:05 p.m and reported the following action:

Title 5, California Code of Regulations, Section 59328-59338

Pursuant to Section 54956.9(b):
• CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)

Pursuant to Section 54957:
• PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
• PUBLIC EMPLOYEE EMPLOYMENT
  o Director of Information Technology
  o Interim Director EOPS / CARE
It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously to appoint Gary Van Voorhis as Director of Information Technology.

It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously to appoint Christine Aldrich as Interim Director of EOPS/CARE.

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

VII. ADJOURNMENT

- Date of Next Regular Board Meeting – July 10, 2013, 6:00 p.m.
- Special Study Session – Accreditation (Standard IV), June 14, 2013 9:30 a.m. (Board Room)
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<td>P6 Misc-Related Conference/Travel</td>
<td>X</td>
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<td>15,174</td>
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**PROJECT Expenses**

| P7 Upgrade Campus Lighting & Alarm Systems | X | 11,758 | 447,903 |
| P8 Replace/Repair Bldg. Components       | X | 3,167  | 483,555 |
| P9 Campus Wide Efficiency Repairs        | X | 199,660| 2,480,507|
| P10 Campus Bldg. Improvements            | X | 126,286| 5,000,000|

Sub-Total: 213,585 5,603,923 51,300,000

**P11 ITS-Network Implementation**

2,892,270

**P11 ITS-Computer Purchase**

2,544,065

**P11 MIS Software/Hardware & Implementation**

8,400 9,163,158

**P11 Misc - ITS**

54 124,145

**P11 Voice Over IP**

575,307
## BOND MEASURE "A"
### PROJECTS EXPENDITURE SUMMARY

As of 3/31/13

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**TOTAL:**

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<th>Budget</th>
<th>YTD Expense vs Budget</th>
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<td>1,862,342</td>
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<th>231,320,811</th>
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Reporting of Crimes

Note: This procedure is legally required.

I. Members of Rio Hondo College who are witnesses or victims of a crime should immediately report the crime to District security office and the Los Angeles County Sheriff's Department, Pico Rivera Office.

II. In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District security office and the Los Angeles County Sheriff’s Department, Pico Rivera Office. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment. (CCLC)

III. The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to the Los Angeles County Sheriffs Pico Rivera Station; and
- Those that are considered to represent a continuing threat to other students and employees.

IV. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus-wide
“timely warning” will be issued. The warning will be issued through the college e-mail system, to students, faculty, staff, and the campus’ student newspaper. The information shall be disseminated by the Director of Marketing and Communications in a manner that aids the prevention of similar crimes.

V. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Marketing and Communications may also post a notice on the campus-wide electronic bulletin board and on the website at www.riohondo.edu providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to Security by phone (562) 463-3490.

VI. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

VII. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

VIII. The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. Employees, who in good faith, reported such activities and/or assist the District in the investigation, will be protected from retaliation. (PFC 3/12/13)

IX. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Facilities Service, Room MT102, 3600 Workman Mill Road, Whittier, CA 90601 or at the website address published in www.riohondo.edu/facilities/security.

X. To Report a Crime: Contact Campus Security at (562) 463-3490. (non-emergencies) and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. Pico Rivera Sheriff’s Station. In addition, you may report a crimes may be reported to the following areas:

- Dean, Student Affairs
- Dean, Counseling & Student Development
REPORTING OF CRIMES

• Coordinator, Student Health Services
• Director, of Human Resources

XI. The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone the final results of a disciplinary proceeding in which it concludes that a student violated school District (CCLC) policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

• Arson;
• Assault offenses;
• Burglary;
• Criminal homicide – manslaughter by negligence;
• Criminal homicide – murder and non-negligent manslaughter;
• Destruction, damage, or vandalism of property;
• Kidnapping or abduction;
• Robbery;
• Forcible sex offenses.

