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

Members Present: Ms. Madeline Shapiro, President
Ms. Vicky Santana, Vice President
Mr. Gary Mendez, Clerk
Ms. Angela Acosta Salazar, Member
Ms. Norma E. Garcia, Member
Lupe Pasillas, Student Trustee

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Interim Superintendent/President
Dr. Kenn Pierson, Vice President, Academic Affairs
Mr. Henry Gee, Vice President, Student Services
Ms. Sandra Rivera, CSEA President
Dr. Adam Wetsman, Academic Senate President
Mr. Colin Young, RHCFA President
Ms. Irina Preciado, ASRHC President

Ms. Sandy Sandello (Recorder)

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

B. Pledge of Allegiance
Madeline Shapiro led the salute to the flag.

C. Roll Call
All present.

D. Performance – RHC Choral Singers

E. Approval of Minutes: November 9, 2012; November 14, 2012

338. It was moved by Ms. Shapiro, seconded by Ms. Garcia and carried unanimously to approve the minutes of November 9, 2012 and November 14, 2012.
F. Open Communication for Public Comment

No comments made from the public.

G. Annual Organization and Election of Officers

The Superintendent/President assumed the chairmanship of the meeting and called for nominations for President of the Board of Trustees and proceeded with the election.

1. It was moved by Ms. Garcia to nominate Ms. Shapiro as the President of the Board. Hearing no further nominations, Mr. Mendez moved to close the nominations for President of the Board of Trustees. Ms. Shapiro was congratulated.

Ms. Shapiro assumed the chairmanship of the meeting and called for nominations for the Vice President of the Board of Trustees.

2. Ms. Garcia nominated Ms. Santana for Vice President of the Board of Trustees. Mr. Mendez moved to close the nominations for Vice President of the Board of Trustees. Ms. Santana was congratulated.

3. Ms. Shapiro called for nominations for the Clerk of the Board of Trustees. Ms. Santana nominated Ms. Acosta-Salazar; Ms. Shapiro nominated Mr. Mendez. After hearing no further nominations, the nominations were closed and a vote was taken and Gary Mendez was elected as Clerk of the Board of Trustees. Mr. Mendez was congratulated.

Ms. Shapiro announced that in accordance with Board Policy, the Secretary of the Board shall be the Interim Superintendent/President, Teresa Dreyfuss.

4. Ms. Shapiro called for nominations for representative to elect a member to the Los Angeles County Committee on School District Organization. The Board nominated Ms. Santana and she accepted. Ms. Santana was congratulated.

5. Ms. Shapiro called for nominations for a representative to serve on the Los Angeles County School Trustees Association. Ms. Garcia was nominated and she accepted. Ms. Garcia was congratulated.

H. Commendation

- Classified Retirement
  - Kathy Osollo (Human Resources)

I. Presentations

- State of the College for Students (Dr. Kenn Pierson / Henry Gee)

II. CONSENT AGENDA

6. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the following Consent Agenda:
A. FINANCE & BUSINESS
1. Finance & Business Reports

   Approved Purchase Order Report reviewing purchases for the preceding 60 days.


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

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

   Chris Bowen to travel with students to France & Spain on January 2-11, 2013.

   Ann Mansolino to participate at the Society for Photographic Education National Conference in Chicago, IL on March 7-19, 2013.


3. Facility Usage Agreement with El Monte City School District

   Approved the Facility Usage Agreement with El Monte City School District for Foster/Kinship Care program to offer Parenting and Nutrition classes at the San Gabriel Valley Service Center. The term of this agreement is January 1, 2013 through December 31, 2013.

4. Certification of Signatures

   Approved the certification of signatures including members of the Board and authorized administrators to sign notices of employment, contracts and orders drawn on the funds of the district.

B. PERSONNEL
1. Academic

   a. Employment

      Hourly as Needed, Intersession 2013

      Academic Affairs

      CLARK, Dennyse

      Behavioral & Social Sciences
MOE, Sondra
Cal WORKS
ALDRICH, Christine
Career Technical Education
DIGHERA, Michael  LINDY, David
TOMORY, Steve
FLEX/STAFF DEVELOPMENT
O’BRIEN, Katie
Public Safety
BENNETT, John  FLORMAN, Kelli
KIMBER, George  RICKMAN, Tracy
WALLACE, Gerald
Part time, Spring 2013
Behavioral & Social Sciences
GOVEA, Melissa  LITTLE, Lisa
Communications and Languages
ROCHA, Monica
Health Sciences & Nursing
CHEUNG, Angela  GONZALES, Stephanie
Math & Sciences
KADAKIA, Shimonee
Special Assignments, 2012-2013
The following instructor will receive a $500 stipend for Workshops paid out of the MESA grant:
MILLER, Greg, Mathematics
The following instructor will be paid a $200 stipend for Collegial Training on utilizing “Students Course Companion Blog” paid out of Title V:
VALENZUELA, Javier, Arts & Cultural
b. Retirement

ITATANI, Robert, full time Psychologist in the Student Health Office. His last day of employment is May 23, 2013, and his first day of retirement is May 24, 2013.

2. Classified

a. Employment

Regular Classified, 2012-2013

BELAIR, Martin, Tool Room Attendant, 25%, 11 months, Career and Technical Education, effective November 5, 2012.

The following employee is being hired in the designated capacity with dedicated funding through June 30, 2013. If continued funding should not be available, 45-day notice shall be served:

PEREA, Jessica, Clerk Typist III, 47.5%, 12 months, Student Affairs, effective December 6, 2012.

Substitute, 2012-2013

ROMO, Aracely, Clerk Typist III, EOPS/CARE, effective November 5, 2012.

b. Retirement

OSOLLO, Kathy, Clerk Typist III in Human Resources. Her last day of employment is December 28, 2012, and her first day of retirement is December 29, 2012.

c. Family Care and Medical Leave

RODRIGUEZ, Veronica, Sr. Secretary in Counseling & Student Development, has requested a Family Care and Medical Leave to be taken intermittently, effective November 13, 2012.

d. Increase in Assignment

SERRANO, Michelle, Switchboard Operator/Mailroom Clerk I, Contract Management & Vendor Services, from 35% to 40%, effective December 3, 2012.

3. Unrepresented, (AP 7130), 2012-13

a. Employment

Continuing Education

HIGHFILL, Dewayne, Observatory BARRON, Sergio, Arts & Cultural
Supervisor

Foster Care

ALDRICH, Christine, to instruct Foster/Kinship Care Education and Youth Empowerment Strategies for Success Workshops

Hourly

ACEVES, Patrick, Student Ambassador
BARBOZA, Jesus, RTO, Public Safety
FOX, Steven, RTO, Public Safety
GRANT, James, Student Ambassador
MORALES, Ernesto, Student Ambassador

ALVARADO, Anabel, Model
DAMMASCH, Jessica, Student Ambassador
GALBAN, Desiree, Student Ambassador
MALONDA, Ralph, Student Ambassador
ORTIZ, Derrick, Student Ambassador

Volunteers

HUNTER, Christopher, Cal WORKS

Students

CHHEAM, Sophy, Math/Sci.
LOPEZ, Steven, Physical Ed.
OSORIO, Stephanie, Comm. /Langs.

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Annual Audit Report

7. It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees accepts the Audit for the fiscal year ending June 30, 2012.

