I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:08 p.m.

B. Pledge of Allegiance

Miss Jessica Ramirez, AS Carmela Council (Carmela Elementary School), led the salute to the flag.

C. Roll Call

All Board members were reported present with the exception of the Student Trustee DeLeon and Ms. Norma Garcia who both were excused; Ms. Vicky Santana later arrived at 6:40 p.m.

D. Approval of Minutes – September 9, 2015; September 23, 2015.

111. On motion of Ms. Pacheco, seconded by Mr. Mendez, the
Board voted by unanimous vote of the three members present [Shapiro, Mendez, and Pacheco] to approve the minutes of September 9, 2015.

112. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the three members present [Shapiro, Mendez, and Pacheco] to approve the minutes of September 23, 2015.

E. Open Communication from the Public

Don Mason, Public Safety, addressed the Board on emergency planning and school safety.

Jose Romero invited the Board to the Veteran’s Comedy Night.

F. Commendations

- Wildland Fire *(Tracy Rickman)*
- Honorary Ambassador *(Jessica Ramirez, AS Carmela Council, Carmela Elementary School)*

H. BOARD WALK AROUND CAMPUS – Moved out of order of the agenda.

Ms. Santana arrived at this point of the meeting.

G. PRESENTATIONS

- Student Success and Support Programs - 3SP (Mr. Henry Gee / Dr. Mike Munoz)
- Enrollment update by CBT (Julie Slark)

H. BOARD WALK AROUND CAMPUS – Moved out of order of the agenda.

BREAK

II. CONSENT AGENDA

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

A. FINANCE & BUSINESS

1. Finance and Business Reports
   a. Purchase Order Report – Approved the Purchase Order Report containing purchases for the preceding month.

2. Authorization for Out of State Travel & Conferences

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

   Ruben Agus to participate at the Autodesk University in Las Vegas, NV on November 30 - December 4, 2015.
Raquel Flores-Olson to participate at the College Reading & Learning Association in Portland, Oregon on November 5-8, 2015.

Jan La Turno to participate at the American Mathematical Association of Two-Year Colleges Annual Meeting (AMATYC) in New Orleans, LA on November 18-22, 2015.

Melisa Ríftino-Juárez to participate at the National Organization of Human Services Annual Conference in Charlotte, NC on October 21-24, 2015.

Gisela Spieler-Persad to participate at the National Science Foundation (NSF) S-STEM Panel Meeting in Arlington, VA on November 8-11, 2015.

Henry Gee to participate at the National Association of Student Personnel Administration (NASPA) Annual Conference in Indianapolis, Indiana on March 12-16, 2015.

3. **Weapons Firing Range Agreement – Huntington Park Police Department**

   The Board of Trustees approved the agreement with the Huntington Park Police Department, for use of the Firing Range for the term December 1, 2015 – November 30, 2017 and authorized the Administration to execute appropriate documents on behalf of the District.


   The Board of Trustees approved the agreement with the Federal Bureau of Prisons – FCI Terminal Island, for use of the Firing Range for the term October 1, 2015 – September 30, 2020 and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Construction of El Monte Educational Center – Additional Division of the State Architect (DSA) Plan Check Fees**

   The Board of Trustees approved the additional fees to the Division of the State Architect for re-opening and re-examination of closed files on the El Monte Educational Center project for an amount not to exceed $500.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Soccer Field Renovation – Contract Modification #5 – PMSM Architects**

   The Board of Trustees authorized an increase to the contract value of PMSM Architects for additional design services in the amount of $18,190.00 for a revised total contract amount of $210,105.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
7. **Developing Hispanic Service Institutions (HSI) Title V Grant #P031S150203 – U.S. Department of Education**

The Board of Trustees approved Developing Hispanic Serving Institutions Title V grant award as summarized below in the amount of $524,993.00 for the term October 1, 2015 through September 30, 2016 and authorized the Administration to execute the appropriate documents on behalf of the District.

The U.S. Department of Education has awarded Rio Hondo College funding for Developing Hispanic Serving Institutions (HSI) Title V grant. The first year of funding under FY 2016 grant award cycle will commence on October 1, 2015 and the award is anticipated to continue for five (5) years ending September 30, 2020. Budget period for this award notification is October 1, 2015 through September 30, 2016 in the amount of $524,993.00. Subsequent years of continuation funding will be issued contingent upon demonstration that the project has made substantial progress in achieving the approved goals and objectives.

Through a competitive grant process, funds are awarded to institutions of higher education that will directly address the increased need for academic preparation and support services for low-income and Hispanic students. The grant will provide the additional support programs and services to assist students in being successful in college from entry through graduation or transfer.

8. **Budget Augmentation – Faculty**

The Board of Trustees approved the additional Budget Augmentation as outlined below and authorized the Administration to execute the appropriate documents on behalf of the District.