XII. The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

XIII. Reference:
Penal Code Section 245;
Education Code Section 212.87014;
The Handbook for Campus Safety and Security Reporting
U.S. Department of Education
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
Act of 1998;
20 U.S.C. § 1232g;
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);
Campus Security Act of 1990
SMOKING ON CAMPUS

I. Smoking is prohibited within 20 feet of a main exit, entrance, operable window, or mechanical air intake of any campus building.

II. Smoking is prohibited inside any indoor area of any campus building.

III. “Covered parking lot” means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of the parking lot or a building to which it is attached.

IV. “Smoking” means engaging in an act that generates Smoke, such as, for example: possessing a lit pipe, a lit hookah pipe, an operating electronic cigarette, a lit cigar, or a lit cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind (Public Health Law and Policy – Technical Assistance Legal Center).

V. Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

Note: Governing bodies of each community college district have the authority to enforce these requirements by citation and fine. If a campus adopts the enforcement and fine authority, it must post signs stating its tobacco use policy and inform employees and students of the policy (Government Code section 75971.1) (CCLC)

VI. Smoking is not allowed on campus except in designated areas as indicated on the Campus Directory.

VII. References:
   Government Code Sections 7596, 7597, 7597.1 (CCLC) and 7598;
   Labor Code Section 6404.5;
   Title 8, Section 5148
COURSE REPETITION

AP No. 4225

I. It is a violation of state law and college policy to repeat a course unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation. Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in that course and receives an evaluative symbol.

II. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allows a greater number of repetitions in compliance with current limits established in Title 5.

III. Course repetition may occur under certain circumstances:

A. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §55041. Procedures for “Repeatable Courses” are covered in Administrative Procedure 4227.

B. To alleviate substandard work

Students may repeat courses in which substandard grades (“D”, “F”, “NCNP”) were awarded. A course in which a student grade of a “D” or “F” or “NCNP” has been recorded may be repeated twice.

Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NCNP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade shall be disregarded in the computation of grade point averages. Courses that are repeated shall be recorded on the student’s permanent academic record so that all work remains legible, insuring a true and complete academic history.

Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NCNP” was recorded provided the courses are articulated as being equivalent. (§55042)

C. To enroll in a class from which a student has previously withdrawn

Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of four withdrawals from a course prior to receiving a grade, excluding military withdrawals and withdrawals due to extenuating circumstances. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal. (§55024)
D. Due to extenuating circumstances

A student may repeat a course (whether passing or substandard) when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student.

Student’s wishing to repeat a course due to extenuating circumstances must complete a “Course Repetition with Previous “P/C” Grade or Better” form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records.

A course repeated pursuant to Section CD may only be repeated once, but the previous grade may be disregarded in computing the student’s GPA. (§55045)

A course may be repeated without a petition if it is listed in the college catalog as a repeatable course.

E. Significant lapse of time

Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates. In addition, the District must also have established a recency prerequisite for the course, or an institution of higher education to which the student seeks to transfer must have established a recency requirement that applies to the course. The previous grade may be disregarded in computing the student’s GPA. (§55043)

F. Variable unit, open-entry/open-exit courses

Students may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course. (§55044)

G. Occupational work experience

Students may petition to enroll more than once, even if the student received a satisfactory grade, in an occupational work experience course. The student may not exceed 16 credit hours of cooperative work experience (CWE) or 8 hours of general work experience (GWE) in a given field during the enrollment period. Previous grades shall be included in computing the student’s GPA. (§55253)
H. Legally mandated training

Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. The student must certify or document that the course repetition is legally mandated. Previous grades shall be included in computing the student’s GPA. (§55040)

I. Special course for students with disabilities

Students may enroll multiple times in classes designated as “special classes” if it is determined that such repetition is required for that person as a disability-related accommodation. The prior grade may be disregarded in computing the student’s GPA. (§55040; 56029)

J. Significant change in industry or licensure standards

Students may petition the District to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Previous grades shall be included in computing the student’s GPA. (§55040)

IV. Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

V. When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

VI. References: Title 5 sections 55000, 55024, 55040-55046, 55253, 56029, 58161
I. Under special circumstances, students may repeat courses in which a C or better grade was earned. The following types of courses are designated as repeatable:

II. Repeatable courses are those that meet one of the following criteria:

A. The course is necessary to enable a student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student’s grade point average.

Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;

(1) The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree (59020 et seq.).

B. The content of the course differs each time it is offered. Courses designated by TOP code as an Intercollegiate Athletics course, subject to limitations identified in section 58162;

C. The course is identified as an “Activity” course where the student meets course objectives by repeating a similar primary educational activity and is gaining an expanded educational experience with each repeat. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance.

Courses designated as an Intercollegiate Academic or Vocational Competition course;

(1) Enrollment in courses that are related in content is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to special circumstances (section 55045).

The District must identify and designate such repeatable courses in its catalog.

II. All courses which are repeatable shall be identified and designated as such in the college catalog.

III. Foreign language courses, ESL courses and non-degree applicable basic skills courses are not considered “activity courses” based on the above criteria.

Absent substandard academic work courses meeting criteria B or C above, may not be repeated for more than three semesters including summers and intersessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 55029.
Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limit of 10 units of cooperative work experience set forth in Title 5 Section 55253 (a).

When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

IV. The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

V. References:
Title 5 Sections 55000, 55040, 55041, 55045, 58162, and 59020
I. The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

A. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972

B. Sexual harassment

A. C. Financial aid

D. Illegal discrimination

B. E. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.

F. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

II. This procedure does not apply to any matters for which a specified method of complaint resolution is provided by law or by District policy and/or procedure such as:

A. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures (BP 5500, AP 5500, and others)

B. Police citations (i.e. "tickets"), which complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

C. Complaints of discrimination, harassment, or retaliation, which are covered under separate Board Policies and Administrative Procedures (BP 3435, AP 3435).

III. Definitions:

A. Party. The student or any persons claimed to have been responsible
for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

B. Superintendent/President. The Superintendent/President or a designated representative of the Superintendent/President.

C. Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission.

D. Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.

E. Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

IV. Informal Resolution: Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

1. The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students Organization, Rio Hondo College in attempting to resolve a grievance informally.

2. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

V. Any student who believes he or she has a grievance shall file a Statement of Grievance with the Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student learns of the basis for the
grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within five days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

VI. The Grievance Officer has 30 days to come to a resolution of the complaint which is satisfactory to the student; if there is no resolution, the student shall have the right to request a grievance hearing.

VII. Grievance Hearing Committee: The Grievance Officer shall at the beginning of each semester, including any summer session, establish a standing panel of members of the college community, including students, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization-Rio Hondo College and the Academic Senate, who shall each submit names to the Grievance Officer for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

A. It shall include three students, three instructors, and one college administrator selected from the panel described above.

B. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Grievance Officer who shall determine whether cause for disqualification has been shown. If the Grievance Officer feels that sufficient ground for removal of a member of the committee has been presented, the Grievance Officer shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

C. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

VII. Request for Grievance Hearing. Any request for a grievance hearing shall be
filed on a Request for a Grievance Hearing within 45 days after filing the Statement of Grievance as described above.

VIII. Within 30 days following receipt of the request for grievance hearing, the Grievance Officer shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

IX. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

A. The statement contains facts which, if true, would constitute a grievance under these procedures;

B. The grievant is a student as defined in these procedures, which include applicants and former students;

C. The grievant is personally and directly affected by the alleged grievance;

D. The grievance was filed in a timely manner;

E. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

X. If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 10 days of the date the decision is made by the Grievance Hearing Committee.

XI. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five days notice of the date, time and place of the hearing.

XII. Hearing Procedure

A. The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

B. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
C. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

D. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

E. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

F. Each party to the grievance may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Vice President of Student Services. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

G. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than three days prior to the date of the hearing.

H. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

I. The hearing shall be audio recorded by the Grievance Officer either by tape recording or stenographic recording and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.
J. All testimony shall be taken under oath, the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

K. Within five (5) days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

XIII. Decision: Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President shall send to all parties his or her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final, subject only to appeal as provided below.

XIV. Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Grievance Officer within five days of that decision. The Grievance Officer shall schedule a meeting of the Grievance Hearing Committee, within 10 days of receiving the written appeal, to allow the student to present his/her request to the committee in person. The Grievance Hearing Committee will hear the student's request and will decide whether or not to grant a grievance hearing. The Grievance Hearing Committee's decision shall be final and not subject to further appeal.
XV. Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties, or if scheduling conflicts are present.

XVI. Reference:

Title IX, Education Amendments of 1972; Education Code Section 76224(a)
RESIGNATIONS

I. All employee resignations shall be submitted to the immediate supervisor and or the Human Resources Office. Such notice must be made prior to the effective date of the resignation and shall indicate the final day of employment.

II. Faculty resignations will be accepted in accordance with the contractual bargaining agreement between the Rio Hondo Faculty Association and the District.

III. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President or his/her designee and when accepted by the Superintendent/President, or his/her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for approval.

IV. The employee’s resignation letter and its acceptance will be placed in the employee’s personnel file.

V. Upon termination of employment with the District, the employee’s immediate supervisor shall be responsible for compliance with District and campus exit and clearance procedures for the return of keys, parking passes, library cards and materials, and other District property issued the employee during the course of employment.

VI. References: Education Code Sections 81655, 87730 and 88201
DATE: June 3, 2013
TO: Board of Trustees
VIA: Teresa Dreyfuss, Interim Superintendent/President
FROM: Kenn Pierson, Ph.D., VP Academic Affairs & Co-Chair PFC
Adam Wetsman, Ph.D., Co-Chair PFC

SUBJECT: ACCOMPLISHMENTS FROM PFC FOR 2012-13

Listed below is a summary of accomplishments of Planning Fiscal Council for 2012-13 academic year.

Board Policy & Administrative Procedure – PFC reviewed and consensed on 52 APs and BP’s this year, with additional APs and BPs still unresolved.

NEW Board Policies

BP 6450 Wireless or Cellular Telephone Use – 8/28/12
BP 4040 Library Services – 9/11/12
BP 6320 Investments - 10/9/12
BP 6500 Property Management - 10/9/12
BP 6520 Security for District Property - 10/9/12

REVISION to existing Board Policies

BP 2015 Student Member – 9/11/12
BP 5130 Financial Aid – 9/25/12
BP 5140 Disabled Students Programs & Services – 9/25/12
BP 5500 Standards of Conduct – 9/25/12
BP 6550 Disposal of Property – 9/25/12
BP 6900 Bookstore and Food Services – 9/25/12
BP 7330 Communicable Disease - 10/9/12
BP 3900 Speech: Time, Place and Manner -10/9/12
BP 1100 Rio Hondo Community College District – 11/27/12
BP 2105 Election of Student Member, Board of Trustees - 11/27/12
BP 2365 Recording of Board Meetings - 11/27/12
BP 2716 Political Activity - 11/27/12
BP 6700 Civic Center and Other Facilities Use - 11/27/12
BP 2010 Board Membership - 4/23/13
BP 2015  Student Member of the Board – 4/23/13
BP 2410  Policy and Administrative Procedure – 5/7/13
BP 2510  Participation in Local Decision Making – 5/7/13

NEW Administrative Procedure

AP 7126  Applicant Background Checks – 8/28/12
AP 3900  Speech: Time, Place & Manner – 9/25/12
AP 7125  Verification of Eligibility for Employment – 9/25/12
AP 7110  Delegation of Authority - 10/9/12
AP 7330  Communicable Disease - 10/9/12
AP 3050  Institutional Code of Ethics – 10/23/12
AP 6360  Contracts – Electronic Systems and Materials – 11/13/12
AP 7337  Fingerprinting – 11/13/12

