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

Members Present: Ms. Madeline Shapiro, President  
Ms. Norma E. Garcia, Clerk (arrived 6:20 pm)  
Mr. Gary Mendez, Member  
Ms. Mary Ann Pacheco, Member  
Jaime “JJ” Magallón, Student Trustee

Members Absent: Vicky Santana, Vice President (Excused)

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President  
Mr. Henry Gee, Vice President Student Services  
Ms. Myeshia Armstrong, Vice President, Finance and Business  
Dr. Vann Priest, Academic Senate President  
Ms. Kathy Pudelko, RHCFA President  
Ms. Sandra Rivera, CSEA President  
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER
A. Call to Order
Ms. Shapiro called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance
Ms. Ruthie Retana led the salute to the flag.

C. Roll Call
All members of the Board reported present with the exception of Vicky Santana who was reported ill and was excused and Norma Garcia who later arrived at 6:20 p.m.

D. Approval of Minutes: December 10, 2014

10. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the three members present [Shapiro, Mendez, Pacheco] to approve the minutes of December 10, 2014.

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

No comments were made from the public.

F. Presentation

- Student Success Scorecard (Howard Kummerman)

Ms. Garcia arrived at this point of the meeting (6:20 p.m.).

II. CONSENT AGENDA

11. On motion of Ms. Garcia, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Garcia, Shapiro, Mendez, Pacheco] to approve the following Consent Agenda:

Student advisory vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports


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 conference:

   Caesar Hernandez to participate at the SolidWorks World 2015 in Phoenix, Arizona on February 8-11, 2015.

3. Substantial Completion of Bid #2024 – Remove and Replace Water Heater at the AJ Annex Building

   The Board of Trustees approved the substantial completion of the work performed under Bid #2024 to Remove and Replace Water Heater at the AJ Annex Building and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

4. Amendment #01 to California Department of Education California State Preschool Program Contract CSPP-4228

   At its meeting on July 9, 2014, the Board approved a State of California Department of Education (CDE) contract CSPP-4228 funding RHCCD preschool program in the amount of $239,312.00.

   Amendment #01 augments the contract in the following ways:

   o Maximum rate per child is changed from $33.90 to $35.60
   o Minimum child days of enrollment is changed from 7,059 to 7,215
   o The maximum reimbursable amount is increased by $17,548 to $256,860.
The Board of Trustees approve Amendment #01 to CSPP-4228 from the California Department of Education California State Preschool Program as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Memorandum of Understanding (MOU) in Support of SB 1070 Career Technical Education Pathways Program Grant**

   Rio Hondo College will partner with the LA County Ring Colleges Consortium for SB 1070 Career Technical Education Pathways Program Grant. The Consortium consists of the following colleges: Cerritos College; Citrus College; El Camino College; Glendale Community College; Mt. San Antonio College; Pasadena College; Rio Hondo College; Santa Monica College. Rio Hondo College will serve as the fiscal agent for SB 1070 and will receive $100,000.00 over the next two years to achieve the goals and objectives of the grant.

   The pilot project will serve as a model and will form the basis for staff development activities within the LA County Ring Colleges Consortium.

   The Board of Trustees approved the MOUs as detailed in the agenda item and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Approval of Clinical Affiliation Agreements – California Hospital Los Angeles**

   The Health Science & Nursing Department requested the services of California Hospital Los Angeles to provide Rio Hondo Community College District Health Science & Nursing students with clinical experience. The affiliation allows students and instructors access to appropriate facilities for student to obtain practical learning experiences in the various departments of the health facility. The affiliation agreement will be for the term of one year beginning January and continuing through December 31, 2015.

   The Board of Trustees approved the Clinical Affiliation Agreement with California Hospital Los Angeles as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Remove Walls to Create Two Classrooms at the Old Campus Inn – DCL Construction, General Contractors**

   The Board of Trustees awarded a contract to DCL Construction, General Contractors to remove interior walls and create two classrooms at the old Campus Inn in an amount not to exceed $9,645.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

8. **Non-Resident Tuition Fee**

   The Board of Trustees approved the Non-Resident Tuition Fee of
$200.00 per unit, starting fiscal year 2015/2016.

9. **Acceptance of Donation – McMaster-Carr Supply Company**

The McMaster-Carr Supply Company offered to donate 20 used fire extinguishers to the Santa Fe Springs Public Safety Training Center. One or more of the extinguishers may be damaged or have elapsed expiration date.

<table>
<thead>
<tr>
<th>No.</th>
<th>Mfg. /Make</th>
<th>Description</th>
<th>Model</th>
<th>Serial Number</th>
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<td>YM-470374</td>
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</table>

The Board accepted this donation that is valued at $600.00

10. **Memorandum of Understanding (MOU) with Foothill – De Anza Community College District Representing the Online Education Initiative**

The Board of Trustees approved the Online Education Initiative MOU as summarized below and authorized the Administration to execute appropriate documents on behalf of the District:

This MOU outlines membership in each of the three groups developing the Online Education Initiative (OEI) hosted by Foothill-De-Anza Community College District. The goal of the OEI is to engage colleges in the implementation of online resources that will improve student success and completion in the California Community Colleges. All of the colleges involved in this effort will be asked to pilot processes and tools, engage as members of a pilot consortium of participating colleges, and assist in the selection, development, and testing of the resources involved.

There are three groups of pilot colleges, Full Launch Colleges; Student Readiness Staging Group; and Tutoring Staging Group. Rio Hondo College
is assigned to the Student Readiness Staging Group. The Student Readiness Staging Group will:

a. Pilot a diagnostic assessment to help students evaluate their readiness for online learning.
b. Pilot dynamic tutorials designed to improve student readiness for online success.
c. Participate in evaluation of diagnostic assessment and readiness tutorials.
d. Participate in staging activities for entry into the course exchange.
e. Begin readiness preparation work in January 2015 with participating colleges submitting candidate courses to the OEI for inclusion in courses in Spring 2015.
f. The pilot will initially deploy diagnostic assessment and readiness tutorials from the teaching colleges’ own systems with their own students and CMS and not be part of a student exchange during the pilot.

11. **Addition to Approved Vendor List**

The Board of Trustees approved the firms listed below to be added to the Approved Vendor Pool and authorized the Administration to request quotations and negotiate contracts as projects are identified:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>License / Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS Anderson Air Conditioning, LP.</td>
<td>Fullerton</td>
<td>License No. 894408 B General Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-10 Electrical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-20 Warm-Air Heating Ventilation and Air-Conditioning</td>
</tr>
<tr>
<td>Fundament &amp; Associates, Inc.</td>
<td>Irvine</td>
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<tr>
<td></td>
<td></td>
<td>License No. E18957 Electrical Engineer</td>
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<tr>
<td></td>
<td></td>
<td>MEP Engineering Consultant</td>
</tr>
<tr>
<td>Pezeshki Engineering, Inc.</td>
<td>Newport Beach</td>
<td>License No. M29925 Mechanical Engineer</td>
</tr>
</tbody>
</table>

Firms were evaluated in terms of relevant experience and qualifications. College Staff recommend the above referenced firms for consideration for
addition to the Approved Vendor List for emergencies or projects valued under bid threshold.

