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

Members Present: Vicky Santana, President  
Ms. Madeline Shapiro, Vice President  
Mr. Gary Mendez, Clerk  
Ms. Norma E. Garcia, Member  
Ms. Mary Ann Pacheco, Member  
Jaime “JJ” Magallón, Student Trustee

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President  
Mr. Philip Luebben, Interim Vice President, Finance & Business  
Dr. Vann Priest, Academic Senate President  
Lisa Sandoval, representing CSEA President  
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Santana called the meeting to order at 6:07 p.m.

B. Pledge of Allegiance

Ms. Mary Ann Pacheco led the salute to the flag.

C. Roll Call

All members reported present.


Student advisory vote was aye.
E. **Open Communication for Public Comment**

No comments were made from the public.

F. **Commendation**

- **Classified Retirement (Liz Beltran, Accounting)**

G. **Break**

H. **Presentations**

- **Student Success Initiative Update** *(Dr. Mike Munoz)*

II. **CONSENT AGENDA**

Mr. Mendez requested that item IIA13, Soccer Field Renovation – Contract Modification #3 – PMSM Architects, be removed from the Consent Agenda.

75. On motion of Ms. Garcia, seconded by Mr. Mendez, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to approve the consent agenda as follows with the exception of item IIA13, Soccer Field Renovation – Contract Modification #3 – PMSM Architects

A. **FINANCE & BUSINESS**

1. **Finance and Business Reports**

   a. **Purchase Order Report** - Approved the Purchase Order Report containing purchases for the preceding month.

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

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

   Arely Castaneda to participate at WAVES: Western Association of Veterans Education Specialists in Irving, TX on July 23-26, 2014.

   Michael Dighera to participate at the Honda PACT Conference in Troy, Ohio on July 21-25, 2014.

   Gisela Spieler-Persad to participate at the Council of Opportunity in Education (CEO) Annual Conference in Washington, DC on September 7-10, 2014.

3. **Surplus Property for Disposal – The Liquidation Company**

   The Math and Science Department has certified 170 lab chairs as scrap. These chairs were removed from service and replaced. Staff has determined that the value of these chairs is not sufficient to defray the cost of arranging a sale. The Board of Trustees determined that the value does not exceed $5,000.00 and approved consignment to The Liquidation Company (TLC) for recycling.
4. **Approval of Clinical Affiliation Agreement with Children’s Hospital Los Angeles**

   The Board of Trustees approved a three year clinical affiliation agreement with the Children’s Hospital Los Angeles and authorize the Administration to execute appropriate documents on behalf of the District.

5. **Extension and Rate Increase for Campus Security and Tram Driver Services – U.S. Security Associates**

   The Board of Trustees approved the final one year contract extension and 1.4% rate increase with U.S. Security Associates to provide Campus Security and Tram Driver Services and authorize the Administration to execute appropriate documents on behalf of the District.

6. **Board Resolution Approving Funding from the California Department of Education California State Preschool Program CSP-4228**

   The Board of Trustees approved funding from the California Department of Education California State Preschool Program CSPP-4228 in the amount not to exceed $239,312.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

7. **Approve Transfer Articulation/Facilities Use Agreement – University of La Verne**

   The Board of Trustees approved the Transfer Articulation/Facilities Use Agreement outlined below and authorized the Administration to execute the appropriate documents on behalf of the District.

   The purpose of this agreement is to enable Rio Hondo Community College students who transfer to the University of La Verne, to carry with them the credit they have already earned for as much relevant study as possible.

   To assist students in obtaining access to baccalaureate degree programs, the University of La Verne (ULV) will offer selected baccalaureate degree programs on the Rio Hondo Community College campus. For a standard classroom setup to ULV the nominal fee of Twenty-five Dollars ($25.00) per hour will be charged. In the event a lecture hall setup is required, Thirty-seven Dollars and Fifty cents ($37.50) per hour will be charged.

   This agreement is for the term July 10, 2014 through July 9, 2019.