2. Consultants

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

   a. John Chocholak - To develop and implement “Kohler XT-7 Course of Study” for Rio Hondo College Auto Tech Department. Dates of service: December 20, 2012 to February, 2013. Payment not to exceed $5,000.00 from Workforce Innovation Partnership Grant (WIP) #00636.

   b. Adan Duarte, Jr. – To implement a “Safe Zone” program for the mental health grant. Dates of service: December 13, 2012 to June 30, 2013. Payment not to exceed $5,000.00 for the fiscal year from Student Mental Health Grant.

Payment not to exceed $600.00 from the Auto Tech Perkins Grant #0948.

d. LPM Consulting – To demonstrate compliance with the Department of Transportation – Federal Transit Authority Regulations. Payment not to exceed $610.00 from the Department of Transportation Federal Transit Authority (DOT).

e. Israel Rubio – To serve as a middle school consultant for SB70 Grant activities related to middle school Career Technical Education (CTE) exploration. Dates of service: January 7, 2013 – June 30, 2013. Payment not to exceed $4,000.00 from SB70 Citrus Funds.

f. Yajayra Tovar – To instruct/present/plan classes to foster youth in the Youth Empowerment Strategies for Success (YESS-CA) Program as well as to present workshops to Foster/Kinship Caregivers through the Foster/Kinship Care Education Program (FKCE) on various topics related to foster care, college and parenting. Dates of service: December 13, 2012 – June 30, 2013. Payment not to exceed $1,000.00 from the Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP) and Foster Kinship Care Education (FKCE) Grant

g. Valerie Williams – To instruct/present/plan classes to foster youth in the Youth Empowerment Strategies for Success (YESS-CA) Program as well as to present workshops to Foster/Kinship Caregivers through the Foster/Kinship Care Education Program (FKCE) on various topics related to foster care, college and parenting. Dates of service: December 13, 2012 – June 30, 2013. Payment not to exceed $3,000.00 from the Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP) and Foster Kinship Care Education (FKCE) Grant

h. Win Your Challenges – to address youth/participants and provide speaker services at Youth Empowerment Strategies to Success (YESS-ILP) workshops/events and to Foster Parents/Caregivers at Foster Care Education (FKCE) classes. Dates of service: December 13, 2012- June 30, 2013. Payment not to exceed $500.00 from the Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP) and Foster Kinship Care Education (FKCE) Grant.

3. **Industry Driven Regional Collaborative Grant (IDRC) Electric Automobile Technician – California Community College Chancellor’s Office**

9. It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the grant for Industry Driven Regional Collaborative Grant (IDRC) Electric Automobile Technician in the amount of $213,069.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

4. **Online Educational Partnership – The College Network, Inc. (TCN)**
10. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried that the Board of Trustees approve an online partnership agreement with The College Network, Inc., authorizing the Administration to sign the appropriate documents on behalf of the District. Ms. Acosta-Salazar abstained.


11. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal from ADCO Roofing Inc. to conduct repairs on the ducting of 11 air conditioning units located on the roofs of the Applied Technology Buildings A, B & C for the not to exceed amount of $4,480.00 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

6. **Revised Course Fees – Fire Technology Program**

12. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the revised course fees for the Fire Technology Program as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Current Material Fee</th>
<th>New Material Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 093</td>
<td>$0</td>
<td>$15.00</td>
</tr>
<tr>
<td>EMT 093.1</td>
<td>$85.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>WFT 077</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>FAC (all)</td>
<td>Not to exceed $85.00</td>
<td>Not to exceed $120.00</td>
</tr>
<tr>
<td>FAC 118* &amp; FAC 120*</td>
<td>$500.00</td>
<td>$865.00</td>
</tr>
</tbody>
</table>

* (Note: The Fire Academy collects monies that are paid to the State Fire Marshal’s Office for all certificates received by graduating cadets. The cost for these certificates is $345.00. This is a “pass-through” cost as these monies are collected at the first day of class and the certificate money is used exclusively to pay the State for individual certificates. This pass-through fee is considered separate from the material fees listed above.)


13. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the revenue agreement with National Alternative Fuels Training Consortium as outlined and authorized the Administration to execute contracts on behalf of the District.

8. **Applied Technology Building – Proposal to Repair Broken Underground Hot Water Piping – AGE Plumbing, Inc.**

14. It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the proposal to AGE
Plumbing, Inc., for the emergency investigation for the repair of the cracked hot water piping connection at the Applied Technology Building for an amount not to exceed $1,725.00 from Bond Funds and authorized the Administration to execute contracts on behalf of the District.

9. Grant for Discipline/Industry Collaborative for Health Occupations – Butte-Glenn Community College District

15. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the grant for Health Workforce Occupations in the amount of $64,617.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

10. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee

16. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the appointment of Verna De Los Reyes to replace Maribel Garcia to the Rio Hondo College Citizen’s Oversight Committee.

11. Repair Leaking Hot Water Pump at the Central Plant – EMCOR Service/Mesa Energy Systems

17. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez, and carried unanimously that the Board of Trustees ratify the contract to EMCOR Service/Mesa Energy Systems in the amount of $4,339.84 to repair the leaking hot water pump to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

12. Santa Fe Regional Safety Training Center/DSA Plan Check Fees

18. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the additional fees to the Division of the State Architect for the final review and close out of the Santa Fe Regional Safety Training Center for an amount not to exceed $3,941.42 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

13. Contract for Preventative Maintenance and Monthly Elevator Inspection – Schindler Elevator Corporation

19. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried that the Board of Trustees authorize an increase to the contract value of Schindler Elevator Corporation for preventative maintenance services for an additional four (4) elevators in the amount of $13,602.00 for a total new contract amount of $33,642.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District. Ms. Acosta-Salazar abstained.
14. **Annual Cleaning of the Central Plant Cooling Tower – Titan Water Technology**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia, and carried unanimously that the Board of Trustees award a contract to Titan Water Technology, Inc. to provide annual cleaning of the Central Plant Cooling Tower in the amount of $3,000.00 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Radio Signal Repeater – Bear Communications, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees award a contract to Bear Communications, Inc. in the amount of $5,898.51 to supply and install a new narrowband radio transmission repeater as well as the FCC narrowband license to operate on the frequency paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Approval of New/Revision of Board Policies: 6320, 6500, 6520, 1200, 3900, 4040, 5500, 7330 (Final Adoption)**

   It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the following new / revision board policies:

   **PROPOSED NEW BOARD POLICIES**
   - BP 6320 Investments
   - BP 6500 Property Management
   - BP 6520 Security for District Property

   **REVISIONS TO EXISTING BOARD POLICIES**
   - BP 1200 District Vision, Mission, Values Statement
   - BP 3900 Speech: Time, Place and Manner
   - BP 4040 Library Services
   - BP 5500 Standards of Conduct
   - BP 7330 Communicable Disease

2. **Approval of Board Meeting Dates for 2013**

   It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously to approve the Board meeting dates for 2013 with the revision to the February meeting changing it from February 13 to February 20, 2013.

