I. CALL TO ORDER
   A. Call to Order
      Ms. Santana called the meeting to order at 6:05 p.m.

   B. Pledge of Allegiance
      Ms. Myeshia Armstrong, Vice President Finance & Business, led the salute to the flag.

   C. Roll Call
      Ms. Garcia and Ms. Shapiro reported absent and excused.

   D. Approval of Minutes: October 8, 2014

      On motion of Mr. Mendez, seconded by Student Trustee Magallón, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the minutes of October 8, 2014.

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

No comments were made from the public.

F. Presentation
- Foster / Kinship Care Update (Rebecca Green / Marisela Saenz)

G. Commendation
- Nick Salerno, Retiring Superintendent El Monte Union High School District
  – Postponed to December 10, 2014 Board Meeting.

H. WALK AROUND CAMPUS – VISIT CLASSES – Postponed till Spring.

II. CONSENT AGENDA

112. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the following Consent Agenda:

   Student advisory vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports
   c. Approved the quarterly financial report ending September 30, 2014.

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

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

   Henry Gee to attend the National Association of Student Personnel Administration (NASPA) in New Orleans, LA on March 21-25, 2015.

   Jan La Turno to attend the American Mathematical Association of Two-Year Colleges Annual Conference in Nashville, TN on November 13-16, 2014.

   Mariano Zaro to attend the 2014 Feria Internacional del Libro/International Book Fair in Guadalajara, Mexico on December 2-7, 2014.

3. Licensing Agreement & Hosting Services – Blackboard, Inc.

   The Board of Trustees approved a two year Licensing Agreement, with Blackboard Inc., beginning November 7, 2014 and continuing through November 6, 2016 in an amount not to exceed $298,442.00 from the General Fund and
authorized the Administration to sign the appropriate documents on behalf of the District.

4. **Amendment #2 to Revenue Agreement – John Deere Power Systems**

On October 18, 2012, the Board approved a John Deere Power Systems revenue agreement for its Natural Gas Engine training course as Action Item III.A.13. On July 10, 2013, the Board approved Amendment #1 extending the term of the agreement through June 13, 2014.

Amendment #2 extends the term of the agreement another 12-months through June 13, 2015.

This is an employer fee based course valued at $5,600.00.

The Board of Trustees approved amending revenue agreement with John Deere Power System by extending the term through June 13, 2015 and authorized the Administration to sign the appropriate documents on behalf of the District.

5. **Memorandum of Understanding (MOU) with Mt. San Antonio Community College District – Providing Analysis and Testing of System for Data Retrieval**

As fiscal agent for SB 1070 Career Technical Education Pathways Program Grant, Rio Hondo College will partner with the Mt. San Antonio College to support the transition of their articulation data from an existing database into the proposed system. It also includes the analysis and testing of the system for data retrieval. The pilot project will serve as a model for data collection system(s) for regional use and will form the basis for staff development activities within the LA County Ring Colleges Consortium. (Cerritos College; Citrus College; El Camino College; Glendale Community College; Mt. San Antonio College; Pasadena College; Rio Hondo College; Santa Monica College).

The date of services will be from November 17, 2014 through February 28, 2015. Payment is not to exceed $4,000.00 from the SB 1070 Career Technical Education Pathways Program Grant for the LA County Ring.

The Board of Trustees approved the MOU with Mt. San Antonio Community College District as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Xerox Copier Lease**

The Board of Trustees approved the lease of two (2) copier system for the Public Safety Department from Xerox Corporation. Amount not to exceed $14,807 from the General Fund and authorized the
Administration to execute appropriate documents on behalf of the District.

7. **Household Hazardous and Electronic Waste Collection and Roundup**

The Board of Trustees approved the agreement with the County of Los Angeles to conduct a Household Hazardous and Electronic Waste Collection and Roundup at Santa Fe Springs Public Safety Fire Training Center on January 17, 2015 authorizing the Administration to execute appropriate documents on behalf of the District.