8. **Additional Fees for the Division of the State Architect (DSA) for Review of El Monte Educational Center**

   The Board of Trustees approved the invoice for additional plan check fees from the Division of the State Architect for an amount not to exceed $2,756.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

9. **MOU for the Expansion of Alternative Fuels Pathways with Cerritos**
College Community College District

The Board of Trustees approved the MOU with Cerritos Community College District providing $7,000.00 to help fund the CTE Summer Academy at Rio Hondo College and authorized the Administration to execute the appropriate documents on behalf of the District.

10. **2013-14 and 2014-15 Wage Increase – Rio Hondo College Faculty Association (RHCFA) Members**

The Board of Trustees approved the salary increase to the Rio Hondo College Faculty Association and authorized the Administration to execute the appropriate documents on behalf of the District.

The tentative agreement dated May 16, 2014 between Rio Hondo College Faculty Association and Rio Hondo Community College District were ratified by both parties. The agreement specified the 2013-2014 salary increase (on the schedule) to unit members by 1.57% retroactive from July 1, 2013. Salary increase (on the schedule) for 2014-2015 to unit members is 0.553%.

11. **Song Brown Registered Nurse Education Capitation Grant 14-5356 – State of California Office of Statewide Health Planning and Development**

The Board of Trustees approved the Song Brown Grant as summarized in the amount of $100,000.00 for the term July 1, 2014 through August 15, 2016 and authorized the Administration to execute the appropriate documents on behalf of the District.

Rio Hondo College is awarded $100,000.00 from the Song-Brown Registered Nurse Education Capitation funding for the period.

The Nursing Program will use the grant funds to provide nursing education for five (5) nursing students in payment year 2014/2015 and five (5) nursing students in payment year 2015/2016.

12. **Enrollment Growth for Associate Degree Nursing Grant 14-179-032 and Addendum #1 – BOG, California Community Colleges Chancellor’s Office**

The Board of Trustees approved the Enrollment Growth for Associate Degree Nursing Grant 14-179-032 as summarized in the amount of $175,187.00 for the term July 1, 2014 through June 30, 2015 and authorized the Administration to execute the appropriate documents on behalf of the District.

The intent of grant 14-179-032 is to expand enrollment capacity of our nursing program and to enable the program to develop and implement assessment, remediation and retention strategies to decrease attrition.

13. **Soccer Field Renovation – Contract Modification #3 – PMSM Architects**

REMOVED FROM CONSENT AGENDA

14. **Budget Augmentation**
Approve additional Budget Augmentation as outlined below:

### Classified Requests

<table>
<thead>
<tr>
<th>Unit</th>
<th>Position</th>
<th>Number of Positions</th>
<th>Amount/Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Services</td>
<td>Custodian</td>
<td>1</td>
<td>$58,500 General Fund</td>
</tr>
</tbody>
</table>

### Facilities Requests

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Requested Item</th>
<th>Amount/Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Classroom 223</td>
<td>Light Dimmer Switch</td>
<td>$500 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>EMEC</td>
<td>Bicycle Rack</td>
<td>$1,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>A228</td>
<td>8-Student Tables</td>
<td>$2,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Campus Inn Building</td>
<td>Create Additional Classroom Space</td>
<td>$10,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>CAD Labs S305 &amp; S306</td>
<td>50-Chairs</td>
<td>$20,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Technology Building</td>
<td>HVAC Modifications</td>
<td>$70,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Technology Building</td>
<td>Provide &amp; Install Smoke Detectors</td>
<td>$10,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Technology Building</td>
<td>Relocate Electrical &amp; Welding Equipment</td>
<td>$15,000 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Wrestling Room</td>
<td>Wrestling Mat, Wall Pads, Ancillary items and installation</td>
<td>$36,723 Bond Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>AJ Annex</td>
<td>Replace Electrical System, Baffle Beam &amp; Water Heater</td>
<td>$200,000 Bond &amp; State Fund</td>
</tr>
</tbody>
</table>