   - January 9, 2013
   - February 20, 2013
   - March 13, 2013
   - April 10, 2013
   - May 8, 2013
   - June 12, 2013
   - July 10, 2013
   - August 14, 2013
   - September 11, 2013
   - October 9, 2013
   - November 13, 2013
   - December 11, 2013
3. **Revision of Board Policies 1100, 2105, 2365, 2716, 6700 (First Reading)(See attached)**

24. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the revisions to the following Board Policies for first reading:

- BP 1100 Rio Hondo Community College District
- BP 2105 Election of Student Member, Board of Trustees
- BP 2365 Recording of Board Meetings
- BP 2716 Political Activity
- BP 6700 Civic Center and Other Facilities Use

C. **ACADEMIC Affairs**

1. **Curriculum Items**

25. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following curriculum items:

a. **New Courses that are Part of an Existing Program**

The following courses have been recommended for inclusion in our offerings and the catalog addendum effective Fall 2013:

- **CIT 130: Windows Configuration (Business)**
  Degree Applicable; (3 Units)
  Transfers to: CSU
  **Justification:** Information technology employers rely on Microsoft certification as proof of knowledge and job skills. Students need this course to prepare for passing Microsoft’s certification exam and become marketable in the information technology industry.

- **CIT 131: Windows Server Active Directory (Business)**
  Degree Applicable; (3 Units)
  Transfers to: CSU
  **Justification:** Information technology employers rely on Microsoft certification as proof of knowledge and job skills. Students need this course to prepare for passing Microsoft’s certification exam and become marketable in the information technology industry.

- **CIT 133: Windows Server Applications Infrastructure (Business)**
  Degree Applicable; (3 Units)
  Transfers to: CSU
  **Justification:** Information technology employers rely on Microsoft certification as proof of knowledge and job skills. Students need this course to prepare for passing Microsoft’s certification exam and become marketable in the information technology industry.

- **PE 230: Lifelong Fitness Center II Cardiovascular Fitness (Physical Education)**
  Degree Applicable; (1 Unit)
  Transfers to: CSU
Justification: This class will give students the techniques and knowledge to prevent heart disease and diabetes. The rise of these two diseases will greatly inhibit the lifespan and health of the population we serve at Rio Hondo College. Heart disease is the number one killer of Americans. As educators we need to provide our students with techniques and information on how to prevent and control the disease.

b. **New Non-Credit Course**

**NVOC 200: Intermediate AutoCAD for Design and Production**
Non-Degree Applicable

**Justification:** This course is part of the intermediate level skill set necessary for employment in program related careers and successful fulfillment of advanced level program requirements.

**NVOC 261: Revit for Advanced BIM Architectural, Structural and MEP Applications**
Non-Degree Applicable

**Justification:** This course is available to those working in the architectural related design and detailing industry who desire to upgrade their skills with the new tools of CAD and BIM (Building Information Modeling). The course allows the student to develop and further enhance an advanced level skill set necessary to keep pace with industry standards and for employment in the AEC (Architectural, Engineering and Construction) industry. The course enhances the student's ability to convey architectural designs using high tech software for development of three dimensional CADD models and integrated and dynamic construction documents.

c. **Deletion from Curriculum**

The following course/program has been recommended for deletion from our curriculum:

**READ 010: Spelling Improvement**

*UC transfer process in progress for courses where applicable

IV. INFORMATION ITEMS
1. **Building Program**
   - Bond Expenditure Report (See attached)
2. **New / Revised Administrative Procedures:** AP 6360, 7337, 4100, 4101, 4220, 6600, 3530, 6700, 7217 (See attached)
3. **Rio Hondo College Administrative Organizational Chart** (See attached)
4. **Status of Unresolved Board Policies and Administrative Procedures**

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 8:00 p.m. and reported the following action:

*Title 5, California Code of Regulations, Section 59328-59338*
Pursuant to Section 54956.8:
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 3017 Tyler Avenue

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

Pursuant to Section 54957
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYEE APPOINTMENT
  - Dean of P.E./Athletic Director
  - Dean of Communications & Languages

26. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the appointment of Steven Hebert as Dean of Physical Education and Athletic Director.

27. It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously to approve the appointment of Dr. Robert Holcomb as the Dean of Communications and Languages.

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

VII. ADJOURNMENT
- Date of Next Regular Board Meeting – January 9, 2013, 6:00 p.m.
I. The District has been named the Rio Hondo Community College District.

II. The name is the property of the District. No person shall, without the permission of the Board, use this name or the name of the college or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

III. The visual identities and variations thereof established by Rio Hondo College are the property of the District. They include college logos, words, marks, symbols, mottos, insignia (suggested by legal counsel), and any variation of the roadrunner college mascot. No person shall, without the permission of the Board, use any visual identities owned by the District, or any manifestation of them, to imply, indicate, or otherwise suggest that an individual, organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

IV. The District’s name, including the name of the college or other facilities or abbreviations thereof, and the visual identities, including variations thereof, as identified herein, shall not be used in a manner that is misleading or could cause confusion regarding the District’s affiliation with any person or entity or sponsorship of any product or service. (Liebert, Cassidy, Whitmore).

IV. The District consists of the following college and/or educational sites:

A. Rio Hondo Community College
   3600 Workman Mill Road
   Whittier, CA 90601
   (562) 692-0921

B. SFS Regional Training Facility
   11400 Greenstone Avenue
   Santa Fe Springs, CA 90670
   (562) 942-4082
C. South Whittier Educational Center
   14307 E. Telegraph Road
   Whittier, CA 90604
   (562) 941-2356

D. El Monte Educational Center
   3017 Tyler Avenue
   El Monte, CA 91731
   (TBD)

V. Source/Reference:

   Education Code 72000(b); Elections Code Section 18304.
I. The student member of the Board of Trustees shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by June 1. The term of office will be for one (1) year, commencing on June 1. The student member shall be elected by a plurality vote of those voting in a regular or special election of the student body. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President. (CCLC)

II. The student member shall be a resident of California. At the time of nomination, and during the term of service, the student member shall be enrolled in and maintain a minimum of five (5) units in the District at the time of nomination and throughout the term of service. The student shall meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester. The student must not be on academic, progress, or disciplinary probation.

III. Special elections shall be held if the office becomes vacant by reason of the resignation, recall (CCLC), or disqualification of an elected student member, or by any other reason(s). Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Superintendent/President during the regular school year.

IV. A vacancy in the position of student trustee shall exist in the event of any of the following:

A. The student member fails to meet the eligibility criteria.

B. The student member fails to fulfill his/her responsibilities as a Trustee.

C. The student member is recalled, following the procedure used to recall the Associated Student Body President. President of Associated Students of Rio Hondo College.

D. The student member resigns or dies.
V. The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20% of the number of students who voted in the last regular election. No recall election will be held if the petition is received within sixty (60) days of a regularly scheduled election for the position of student member.

VI. The Superintendent/President shall call for a recall election within ten (10) days of receiving the recall petition. No special election shall be called if the recall petition is filed within sixty (60) days of a regularly scheduled election for student member.

VII. The recall election shall take place within thirty (30) days after the Superintendent/President calls for the recall election. The prospective candidates for the recalled election shall have five (5) days to file a petition for candidacy with five (5) subsequent days for election.

A. Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with election procedures established by the Associated Student Body for

ASB officers of the Associated Students of Rio Hondo College.

VIII. Source/Reference:

Education Code Sections 72023.5, 72103, Former Board Policy & College

I. Any audio or video recording of an open and public Board of Trustees meeting made by or at the direction of the Board (CCLC) if the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, and et.seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taping or recording.

II. Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

III. Source/Reference

Government Code Sections 54953.5, 54953.6;
Education Code Section 72121(a)
I. Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing board.