8. **Cleaning Central Plant Cooling Tower – Titan Water Technology, Inc.**

The Board of Trustees awarded contract to Titan Water Technology, Inc., for cleaning Central Plant Cooling Tower in the amount of $4,600.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Replace Variable Frequency Drive (VFD) at Air Handle #1 at the Administration Building – EMCOR Services, Mea Energy Systems, Inc.**

The Board of Trustees approved the proposal of $4,217.00 to replace the variable frequency drive (VFD) at Air Handler #1 at the Administration Building by EMCOR Services, Mesa Energy Systems, Inc. to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Install Bird Spikes at Administration of Justice Building above West Exterior Stairs – ISOTECH Pest Management**

The Board of Trustees awarded the contract to Isotech Pest Management to supply and install bird spikes at Administration of Justice Building above the west exterior stairs in the amount of $1,750 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Memorandum of Understanding (MOU) with Montebello Unified School District – Providing Dual Enrollment Courses at ATC High School**

Rio Hondo Community College District will partner with Montebello Unified School District to provide the following dual enrollment classes at ATC High School located at 1200 W. Mines Avenue, Montebello.

- American Sign Language (ASL149)
- Beginning Acting (THTR110)
- Engineering Design Graphics (ENGT122)
- Speech (SPCH101)
• Two Dimensional Design Drawing (ART 120)

Other classes may be added as determined by need and approval by the two districts. The term will begin on January 1, 2015 and continue through June 30, 2015.

The Board of Trustees approved the MOU with Montebello Unified School District as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

12. Revenue Agreement – Michael Kors Distribution

Rio Hondo Community College District – RHC Career & Technical Education Division will provide OSHA/Forklift and Basic Safety Training for the Michael Kors Distribution Company. This 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.

The term will begin November 13, 2014 and continue through June 30, 2015. Michael Kors Distribution will pay the District an amount not to exceed $20,000.00.

The Board of Trustees approved the revenue agreement with Michael Kors Distribution as outlined and authorized the Administration to execute a contract on behalf of the District.

13. Continuing Education

Notary Public Seminars, Inc. – To present to the Community, Real Estate Courses including workshops on Real Estate related topics: How to Become a Notary, Notary Renewal, Becoming a Loan Signing Agent and many more related workshops. Dates of service: November 13, 2014 – June 30, 2015. Payment will be 60% to the college and 40% to the consultant.

14. Consultants

a. GameTrain Learning, Inc. – To facilitate a four (4) hour Minecraft workshop that will serve as an introduction to game-based learning and Minecraft. Date of service: November 21, 2014. Payment not to exceed $250.00 from the Deputy Sector Navigator Energy Efficiency and Utilities Grant.

b. Lanny Richardson – To develop a program and collaborate recruitment for an inter-region HVAC Six College collaboration for common HVAC student outcomes, stackable credentials and industry recognized completer credentials and certifications. Dates of service: November 13, 2014 to December 15, 2014. Payment not to exceed $11,682.00 from the Deputy Sector Navigator (DSN) Grant 13-160-003-1402.

c. Next Vista for Learning – To provide a workshop for industry healthcare educators, community college health faculty, and high school health academy teachers. The focus of the workshop is technology and how it can be applied
to enhance instruction. The program is co-sponsored with the Organization of Healthcare Educators (OHE). OHE is providing logistics. The Deputy Sector Navigator (DSN) grant will provide the speaker. Date of service: November 21, 2014. Payment not to exceed $4,500.00 from Deputy Sector Navigator Grant.

B. PERSONNEL
1. Academic
   a. Employment

   Special Assignments, Fall 2014

   The following instructor will receive a $200 stipend, paid by Title V Grant, for participating in professional development “Student Engagement in a Changing Technological Climate” workshop and creating at least two new assignments/activities to incorporate into his Reading 022 and/or 023 courses to enhance student success:

   KOELLE, Steve, Communications and Languages

   Part-time, Fall 2014

   STOIAN, Razvan, Health Science & Nursing

   Hourly As Needed, Intersession 2015

   Cal WORKS

   ALDRICH, Christine

   Career Technical Education

   FRALA, John HERZFELD, Shari
   RIOS, Maria TOMORY, Steve

   Communications and Languages

   CHANDLER, Jim

   Counseling & Student Success

   ALVARADO, Guadalupe DE LA MORA, Martha
   FLORES-OLSON, Troy GRAHAM, Song
   GUZMAN, Sergio HUINQUEZ, Jorge
   PARRA, JOHN PICHARDO-DIAZ, Dorali
   RIVERA, Mary SAUCEDA, Henry
   THOMAS, Julius TORRES-GIL, Belen