### Technology Requests

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Requested Item</th>
<th>Amount/Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Library Archives Room</td>
<td>External Hard Drive 3TB</td>
<td>$150 LRC State Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Library Computer Commons</td>
<td>2-Flatbed Scanners</td>
<td>$500 LRC State Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Library Archives Room</td>
<td>Nikon D3000 Camera</td>
<td>$600 LRC State Fund</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Library Archives Room</td>
<td>Computer &amp; Monitor</td>
<td>$1,200 LRC State Fund</td>
</tr>
<tr>
<td>Department</td>
<td>Location</td>
<td>Item Description</td>
<td>Cost</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>A207, S334 &amp; Faculty Office</td>
<td>Computer, Printer &amp; VCR</td>
<td>$1,400</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Reading Lab LR118</td>
<td>Interactive smart whiteboard</td>
<td>$1,500</td>
</tr>
<tr>
<td>Finance &amp; Business</td>
<td>Audio Visual</td>
<td>1-high quality and 2-consumer level camcorders</td>
<td>$3,500</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Library Archives Room</td>
<td>Epson XL11000 Flatbed Photo Scanner</td>
<td>$3,500</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Classrooms A208, A223, A224, A229, S220 &amp; S336</td>
<td>6-Document Cameras</td>
<td>$4,800</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Various Math and Science Classrooms</td>
<td>6-Document Cameras</td>
<td>$4,800</td>
</tr>
<tr>
<td>Student Services</td>
<td>Computer Network</td>
<td>Upgrade College Source Software</td>
<td>$5,000</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>LR114, LR117 &amp; LR124</td>
<td>3-Desktop Computers w/operating system and 3-Data Projectors w/screens</td>
<td>$6,000</td>
</tr>
<tr>
<td>Student Services</td>
<td>SS330</td>
<td>2-Closed Circuit Television Systems</td>
<td>$7,000</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Journalism Classroom B112</td>
<td>24-Dell Desktop Computers</td>
<td>$15,000</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Chemistry Lab S326A</td>
<td>Infrared Spectrophotometer</td>
<td>$15,000</td>
</tr>
<tr>
<td>Finance &amp; Business</td>
<td>Audio Visual</td>
<td>Speakers, Cables, Equipment Racks, Stands, Microphones &amp; Protective Cases</td>
<td>$15,000</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Visual Arts Classroom</td>
<td>30-iPads &amp; Ipad Cart w/Software for digital drawing, painting &amp; 2D Design</td>
<td>$19,000</td>
</tr>
<tr>
<td>Finance &amp; Business</td>
<td>College Data Center</td>
<td>Virtualized Desktop Infrastructure Software</td>
<td>$25,000</td>
</tr>
<tr>
<td>Student Services</td>
<td>SWEC &amp; SS Building</td>
<td>Read and Write Gold and Other Hardware &amp; Software Programs</td>
<td>$30,000</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Business Computer Lab B114</td>
<td>40-Dell Computers and Associated A/V Equipment</td>
<td>$47,000</td>
</tr>
<tr>
<td>Finance &amp; Business</td>
<td>Science Building</td>
<td>Audio Visual Equipment</td>
<td>$66,000</td>
</tr>
</tbody>
</table>
### Finance & Business

<table>
<thead>
<tr>
<th>200-Workstations at various locations across campus</th>
<th>Virtual Desktop Infrastructure Hardware</th>
<th>$135,000 LRC State Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Closets at various locations across campus</td>
<td>Wired Network Distribution Switches &amp; Other Networking Equipment</td>
<td>$475,000 Instructional Equipment Fund &amp; Bond Fund</td>
</tr>
</tbody>
</table>

#### 15. Continuing Education

a. Miyoki Chan – To introduce students interested in learning more about Chinese culture and traditions. Students will learn about holiday traditions and various festivities commonly celebrated. This course will allow students to learn some basic Chinese words to use during leisure games and also to gain basic understanding on Chinese folklore as well as literary introduction into Chinese calligraphy or brush writing. Dates of service: July 10, 2014 – June 30, 2015. Payment will be 60% to the college and 40% to the consultant.