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

III. Source/Reference

   Education Code Sections 7054; 7054.1; 7056; Government Code 8314.
CIVIC CENTER AND OTHER FACILITIES USE

Note: This policy is legally required.

I. There is a Civic Center at the college. The Civic Centers are large auditoriums or other facilities on campus suitable for public use. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of college property and facilities, including property designated by the District as a Civic Center by community groups, outside contractors, and others.

II. These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedure shall include reasonable rules regarding time, place, and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

III. No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e. gender, gender identity, gender expression), or sexual orientation, or on the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

IV. Use of the District’s Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside” (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

V. References
   Education Code Sections 82537 and 82542
**BOND MEASURE "A"**  
**PROJECTS EXPENDITURE SUMMARY**  
As of 9/30/12  

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Jul-Sep 2012)</th>
<th>YTD (FY12-13)</th>
<th>Budget</th>
<th>YTD Expense vs Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect Services - Master Plan</td>
<td>0</td>
<td>320,895</td>
<td>320,000</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - AJ Building Programming</td>
<td>0</td>
<td>1,376,453</td>
<td>1,362,785</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Santa Fe Springs Reg Train C</td>
<td>0</td>
<td>169,159</td>
<td>160,000</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - PE Complex Planning</td>
<td>0</td>
<td>433,791</td>
<td>854,762</td>
<td>51%</td>
</tr>
<tr>
<td>Architect Services - LRC - Bond Portion</td>
<td>0</td>
<td>204,097</td>
<td>250,000</td>
<td>82%</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>1,625</td>
<td>873,433</td>
<td>957,400</td>
<td>90%</td>
</tr>
<tr>
<td>Architect Services - Child Care Center</td>
<td>0</td>
<td>81,521</td>
<td>120,000</td>
<td>68%</td>
</tr>
<tr>
<td>Architect Services - Master Plan Oversight</td>
<td>0</td>
<td>50,193</td>
<td>125,000</td>
<td>40%</td>
</tr>
<tr>
<td>Architect Services - Pedestrian Bridge</td>
<td>0</td>
<td>104,325</td>
<td>105,000</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Disabled Access/Stairs/Ramps</td>
<td>17,256</td>
<td>509,612</td>
<td>528,000</td>
<td>97%</td>
</tr>
<tr>
<td>Architect Services - Student Services/Student Union</td>
<td>0</td>
<td>1,889,013</td>
<td>1,894,833</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Maintenance Facility</td>
<td>0</td>
<td>65,000</td>
<td>65,000</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Applied Tech Remodeling</td>
<td>0</td>
<td>123,284</td>
<td>245,000</td>
<td>50%</td>
</tr>
<tr>
<td>Architect Services - El Monte</td>
<td>6,240</td>
<td>254,792</td>
<td>269,330</td>
<td>98%</td>
</tr>
<tr>
<td>Facilities Planning Consultant</td>
<td>0</td>
<td>605,549</td>
<td>698,340</td>
<td>87%</td>
</tr>
<tr>
<td>Consultants</td>
<td>X</td>
<td>14,543</td>
<td>746,641</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Tree Consultant</td>
<td>0</td>
<td>32,713</td>
<td>40,000</td>
<td>82%</td>
</tr>
<tr>
<td>Geo Tech Services</td>
<td>X</td>
<td>16,728</td>
<td>916,236</td>
<td>1,125,000</td>
</tr>
<tr>
<td>Seismic Consultant</td>
<td>17,000</td>
<td>177,286</td>
<td>82,500</td>
<td>100%</td>
</tr>
<tr>
<td>Surveyors</td>
<td>X</td>
<td>564,111</td>
<td>760,000</td>
<td>75%</td>
</tr>
<tr>
<td>Infrastructure Design /Central Plant /South Access Road</td>
<td>0</td>
<td>2,328,873</td>
<td>2,463,789</td>
<td>95%</td>
</tr>
<tr>
<td>Marketing Promotion Services (incl printing, fliers, postage)</td>
<td>16,500</td>
<td>980,281</td>
<td>996,365</td>
<td>98%</td>
</tr>
<tr>
<td>Labor Admin &amp; Compliance Services</td>
<td>13,449</td>
<td>1,295,926</td>
<td>1,300,000</td>
<td>100%</td>
</tr>
<tr>
<td>Information Tech Svc Consultant</td>
<td>1,500</td>
<td>405,375</td>
<td>465,000</td>
<td>87%</td>
</tr>
<tr>
<td>LRC - Bond Portion - Demolition &amp; Construction</td>
<td>3,265</td>
<td>9,794,788</td>
<td>10,000,000</td>
<td>98%</td>
</tr>
</tbody>
</table>
### BOND MEASURE "A"

**PROJECTS EXPENDITURE SUMMARY**

As of 9/30/12

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD On (Jul-Sep 2012)</th>
<th>YTD (FY04-05 to FY12-13)</th>
<th>Budget</th>
<th>YTD Expense vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Whittier Facility-STARS Center</td>
<td>29,002</td>
<td>2,966,753</td>
<td>3,425,000</td>
<td>87%</td>
</tr>
<tr>
<td>Student Services/Student Union/Quad</td>
<td>153,181</td>
<td>19,611,959</td>
<td>20,000,000</td>
<td>98%</td>
</tr>
<tr>
<td>Swing Space</td>
<td>X</td>
<td>44,019</td>
<td>1,229,028</td>
<td>35%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>X</td>
<td>10,167</td>
<td>691,013</td>
<td>35%</td>
</tr>
<tr>
<td>Professional Fees - Audit</td>
<td>X</td>
<td>75,800</td>
<td>250,000</td>
<td>30%</td>
</tr>
<tr>
<td>Advertising Services (Bid Projects)</td>
<td>X</td>
<td>3,237</td>
<td>206,303</td>
<td>83%</td>
</tr>
<tr>
<td>Primary Election Fees</td>
<td>0</td>
<td>206,913</td>
<td>210,000</td>
<td>99%</td>
</tr>
<tr>
<td>Public Transportation Pass</td>
<td>0</td>
<td>99,592</td>
<td>100,000</td>
<td>100%</td>
</tr>
<tr>
<td>RHPMT - Services</td>
<td>X</td>
<td>11,986,477</td>
<td>12,510,000</td>
<td>96%</td>
</tr>
<tr>
<td>RHPMT - Office Equipment &amp; Supplies</td>
<td>X</td>
<td>1,608</td>
<td>382,321</td>
<td>72%</td>
</tr>
<tr>
<td>RHPMT - Imaging Software/Hardware</td>
<td>0</td>
<td>13,830</td>
<td>15,000</td>
<td>92%</td>
</tr>
<tr>
<td>URS Corp - CA Environ Qty Services</td>
<td>749</td>
<td>336,141</td>
<td>426,147</td>
<td>79%</td>
</tr>
<tr>
<td>Applied Technology - Bond Portion</td>
<td>11,663</td>
<td>4,025,154</td>
<td>3,300,000</td>
<td>94%</td>
</tr>
<tr>
<td>El Monte Center</td>
<td>85,691</td>
<td>2,373,730</td>
<td>3,200,000</td>
<td>74%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase II</td>
<td>0</td>
<td>1,180,185</td>
<td>1,400,000</td>
<td>84%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase III</td>
<td>109,090</td>
<td>1,547,984</td>
<td>3,000,000</td>
<td>52%</td>
</tr>
<tr>
<td>Construction Mgmt - Central Plant &amp; Infrastructure</td>
<td>X</td>
<td>0</td>
<td>1,269,766</td>
<td>95%</td>
</tr>
<tr>
<td>Inspection &amp; Testing Services</td>
<td>X</td>
<td>66,280</td>
<td>3,178,170</td>
<td>83%</td>
</tr>
<tr>
<td>Building Connection Repair</td>
<td>0</td>
<td>483,589</td>
<td>546,270</td>
<td>89%</td>
</tr>
<tr>
<td>Maintenance Facility Addition</td>
<td>0</td>
<td>1,761,526</td>
<td>5,000,000</td>
<td>35%</td>
</tr>
<tr>
<td>RHC Parkway - Phase 1</td>
<td>0</td>
<td>328,429</td>
<td>5,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>AJ - New Building</td>
<td>55,617</td>
<td>11,913,289</td>
<td>12,200,000</td>
<td>98%</td>
</tr>
<tr>
<td>Central Plant &amp; MEP</td>
<td>18,830</td>
<td>11,691,597</td>
<td>16,500,000</td>
<td>71%</td>
</tr>
<tr>
<td>Site Infrastructure</td>
<td></td>
<td>14,326,457</td>
<td>14,500,000</td>
<td>99%</td>
</tr>
<tr>
<td>Pedestrian Bridge</td>
<td>0</td>
<td>996,337</td>
<td>1,500,000</td>
<td>66%</td>
</tr>
<tr>
<td>PE Complex - Bond Portion</td>
<td>179,644</td>
<td>3,641,155</td>
<td>6,500,000</td>
<td>59%</td>
</tr>
</tbody>
</table>
## BOND MEASURE "A"
### PROJECTS EXPENDITURE SUMMARY
#### As of 9/30/12