12. **Replace Float Valve in Cooling Tower #1 of Central Plan – Key Mechanical Service Company**

The Board of Trustees awarded float valve project to Key Mechanical Service Company in an amount not to exceed $1,113.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

13. **Repairs to HVAC Return Air Fan at Science Building – Key Mechanical Service Company**

The Board of Trustees awarded HVAC return air fan repairs at Science Building to Key Mechanical Service Company in an amount not to exceed $3,783.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

14. **Service Outside Air and Return and Air Dampers at the Administration Building HVAC Equipment – EMCOR Services / Mesa Energy Systems**

The Board of Trustees awarded project to service HVAC outside air and return air dampers at the Administration Building to EMCOR Services / Mesa Energy Systems in an amount not to exceed $1,426.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Replace Receiver Controller and Repair Pneumatic Control Panel at HVAC System in Administration Building**

The Board of Trustees awarded the project to replace receiver controller and repair pneumatic control panel at HVAC system in Administration Building to EMCOR Services / Mesa Energy Systems in an amount not to exceed $3,072.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

16. **Surplus Property – Kinesiology, Dance & Athletics Department**

The Board of Trustees, determined that the referenced property listed below is surplus and of insufficient value to defray the cost of arranging a sale and authorizing consignment to a local auction house and recycling center.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 boxes</td>
<td>Lane lines (pool lane lines will not fit new pool)</td>
</tr>
<tr>
<td>2</td>
<td>Water polo goals (not designed for new pool mounts)</td>
</tr>
<tr>
<td>1</td>
<td>Handicap pool chair lift</td>
</tr>
<tr>
<td>20</td>
<td>Aluminum Hurdles</td>
</tr>
<tr>
<td>1</td>
<td>Hurdle Cart</td>
</tr>
<tr>
<td>1</td>
<td>Starting block cart</td>
</tr>
</tbody>
</table>
17. **Contract with Architectural Consultant to Prepare Plans and Specifications for the L Tower Building Seismic and Code Upgrades**

The Board of Trustees awarded contract to Westberg + White, Inc. to prepare plans and specifications for the L Tower Seismic and Code Upgrades in an amount not to exceed $1,785,000.00 paid from State and Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

18. **Stand for Postage Machine – Priority Neopost, Inc.**

The Board of Trustees awarded project to replace a Postage Meter Stand to Priority Neopost, Inc. in an amount not to exceed $1,308.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

19. **Plans and Specifications to Replace Heating, Ventilation, and Air Conditioning (HVAC) System at Main Data Center – Fundament & Associates, Inc.**

The Board of Trustees awarded project to prepare plans and specifications to replace the heating, ventilation, and air conditioning (HVAC) system at Main Data Center to Fundament & Associates, Inc. in an amount not to exceed $21,980.00 paid from State Scheduled Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.


The Board of Trustees awarded project for mechanical engineering consultant preparing plans and specifications for emergency generator to Fundament & Associates, Inc. in an amount not to exceed $18,000.00 paid from State Scheduled Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.

21. **Prop 39 Clean Energy Workforce Grant – Los Angeles Trade Technical College**

The Board of Trustees approved Prop 39 Clean Energy Workforce Grant through Los Angeles Trade Technical College in the amount of $243,364.65 and authorized the Administration to execute the appropriate documents on behalf of the District.
22. **Purchase Two (2) Daily Parking Permit Dispensers for Parking Lot E and Parking Lot C – CALE America, Inc.**

The Board of Trustees approved the proposal of $23,005.25 to purchase two (2) daily parking permit dispensers for Parking Lot E and Parking Lot C – CALE AMERICA, Inc. to be paid from Parking Funds and authorized the Administration to execute appropriate documents on behalf of the District.

23. **BAPP Grant 15-118143 through the California Community Foundation**

The Board of Trustees approved BAPP Grant 15-118143 through the California Community Foundation in the amount of $150,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

24. **Consultants**

Approved the following consultants:

a. Marilyn Elkins – To present “Enhancing Basic Skills across the Disciplines: A Day of Sharing Best Practices” for Title V Faculty Development. Date of service: January 27, 2015. Payment not to exceed $1,200.00 from Title V Grant.

b. Alison D. Taufer – To present a “Teaching for Learning Institute” Workshop. Date of service: January 27, 2015. Payment not to exceed $800.00 from Title V Grant.

c. Shelagh Rose – To present the best practices for establishing and developing first year experience programs in the community college, including highlights of Pasadena City College’s First-Year Pathways program. Date of service: January 28, 2015. Payment not to exceed $300.00 from Title V Grant.

d. Dominica Scibetta – To provide assistance to Government & Community Relations Director in an internship capacity to work on various projects. Dates of service: January 20, 2015 to May 28, 2015. Payment not to exceed $1,000.00 from District Fund.

e. Eshele Danette Williams – To present/speak to Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Working with the System; Foster Parent/Kinship Care Provider Roles/Responsibilities; Taking care of the Caregiver; Burnout Prevention as well as other specialized topics in foster care and parenting. Dates of service: January 15, 2015 – June 30, 2015. Payment not to exceed $500.00 from FKCE Grant.

### B. PERSONNEL

1. **Academic**

   a. Employment
Special Assignment, Fall 2014

The following instructor will receive a $200 stipend, paid by the Title V grant, for participating in two instructional development workshops as part of the “Strengthening Basic Skills Across the Curriculum” series and then creating at least two new assignments/activities to incorporate into her Speech 101 course to enhance student success:

LAI, Wendy, Communications and Languages

The following instructor will receive a $200 stipend, paid by the Title V grant, for participating in the “Student Engagement in a Changing Technological Climate” workshop and then creating at least two new assignments/activities to incorporate into his Math 030 course to enhance student success:

GUTIERREZ, Jesus, Math and Science

The following instructor will receive a $400 stipend, paid by the Title V grant, for participating in the “Strengthening Basic Skills Across the Curriculum” Series (two workshops) and attending two Technology Training workshops, culminating in the creation of at least 4 new assignments/activities to incorporate into his Radio 136 and 236 courses to enhance student success.

BACA, Rick, Communications and Languages

Hourly as Needed, Intersession 2015

Academic Affairs

O’BRIEN, Katie, FLEX Coordinator

Cal WORKS (Student Equity Funds)

DADA, Igor HERNANDEZ-GARCIA, Nellie

Summer Bridge Program

KOGER, Michael

Part Time, Intersession 2015

Communications & Languages

PHILPOT, Cynthia

Hourly as Needed, Spring 2015

Counseling & Student Success (Student Equity Funds)

ALVARADO, Delmis ARRIZON-MAFFRIS, Vicenta

GAW, Rose SANDOVAL, Christina
Spring 2015 Assignments (part time)

See attached list

Spring 2015 Assignments (hourly)

ACUNA, Sylvia, Stud. Health Ser. ARENAS-VELLANOWETH, Vivian, Library
BARBA, Benjamin, Library BIDWELL, Jennifer, Library
BEBLER, Gabriel, Library
ELLIS, Sally, Library ENRIGHT, William, Library
HOVSEPIAN, Viken, Wknd College RIVAS, Claudia, Library
SAKAMOTO, Rosario, Stud. Hlth Ser. SHACKLETT, Tod, Library

Part Time, Spring 2015

Business

AZIZ, Tahir

Career Technical Education

MORGANA, Oscar

Health Science & Nursing

ANTHONY, Mary Lou MARTINEZ, Roxanne

b. Retirement

MARKS, Judy, full time Learning Disabilities Specialist in Disabled Students Programs & Services. Her last day of employment was December 13, 2014, With her first day of retirement being December 14, 2014

c. Resignation

ALDRICH, Christine, Cal WORKS Counselor/Coordinator. Her last day of full time employment was December 13, 2014

2. Classified

a. Employment

Regular Classified

The following employee is being 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:
EMANUEL, Denee, Clerk Typist II, 40%, 12 months, Foster/Kinship Care effective January 6, 2015

RAMIREZ, Elizabeth, Student Services Assistant, 47.5%, 12 months, Career Development Center, effective December 9, 2014

b. Increase in Assignment

The following employee is being 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:

BAEZ, Gerson, Paraprofessional Tutor in TRIO/SSS, from 25% to 37.5% (Student Equity funding), effective January 5, 2015


a. Employment

Hourly

Math & Sciences

CHAPA, Irene, Supervisor CHAPA, Irene, Tutor II
SANCHEZ, Fatima, Tutor II SANTANA, Cynthia, Tutor II
SILVA, Danny, Tutor II

Student Success & Retention (Basic Skills)

ARZATE, Roberto, Tutor II BELTRAN, Jacob, Tutor II
CARRILLO, Gisela, Tutor II CASTILLO, Silvia, Tutor II
CASTRO, Hiram, Tutor II CONSTANZO, Adan, Tutor II
CONTRERAS, Thomas, Tut II DIAZ, Robert, Tutor II
EDWARDS, Shaunee, Tut II GONZALEZ, Jose, Tutor II
HAMMOND, Robert, Tutor II JIMENEZ, ANA, Tutor II
KIHIGI, Nicolas, Tutor II LASSITER-CAMPOS, Shawndra, Tutor II
LICON, Lilian, Tutor II LIN-COBOS, Andres, Tutor II
LIEU, Jieni, Tutor II LOPEZ, Albert, Tutor II
LOPEZ, Sabrina, Tutor II PALOMERA, Ruby, Tutor II
PARRA, Linda, Tutor II RAMIREZ, Adriana, Tutor II
RUCKWONGPATR, SCHULTZ, Melissa, Tutor II
VARANGKANA, Tutor II SEMANDA, Samuel, Tutor II
SHAikh, Nehal, Tutor II SOFFE, Morgana, Tutor II
TENA, Barbara, Tutor II TERAN, Jacob, Tutor II
VAN, Hung, Tutor II VIGIL, Stephen, Tutor II

Volunteers

GUTIERREZ, Jacqueline, Disabled Student Programs & Services

III. ACTION ITEMS – No Items
IV. INFORMATION ITEMS
2. Revision of Administrative Procedures 3435, 4101, and 4260 – the Board accepted the Administrative Procedures as attached.
3. CCCT Board Election – Call for Nominations – Members of the Board did not forward nomination for the 2015 CCCT Board election.

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

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 6:50 p.m. and announced the following action:

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

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

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

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

Pursuant to Section 54957:
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYEE APPOINTMENT
  - Dean, Student Affairs

12. On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public appointment of Loy Nashua as Dean, Student Affairs.

13. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Jose Gutierrez as General Counselor.

14. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Irene Vu as General Counselor.

○ (3) General Counselors (categorically funded)
15. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Yunior Hernandez as General Counselor (categorical funds).

16. On motion of Ms Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Vicenta Arrizon Maffris as General Counselor (categorical funds).

17. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Viviana Villanueva as General Counselor (categorical funds).

   - **Interim Counselor/Coordinator El Monte Pledge (categorically funded)**

18. On motion of Ms. Garcia, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Maribel De Leon as Interim Counselor / Coordinator – El Monte Pledge (Categorical Funds).

   - **Interim Counselor/Coordinator Non Credit (categorically funded)**

19. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Nellie Hernandez-Garcia as Interim Counselor / Coordinator – Non-Credit (Categorical funds).

   - **(2) FT History Instructors**

20. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Abbie Perry, full time History instructor.

21. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the public employment of Ea Madrigal, full time History instructor.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, Board received statements for the most recent evaluations along with the recommendations of the President and the Board considered the recommendations. There are 20 faculty members who were reviewed including those in their first, second and third contracts.

*Pursuant to Section 54957.6:*

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

22. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to adjourn the meeting at 8:23 p.m.

- **Date of Next Special Meeting** – Saturday, January 17, 2015, 11:00 a.m., Rio Hondo College Board Room
- **Next Regular Meeting** – Wednesday, February 18, 2015, 6:00 p.m., Rio Hondo College Board Room
**BASIC SKILLS COMMITTEE**

<table>
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<th><strong>Charge</strong></th>
<th>To discuss the needs of the campus relating to basic skills and to plan the future of basic skills across the curriculum at Rio Hondo College.</th>
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</thead>
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<tr>
<td><strong>Meeting Schedule</strong></td>
<td>Monthly</td>
</tr>
<tr>
<td><strong>Chair</strong></td>
<td>Assistant Dean, Student Success and Retention</td>
</tr>
<tr>
<td><strong>Co-Chair</strong></td>
<td>Faculty Representative <strong>Basic Skills Faculty Coordinator</strong></td>
</tr>
</tbody>
</table>
| **Composition** | • Vice President, Academic Affairs  
• Vice President, Student Services  
• Dean, Communications and Languages  
• Dean, Math and Sciences  
• Dean, Counseling and Student Success  
• Communications and Languages Faculty (6)  
• Math and Science Faculty (2)  
• Counseling (1)  
• Associated Students of Rio Hondo College (ASRHC) Representative (1)  
• Classified Representatives (3) |
| **Adopted** | 2/21/08 |
| **Notes** |  |
| **Support Staff** | • Clerical Support Staff, Student Success and Retention  
• Researcher |
<table>
<thead>
<tr>
<th><strong>CATALOG COMMITTEE</strong></th>
</tr>
</thead>
</table>

**Charge**  
This committee will meet to review, prepare, update and edit the contents of the catalog in preparation for printing and uploading to the website annually.

**Meeting Schedule**  
The committee will meet as needed

**Chair**  
Dean, Career & Technical Education / Instructional Operations

**Composition**

- Management & Confidential (7)
- Faculty (4)
- Classified (5)

Chair: Dean of Instructional Operations  
Co-Chair: Director Admissions and Records or designee  
Director of Marketing and Communications  
Classified: Marketing & Communications Specialist  
Classified: Curriculum Articulation Specialist  
Classified: Schedule Technician  
Classified: Admission and Records Specialist/Analyst  
Faculty: Articulation Officer/Counselor  
Faculty: Curriculum Chair  
Faculty Representative  
Faculty: Past Curriculum Chair  
Confidential: Sr. Administrative Assistant Student Services  
Classified: Clerk III Student Life & Leadership  
Dean, Academic Affairs (3)

---

**Adopted**

**Revised**

**Notes**

**Support Staff**
**COMMENCEMENT COMMITTEE**

<table>
<thead>
<tr>
<th>Charge</th>
<th>To plan, and coordinate, <strong>and execute</strong> the annual Commencement Ceremony.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Schedule</td>
<td>Once or twice a month from the beginning of January until May</td>
</tr>
<tr>
<td>Chair</td>
<td>Director, Student Life and Leadership</td>
</tr>
</tbody>
</table>
| Composition |  • Vice President, Student Services or **designee**  
  • Executive Assistant to the Superintendent/President or **designee**  
  • Dean, Student Services  
  • Director, Facilities  
  • Assistant Director, Facilities  
  • Classified Representative  
  • Marketing Representative  
  • Bookstore Representative  
  • **Faculty Representative**  
  • Student **ASRHC** Representative |
| Adopted | 1995 |
| Revised | 2011, 2014 |
| Notes |  |
| Support Staff | Assistant to the Director, Student Life and Leadership |
## DISTANCE EDUCATION COMMITTEE
(COMMITTEE OF THE ACADEMIC SENATE)