#### 16. Consultants


b. Sean Anthony McNeley – To present/plan/train health related activities on campus related to mental health awareness. To assist in the development of printed and online educational and publicity materials. To provide classroom presentations regarding information about student access to available campus health services. To assist in developing workshop templates and presentations for various health related educational workshops. Dates of service: July 10, 2014 – August 31, 2014. Payment not to exceed $1,600.00 from Student Mental Health Grant.

c. Lorena Moran – To present/train Foster and Kinship Care Education (FKCE) trainings/workshops/classes on various topics such as Recognizing Abuse; The Effects of Abuse; cultural Diversity & Identity; Bullying; Grief & Loss; Preparing Youth for College/Independence; Teen Brain; Dependency Court; Allegation Prevention; Foster Parent Roles, Rights, Responsibilities; Behavior Management/Modification; Conflict Management; Working with the System; Working with Birth Parents; Teen Pregnancy Prevention; Reunification; Concurrent Planning/Permanency Planning; AB12; as well as other specialized topics in foster care and parenting. Dates of service: July 10, 2014 – June 30, 2015. Payment not to exceed $1,500.00 from Foster Kinship Care Education Grant.

d. Yajayra Tovar – To present/instruct trainings/workshops/classes 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, financial aid; taking care of yourself; mental health issues; as well as other specialized topics in foster care and independent living. Dates of service: July 10, 2014 – June 30, 2015. Payment not to exceed $1,500.00 from YESS Grant.

e. Yajayra Tovar – To present/train Foster and Kinship Care Education (FKCE) trainings/workshops/classes on various topics such as: Higher Education Options; preparing your child for College; Financial Aid Options; Foster Youth Emancipation/Independent Living Skills; Caring & Empowering Young Adults; as well as other specialized topics in foster care & parenting. Dates of service: July 10, 2014 – June 30, 2015. Payment not to exceed $1,500.00 from FKCE Grant.

B. PERSONNEL
   1. Academic
      a. Employment
         Special Assignment, Spring 2014
         The following instructor will be paid a $250 stipend, paid out of Title V grant, for participating in two instructional development training workshops and updating curriculum in his course to enhance student success:

         BACA, Rick, Communications & Languages
         The following instructor will be paid a $500 stipend, paid out of Title V Grant, for participation in an extended professional development project resulting in an update of his curriculum:

         DAWSON, David, Arts & Cultural
         The following instructor will be paid a $400 stipend, paid out of Title V grant, for participating in two Teaching for Learning Institute workshops on Designing Learner-Centered Instruction and Elevating Rigor in the classroom as well as infusing at least four new enhancements or activities in his courses to improve student success:

         FERNANDEZ, Juan, Communications & Languages
         The following instructor will be paid a $400 stipend, paid out of Title V grant, for participating in an Instructional Development workshop on Service Learning and infusing at least two new enhancements or activities in her courses to enhance student success:

         KEPNER, Patricia, Behavioral and Social Sciences
         The following instructor will be paid as $200 stipend, paid out of Title V grant, for attending one day of the Teaching for Learning Institute and updated her curriculum:

         SENK, Jodi, Kinesiology, Dance & Athletics
Summer Assignments 2014 (part time), 1st Session
VILLANUEVA, Viviana, Counseling & Student Success

Summer Assignments, 2014 2nd Session
See attached list

Summer Assignments 2014 (part-time) 2nd session
See attached list

Hourly as Needed, 2014-2015

Career Technical Education
ANDERSON, Jill MARTINEZ, Angelica
MARTINEZ, Maria ROMO, Claudia
VERSACE, Emily VU, Irene

Counseling & Student Success
MAFFRIS, Vicenta

Library
TRUONG, Irene

Part time Fall, 2014
Arts & Cultural
CLEMENTE, Roberto GOTHOLD, Stephen

Behavioral and Social Sciences
ADAMS, Brian MUNOZ, Elba
NYAGGAH, Ngatha WILLIS, Janice