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD On (Jul-Sep 2012)</th>
<th>YTD (FY04-05 to FY12-13)</th>
<th>Budget</th>
<th>YTD Expense vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Center - Bond Portion</td>
<td>0</td>
<td>116,000</td>
<td>6,800,000</td>
<td>2%</td>
</tr>
<tr>
<td>Lower/Upper Tier Steps</td>
<td>256,956</td>
<td>767,356</td>
<td>1,786,756</td>
<td>43%</td>
</tr>
<tr>
<td>Landscape</td>
<td>2,897,026</td>
<td>6,000,000</td>
<td>48%</td>
<td></td>
</tr>
<tr>
<td>P6 Misc-Bond Cost of Issuance</td>
<td>29,999</td>
<td>60,000</td>
<td>37%</td>
<td></td>
</tr>
<tr>
<td>P5 Misc-Related Conference/Travel</td>
<td>X</td>
<td>15,174</td>
<td>50,000</td>
<td>30%</td>
</tr>
</tbody>
</table>

### PROJECT Expenses

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>QTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>P7</td>
<td>Upgrade Campus Lighting &amp; Alarm Systems</td>
<td>X</td>
<td>536,780</td>
</tr>
<tr>
<td>P8</td>
<td>Replace/Repair Bldg. Components</td>
<td>X</td>
<td>447,903</td>
</tr>
<tr>
<td>P9</td>
<td>Campus Wide Efficiency Repairs</td>
<td>X</td>
<td>625,306</td>
</tr>
<tr>
<td>P10</td>
<td>Campus Bldg. Improvements</td>
<td>X</td>
<td>453,690</td>
</tr>
<tr>
<td>P12</td>
<td>Roadway/Grounds Improve</td>
<td>X</td>
<td>13,195</td>
</tr>
<tr>
<td>P13</td>
<td>Campus Equipment &amp; Furnishings</td>
<td>X</td>
<td>34,104</td>
</tr>
<tr>
<td>P15</td>
<td>Facilities Master Plan, Impact Reports, Soil Testing</td>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>P17</td>
<td>Relocation/Acquisition - Temporary Facilities</td>
<td>X</td>
<td>125,286</td>
</tr>
</tbody>
</table>

**Sub-Total**

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>QTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>P11</td>
<td>ITS-Network Implementation</td>
<td>144,999</td>
<td>2,692,270</td>
</tr>
<tr>
<td>P11</td>
<td>ITS-Computer Purchase</td>
<td>59,529</td>
<td>2,644,065</td>
</tr>
<tr>
<td>P11</td>
<td>MIS Software/Hardware &amp; Implementation</td>
<td>391,470</td>
<td>9,018,137</td>
</tr>
<tr>
<td>P11</td>
<td>Misc - ITS</td>
<td>33</td>
<td>124,052</td>
</tr>
<tr>
<td>P11</td>
<td>Voice Over IP</td>
<td>575,307</td>
<td>575,307</td>
</tr>
</tbody>
</table>

**Sub-Total**

47,299 | 5,244,435 | 51,300,000

595,737 | 15,053,832 | 16,000,000 | 94%
## BOND MEASURE "A"
### PROJECTS EXPENDITURE SUMMARY

As of 9/30/12

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<tr>
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<th>YTD (FY04-05 to FY12-13)</th>
<th>Budget</th>
<th>YTD Expense vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL:</td>
<td>1,776,265</td>
<td>145,128,986</td>
<td>230,231,511</td>
<td>63%</td>
</tr>
<tr>
<td></td>
<td>1,776,265</td>
<td>145,128,986</td>
<td>230,231,511</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Note: Procedures on contracts for electronic systems and materials are legally advised.

I. The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

II. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

III. Sale and leaseback of data-processing equipment or other major items of equipment are permissible if the purchaser agrees to lease the items back to the District for use by the District following the sale. The Board of Trustees shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

IV. Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340: Bids and Contracts.

V. References:
   Education Code Sections 81641 et seq., and 81651
   Public Contract Code Section 20651 et seq.
I. Each person employed by the District shall be fingerprinted within ten (10) working days of the date of employment by a Live Scan bearing legible rolled and flat impressions of that person’s fingerprints, together with a personal description of the applicant or employee, as the case may be, prepared by a local law enforcement agency. (CCLC)

II. Upon employment, the applicant will receive from the Office of Human Resources a Request for Live Scan Service form and a list of local law enforcement agencies where a Live Scan may be taken. (Current HR Practice)

A. The fee for the Live Scan service is determined by the California Department of Justice and will be assumed by the applicant.

III. Upon receipt of the information from the Department of Justice, the District will determine the suitability of the applicant. Criminal offender record information and other information derived therefrom shall be accessible only to the record custodian(s) and/or hiring authority charged with determining the suitability of the applicant. (Current HR Practice)

A. The Director of Human Resources, or designee, will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contract for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. (CCLC)

B. The Human Resources Director will ensure that criminal history record information is destroyed once the District’s business need for the information is fulfilled. (CCLC)

IV. Notwithstanding the foregoing, substitute and temporary employees, employed for less than a school year, may be exempted from these provisions, (CCLC) except if they will be required to render services in the Child Development Center. The District reserves the right to request a Live Scan of substitutes and temporary employees if it deems necessary. (Current HR Practice)

V. Source / References:

Education Code Sections 87013 and 88024; Penal Code Section 11077.1
WEAPONS ON CAMPUS

This procedure is suggested as good practice.

I. Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

II. Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Superintendent/President or designee before taking place.

III. Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Superintendent/President or designee.

IV. Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties is prohibited on any District campus or at any District center, or in any facility of the District (CCLC).