   EOPS

   CLARK, Dennyse GARcia, Yvette
   O’BRIEN, Katie REYES, Diana
   RODRIGUEZ, Jose

   Kinesiology, Dance & Athletics

   CLARK, Dennyse
Family Care and Medical Leave

BENNETT, John, full-time faculty in Public Safety has requested a Family Care and Medical Leave to be taken intermittently through December 31, 2014

SPRINGER, Jo Ann, full time faculty in Communications and Languages has requested a Family Care and Medical Leave effective October 15, 2014 through March of 2015
2. **Management and Confidential**
   
a. **Retirement**
   
   PEARSON, Judy, Director of Admissions. Her last day of employment is December 30, 2014 with her first day of retirement being December 31, 2014
   
b. **Resignation**
   
   FOSTER, Dyrell, Dean, Student Affairs. His last day of employment is December 5, 2014
   
3. **Classified**
   
a. **Employment, 2014-2015**
   
   **Regular Classified**
   
   CALLEJAS, Guisela, P.E. & Athletic Equipment Attendant, 45%, 8 months, Kinesiology, Dance & Athletics, effective October 15, 2014
   
   RUFF, Denzel, P.E. & Athletic Equipment Attendant, 45%, 8 months, Kinesiology, Dance & Athletics, effective November 4, 2014
   
   **Substitute, 2014-2015**
   
   GOMBERG, Greg, Warehouse Storekeeper, Purchasing, effective October 13, 2014
   
   BARAJAS, Alicia, Children’s Center Aide, Child Development Center, effective July 1, 2014
   
   ESTRADA, Evette, Children’s Center Aide, Child Development Center, effective October 1, 2014
   
b. **Promotion**
   
   CARRERA, Anatolio, from Grounds Maintenance Worker, to Sr. Grounds Maintenance Worker, effective October 20, 2014
   
c. **Resignation**
   
   HERNANDEZ, Federico, Sr. Grounds Maintenance Worker, Facilities Services – never worked.
   
   VILLEGAS, Cindy, Sr., Financial Aid Assistant, Financial Aid. Her last day of employment was November 5, 2014
   
d. **Layoff, Regular Classified**
   
   The following individual was hired with designated categorical funds that expire on November 30, 2014. This individual will receive a reduction in schedule in 60 days as per Ed. Code 88017:
CORRALES, Alfred, Tool Room Attendant, part-time in Career Technical Education from 47.5%, 12 months, to 25%, 11 months

The following individual will receive a 60-day notice of layoff:

SU, Juan, Tool Room Attendant, part-time, Career Technical Education

4. **Unrepresented (AP 7130), 2014-2015**

   a. **Employment**

      **Hourly**

      **Arts & Cultural**

      MARTINENKO, Serge, Model

      **Health Sciences & Nursing**

      ARTEAGA, Adriana, Tutor II

      **Student Success & Retention (Basic Skills)**

      ARZATE, Robert, Tutor II

      **Students**

      ASTURI, Berlyn, Kinesiology, Dance

      CARPENA, David, Assessment Ctr.

      CORNEJO, Vanessa, Cal WORKS

      CUEVA, Mary, Student Life

      DUONG, David, Career Tech., Ed.

      GONZALEZ, Adela, Foster Care

      LAMOS, Jose, Transfer Center

      LIU, Sinei, Math & Sciences

      LOZA, Samirah, Transfer Center

      MEZA, Lillian, Kinesiology, Dance

      MYLES, SaiShawn, Math & Sci.

      OCEGUEDA, Mayra, EOPS

      PENUNURI, Justin, Human Res.

      Regin, Nailea, Math & Sciences

      TORRES, Lisette, Assess. Ctr.

      VASQUEZ, Michael, Facilities Ser.