<table>
<thead>
<tr>
<th>Charge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Developing and recommending quality standards for online education;</td>
<td></td>
</tr>
<tr>
<td>- Developing best practices to ensure regular and effective contact</td>
<td></td>
</tr>
<tr>
<td>for distance education;</td>
<td></td>
</tr>
<tr>
<td>- Making recommendations to ensure online instructors conform to</td>
<td></td>
</tr>
<tr>
<td>legal requirements including Title V, the California Education</td>
<td></td>
</tr>
<tr>
<td>Code, Section 508 of the Americans with Disabilities Act, and other</td>
<td></td>
</tr>
<tr>
<td>applicable provisions;</td>
<td></td>
</tr>
<tr>
<td>- Recommending training standards for faculty teaching through</td>
<td></td>
</tr>
<tr>
<td>distance education;</td>
<td></td>
</tr>
<tr>
<td>- Providing input regarding the selection of the course management</td>
<td></td>
</tr>
<tr>
<td>systems.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Schedule</th>
<th>The Distance Education Committee will meet once a month or as needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Distance Education Coordinator (term: 2 years (Spring, 2015))*</td>
</tr>
<tr>
<td>Composition</td>
<td>- Faculty representatives (12)</td>
</tr>
<tr>
<td></td>
<td>- Academic administrators (2)</td>
</tr>
<tr>
<td></td>
<td>- Classified representatives (DSPS, Virtual College suggested) (2)</td>
</tr>
<tr>
<td></td>
<td>- Director of Information Technology</td>
</tr>
</tbody>
</table>

| Adopted          | 2013-2014                                                            |
| Revised          |                                                                    |
| Notes            | *The Distance Education Coordinator/Chair will be elected by the     |
|                  |   committee for a two-year term commencing Spring 2015.             |
| Support Staff    | TBD                                                                  |

---
### INSTRUCTIONAL TECHNOLOGY COMMITTEE
(Committee of the Academic Senate)

<table>
<thead>
<tr>
<th>Charge</th>
<th>The Instructional Technology Committee is charged with the task of reviewing information and making recommendations to the Academic Senate on matters relating to technology for the use in teaching and providing student services. This includes assessment of both software and hardware resources available for classrooms and online. The committee will also evaluate training opportunities for the use of instructional technology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Schedule</td>
<td>Up to twice per month minimum during Fall and Spring semesters on first and third Tuesday at 2:30 p.m.</td>
</tr>
<tr>
<td>Chair</td>
<td>Faculty Representative</td>
</tr>
</tbody>
</table>
| Composition | • Director, Information Technology (1)  
• Administrators (2 1)  
• Faculty Representatives (40 4)  
• Classified Representatives (2 1) |
<p>| Adopted | 7/2002 |
| Revised | 2013, 2014 |
| Notes | The ITC role is now modified to solely look at instructional technology while another committee (Distance Education) is formed to focus on online education. Replaces the Virtual College Committee |
| Support Staff | TBD |</p>
<table>
<thead>
<tr>
<th><strong>PLANNING AND FISCAL COUNCIL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
</tr>
<tr>
<td><strong>Meeting Schedule</strong></td>
</tr>
</tbody>
</table>
| **Co-Chairs**                  | Vice President, Academic Affairs  
                                  President, Academic Senate |
| **Composition**                | • Management Representatives (5)  
                                  • Faculty Representatives (11)  
                                  • CSEA Representatives (3)  
                                  • ASRHC President  
                                  • ASRHC Treasurer  
                                  • ASRHC Representative (1) |
| **Adopted**                    | 10/11/95 |
| **Notes**                      | |
| **Support Staff**              | • Dean, Instructional Research and Planning  
                                  • Coordinator, Staff Development  
                                  • Director, Facilities  
                                  • Senior Administrative Assistant, Academic Affairs |
<table>
<thead>
<tr>
<th><strong>STAFFING COMMITTEE – CLASSIFIED POSITIONS (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
</tr>
<tr>
<td><strong>Meeting Schedule</strong></td>
</tr>
</tbody>
</table>
| **Co-Chairs** | Vice President, Student Services  
Classified Representative |
| **Composition** | Vice President, Academic Affairs  
Vice President, Finance and Business  
Vice President, Student Services  
Instructional Dean (1)  
Student Services Dean (1)  
Classified Staff Representatives (2)  
Management/Confidential Representatives (2)  
Faculty Representatives (10)  
*For Classified Positions:*  
Vice President, Academic Affairs  
Vice President, Finance and Business  
Vice President, Student Services – Co-chair  
Instructional Dean (4-2)  
Student Services Dean/Director (4-2)  
Classified Staff Representatives (2-4)  
Management/Confidential Representatives (2-1) |
| **Revised** | 2011; 2013; **2014** |
| **Notes** | *Full-time classified positions that have been vacated due to retirement, resignation, dismissal, or death do not need to be included in the planning process. Such positions will be automatically filled if resources allow and the program is continuing. The Superintendent/President will have the final determination.* |
| **Support Staff** | Senior Administrative Assistant, Academic Affairs |
### Staffing Committee - Faculty Positions

**Committee of the Planning and Fiscal Council**

| Charge | There are two components to the Staffing Committee: (1) Faculty hiring and (2) Classified hiring. These committees are responsible for using a multiple-criterion based process for prioritizing staff and faculty position requests.* |
| Meeting Schedule | On an as-needed basis |
| Co-Chairs (Faculty) | Vice President, Academic Affairs  
Faculty Representative |
| Composition |  
- Vice President, Academic Affairs  
- Vice President, Finance and Business  
- Vice President, Student Services  
- Instructional Dean (1)  
- Student Services Dean (1)  
- Classified Staff Representatives (2)  
- Management/Confidential Representatives (2)  
- Faculty Representatives (10)  

For Faculty Positions:  
- Vice President, Academic Affairs – Co-chair  
- Vice President, Finance and Business  
- Vice President, Student Services  
- Instructional Dean (4.4)  
- Student Services Dean/Director (4.2)  
- Faculty Representatives (10)  
  - Academic Senate (5)  
  - Planning Fiscal Council (5) |
| Revised | 2011; 2013; 2014 |
| Notes | *Full-time faculty positions that have been vacated due to retirement, resignation, dismissal, or death do not need to be included in the planning process. Such positions will be automatically filled if resources allow, the program is continuing, and the institution's Faculty Obligation Number (FON) is not being met. The Superintendent/President will have the final determination.* |
| Support Staff | Senior Administrative Assistant, Academic Affairs |
### STUDENT EQUITY COMMITTEE

#### Charge

This committee will be charged to review and develop specific goals/outcomes and actions to address disparities that are discovered by disaggregating data for student success indicators; identifying disproportionate impacts for disadvantaged student populations and reviewing and recommending changes to policies, activities, and procedures to improve student equity and access.

#### Meeting Schedule

The committee will meet every other month as needed.

#### Co-Chairs

Dean, Student Affairs  
Faculty Representative

#### Composition

- Management & Confidential Representatives (4)  
  - Asst. Dean, Student Success & Retention  
  - (2) at large
- Faculty Representatives (4)  
  - Transfer Coordinator  
  - Counseling  
  - (2) at large
- Classified Representatives (4)  
  - (2) Student Services  
  - (1) Institutional Research  
  - (1) at large
- ASRHC Representatives (4)