V. References:
Penal Code Sections 626.9 and 626.10
I. The degree of Associate of in Arts or Associate of in Science will be conferred upon any student satisfactorily completing the following requirements:

A. A two-year prescribed departmental college curriculum of 62 60 units for the Associate in Arts degree or the Associate in Science degree (2.0 average or better) with at least twelve (12) units in residence. For the Associate in Science degree, complete the prescribed departmental curriculum of no less than 62 units as published in the college catalog (2.0 average or better) with at least 12 units in residence. (Recommended by Academic Senate)

II. The degree of Associate of in Arts or Associate of in Science will be conferred with a major consisting of a minimum of eighteen (18) units in a specified field-of-study an area of emphasis (or major). A listing of all majors can be found in the degree listing in the college catalog. Major course criteria:

A. A minimum of 2.0 GPA “C” grade for all course work within the major

B. No remedial course units non-degree applicable course work can be included in the total number of units earned towards a major.

C. Two physical education activity courses.

D. American Institutions Requirements — successful completion of one of the following courses: HIST 143, HIST 143H, HIST 144, 144H, HIST 158, HIST 159, 159H, POLS 110 or POLS 110H or Advanced Placement examination scores of 3, 4, or 5 on either of the following exams: U.S. Government and Politics or U.S. History. (Recommended by Academic Senate)

E. Competence in reading and written expression that may be met by:

1. The reading requirement may be met by one of the following:
   a. Successful score on the Reading Placement Test or a credit (CR) Pass (P) in READ 023 or higher level reading course.
   b. Two or four year degree from an accredited institution. (Recommended by Academic Senate)
GRADUATION REQUIREMENTS

2. The written expression requirement may be met by one of the following:

   a. Credit earned (grade of “C” or better) in ENGL 101

   b. A satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages)

   c. Students earning a “C” or better in freshman composition courses (three (3) or more semester units/four (4) or more quarter units) from regionally accredited colleges and universities

   d. Advanced Placement examination scores of 3, 4, or 5 on either of the following exams: AP English Language & Composition or English Literature & Composition

   e. CLEP examination scores of 50 or higher on the following exams: College Composition, College Composition Modular, English Composition (if taken before July 2010) (Recommended by Academic Senate)

F. Competence in mathematics that may be met by one of the following:

   1. Credit ("C" grade or better) in Math 50 (Elementary Algebra), MATH 060 (Geometry), MATH 070 (Intermediate Algebra), or MATH 072 (The Mathematics of Money) or a higher level math course

   2. A satisfactory score on the Rio Hondo College Math Proficiency Exam

   3. A score of 22 or above on the ACT Math Test or Advanced Placement examination scores of 3, 4 or 5 on any of the following exams: AP Calculus AB or AP Calculus BC or AP Statistics (Recommended by Academic Senate)

   4. A score of 500 or above on the math portion of the SAT

G. Completion of general education requirements of course work in each of four (4) areas, in addition to the major(s) requirement. The four (4) area requirements and courses from which a student may choose are as follows:
GRADUATION REQUIREMENTS

1. Natural Sciences with Lab (a lab must be included) – minimum of three (3) units

2. Social and Behavioral Sciences – minimum of three (3) units

3. Humanities – select one course from each of:
   - Fine Arts - minimum of three (3) units
   - Humanities - minimum of three (3) units

4. Language and Rationality – select one (1) course from each of:
   - English Composition - minimum of three (3) units
   - Communication and Analytical Thinking - minimum of three (3) units

III. The Degree of Associate in Arts for Transfer or Associate in Science for Transfer will be conferred with a major consisting of a minimum of eighteen (18) units in an area of emphasis (or major). A listing of all AA-T or AS-T degrees can be found in the degree listing in the college catalog. Major course criteria:

   A. Completion of a minimum of sixty (60) CSU transferable semester units

   B. Minimum GPA of 2.0 in all CSU-transferable coursework (some majors may require a higher GPA)

   C. Completion of the major units with a grade of “C” or better or a “P” if the course is taken on a Pass-No Pass basis

   D. Certified completion of the California State University General Education Breadth (CSUGE) pattern, or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (Recommended by Academic Senate)

IV. District policies and procedures regarding general education and degree requirements are published in the college catalog and class schedules and are filed with the State Chancellor’s Office.

V. Reference:

   Title 5, Section 55905, 55060; Accreditation Standard II.A.
INDEPENDENT STUDY/DIRECTED STUDY

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, and/or 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 Student Learning Support 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 Student Learning Support 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 and the work product to be evaluated. (Title V, Section 58051) (Recommended by Academic Senate)

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. (Recommended by Academic Senate)

V. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 48-54 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. (Recommended by Academic Senate)

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) units college wide.

VII. Hours for Independent Study/Directed Study are reported to the State Chancellor’s Office according to the attendance accounting manual Student Attendance Accounting Manual. (Recommended by Academic Senate)
VIII. Reference:

Title 5, Sections 55300 et seq. 55230, 58051 et seq.) (Recommended by Academic Senate)
STANDARDS OF SCHOLARSHIP

The following procedures for scholarship have been established by the Superintendent/President consistent with provisions of Title 5, Sections 65760, et seq. 56023, with appropriate involvement of the faculty and Academic Senate. (Title V)

Grades – Determination of a student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. Grades given in error will be expunged from the record.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade-point average (GPA). Only degree applicable course grades will be used to calculate a student’s GPA. The highest grade shall receive four (4) points, and the lowest grade shall receive zero (0) points, using only the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing; Less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

| CR    | Credit Pass indicates a “C” or better but units awarded but not counted in GPA |
| NP    | No Credit Pass indicates lower than a “C” grade units not counted in GPA |

In: Incomplete
IP: In Progress
RD: Report Delayed
W: Withdrawal from class by the drop deadline
MW: Military Withdrawal

I: Incomplete – An incomplete grade, “I,” may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The instructor shall provide a written record containing the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be
assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one (1) year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period. The “I” symbol shall not be used in calculating units attempted or for grade points.

V. IP: In Progress – An in-progress grade, “IP,” shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.

VI. RD: Report Delayed – The report delayed grade, “RD,” may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

VII. W: Withdrawal – A withdrawal from class during weeks one through five of the fall and spring semesters will not appear on a student’s permanent record.

A. A student who withdraws from class during week six (6) through the drop deadline of the fall and spring semesters will receive a "W" grade. The record of enrollment will appear on the student’s permanent record. Short-term and summer classes will have different drop deadlines than semester-length classes. Check the current Schedule of Classes or with the Office of Admissions and Records Office for specific deadlines. (RHC Current practice)

B. A student may drop any class WITHOUT the instructor’s signature. The class instructor may drop a student for non-participation before the drop deadline. After the drop deadline, a “W” may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Office of Admissions and Records Office and will be acted upon by the Director, Admissions and Records. Dean of Counseling, Matriculation, and Outreach. (RHC Current practice)

VIII. MW: Military Withdrawal – A military withdrawal grade, “MW,” occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from courses. Upon
verifications of such orders, a student can petition to withdraw from classes and, when authorized, the student will be withdrawn with a "MV" military withdrawal designation on the student's transcripts. A military withdrawal will not be used in calculating a grade-point average or for progress probation.