Business
TINGLEY, Austin

Career Technical Education
NAKATANI, Farrah SALDIVAR, Angie

Math & Sciences
SANCHEZ, Greg
2. **Classified**

   a. **Employment, 2014-2015**

   **Regular Classified**

   GUERRERO, Alejandro, Account Clerk III, Public Safety, 100%, 12 months, effective July 1, 2014

   The following employees have been hired in the designated capacity with dedicated funding through June 30, 2015. If continued funding should not be available, 60-day notice shall be served:

   ALVAREZ, Cynthia, Student Services Assistant, Outreach & Educational Partnerships, 47.5%, 11 months, effective June 9, 2014

   CHAVEZ, Suzy, Student Services Assistant, Outreach & Educational Partnerships, 47.5%, 11 months, effective June 27, 2014

   FONSECA, Ana, Clerk Typist III, Cal WORKS, 100%, 12 months, effective June 11, 2014

   **Continued Employment Regular Classified**

   The following employees will continue in the designated capacity with dedicated funding through June 30, 2015. If continued funding should not be available, 60-day notice shall be served:

   ALVAREZ, Melissa, Research Date Technician, Grant Devp. & Management
   FREDERICKSON, Suzanne, Sr. Instructional High Tech. Access Microcomputer Lab Technician, Disabled Students Programs & Services
   LAMPERT, Katharine, DSPS Support Services Aide, Disabled Students Programs and Services
   LEE, Jennifer, Clerk Typist III, Continuing Education
   MUNOZ, Marta, Student Services Assistant, Cal WORKS

   **Substitute, 2014-2015**

   BARAJAS, Alicia, Children’s Center Aide, Child Devp. Center, effective July 1, 2014

   b. **Promotion**

   CRAWFORD, Mark, Senior Grounds Maintenance Worker, Facilities Services, effective June 9, 2014

   c. **Increase In Assignment**

   CARRERA, Anatolio, Grounds Maintenance Worker, Facilities Service from 40% to 100%, effective June 30, 2014

   WELLS, Matthew, Registration Clerk, Admissions & Records, from 47.5% to 100%, effective June 9, 2014
The following employee will continue in the designated capacity with dedicated funding through June 30, 2015. If continued funding should not be available, 60-day notice shall be served:

BATEMAN, Carissa, Clerk Typist III, Health Sciences & Nursing, from 47.5% to 100% effective July 1, 2014

d. Retirement
BELTRAN, Elizabeth, Accounting Technician II, Accounting. Her last day of employment was June 30, 2014, with her first day of retirement being July 1, 2014

SCOTT, Norman, Fire Academy Training & Operations Specialist, Public Safety, has a revised retirement date. His last day of employment is November 28, 2014 with his first day of retirement being December 1, 2014

e. Resignation
BANUELOS, Noelle, Research Analyst, Institutional Research & Planning. Her last day of employment is July 9, 2014

f. Leave of Absence
CASTANEDA, Arely, Senior Financial Aid Assistant in Veterans Services, has requested a 30% leave from her classified position effective August 1, 2014 through June 30, 2015.


a. Employment

Non Credit, 2014-2015

ROBINSON, Dedre, Continuing Education

Hourly

Kinesiology, Dance & Athletics

DIAZ, Julissa, Lifeguard
GALVEZ, Amber, Lifeguard
LOPEZ, Carlos, Coaching Spec.

DORADO, Oscar, Coaching Spec.
HURTARTE, Gary, Coaching Spec.
SOLIS, Ryan, Lifeguard
TORRES, Henry, Coaching Spec.