REVISION to existing Administrative Procedure

AP 3200  Accreditation – 8/28/12
AP 3500  Campus Safety – 8/28/12
AP 3560  Alcoholic Beverages - 10/9/12
AP 5400  Associated Students - 10/9/12
AP 2105  Election of Student Members - 10/23/12
AP 6600  Capital Construction – 11/13/12
AP 3530  Weapons on Campus – 11/27/12
AP 4100  Graduation Requirements – 11/27/12
AP 4101  Independent Study / Directed Study – 11/27/12
AP 4220  Standards of Scholarship – 11/27/12
AP 6700  Civic Center and Other Facilities Use – 11/27/12
AP 7217  Faculty: Employment of Contract – 11/27/12
AP 7350  Resignations – 3/12/13
AP 3810  Claims for Damages – 3/12/13
AP 3570  Smoking on Campus – 3/12/13
AP 3515  Reporting of Crimes – 3/12/13
AP 4227  Repeatability – 5/14/13
AP 2410  Policy and Administrative Procedure – 5/7/13
AP 2510  Participation in Local Decision Making – 5/7/13
AP 4225  Course Repetition – 5/14/13
AP 5530  Student Rights and Grievances – 5/14/13

Other Accomplishments Include;

- Matt Koutroulis presented on the Accreditation Response Report - Student Learning Outcomes and was consensed upon - 9/11/12.
- Update of the Institutional Effectiveness Committee (IEC) for the Governance Manual, 10/23/12
- Update of the Proposed Edits to the Governance Manual (3 items submitted), 11/13/12.
- Revision to the Organizational Structure – change in reporting line of Director of Facilities back to VP, Finance & Business – 11/27/12.
• Consensus reached to move these two APs and two BPs from the PFC Sub-Committee on Governance forward to the review process – 4/23/13
  • BP 2410 Policy and Administrative Procedure
  • AP 2410 Policy and Administrative Procedure
  • BP 2510 Participation in Local Decision Making
  • AP 2510 Participation in Local Decision Making
• Katie O’Brien presented on FLEX/Staff Development activities for the 2012-13 year – 5/14/13
• Jim Poper gave a Facilities Update and presented on Classroom Occupancy Limits

**Report on Unresolved BPs and APs still pending in PFC:**

BP 3050  Institutional Code of Ethics – in subcommittee.
BP 7150  Drug and Alcohol Free Workplace – in subcommittee.
AP 3510  Workplace Violence – in subcommittee
AP 3540  Sexual Assault - further study and revision by Director of Facilities and District Risk Manager.
AP 3505  Emergency Response - further study and revision by Director of Facilities and District Risk Manager.
AP 6530  District Vehicles - further study and revision by Director of Facilities and District Risk Manager.
AP 6850  Hazardous Materials Communications Program – further study and revision by Director of Facilities and District Risk Manager.
AP 7150  Drug and Alcohol Free Workplace – in subcommittee.

**Report on Unresolved BPs and APs still pending in Academic Affairs Area:**

BP 4020  **Program and Curriculum Development:** Board of Trustees proposed changes to this BP in April 20, 2011.

AP 4105  **Distance Education:** Academic Senate rejected the draft AP in the spring and returned it to the Instructional Technology Committee (ITC). Academic Senate would like to see the AP 5040 Student Records, Directory Information and Privacy, which is referenced in AP4105. AP 4105 is currently under the review process in the Student Services area. No change.
AP 4260  **Pre-requisites and Co-requisites**; The guidelines for Title five regulations regarding establishing policies for pre-requisites, co-requisites, and advisories on recommended preparation were released in February 2012. Held up at the state level.

KP/rdg