IX. Grade Report – Grades will be issued at the end of each semester.

X. Correction of Grades – The college adheres to Education Code Section 76224 (a) which states: "When grades are given for any course taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

XI. Credit/No Credit Courses

   A. In addition to courses in which all students are evaluated on a credit/no credit basis, students may enroll in one course each semester on a "CR/NC" or "P/NC" basis. They may elect at registration, or no later than the end of the fifth week, whether the basis of evaluation is to be "CR/NC" or a letter grade (by end of first week of summer school). "CR" (credit) "P" Pass is defined as "C" grade or better.

   B. All units earned on a credit/no credit basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements. Students will not be allowed to request a letter grade after the dates listed in the Schedule of Classes nor to request a letter grade for previously completed courses in which they earned credit. "CR" or "P" pass.

XII. Credit by Examination

   A. The Board of Trustees of Rio Hondo College, in accordance with provisions of Title V (56763) (56050), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes an examination administered by staff personnel. (Title V)

   B. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.
C. Students shall be given course credit to a limit of **twelve** (12) Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student’s transcript will denote credit earned through credit by exam.

D. Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.

E. To challenge a class and receive credit by examination, a student must be registered **at the college** but not enrolled in the class to be challenged.

XIII. Probation

A. Academic Probation – A student who has attempted at least **twelve** (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section on Grading System. If a student is placed on academic probation for two (2) consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.

B. Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s accumulated grade-point average is 2.0 or higher.

C. Progress Probation – A student who has enrolled in a total of at least **twelve** (12) semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of "W", "I", and "NC", "NP" are recorded reaches or exceeds the number of units with other grades.

D. A student on progress probation because of an excess of units for which entries of "W", "I", and "NC", "NP" are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.

XIV. Dismissal – A student shall be dismissed from the college for a period of one (1) semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "W", "I", or "NC"
STANDARDS OF SCHOLARSHIP

“NP”. Before reinstatement to the college, the student must meet with a counselor.

XV. Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling, Matriculation, and Outreach.

XVI. Repetition of Courses

A. It is a violation of state law and college policy to repeat a course unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation.

B. Guidelines

1. A course in which a student grade of a “D” or “F,” or “NP” has been recorded may be repeated only once twice.

   • In computing the grade-point average (GPA) of a student repeating courses, the most recently earned grade shall be used for courses repeated for a grade of “D” or “F” or “NP” for the first twenty (20) units of coursework repeated. In order to ensure a true and complete academic record, the original grade record shall not be changed or removed on the official academic transcript.

   • Students may use coursework from any accredited college to replace Rio Hondo College coursework in which a “D”, “F” or “NC” “NP” was recorded provided the courses are articulated as being equivalent.

   • Students must complete a Petition for Course Repetition with Previous Substandard Grade form available in the Office of Admissions and Records in order to remove the effects of the “D” or “F” grade from the GPA.

2. A course in which a student grade of a “CR” “P” or “C” or better has been recorded may not be repeated except under extenuating circumstances or for a significant lapse of time.

   • Student’s wishing to repeat a course for which they received a “CR” “P” or “C” or better grade must complete a Course Repetition with Previous “CR” “P/C” Grade or Better form available in Office of Admissions and
Records and submit it with appropriate signatures and approvals to the Office of Admissions and Records.

- In computing the GPA of a student approved to repeat a course because of extenuating circumstances or a significant lapse of time, the most recent grade will not earn additional units or grade points towards improving or changing the previous grade earned in the class.

- Successful repetition of a course originally passed does not carry additional unit credit towards a degree or certificate.

3. Students who repeat a course without appropriate authorization may be administratively dropped from the class.

4. A student’s record will be appropriately marked indicating those courses that have been repeated.

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

XVII. Basic Skills Enrollment

The California Education Code limits students to no more than thirty (30) semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses “in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V.” Rio Hondo College defines basic skills courses as courses in reading, writing, computation and English as a Second Language with a course number less than forty (40). ESL and learning disabled students are exempted. Students who feel they would benefit by taking more than thirty (30) semester units of pre-collegiate basic skills courses should see the Dean of Counseling and Student Development - Matriculation Services & Outreach. (RHC Current Practice update to title only)

XVIII. Reference:

Education Code Section 70002 (d)
Title 5, Sections 55040, 55042, 55043, 55044, 55045
The President/Superintendent will annually report to the Board and to the State Chancellor’s Office a five-year capital outlay program. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of programs on construction needs.

Specifically, the five year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons’ removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting details

Construction contracts will be let in accordance with AP 6350 and will comply with applicable laws relating to public works.

Conversion of Buildings (CCLC)

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
The total cost of purchasing and converting the existing building for community college use is not greater than the estimated cost of constructing an equivalent building.

The land associated with the building will be owned by, or controlled through a long-term lease of, at least 50 years by the District.

The District has complied with facility site review procedures and guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.

The funds for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Trustees and are awaiting state funding.

V. Reference:
Education Code Sections 81005 and 81820;
Title 5, Sections 57150 et seq.
I. General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Director of Facilities, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Director of Facilities is responsible for the coordination and implementation of these procedures. The Director of Facilities shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply: (CCLC)
All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

II. Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, “when an alternative location is not available,” as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee’s presence during the organization’s use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian’s normal duties; and
- the cost of utilities directly attributable to the organization’s use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies,
utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization’s use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services; and
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with those agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

**Note:** The following section is legally advised.

### III. Rules for Facilities Use

Requests for use of the District’s Civic Center must be made at least thirty (30) days in advance of the first date of use being requested. Requests shall be on forms provided by the District. A non-refundable $500 deposit is required at time of request. (District practice) Permission to use facilities shall be granted by the Director of Facilities.

**Note:** This request requirement does not apply to groups intending to use available designated public forums for expressive activities. In those circumstances, only three business days’ notice is required, as described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

**Note:** The following paragraph is optional. The District may include the following provision to prevent overnight use, including demonstrations, so long as the District’s purpose is unrelated to the content of any expected speech or other expression.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, making preparations to sleep (including the laying down of bedding for the purpose of sleeping), storing personal belongings making any fire, using any tents or other structure for sleeping, doing any digging or earth breaking, or carrying on cooking activities. (CCLC)
All charges for the use of District facilities are payable ten (10) business days (RHC practice) in advance.

Any persons applying for use of District property on behalf of any group shall be a member of the group and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District’s best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during a non-college event at a performing arts facility built on district property and leased to a nonprofit public benefit corporation.

- The alcoholic beverage is possessed, consumed, or sold, during a special event held at the facilities of a public community college, where the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at other athletic contests sponsored by the District (AP 3560).

Smoking of cigarettes is permitted only in designated smoking areas.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Facilities.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.
IV. Recycling: Large Venues and Events

"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.

"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.

A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:

- Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.
- Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.

Note: Additional priorities, reflected in local practice, should be inserted here as good practice.

VI. The District may require parking fees as a condition of use whenever it is deemed appropriate. (RHIC practice)

VII. References:
Education Code Sections 82537 and 82542;
Public Resources Code Section 42648.3
RIO HONDO COMMUNITY COLLEGE DISTRICT

FACULTY: EMPLOYMENT OF CONTRACT

Board Reviewed: 5/84, 5/91, DRAFT 11-14-12

(Formerly CP 5070)

I. Employment of faculty shall be in compliance with Board Policies relating to Affirmative Action—Title V, Title IX, AB 1725, and other legal requirements and sound personnel practices. All applicants shall be treated identically whether they are current employees or off-campus applicants. This procedure is in effect to implement Board Policy 5260.