---

**Adopted** 2014  
**Revised**  
**Notes**  
**Support Staff**
### STUDENT SERVICES PROGRAM LEADERSHIP COUNCIL

<table>
<thead>
<tr>
<th>Charge</th>
<th>The council identifies issues of common concern in providing student services; develops joint plans and strategies for addressing issues; and facilitates coordination of Student Services across all program areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Schedule</td>
<td>Second and Fourth Wednesdays of each month once a month during Fall and Spring semesters only; 9:30-11:00 a.m.</td>
</tr>
<tr>
<td>Chair</td>
<td>Vice President, Student Services</td>
</tr>
<tr>
<td>Composition</td>
<td>(10) Administrators, (9) Faculty Coordinators, (2) Classified</td>
</tr>
<tr>
<td></td>
<td>• Assistant Dean, Student Success and Retention</td>
</tr>
<tr>
<td></td>
<td>• Dean, Counseling and Student Success</td>
</tr>
<tr>
<td></td>
<td>• Dean, Student Affairs</td>
</tr>
<tr>
<td></td>
<td>• Dean, Student Services</td>
</tr>
<tr>
<td></td>
<td>• Director, Admissions and Records, Registrar</td>
</tr>
<tr>
<td></td>
<td>• Director, DSPS</td>
</tr>
<tr>
<td></td>
<td>• Director, EOPS/CARE</td>
</tr>
<tr>
<td></td>
<td>• Director, Financial Aid</td>
</tr>
<tr>
<td></td>
<td>• Director, Student Life and Leadership</td>
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<tr>
<td></td>
<td>• Director, TRIO Programs</td>
</tr>
<tr>
<td></td>
<td>• Coordinator, Psychological Services</td>
</tr>
<tr>
<td></td>
<td>• Coordinator, Puente</td>
</tr>
<tr>
<td></td>
<td>• Counseling Liaison</td>
</tr>
<tr>
<td></td>
<td>• Counselor/Coordinator CalWORKS</td>
</tr>
<tr>
<td></td>
<td>• Counselor/Coordinator, Career Development Center</td>
</tr>
<tr>
<td></td>
<td>• Counselor/Coordinator, First Year Success Center</td>
</tr>
<tr>
<td></td>
<td>• Coordinator, Student Health Center</td>
</tr>
<tr>
<td></td>
<td>• Counselor/Coordinator, Transfer Center</td>
</tr>
<tr>
<td></td>
<td>• Counselor/Coordinator, Veteran Service Center</td>
</tr>
<tr>
<td></td>
<td>• Classified, Assessment Center</td>
</tr>
<tr>
<td></td>
<td>• Classified, Outreach &amp; Educational Partnerships</td>
</tr>
<tr>
<td>Adopted</td>
<td>July 1995</td>
</tr>
<tr>
<td>Revised</td>
<td>2/21/08, 2011; 2012, 2014</td>
</tr>
<tr>
<td>Notes</td>
<td>Formerly called the Student Services Management Team, expanded in Feb 2014 to include representation from all Student Services programs.</td>
</tr>
<tr>
<td>Support Staff</td>
<td>Senior Administrative Assistant, to the Vice President, Student Services</td>
</tr>
</tbody>
</table>
I. Purpose

Unlawful discrimination and sexual harassment as covered under state and federal laws (see Legal References) is a matter requiring prompt attention by the District because failure to act may cause damage to the alleged victim. Since this District recognizes the delicate nature of such situations, each step in the complaint procedure must be conducted with discretion in order to maintain confidentiality. It is the intent of this procedure to result in prompt recourse and to ensure fairness and equity to both the individual alleging unlawful discrimination or sexual harassment and to the person accused of such behavior.

The District recognizes that confidentiality is important to all parties involved in an alleged unlawful discrimination or sexual harassment complaint investigation. To the extent possible, the confidentiality of the complainant, respondent and witness will be protected except as may be required or permitted by law, which includes the policies and procedures of the District. Employees and/or students interviewed in accordance with these procedures shall assist in maintaining such confidentiality.

The District recognizes that it is in the best interest of all parties to a complaint for resolution to occur expeditiously. To that end, and to the extent feasible, it is the District’s intent that all complaints be resolved in the least amount of time possible and at the lowest level possible.

Nothing in this procedure shall affect the right of the complainant to pursue the matter with any state or federal enforcement agency. Complaints may be filed concurrently with an external agency.

Rio Hondo Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity. Such discrimination is prohibited by California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and/or the Age Discrimination Act (42 U.S.C. § 6101).

Rio Hondo Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors,
DISCRIMINATION AND HARASSMENT INVESTIGATIONS

Board Reviewed: 8/14/96; 9/14/09; 3/10/10

Rio Hondo Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

II. District Compliance Officer

Definitions

The District Compliance Officer is the responsible officer designated by the district to receive and process complaints and to coordinate investigations of unlawful discrimination or sexual harassment under this procedure. The District Compliance Officer also serves as the Title IX, ADA, and Section 504 Coordinator. The Compliance Officer is the “responsible District officer” charged with receiving all complaints of unlawful discrimination or harassment complaints filed pursuant to Title 5, section 59328, and coordinating their investigation. The actual investigation of complaints may be assigned to a third party investigator (outside persons or organizations) under contract with the District. Such delegation procedures will be used whenever the District Compliance Officer is named in the complaint or is implicated by the allegations in the complaint. The District Compliance Officer (or third party investigator) shall disclose any real or perceived conflicts of interest and may be required to delegate the responsibility to investigate to another impartial investigator.

Complainant: An individual who believes s/he has been unlawfully discriminated or sexually harassed.

Respondent: The individual who allegedly unlawfully discriminated or sexually harassed the complainant.

Days: As used in this procedure means calendar days.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

III. Filing a Timely Complaint

Since failure to report harassment and discrimination impedes the District’s ability to stop the behavior, the District strongly encourages employees and students to report to a responsible District officer.

Purple font represents recommended language from Chancellor’s Office (Model Policy)
Blue font represents recommended language/legal wording from CCLC
Red font represents changes based on recommendations from Chancellor’s Office and CCLC
ability to investigate and remediate.

Complaints not involving employment shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

Complaints alleging discrimination in employment shall be filed within 180 days of the date of the alleged unlawful discrimination, except that this period should be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

IV. Communicating that the Conduct is Unwelcome Communicating Unwelcome Conduct

The District further encourages anyone students and staff to the extent they are comfortable doing so, to let inform the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

V. Who May File a Complaint

A complaint may be filed by anyone who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of Board Policy 3410, Board Policy 3430, or this procedure. In addition, under federal civil rights laws referenced in Section I. (Purpose) complaints of Allegations of unlawful discrimination or harassment may be filed by parties who have not personally suffered unlawful discrimination or harassment.

VI. Where to File a Complaint

Anyone who believes he/she has been discriminated against or harassed in violation of Board Policy 3410, Board Policy 3430, or this procedure may make a complaint orally or in writing within one year of the date of the alleged discrimination or harassment, or the date on which the complainant knew or should have known of the facts underlying the complaint. The District Compliance Officer is located in the Student Services Building, Room SS-204, and can be reached at (562) 906-3498.

VII. Informal/ Formal Complaint Procedure

When a person brings a charge(s) of unlawful discrimination or harassment to the
attention of the District’s Compliance Officer, that officer will:

(1) Undertake efforts to informally resolve the charges;
(2) Advise the complainant that he/she need not participate in informal resolution;
(3) Notify the person of his or her right to file a formal complaint and explain the procedure for doing so;
(4) Assure the complainant that he/she will not be required to confront, or work out problems with the person accused of unlawful discrimination or harassment;
(5) Advise the complainant that he/she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency’s jurisdiction.
(6) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.

Efforts at informal resolution need not include any investigation unless the District Compliance Officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint in writing. Even if the complainant does dismiss the complaint, the District Compliance Officer may require the investigation to continue if he/she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor’s Office requesting a determination of whether further investigation under Title 5 is required. Unless the State Chancellor’s Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law or collective bargaining agreement and may allow for representation in other circumstances.
V. **Informal Complaint**

The purpose of this informal complaint process is to allow an individual who believes s/he has been sexually harassed to resolve the issue through a mediation process rather than the more formal process provided by the District. If it is determined that unlawful discrimination or sexual harassment has taken place, resolution may require nothing more than an apology from the respondent and an assurance that the offending behavior will cease. It is not a requirement for an individual to communicate or confront the individual whose conduct is discriminatory or offensive.