LAC

BARRERAS, Margali, Tutor II
DIAZ, Carmen, Tutor II
ENGLISH, Barry, Tutor II
GONZALEZ, Jose, Tutor II
LASSITER, Shawndra, Tutor II
LOPEZ, Michael, Tutor II

CASTRO, Hiram, Tutor II
DIAZ, George, Tutor II
GITTLER, Henry, Tutor II
HUIPIO, Apolinar, Tutor II
LIU, Jieni, Tutor II
MACIAS, Marina, Tutor II
MONTANEZ, Hortensia, Tutor II    OLVERA, Daniel, Tutor II
PLACENCIA, Shawn, Tutor II    ROMERO, Jose, Tutor II
SERAFIN, Monica, Tutor II    SUNAHARA, Elizabeth, Tutor II
TENA, Barbara, Tutor II    TURNBOUGH, Jonathan, Tutor II
ZARAGOZA, Rudy, Tutor II

Math and Sciences

CORIA, Carlos, Tutor II    GILBERT, Kevin, Tutor II
GONZALEZ, Rivver, Tutor II    LUONG, Thanh, Tutor II
RAMIREZ, Alejandro, Tutor II    SANTANA-RAMIREZ, Cynthia, Tutor II
SILVA, Danny, Tutor II    TELLES, Gabriela, Tutor II
TUNG, Albert, Tutor II    XIE, Crystal, Tutor II

Volunteers

AVILA, Abel, Kinesiology, Dance & Athletics
CAMPOS, Javier, Kinesiology, Dance & Athletics
CAMPOS, Nicholas, Child Dev. Ctr.
ESTRADA, Alan, Child Devp. Center
HURTADO, Eric, Child Devp. Center
NUNEZ, Juan, Kinesiology, Dance & Athletics
ORTIZ, Ricky, Child Devp. Center
URIBE, Mary, Child Devp. Center
VALLADARES, Diana, Counseling

ITEM REMOVED FROM CONSENT AGENDA

A. FINANCE AND BUSINESS

13. Soccer Field Renovation – Contract Modification #3 – PMSM Architects

76. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] authorized an increase to the contract value of PMSM Architects for additional design services in the amount of $9,465.00 for a revised total contract amount of $168,865.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

Student advisory vote was aye.

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 1500, 2315, 2330, 3430, and 6250 (Final Adoption) – See attached.

77. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board discussed the above policies and amended BP 1500, Rio Hondo College Awards. After discussion, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to approve the following Board Policies with the exception of BP 1500:

BP 2315  Board Meetings: Closed Sessions
BP 2330 Quorum and Voting
BP 3430 Prohibition of Harassment
BP 6250 Budget Management

Student advisory vote was aye.

78. On motion of Ms. Garcia, seconded by Student Trustee Magallón, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to approve the amendment and edits to paragraph IA1 of Board Policy 1500, Rio Hondo College Awards. The policy will return through the review process as amended.

Student advisory vote was aye.

2. Approval of 2014-15 Board of Trustees Goals (See attached)

79. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to approve the 2014 Board of Trustees Goals as amended. Edits included correction to IA2 changing knowledge to knowledgeable; adding number to IVB1, and revising VIII to read Adopt a college code of ethics policy rather than ensure.

Student advisory vote was aye.

B. FINANCE AND BUSINESS
1. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee

80. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to amend the motion to reappoint Dr. Joseph Rivera, Alejandro Izarraraz, Amber Salazar, and Verna de los Reyes to the Citizen’s Oversight Committee and return this item to the next meeting regarding Toby Chavez and Richard Garner.

Student advisory vote was aye.

IV. INFORMATION ITEMS
1. Accreditation Update - Dr. Vann Priest briefed the Board on the status of the Self Evaluation Report. He happily reported that the report was substantially finished, and that by Friday’s special meeting it will be 99% done with only a few pieces of evidence needing to be linked. Angie Tomasich in the President’s Office has been working feverishly to complete the evidence.

2. Outstanding Board Policies / Administrative Procedures - The Board requested a report listing outstanding Board Policies and Administrative Procedures which were being delayed in the review process. They are as follows:

**Board Policies**
BP 3050  Code of Ethics – Item pulled in PFC on 9/11/12 for further study by PFC subcommittee.

**Administrative Procedures**

AP 3420  Equal Employment Opportunity – (8/12) review at department level

AP 3435  Discrimination and Harassment Investigations – (2/13) PFC pulled and assigned to PFC subcommittee; PFC subcommittee reached consensus to approve revision; PFC pulled AP 3435 on 6/24/14.