II. PROCEDURE

A. Open faculty positions shall be reviewed and approved for announcement of the vacancy by Executive Council with after budget verification from the Vice President of Administrative Services Finance and Business.

B. The Director of Human Resources shall meet with the applicable Division to review requirements for the position prior to publishing the announcement of vacancy.

C. Recruitment shall be in accord with Affirmative Action principles applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources as Affirmative Action Officer shall be responsible for certifying the pool of candidates. If the applicant pool demonstrates significant underrepresentation of monitored groups cannot be certified, the position shall be reopened. The District shall implement additional measures as described in Title V, § 53006.

D. The Division Dean, together with a minimum of three current Rio Hondo faculty members, selected by the Division faculty without prejudice to Affirmative Action representation, shall constitute the Division Hiring Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. The Committee shall elect a chair, evaluate the remaining applications, identify those to be interviewed, interview candidates, and provide a written recommendation. The committee shall make a reasonable effort to forward at least three candidates but no more than five that in its judgment are qualified for the position and worthy of recommendations.

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

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

G. The final evaluation and recommendation to employ shall rest with the Superintendent/President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent/President will communicate to the Division Selection Committee Chair his/her justification.
H. Notification of selection shall normally be from the Office of Human Resources.

III. CRITERIA

Criteria for selecting personnel for certificated positions shall include the following:

A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or

B. Academic background. A Master’s degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable.

   1. Possession of a Master’s degree from an accredited institution in the discipline of assignment, or

   2. Possession of a Master’s degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor’s degree from an accredited institution in the discipline of assignment. (See attached list)

   3. For faculty in disciplines where a Master’s degree is not generally expected or available, either of the following:

      a) Possession of a Bachelor’s degree from an accredited institution in a discipline reasonably related to assignment plus two years of professional experience, plus appropriate certification to practice or licensure if available; or

      b) Possession of an associate degree from an accredited institution in a discipline reasonably related to the faculty member’s assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.

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

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

E. Other departmental interests may be shown under “Desirable Qualifications”. These are limited to bona fide occupational qualifications job related factors. (Title V language)

F. All applicants selected for hire must show a sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
Rio Hondo College Organizational Chart

Administrative Team

Board of Trustees

Interim Superintendent/P President
Teresa Dreyfuss

Rio Hondo College Foundation Howard Krummemann

Vice-President
Academic Affairs
Dr. Kemn Pierson

Dean, Behavioral and Social Sciences
Rebecca Shen

Interim Coordinator, Child Development, Center
Dr. Sandra Majo

Dean, Business & Economic Development
(Vocna)
Lori McAdamsen

Dean, Health Sciences & Nursing
Gaila Austin

Dean, Math & Sciences
Karen Koss

Dean, Career Technical Education/ Continuing Education
Mike Souvich

Interim Associate Dean, Public Safety
Dr. Valery "Val" Pérez

Dean, Police Academy
Larry Brown

Dean, Library & Instructional Support
Dr. Keith Gradstein

Interim Assistant Dean, Student Success & Retention
(Basic Skills)
Barbara Salazar

Dean, Institutional Research & Planning
Howard Krummemann

Director, Grants Development & Management
Jennifer W. Whelan

Director, Human Resources
Volanda Emerson

Director, Facility Services
James Miller

Director, Government & Community Relations
Ross Colwell

Director, Risk Management
Vacant

Director, Institutional Advancement
Chevda Welti

Director, Development
Elsie Hartman

Director, Student Affairs
Dr. Dyan Hall

Associate Dean, Student Services
Dr. Mike Merz

Director, TRIO
Dr. Zaida Fisher

Director, Retention & Leadership
Vacant

Dean, Counseling & Student Development
Dr. Walter Jones

Director, EOPS/CARE
Adrian Tanaka-Egawa

Coordinator, CalWORKs
Christina Alpach

Coordinator, Career Development
Beverly O'Neal

Coordinator, Transfer Center
Glenda Holbrook

Manager, Accommodations & Maintenance
George Lopez

Manager, Mechanical & Electrical Services
Stephen Gabriell

Draft 12/12/12
Academic Affairs

DATE: December 3, 2012

TO: Teresa Dreyfuss
    Sandy Sandello

FROM: Kenn Pierson, Ph.D., Vice President, Academic Affairs

SUBJECT: STATUS ON BPS/APS UNDER ACADEMIC AFFAIRS AND BPS/APS
FORWARDED FROM PFC – BOT REPORT

Listed below are the outstanding Board Policies and Administrative Procedures that fall under
the purview of the Academic Affairs area and Planning and Fiscal Council status for the month
of November, 2012. The update for each outstanding Board Policy and Administrative
Procedure is listed below.

AP 4100  Graduation Requirements – Revised and consensed at PFC on
        11/27/12.

AP 4101  Independent Study/Directed Study – Revised and consensed at PFC
        on 11/27/12.

AP 4220  Standards of Scholarship – Revised and consensed at PFC on
        11/27/12.

BP 4020  Program and Curriculum Development: Revisions to this policy were included
        in CCLC Update 20. Academic Senate has begun the review process of this BP.
        Status unchanged.

AP 4225  Course Repetition: There is conflicting information at the Chancellor’s Office
        between Academic and Student Service areas. Academic Senate has begun the
        review process for this AP. Status unchanged.

AP 4105  Distance Education: Academic Senate rejected the draft AP in the spring and
        returned it to the Instructional Technology Committee (ITC). Academic Senate
        would like to see the AP 5040 Student Records, Directory Information and
        Privacy, which is referenced in AP 4105. AP 4105 is currently under the review
        process in the Student Services area. Student Services is completing suggested
        edits and will forward to Academic Senate, who will begin the review process
        of this AP. Status unchanged.

AP 4260  Pre-requisites and Co-requisites; The guidelines for Title 5 Regulations
        regarding establishing policies for prerequisites, corequisites, and advisories on
        recommended preparation were released in February 2012. The Academic
        Senate will establish a task force to review these recommendations and see how
        we may accept procedures at Rio Hondo College that adhere to the established
        policies. Once that is done, we shall revise AP 4260, allow for Senate and PFC
review, and submit to the Board. Academic Senate has begun the review process for this AP. Status unchanged.

BP & AP's forwarded from Planning/Fiscal Council during the month of November include;

**New Administrative Procedures**

AP 6360 Contracts - Electronic Systems and Materials - 11/13/12
AP 7337 Fingerprinting - 11/13/12

**Revised Board Policies**

BP 1100 Rio Hondo Community College District – 11/27/12.
BP 2105 Election of Student Member, Board of Trustees – 11/27/12.
BP 2305 Recording of Board Meetings – 11/27/12.
BP 2716 Political Activity – 11/27/12.
BP 6700 Civic Center and Other Facilities Use – 11/27/12.

**Revised Administrative Procedures**

AP 6600 Capital Construction - 11/13/12
AP 3530 Weapons on Campus – 11/27/12
AP 4100 Graduation Requirements – 11/27/12.
AP 4220 Standards of Scholarship – 11/27/12.
AP 6700 Civic Center and Other Facilities Use – 11/27/12.

**Other**

Consensus to accept the proposed revisions to the Governance Manual – 3 items submitted – 11/13/12.

Consensus reached on the Change of Reporting Line (Facilities Services) - Revision to Organizational Chart - 11/27/12.

KP/rjg