The District Compliance Officer or designee shall promptly investigate all potential violations of the college policy against discrimination, of which he or she becomes aware. Such an investigation may be initiated on the basis of an informal complaint, a referral from a supervisor or employee, or any other source of information indicating a potential violation of the college policy against discrimination.

The steps of the informal complaint process are as follows:

A. If an individual believes s/he has been unlawfully discriminated or sexually harassed by another whose conduct or behavior is believed to be discriminatory or offensive, s/he may file an informal complaint with the District Compliance Officer.

B. The District Compliance Officer will counsel the complainant regarding the unlawful discrimination or sexual harassment policy and complaint procedure.

C. The District Compliance Officer will advise the complainant that he or she:

1. Need not participate in the informal resolution;
2. May file his or her non-employment based complaint with the U.S. Department of Education, Office of Civil Rights;
3. May file his or her employment based complaint with the U.S. Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing;
4. May file a formal complaint pursuant to Title V, 5032

D. The complainant’s allegation of unlawful discrimination or sexual harassment shall be kept confidential and used only to provide a factual basis for resolving the complaint, except as may be required or permitted by law, which includes policies and procedures of the District. The District Compliance Officer will explain to the complainant the nature and extent of the confidentiality provided by this process.
E. Within 10 calendar days of receipt of the informal complaint, the District Compliance Officer shall contact the respondent in an attempt to resolve the matter informally. The respondent will be asked to provide a response to the allegations.

F. Within 10 calendar days of discussing the matter with the respondent, the District Compliance Officer will review the statements made by both the complainant and the respondent and meet individually with each party in an attempt to resolve the matter.

G. If the matter cannot be resolved, the District Compliance Officer will convey this information to both parties. The complainant will be informed of his/her right to file a formal complaint under this procedure or to file a complaint with any appropriate state or federal enforcement agency.

H. The informal process must be completed within a maximum of thirty (30) calendar days.

VIII. Filing a Formal Written Complaint

A student or employee who believes he or she has been discriminated against or harassed in violation of these policy and procedures may make complaint orally or in writing. Any complaint not involving employment shall be filed within one year of the date of the alleged discrimination/harassment or the date on which the complainant knew or should have known of the facts underlying the complaint.

Any complaint alleging discrimination/harassment in employment shall be filed within 180 days of the date of the alleged discrimination/harassment occurred, except that this period should be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he or she should be advised, but not required, to file the complaint on a form prescribed by the Chancellor's Office. The approved form is available from the District Compliance Officer, at the Rio Hondo College Website, and also at the State Chancellor's Office website, at the following URL:


The completed form must be filed with the District Compliance Officer or mailed directly to the State Chancellor's Office of the California Community Colleges.

If a complaint of unlawful discrimination or harassment is presented in another
written format, such as a letter, the District may request that the complainant complete the form. Every effort should be made to have the complaint filed on this form and to obtain the complainant’s signature. However, where a complainant has indicated that he or she wishes to pursue the formal complaint process, a complaint should not be rejected solely based on the failure to file the complaint on this form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District will attach the letter to the form and open a formal investigation. While a complaint filed in an improper form is still procedurally defective under Title 5 standards, the merits of the complaint itself may still be valid and must be addressed.

Once a complaint is filed, the individual(s) accused of engaging in unlawful discriminatory or harassing conduct should be advised of that filing and the general nature of the complaint. The District will take appropriate and reasonable action to ensure that the alleged behavior does not continue while the investigation is being conducted. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC and/or the DFEH should be forwarded to the Chancellor’s Office. Any District employee who receives a harassment or discrimination complaint shall notify the District Compliance Officer immediately.

VII. Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the District Compliance Officer shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.

- Advise the complainant that he or she need not participate in an informal resolution of the complaint, as described above, and that he or she may file a complaint with the Office of Civil Rights of the U.S. Department of Education. The Compliance Officer shall also notify the Chancellor of California Community Colleges of the complaint.
DISCRIMINATION AND HARASSMENT INVESTIGATIONS

Board Reviewed: 9/14/96; 9/14/09; 3/10/10

Formerly CP 5800

January 14, 2015

Authorize the investigation of the complaint and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case not involving employment discrimination, within 90 days of receiving a complaint, the district shall complete its investigation and forward a copy of the investigative report to the Chancellor and a copy or summary of the investigative report to the complainant. The Chancellor, complainant and accused shall also be provided with a written notice setting forth the determination of the [CEO or designee] as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties’ rights to appeal to the District’s Board of Trustees and the state Chancellor’s Office. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the accused. In any case involving employment discrimination, within 90 days of receiving a complaint, the district shall complete its investigation and forward a copy or summary of the investigative report to the complainant and a written notice setting forth the determination of the [CEO or designee] as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties’ rights to appeal to the District’s Board of Trustees and the state Chancellor’s Office.
IX. Threshold Requirements Prior to Investigation of a Formal Complaint

When a formal written complaint is filed it will be reviewed by the District Compliance Officer to determine if the complaint meets the following requirements:

- The complaint must allege unlawful discrimination or harassment prohibited under Title 5, section 59300.

- A complaint under Title 5 must be filed by one who alleges that he or she has personally suffered unlawful discrimination or harassment or by one who has learned of such unlawful discrimination or harassment in his or her official capacity as a College employee.

  - In addition, under the federal civil rights laws referenced in Section 1 (Purpose), this procedure also covers complaints of discrimination or harassment filed by someone, such as a representative, a family member, or other third party, on behalf of an individual or group of individuals alleged to have suffered unlawful discrimination or harassment.

- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination or harassment.

- In any complaint alleging unlawful discrimination or harassment in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination or harassment occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

X. Defective Complaint

If a complaint is found to be defective, it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under

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1 The portions of this procedure that pertain to communication with the State Chancellor's Office, and the appeal to that Office, do not apply unless the complainant meets the definition of complainant contained in Title 5, section 59328(a).

Purple font represents recommended language from Chancellor's Office (Model Policy)

Blue font represents recommended language/legal wording from CCLC

Red font represents exclusions based on recommendations from Chancellor's Office and CCLC
XI. Notice to State Chancellor or District

A copy of all formal complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor’s Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor’s Office receives a complaint, a copy will be forwarded to the District immediately.

XII. Investigation of the Complaint

Rio Hondo Community College District recognizes the importance of, and is therefore committed to, completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

The District shall promptly investigate every complaint of discrimination or harassment. No claim of workplace or academic unlawful discrimination or harassment shall remain unexamined. The District shall investigate complaints involving acts that occur off campus if they are related to an academic or work activity. This includes complaints involving activities in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities, on a District bus, or at a class or training program sponsored by the District at another location. As set forth above, where the complainant opts for an informal resolution, the Compliance officer may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need to know basis” is essential to a thorough investigation.

- Investigation Steps. The District will fairly and objectively investigate unlawful discrimination and harassment complaints utilizing the following steps, but not limited to: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party, if any; identifying and interviewing any other witnesses, if necessary; reminding all individuals interviewed of the District’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and adopt appropriate disciplinary and remedial action, if
necessary; and see that all recommended action(s) are carried out in a timely fashion.

- Timeline for Completion. The District will undertake its investigation promptly and as swiftly as possible. To that end, the District Compliance Officer (or third party investigator) shall complete the above steps and prepare a written report within 90 calendar days of the District receiving the complaint.