AP 3505  Emergency Response Plan – (10/11) Tabled for further review by PFC co-chairs; (5/12) forwarded to Safety Committee to review. New Facilities Director hired in 11/12; will review with Safety Committee in 8/14.

AP 3510  Workplace Violence Plan – (5/12) Pulled by PFC and assigned to subcommittee; subcommittee met on 10/11/12; Wetsman & Foster met separately to work on definition of workplace bullying; returned to the next PFC meeting on 4/23/13. PFC requested clarification on the definition of disruptive behavior. Tabled for discussion at negotiations; return to PFC after negotiations.

AP 4021  Vocational Program Discontinuance – (1/14) Senate review

AP 4106  Nursing Programs – (8/12) Senate review

AP 4107  Grad Requirements – 8/12) Senate review (Completed)

AP 4222  Remedial Coursework - 8/12) Senate review

AP 4260  Prerequisites and Co-requisites – (10/11) pulled by PFC for further review

AP 4610  Instructional Service Agreements – (8/12) Senate review

AP 7260  Employment Procedures for Administrators – (3/12) pulled by PFC for further review

3. **Discussion of Threshold for Board Agenda items – Consent vs. Action** – After discussion, the Board of Trustees decided not to place a threshold for board agenda items and to continue with current practice in placing items on the Consent Agenda with the Board having an opportunity to pull items for discussion.
V. STAFF AND BOARD COMMENTS
   • Board Development Reporting – Nothing reported.
   • Action Items for Future Board Meetings – No items requested.

VI. CLOSED SESSION

Ms. Santana recessed the meeting to closed session at 7:45 p.m. and reported the following action:

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

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

Pursuant to Section 54956.9(c):
   • CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)

Pursuant to Section 54957:
   • PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

81. On motion of Mr. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to terminate probationary employee #3238163.

   • PUBLIC EMPLOYEE EMPLOYMENT
     o Full Time Nursing Instructor

82. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Santana, Garcia, Mendez, Pacheco, Shapiro] to approve the public employment of Angela Cheung, Nursing Instructor, effective August 22, 2014.

   • PUBLIC EMPLOYEE PERFORMANCE EVALUATION
     o Superintendent/President

Pursuant to Section 54957.6:
   • CONFERENCE WITH LABOR NEGOTIATOR
     Agency Negotiator: Teresa Dreyfuss
     Employee Organization: CSEA, RHCFA
     Unrepresented Employees: Management/Confidential

VII. ADJOURNMENT
   • Next Special Meeting, Friday, July 11, 2014, 11:30 a.m.
   • Next Regular Meeting - Wednesday, August 13, 2014, 6:00 p.m.
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I. Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions, including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

A. The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;

B. Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;

C. Advice of counsel on pending litigation, as defined by law;

D. Consideration of tort liability claims as part of the District’s membership in any joint powers agency formed for purposes of insurance pooling;

E. Real property transactions;

F. Threats to public security;

G. Review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;

H. Discussion of student disciplinary action, with final action taken in public;

I. Conferring of honorary degrees;

J. Consideration of gifts from a donor who wishes to remain anonymous;

K. To consider its response to a confidential final draft audit report from the Bureau of State Audits.
II. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

III. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

IV. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

V. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

VI. Issues handled in closed session are confidential. Such issues covered in discussion, minutes, information and/or documents shall not be disclosed or made public by individual members of the Board of Trustees, employees, or consultants of the District unless the Board of Trustees officially authorizes such disclosure or publication.

VII. The Board may also instruct its designated representative to meet and negotiate matters in closed sessions pursuant to the provisions of the Government Code.

VIII. Source/References:

Government Code Sections 54956.8, 54956.9, 54945.8, 54957, 54957.6, 11125.4; Education Code Section 72122; Former RHC Board Policy 1005;
I. A quorum of the Board of Trustees shall consist of simple majority (three) members.