      **Volunteers**

      CRUZ, Cynthia, Arts & Cultural

      GONZALEZ, Atenea, Arts & Cultural

C. **PRESIDENT’S OFFICE**

   1. **Employment Contract for Vice President, Finance and Business**

Based on the Government Code Section 53262 (a)”All contracts of employment with a Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, Community College President, Community College Vice President, Community College Deputy Vice President, General Manager, City Manager, County Administrator, or other similar chief administrative officer or Chief Executive Officer of a local agency shall be ratified in an open session of the governing body which shall be
reflected in the governing body’s minutes.” The Board of Trustees ratified the employment contract for the Vice President Finance and Business as follow:

**Vice President – Finance and Business**
- Contract Expires: 11/10/15
- Salary: $171,058/annual
- Auto allowance: $5,640/annual

2. **Wage Reclassification**
With the retirement of the Director of Admission and Records effective December 2014, the District compared salary classification with local single Community College Districts. Based on the results of the classification survey, the Board approved the salary range for the Director of Admission and Records wage range be adjusted from a 54 to a 51 prior to advertising for a permanent position effective January 1, 2015. This is approximately an 8% savings at step one on the management salary schedule.

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

      **CARP 060A: Cabinet, Millwork and Assembly**
      (CTE)
      Degree Applicable; (1.5 Units)
      **Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

      **CARP 060B: Plastic Laminates**
      (CTE)
      Degree Applicable; (1.5 Units)
      **Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

      **CARP 060C: Door and Door Frames**
      (CTE)
      Degree Applicable; (1.5 Units)
      **Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

      **CARP 060D: Stair Trim**
      (CTE)
      Degree Applicable; (1.5 Units)
      **Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

      **CARP 060E: Commercial Fixtures**
      (CTE)
      Degree Applicable; (1.5 Units)
      **Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.
CARP 060F: Fitting Rooms/Partitions  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060G: Exit & Electrical Security Devices  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060H: Solid and Stone Surfaces  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060I: Hand/Power Tool Usage  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060J: Power Tools and Stationary Equipment  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060K: Print Reading and Stock Billing  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060L: Material and Hardware Applications  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060M: Production Casework and Assembly  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060N: Laminates and Overlays  
(CTE)  
Degree Applicable; (1.5 Units)  
Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.
CARP 060P: Jigs, Fixtures and Accessories  
(CTE)  
Degree Applicable; (1.5 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060R: Millwork and Specialty Applications  
(CTE)  
Degree Applicable; (1.5 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060S: Computerized Project Planning and Estimating  
(CTE)  
Degree Applicable; (2 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060T: Computer Applications CAD-CAM  
(CTE)  
Degree Applicable; (2 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060V: Building Information Modeling Concepts  
(CTE)  
Degree Applicable; (2 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060W: Building Information Modeling Computer Applications  
(CTE)  
Degree Applicable; (2 Units)  
**Justification:** Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

HS 050L: Nurse Assistant Pre-Certification Training Course Lab  
(Health Sciences & Nursing)  
Degree Applicable; (2.5 Units)  
**Justification:** This is a required clinical course in the Nursing Assistant Pre-Certification training program.

HS 051L: Certified Nurse Assistant Acute Care Training Course Lab  
(Health Sciences & Nursing)  
Degree Applicable; (1 Unit)  
**Justification:** This is a required clinical course in the Certified Nurse Assistant Acute Care training program.

HS 052L: Home Health Aide Training Course Lab  
(Health Sciences & Nursing)  
Degree Applicable; (1 Unit)
Justification: This is a required clinical course in the Home Health Aide training program.

**KINA 192: Women’s Intercollegiate Sand Volleyball Team**  
(Kinesiology)  
Degree Applicable; (3 Units)  
**Justification:** This class is designed to prepare our athletes for intercollegiate competition in sand volleyball. Emphasis will be placed on all aspects of the sport as well as the academic requirements for transfer and maintaining eligibility. Our athletes will be monitored and encouraged to advance in their academic and athletic skills throughout the course.

**PHIL 115: Symbolic Logic**  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course will be part of the AA-T degree in Philosophy. Per the TMC students who do not have Symbolic Logic prior to transferring may be required to take it at the four-year transfer institution.