- Cooperation Encouraged. All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment or discrimination is, or may be, occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XIII. Administrative Determination

When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

In any case not involving employment discrimination or harassment, within 90 days of receiving an unlawful discrimination or harassment complaint filed under Title 5, sections 59300, et seq., the District Compliance Officer (or third party investigator) will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy of the summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

(a) the determination of the District Compliance Officer (or third party investigator) as to whether there is probable cause to believe unlawful discrimination or harassment occurred with respect to each allegation in the complaint;
(b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
(c) the proposed resolution of the complaint; and
(d) the complainant’s right to appeal to the District’s Board of Trustees and, for Title 5 complaints, to the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving

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2 For non-employment complaints filed under the federal civil rights statutes referenced in Section I, a copy of the summary report and written notice shall be forwarded only to the complainant.
Purple font represents recommended language from Chancellor’s Office (Model Policy)
blue font represents recommended language/legal wording from CCLC
Red font represents omissions based on recommendations from Chancellor’s Office and CCLC
an unlawful discrimination or harassment complaint filed under Title 5, sections 59300, et seq., the District Compliance Officer (or third party investigator) will complete the investigation and forward a copy of the summary of the report to the complainant, and written notice setting forth all the following to the complainant:

(a) the determination of the District Compliance Officer (or third party investigator) as to whether there is probable cause to believe discrimination or harassment occurred with respect to each allegation in the complaint;
(b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
(c) the proposed resolution of the complaint; and
(d) the complainant’s right to appeal to the District’s Board of Trustees and to file a complaint with the Department of Fair Employment and Housing or the U.S. Equal Employment Commission.

The District will keep these documents on file for a period of at least three (3) years after closing the case, and make them available to the State Chancellor upon request.

XIV. Discipline and Corrective Action

If harassment, discrimination, and/or retaliation occurred in violation of Board Policy 3410, Board Policy 3430, or this procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- providing counseling services;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant’s academic record;
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the discrimination or harassment and the misconduct that may have resulted in the complainant being disciplined; and
- preventing offending third parties from entering campus.

If discipline is imposed, the nature of the discipline will generally not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in
discrimination or harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant. A victim of discrimination or harassment who is informed of disciplinary action must keep that information confidential.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, and personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further unlawful harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, or any retaliation, or new incidents of discrimination or harassment. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond effectively to the complaint.

XV. Complainant’s Appeal Rights

Complainants have appeal rights they may exercise if they are not satisfied with the results of the District’s administrative determination. At the time the administrative determination and summary is mailed to the complainant, the District’s Compliance Officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District’s Board of Trustees within 15 days from the date of the administrative determination. The Board will review the original complaint, the investigative report, the administrative determination, and the appeal.

- The Board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the Board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the Board will be forwarded to the complainant and for Title 5 complaints, to the State Chancellor’s Office.
Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor’s Office in any Title 5 case not involving employment-related unlawful discrimination or harassment within 30 days from the date that the Board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days. The appeal must be accompanied by a copy of the decision by the Board or evidence showing the date on which the complainant filed an appeal with the Board, and a statement under penalty of perjury that no response was received from the Board within 45 days from that date. In any case involving employment discrimination or harassment, the complainant has the right to file a complaint with the Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.

Complainants must submit all appeals in writing. The Title 5 process provides no corresponding appeal rights to any other parties aside from the complainants. If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the disciplinary decision using the procedure for appealing a disciplinary decision. The complainant will be notified if such an appeal is filed and will be given an opportunity to respond.

X. Appeals

If the complainant is not satisfied with the results of the administrative determination, he or she may, within fifteen (15) days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor’s Office. The complainant shall also be notified of his or her right to appeal this decision.

If the Board does not act within forty five (45) days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

The complainant shall have the right to file a written appeal with the state Chancellor’s Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Section 59350 of Title 5 of the California Code of Regulations.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair.
Discrimination and Harassment Investigations

Employment and Housing. In such cases, the complainant may also file a petition for review with the state Chancellor’s Office within thirty days after the governing board issues the final decision or permits the administrative decision to become final.

Within 150 days of receiving a formal complaint, the District shall forward to the state Chancellor’s Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his or her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

XVI. Extensions

If, for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor’s Office, the District Compliance Officer will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within five (5) days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor, the 150-day deadline is automatically extended by an equal amount.

XVIII. Confidentiality of the Process

The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged discrimination or harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the District as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will...
inform the complainant if it cannot maintain confidentiality.

If a complainant insists that his or her name not be revealed, the District Compliance Officer (or third party investigator) should take all reasonable steps to investigate and respond to the complaint consistent with the complainant’s request, as long as doing so does not jeopardize the rights of other students or employees.

Complainants, witnesses, and those accused of discrimination or harassment shall be informed of the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. Persons who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination or harassment will be asked to sign a confidentiality acknowledgement statement.

XIX. Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District’s unlawful discrimination and harassment policy.

If an individual believes she/he has been subject to retaliation, the individual may file an additional or amended complaint with the District Compliance Officer. The District Compliance Officer (or third party investigator) shall investigate the claim of retaliation in accordance with these procedures.

If the District Compliance Officer (or third party investigator) determines that the complaint of retaliation is valid, in addition to any other remedies which may be appropriate (such as disciplinary action), the appropriate District administrator/manager shall take all necessary steps to end the retaliatory behavior as quickly as possible and shall provide counseling to the person performing the retaliation in regard to the rights of complainants to be free from retaliation.

XX. Academic Freedom

Rio Hondo Community College District Board of Trustees reaffirms its commitment to academic freedom, as defined in BP 4030, but recognizes that academic freedom does not allow any form of unlawful discrimination. Nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for any specific community college program, course, or activity, including participatory/shared governance and representation of constituents. (PFC Meeting 12/9/14)
DISCRIMINATION AND HARASSMENT INVESTIGATIONS

Board Reviewed: 8/14/96; 9/14/09; 3/10/10

When investigating unlawful discrimination or harassment complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.


XXI. Dissemination of Policy and Procedures

All College employees will be provided with a copy of the District’s written policy on unlawful discrimination and harassment at the beginning of the fall semester of each new academic year.

District policy and procedures related to harassment will include information that specifically addresses sexual violence. District Policy and Procedures related to harassment will be made available in the college catalog, emailed to all students and College employees, faculty members, members of the administrative staff and members of the support staff and will be posted on the District’s Website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee’s personnel file.

XXII. Notice, Training, and Education for Students and Employees

Rio Hondo Community College District’s Compliance Officer, or designee, shall make arrangements for, or provide training to, employees and students on the District’s unlawful discrimination and harassment policy and procedures.

A workshop or informational session will be made available to all District employees at least once annually. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six (6) months of assuming a supervisory position and every two (2) years thereafter. In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A workshop or informational session will be made available to all students at least once annually. The student workshop or informational session will include an explanation of the policy, how it works, and how to file a complaint. The session will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. In addition, a copy of the District’s written policy on unlawful discrimination and harassment, as it
pertains to students, will be distributed to all students through the student portal at the beginning of each fall semester.

By January 1, 2006, The District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of discrimination and harassment on all bases covered by this procedure, and the remedies available to victims of discrimination and harassment in employment.

XXIII. Definitions

Definitions applicable to nondiscrimination policies are as follows:

- “Accused” means the individual who allegedly unlawfully discriminated against or harassed the complainant
- “Appeal” means a request by a complainant made in writing to the Rio Hondo Community College District Board of Trustees pursuant to Title 5, section 59336, and/or to the State Chancellor’s Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- "Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, sections 59300, et seq.
- “Complainant” means anyone who alleges that he or she has personally suffered unlawful discrimination in violation of these policies and procedures, or a person who has learned of such unlawful discrimination, including a faculty member, administrator, student, family member, or other third party who files on behalf of an individual or group alleged to have suffered discrimination or harassment.
- “Days” means calendar days.