II. The Board shall act by majority vote of all the members of the Board, except as noted below.

III. No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present (CCLC).

IV. The following actions require a two-thirds majority of all members of the Board:

A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);

B. Resolution of intention to dedicate or convey an easement;

C. Resolution authorizing and directing the execution and delivery of a deed;

D. Action to declare the District exempt from the approval requirements of the planning council or other local land use body;

E. Appropriation of funds from an undistributed reserve;

F. Resolution to condemn real property.

V. The following actions require a unanimous vote of all members of the Board:

A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or any other school or community college district;

B. Resolution authorizing lease of District property under a lease for the production of gas.

C. The following changes were made by the Board committee:

   1. In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the College, or to permit the continuance of existing College classes, or to avoid danger to life or property, the Board may by unanimous vote,
with the approval of the county superintendent of schools, do any of the following:

- Make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
- Notwithstanding Section 20655, authorize the use of day labor or force account for the purpose.
- (b) Nothing in this section shall eliminate the need for any bonds or security otherwise required by law.

D. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

VI. Source/References:

Education Code Section 72000(d) (3); 81310 et seq., 81365, 81511, 81432; Government Code Section 53094, 54950 et seq; Code of Civil Procedure Section 1245.240; Public Contract Code Section 20654(a); Public Contract Code Section 1102; Former Board Policy 1005.
I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, military and/or veteran status (CCLC), or because he or she is perceived to have one or more of the foregoing characteristics.

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

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

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

V. To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
VI. The Superintendent/President shall establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

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

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

IX. Source/References:
California Code of Regulations, Title 5, sections 59300 et seq
California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)
California Education Code, section 212.5; 44100; 66252; 66281.5
California Government Code 12940.1
Civil Rights Act of 1964 (Title VII) and amendments thereto
Education Amendments of 1972 (Title IX)
EEOC Policy Guidance on Current Issues of Sexual Harassment
Sex Equity in Education Act (Education Code sections 200 et seq)
Title 29 Code of Federal Regulations, section 1604.11
I. The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

II. The District’s unrestricted general reserves shall be no less than 5% (CCLC).

III. Revenues accruing to the District in excess of amounts expended will be added to the District’s reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

IV. Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

V. Source/References:

Title 5 Sections 58307; 58308.
2014-2015
Board of Trustee Goals

I. Actively participate on an ongoing basis in the accreditation process.
   A. Assure board participation in the final steps of the 2014 Self-Evaluation.
      1. Review and sign the certification of the Self-Evaluation.
      2. Become knowledgeable about activities related to the Accreditation visit.
      3. Assure Board member presence throughout Self-Evaluation visit.
      4. Support campus efforts to respond to the preliminary report.
   II. Monitor, evaluate, and modify as needed the following ongoing Board responsibilities:
      A. Board roles and responsibilities including Student Trustee.
      B. Board President roles and responsibilities.
      C. Board Ethics policy, protocols, and strategies for the Board to work together as a unit.
   III. Maintain an ongoing dialog related to the college governance process.
      A. Encourage an increase in the overall participation in the Institutional Planning Process.
   IV. Ensure Professional Board Development.
      A. Establish areas of Board expertise and support with development.
      B. Assure representation by Board at conferences.
         1. Share conference experience at Board meetings.
      C. Strive to complete Community College League course in two years on how to be an effective trustee.
   V. Review & support Student Success Task Force implementation plan annually.
   VI. Formalize Board responsibilities.
      A. Assure Board participation at on-campus activities.
   VII. Support ongoing training on sexual harassment prevention.
   VIII. Adopt a college Code of Ethics Policy.
   IX. Monitor, enhance, and strengthen the relationships with the communities served by the college.
      B. Hold Board study session(s) to review and define community engagement strategies, mechanisms, and activities.
   X. Hold study session to define the Board’s role in educational quality and effectiveness.