**THTR 173: Rehearsal and Performance: The Style Play**  
(Arts & Cultural Programs)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide students with the experience of working on a play with a specific and detailed style. The students will be able to apply the same techniques to plays of differing styles in the future. This course will be part of the AS degree in Theatre Arts.

**THTR 186: Touring Theatre: The American College Theatre Festival**  
(Arts & Cultural Programs)  
Degree Applicable; (2-4 Units)  
**Justification:** This class is needed so our students can be prepared to compete at ACTF. It is a class they need to learn the rules, prepare their material, showcase it and then go on tour. This supports our emphasis on touring as one of the great teaching and learning opportunities.

b. **New Non-Credit Course**  
The following non-credit courses have been recommended for inclusion in our offerings and the catalog:

**HS 030: Nursing Skills Lab**  
Non-Degree Applicable; (10-200 Hours)

**NESL 034: ESL Multi-Level I**  
Non-Degree Applicable; (24-50 Hours)

c. **Unit Changes**  
The following courses have been recommended for unit changes to reflect an increase/decrease in course content:
d. **New Programs**

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

**Career Certificate – Entry Network Technician**

(9 Units)

**Career Certificate – Network Technician**

(15 Units)

**Career Certificate – Desktop Technician**

(10 Units)

**Career Certificate – PC Repair Technician**

(7 Units)

**Certificate of Achievement – California State University General Education - Breadth**

(Minimum 39 Units)

**Certificate of Achievement – Intersegmental General Education Transfer Curriculum**

(Minimum 37 Units)

**Associate of Science Degree – Information Systems with the Network Administrator Option**

(34 Units)
Certificate of Achievement – Information Systems with the Network Administrator Option  
(34 Units)

Associate of Science Degree – Information Systems with the System Administrator Option  
(31 Units)

Certificate of Achievement – Information Systems with the System Administrator Option  
(31 Units)

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 2350 -Speakers at Board Meetings (Final Adoption)

113. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the revision of Board Policy 2350 for final adoption (See Attached).

2. Revision of Board Policies 2716 and 3200 (First Reading)

114. On motion of Mr. Mendez, seconded by Student Trustee Magallón, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the revision of Board Policies 2716 and 3200 for first reading (See Attached).

3. Deletion of Board Policy 1400, Acknowledged Employee Organizations Rights

115. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the deletion of Board Policy 1400, Acknowledged Employee Organizations Rights (See Attached).

B. FINANCE AND BUSINESS

1. Annual Bond Audit Reports

116. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to accept the Bond Financial Audit Report and Performance Audit Report for fiscal year ending June 30, 2014.

C. STUDENT SERVICES

1. Approval of Student Equity Plan

117. On motion of Student Trustee Magallón, seconded by Ms. Santana, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the Student Equity Plan for the 2014-15 year.
IV. INFORMATION ITEMS
1. Building Program
2. Revision/New Administrative Procedures 2712, 3200, 7217, and 7346 (See Attached)

V. STAFF AND BOARD COMMENTS
• Board Development Reporting
• Action Items for Future Board Meetings

VI. CLOSED SESSION
Title 5, California Code of Regulations, Section 59328-59338

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

118. On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve the release and issue a termination notice to employee #000182869.

• PUBLIC EMPLOYEE EMPLOYMENT
  o Full Time Kinesiology, Dance and Athletics Instructor/Water Polo and Head Swim Coach

119. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the three members present [Santana, Mendez, Pacheco] to approve Kirsten M. Rich as the full time Water Polo Instructor.

  o Full Time Graphic Design Instructor – No action taken.

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

VII. ADJOURNMENT
• Next Regular Meeting – Wednesday, December 10, 2014, 6:00 p.m., Rio Hondo College Board Room – Annual Organization Meeting
I. Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

II. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

III. Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. The following protocol shall be used for responding to needs or complaints expressed in Board meetings during public comment on non-agenda items (Board approved Board Protocols at 8/10/13 Board retreat):

   A. The Board President will thank the speaker(s) and acknowledge that the need or complaint has been heard by the Board.
   B. If appropriate, the Board President may make a brief statement about the issue.
   C. The Board President will ask the Superintendent/President if there are any comments from the administration.
   D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board if necessary. The Board President will determine what form the report will take (e-mail, formal written report, etc.).
   E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.