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3 See section VIII, Filing a Formal Written Complaint.
Purple font represents recommended language from Chancellor’s Office (Model Policy)
Blue font represents recommended language/legal wording from CCLC
Red font represents omissions based on recommendations from Chancellor’s Office and CCLC
• "Gender" means sex, and includes a person’s gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

• "Mental disability" includes, but is not limited to, all of the following:
  1. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disability, that limits a major life activity. For purposes of this section:
     a. "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
     b. A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
     c. "Major life activities" shall be broadly construed and shall include physical, mental, and social activities, as well as working.
  2. Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
  3. Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
  4. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
  5. Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2). "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

• "Physical disability" includes, but is not limited to, all of the following:
  1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
     a. Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
     b. Limits a major life activity. For purposes of this section:
        i. "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
activity.
(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
(iii) "Major life activities" shall be broadly construed and include physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
(4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
(6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- “District” means Rio Hondo Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its College that receives state funding or financial assistance through the District.
- “Respondent” means the individual who allegedly unlawfully discriminated or sexually harassed the complainant.
- “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
- “Sex” includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. “Sex” also includes, but is not limited to, a person’s gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
  (1) Making unsolicited written, verbal, physical, and/or visual contacts
with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
(2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
(3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
(4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
(5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
(6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
(7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

- "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
- “Unlawful discrimination” means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

**XXIV. Record Retention**

Unlawful discrimination and harassment records that are part of an employee’s employment records may be classified as permanent records and retained indefinitely in accordance with Title 5, California Code of Regulations, section 59022.

Education Code Section 66281.5; Government Code 12050.1; Title 5, Sections 59320, 59324, 59326, 59328, and 59300 et seq.; 34 C.F.R. Section 106.8(b).
INDEPENDENT STUDY/DIRECTED STUDY

This procedure is legally required.

I. Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor.

II. Directed Study paperwork is sent from the Dean, Library, and Office of Instructional Support Operations to all division areas to be completed by the instructor of record and the student requesting the independent study course. This paperwork must be signed by the division dean and then submitted to the Dean of Library and Instructional Support Operations who is responsible for verifying the necessary requirements and then forwarding the paperwork to the Office of Admissions and Records and the Office of Human Resources. The paperwork shall include the number of units and hours of study required the arrangements for consultation with the instructor, as well as the work product to be evaluated. (Title V, Section 58051)

III. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area.

IV. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses.

V. Units are awarded in accordance with Title V regulations, allowing one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester.

VI. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) nine (9) units college-wide. Independent Study/Directed Study courses are not repeatable.

VII. Hours for Independent Study/Directed Study are reported to the State Chancellor's Office according to the Student Attendance Accounting Manual.

VIII. Reference:

Title 5, Sections 55230, 58051 et seq.
I. This procedure implements Board Policy 4260, Prerequisites and Corequisites, and recommended preparation.

II. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee, shall be responsible for establishing standards of preparation for courses offered by the College as follows:

   A. A prerequisite indicates the preparation or previous course work considered necessary for success in the course or program.

   B. A corequisite indicates another course that must be taken concurrently in order to enroll and succeed in another course the course or program.

   C. An advisory indicates that if students have the designated preparation or previous course work, they are likely to perform better academically in the course or program because of that experience or preparation. Advisories are only recommendations.

III. The Curriculum Committee shall establish standards of preparation, using a two-step process: (1) approval of content review and (2) approval of prerequisites, corequisites, and advisories.

IV. Content Review

   A. The members of the Curriculum Committee shall vote to approve the content review of a particular course before approving a prerequisite, corequisite, or advisory.

   B. Faculty members shall complete and submit a “Course Revision” or “New Course” form outlining the content of the course to the Curriculum Committee.

1. All faculty who teach a particular course for which a prerequisite, corequisite, or advisory is to be established shall be invited to participate in the process of content review.

   1. Faculty shall determine common entrance and exit criteria for each of the levels within a course sequence or for individual courses.

   2. Faculty shall review entry-level, degree applicable courses to see if they require a basic skills prerequisite, corequisite, or advisory in English, English as a Second Language, reading, and/or mathematics.
3. The Curriculum Committee member from the appropriate academic division shall review and sign the Course Revision or New Course Form prior to its submission to the Curriculum Committee.

V. Approval of Prerequisites, Corequisites, and Advisories

A. The members of the Curriculum Committee shall vote to establish a prerequisite, corequisite, or advisory for a particular course, using the following criteria:

1. Prerequisites and Corequisites

   a) Adopting a course as a prerequisite or corequisite means that a student will be highly unlikely to succeed in a course (earn a C) if the student does not have the skills, knowledge, and/or concepts provided by the prerequisite or corequisite.

   b) A prerequisite or corequisite without a validation study, if it is required by statute or regulation, is part of a closely related lecture-laboratory course pairing within a discipline, is required by four-year institutions, is a sequential course within or across disciplines, or is necessary to protect the health or safety of a student or the health and safety of others.

   c) Prerequisites or corequisites required as part of a state or occupational board accreditation must be indicated and do not require statistical validation after being established at Rio Hondo College.

   d) Prerequisites or corequisites in communication or computation skills may not be established across the curriculum unless established on a course by course basis as stipulated in Title 5, Section 55003(e).

   d) Prerequisites or corequisites may be established in reading, written expression, or mathematics for degree-applicable courses not in a sequence using content review. The process shall include the following:

      i. The Curriculum Committee Chair, the faculty originator of the course, and a faculty member with appropriate expertise in the subject matter of the proposed prerequisite/corequisite shall meet.

      ii. The course outline of record (COR), a course syllabus, and any other instructional related materials should be
examined, and the body of knowledge and/or skills which are deemed necessary at the entry and/or deemed necessary for concurrent enrollment shall be identified.

iii. Identification and review of the prerequisite or corequisite that develops the body of knowledge and/or measures the skills required of the target course shall take place.

iv. Documentation that the above steps were taken shall be maintained.

2. Advisories

a) Adopting a course as an advisory means that if a student takes the advisory course, the student is likely to perform better in the selected course. However, the student will not be blocked from taking the course if they desire not to complete the advisory.

b) Advisories do not require statistical validation.

B. Faculty members shall identify appropriate preparation courses on the Course Revision or New Course Form.

1. Signatures of faculty teaching in the discipline are required.

2. The signature of the division dean is required.

VI. Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students, as well as the course outline of any course for which they are established.

VII. The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures.

VIII. A student desiring to challenge a prerequisite or corequisite must file a “Prerequisite/Corequisite Challenge” form with the appropriate division dean prior to the first day of the semester or session.

A. Reasons for challenging a prerequisite may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester),
2. The student believes the prerequisite/corequisite is not valid or necessary for success in the course for which it is required,

3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, or

4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

IX. All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative course work and/or background or abilities that adequately prepare the student for the course. Students may obtain a “Prerequisite/Corequisite Challenge Form” from the Offices of Academic Affairs, the Student Services Office, the Admissions and Records Office, the Counseling and Student Success, Office or Disabled Students Program and Services (if appropriate).

X. Upon filing the “Prerequisite/Corequisite Challenge” form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class.

XI. The District will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days using the following process:

A. The division dean shall convene a committee of faculty members (excluding the faculty member whose course prerequisite or corequisite is being challenged, if possible) to evaluate the documentation.

B. The faculty committee shall forward to the dean its recommendation whether or not the challenge should be upheld.

C. The division dean shall inform the student challenging the prerequisite or corequisite of the faculty committee’s recommendation and the dean’s decision.

D. Disabled Students Program and Services faculty shall make the recommendation regarding the challenge of a disabled student.

E. Students wishing to appeal this decision should contact the Dean of Instructional Operations Support or designee, whose decision shall be final.

XII. References: Title 5 Section 55200, 55003(e)