IV. Those wishing to speak to the Board are subject to the following:

   A. The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

   B. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
C. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

V. Persons wishing to speak to an agenda item or non-agenda item, shall complete a written request to do so at the beginning of the meeting at which they wish to speak. “Request to Address the Board of Trustees” cards are provided for this. The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

VI. No member of the public may speak without being recognized by the President of the Board.

VII. Each speaker will be allowed a maximum of three (3) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

VIII. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

IX. Source/Reference:

Board Protocols
I. Members of the Board of Trustees shall not use District funds, services, supplies, or any other District assets (PFC) resources equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing Board.

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

III. Source/Reference:

Education Code Sections 7054; 7054.1; 7056; Government Code 8314.
I. The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.

II. The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

III. The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

IV. The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.

V. The Board will designate the Superintendent/President as intermediary between the District and the Board of Trustees in the development of accreditation materials.

VI. All written draft accreditation materials authored by various campus constituents and the Board of Trustees shall be submitted to the Superintendent/President.

Final accreditation materials shall be available for review by the District and the Board of Trustees prior to submission to the relevant accreditation agencies.

VII. Source/Reference:

Accreditation Eligibility Requirement 21, Standard IV.B.1.i
Title 5 Section 51016
I. The employee organizations (Rio Hondo College Faculty Association; California School Employees Association) which have been properly acknowledged by the Board of Trustees shall have the right to represent their members on all matters not covered by Section 3543.2 of the Government Code. In the event an employee organization is recognized or certified as the exclusive representative, it shall have the additional right to meet and negotiate on all matters within scope and on behalf of all employees in the unit for which it is the exclusive bargaining agent.

II. The Superintendent/President, as the chief executive officer of the Board, and/or any designee(s), shall represent the Board in all relations other than “meet and negotiate” matters, with officially acknowledged employee organizations, unless otherwise directed by action of the Board.

III. Use of District facilities, such as specific bulletin boards and mailboxes, is limited to items clearly designating the name of the employee organization authorizing the distribution of the information. Employee organizations shall not use District postage stamps or the District postage machine.

IV. Employees shall not absent themselves from scheduled work activities to attend organization meetings.

V. Source/Reference

Former Board Policy 1018; Government Code 3543.2
CONFLICT OF INTEREST AND DISCLOSURE CODE

I. Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section XXI referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

II. Definitions - The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

III. Designated Employees - The persons holding positions listed in the Appendix Section XXI are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

IV. Disclosure Categories - This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

B. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

C. The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix Section XXI specify

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1 Designated employees who are required to file statements of economic interests under any other agency’s conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and district statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government code section 81004.
which kinds of financial interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those financial interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Appendix Section XXI. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he/she foreseeably can affect materially through the conduct of his/her office.

V. Statements of Economic Interests - Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.22

VI. Statements of Economic Interests - Time of Filing.

A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within thirty (30) days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within thirty (30) days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within thirty (30) days after assuming the designated positions, or if subject to State Senate confirmation, thirty (30) days after being nominated or appointed.

C. Annual Statements. All designated employees shall file statements no later than April 1.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

VII. Statements for Persons Who Resign Prior to Assuming Office - Any person who resigns within twelve (12) months of initial appointment, or within thirty (30) days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

A. Any person who resigns a position within thirty (30) days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and

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2 See Government code section 81010 and 2 Cal. Code of Regs. Section 18115 for the statements and forward the originals to the filing officer.
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

VIII Contents of and Period Covered by Statements of Economic Interests

A. Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property, and business positions held on the effective date of the code and income received during the twelve (12) months prior to the effective date of the code.

B. Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property, and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the twelve (12) months prior to the date of assuming office, or the date of being appointed or nominated, respectively.

C. Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income, and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

D. Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income, and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

IX. Manner of Reporting - Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

A. Investments and Real Property Disclosure. When an investment or an interest in real property\(^3\) is required to be reported,\(^4\) the statement shall contain the following:

1. A statement of the nature of the investment or interest;

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\(^3\) For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

\(^4\) Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse, and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
2. The name of the business entity in which each investment is held, and a
general description of the business activity in which the business entity is
engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in
real property exceeds two thousand dollars ($2,000), exceeds ten
thousand dollars ($10,000), exceeds one hundred thousand dollars
($100,000), or exceeds one million dollars ($1,000,000).

B. Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five
hundred dollars ($500) or more in value, or fifty dollars ($50) or more in
value if the income was a gift, and a general description of the business
activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or
a loan, the highest amount owed to each source, was one thousand
dollars ($1,000) or less, greater than one thousand dollars ($1,000),
greater than ten thousand dollars ($10,000), or greater than one hundred
thousand dollars ($100,000);

3. A description of the consideration, if any, for which the income was
received;

4. In the case of a gift, the name, address, and business activity of the donor
and any intermediary through which the gift was made; a description of
the gift; the amount or value of the gift; and the date on which the gift was
received;

5. In the case of a loan, the annual interest rate and the security, if any,
given for the loan and the term of the loan.

C. Business Entity Income Disclosure. When income of a business entity, including
income of a sole proprietorship, is required to be reported, the statement shall
contain:

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5 A designated employee’s income includes his or her community property interest in the income of his or
her spouse but does not include a salary or reimbursement for expenses received from a state, local or
federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the
filer’s spouse in the business entity aggregates a 10 percent or greater interest. In addition, the
disclosure of persons who are clients or customers of a business entity is required only if the clients or
customers of a business entity is required only if the clients or customers are within one of the disclosure
categories of the filer.
CONFLICT OF INTEREST AND DISCLOSURE CODE

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer’s pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

D. Business Position Disclosure - When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee’s position with the business entity.

E. Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

X. Prohibition on Receipt of Honoraria

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

B. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government code section 89506.

XI. Prohibition on Receipt of Gifts in Excess of $420-$440

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.
XII. Loans to Public Officials

A. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

C. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

E. This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office;

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such
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3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time;

4. Loans made, or offered in writing, before January 1, 1998.

XIII. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:
   1. Loans made to the campaign committee of the elected officer;
   2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;
   3. Loans made, or offered in writing, before January 1, 1998.

C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

XIV. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

   1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;
   2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
      a) The date the loan was made;
      b) The date the last payment of one hundred dollars ($100) or more was made on the loan;
      c) The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous twelve (12) months.

B. This section shall not apply to the following types of loans:
1. A loan made to the campaign committee of an elected officer or a candidate for elective office;
2. A loan that would otherwise not be a gift as defined in this title;
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due;
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations;
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

XV. Disqualification - No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family, or on:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made;
D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $440 or more provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

XVI. Legally Required Participation - No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.
XVII. Disqualification of State Officers and Employees - In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within twelve 12 months prior to the time when the official action is to be taken:

A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property, or

B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

XVIII Disclosure of Disqualifying Interest - When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

XIX. Assistance of the Commission and Counsel - Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

XX. Violations - This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91033.

XXI. Designated Positions and Disclosure Requirements
A. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

   - Governing Board Members
   - Superintendent/President
   - Vice President, Finance and Business

B. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.
CONFLICT OF INTEREST AND DISCLOSURE CODE

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

1. Category 1: All investments and business positions in, and sources of income from, business entities that do business with the Distric or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years;

2. Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District;

3. Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years;

4. Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions;

5. Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District;

6. Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department;

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

C. DESIGNATED POSITIONS

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RIO HONDO COMMUNITY COLLEGE DISTRICT Administrative Procedure

CONFLICT OF INTEREST AND DISCLOSURE CODE

AP No. 2712

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

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Manager, Maintenance and Operations  2, 3, 6

Assistant Director, Facilities Services  1, 2, 3, 4

Director, Accounting  4, 5

Consultants  1, 2, 3, 4, 5, 6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President, or designees, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President, or designees, determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

XXII. Sources/References

Government Code Sections 87103C, 87300-87302, 89501, 89502, and 89503;
Title 2, Section 18730
I. Rio Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

II. In accordance with the standards of ACCJC, the College shall conduct a comprehensive self-study every six years and host a visit by an ACCJC accreditation team. Mandatory reports are prepared and submitted to the Accrediting Commission as required.

III. Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-study and team visit.

IV. The process for producing the written document that is the Comprehensive self-study which must include:

   A. Self study Chair or co-chairs, appointed by the Superintendent/President in accordance with campus procedures. The appointment of the faculty co-chair will be mutually approved by the Superintendent/President and the Academic Senate;

   B. Accreditation Liaison Officer, appointed by the Superintendent/President;

   C. Active, campus-wide involvement of administrators, faculty, classified staff, and students;

   D. District representatives; and

   E. A steering committee which is composed chaired by of the lead co-chairs of the Accreditation self study committee.

V. When the self-study is completed, it will be reviewed for submission to ACCJC by the Board of Trustees and other campus constituencies a minimum of 45-75 days prior to the team visit.

VI. Source/References:

   Accreditation Eligibility Requirement 21, Standard IV.B.1.i.
   Title 5 Section 51016
I. Employment of faculty shall be in compliance with Board of Trustees policies relating to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants.

II. PROCEDURE

A. Open faculty positions shall be reviewed and approved for announcement of the vacancy after budget verification from the Vice President of Finance and Business.

B. Recruitment shall be in accord with applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources shall be responsible for analysis of job applicants to determine whether the group is significantly underrepresented. If the applicant pool demonstrates significant underrepresentation of monitored groups, the District shall implement additional measures as described in Title V, § 53006.

C. The Division Dean, together with a minimum of three Rio Hondo faculty members, selected by the Division faculty, shall constitute the Division Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. The Division Selection Committee, may at its discretion, add additional committee members such as external experts or classified staff. The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation.

D. The Division Dean shall provide the written recommendation(s) of the Division Selection Committee to the Vice President of the applicable area.

E. The Vice President of the applicable area, along with the Division Dean and the Committee Chair (if applicable) will interview the recommended applicants and shall forward the best qualified candidate(s) from the name(s) recommended by the Committee to the Superintendent/President for interview.

F. The final evaluation and recommendation to employ shall rest with the Superintendent/President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent/President will communicate to the Division Selection Committee Chair his/her justification.

G. Notification of selection shall be from the Office of Human Resources.

III. CRITERIA

Criteria for selecting personnel for certificated positions shall include the following:
A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or

B. Academic background: A Master’s degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable.
   1. Possession of a Master’s degree from an accredited institution in the discipline of assignment, or
   2. Possession of a Master’s degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor’s degree from an accredited institution in the discipline of assignment.
   3. For faculty in disciplines where a Master’s degree is not generally expected or available, either of the following:
      a) Possession of a Bachelor’s degree from an accredited institution in a discipline reasonably related to assignment plus two years of professional experience, plus appropriate certification to practice or licensure if available; or,
      b) Possession of an associate degree from an accredited institution in a discipline reasonably related to the faculty member’s assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.

C. “Equivalency” to either academic or vocational requirements shall be determined in accordance with BP 7211 (replaces CP 5165 BP 7210).

D. Individual departments may add information on educational requirements placing emphasis on a specific area.

E. Other departmental interests may be shown under “Desirable Qualifications”. These are limited to job related factors.

F. All applicants selected for hire must show a sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
I. The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

II. Leave
Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee’s appointment or a temporary employee’s appointment.

III. Salary
Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his/her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service, regardless of length of service with the District.

In addition, Rio Hondo may provide, on approval of the Governing Board, for not more than 180 calendar days as part of the employee’s compensation all of the following:

A. The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty. (Ed Code 87018)

B. All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts. (Ed Code 87018)

C. Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit. (Ed Code 87700)

IV. Health Benefits
An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 18 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.
V. Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees; e.g., if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave, and holiday privileges up to a maximum period of 180 days.

VI. Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

A person employed to take the place of any such employee shall not have any right to the position following the return of the employee to the position. (Ed Code 87700)

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the District for more than one year, but had not yet become a regular academic employee of the District, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he/she entered military service. (Ed Code 87700)

In the case of an academic or classified employee, absence on military leave shall not be construed as a break in the continuity of service.

VII. Sources:

CCLC
Education Code Sections 87018, 87700, and 87832;
Military and Veteran’s Code Sections 389 et seq.; 38 U.S. Code Sections 4301 et seq.