<table>
<thead>
<tr>
<th># of Positions</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Behavioral and Social Science</td>
</tr>
<tr>
<td>1</td>
<td>Health Science and Nursing</td>
</tr>
<tr>
<td>1</td>
<td>Career and Technical Education</td>
</tr>
<tr>
<td>1</td>
<td>Arts and Cultural Programs</td>
</tr>
<tr>
<td>1</td>
<td>Counseling and Student Success</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$600,000</strong></td>
</tr>
</tbody>
</table>

9. **Surplus Property – Campus Inn**

The Board of Trustees, determined that the referenced property below is surplus and of insufficient value to defray the cost of arranging a sale and approves consignment, of the equipment, to a local recycling center after its removal from the Campus Inn.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Refrigerator</td>
</tr>
</tbody>
</table>
10. **Softball Field Safety Padding – Sports Facilities Group, Inc.**

The Board of Trustees approved the proposal from Sports Facilities Group Inc. for an amount not to exceed $8,250.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

11. **Seismic Mitigation Program for L Tower – Survey Report Fees for California Geological Survey**

The Board of Trustees approved the review fees to the California Geological Survey for the Seismic Mitigation Program on the L Tower project for an amount not to exceed $3,600.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

12. **Seismic Mitigation Program for L Tower – The Division of the State Architect (DSA) Pre-Application Fees**

The Board of Trustees approved the pre-application fees to the Division of the State Architect for the Seismic Mitigation Program on the L Tower project for an amount not to exceed $2,000.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

13. **Repair Service Counter at Rio Café – Professional Refinishing Organization, Inc.**

The Board of Trustees approved the contract with Professional Refinishing Organization, Inc. to repair the service counter at Rio Café in the amount of $2,850.00 to be paid from Bond Funds and authorized the Administration to
execute the appropriate documents on behalf of the District.

14. **Grant No. CN150142 – California Early Childhood Mentor Program**

   The Board of Trustees approved the California Early Childhood Mentor Program Grant #CN150142 and authorized the Administration to execute appropriate documents on behalf of the District.

   Chabot-Las Positas Community College District (CLPCCD) is the new fiscal agent for Grant CN150142 from the California State Department of Education. However, Cerritos College will continue as the lead in the Cerritos/Rio Hondo Regional Early Childhood Mentor Program. The Program provides such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; printing and copying mentor materials.

   For the current period through July 31, 2016 CLPCCD will pay up to $500.00 for the Contractor’s College Coordinator and up to $150.00 for printing and copying costs for program implementation or mentor materials.

15. **Replace Door Operator at South Elevator at the Science Building – Schindler Elevator Corporation**

   The Board of Trustees awarded a contract to Schindler Elevator Corporation to replace the door operator at the south elevator at the Science Building for a not-to-exceed amount of $14,978.00 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.


   The Board of Trustees approved a contract amendment to IDS Group’s original scope of work for additional services at Administration of Justice Annex Pistol/Rifle Range in the amount of $4,425.00 for a total amended fee of $18,390.00 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

17. **Agreement for Professional Mechanical Engineering Services to Design Modifications to HVAC Equipment for Career Technology Classrooms T101, T102, T103, T121 & T142 – Pezeshki Engineering, Inc.**

   The Board of Trustees approved to enter into an agreement with Pezeshki Engineering for professional mechanical engineering services to design modifications to HVAC equipment for Career Technology Classrooms T101, T102, T103, T121 & T142 for a fixed fee of $14,750.00 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.
18. **Construction of Softball Field – Additional Division of the State Architect (DSA) Plan Check Fees**

The Board of Trustees approved the additional fees to the Division of the State Architect for re-opening and re-examination of closed files on the Softball Field project for an amount not to exceed $500.00 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

19. **Surplus Property**

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 authorized consignment to a local recycling center.

<table>
<thead>
<tr>
<th>Year</th>
<th>Manufacturer</th>
<th>License</th>
<th>VIN</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1984</td>
<td>Van Pelt</td>
<td>1303042</td>
<td>11HFT4285DLZ16178</td>
<td>36,356</td>
</tr>
</tbody>
</table>

20. **Amendment #2 to Master Services Agreement with John Deere & Company**

At its meeting on October 18, 2012, the Rio Hondo College District Board of Trustees approved a Master Services revenue agreement with John Deere & Company for Electrical Methods & Techniques classes and Engine Adjustments & Diagnostics-PowerTech 6081 Compressed Natural Gas (CNG) Engines. Then on July 10, 2013, the Board approved Amendment #1 extending the term.

Amendment #2 extends the agreement, under the same conditions, for an additional 25-months or until October 31, 2017. The training dates will be determined by both John Deere & Company and Rio Hondo’s Automotive instructional staff. John Deere & Company agrees to compensate the District at $1,400.00 per instructional day which includes laboratory and course set-up and tear-down.

The Board of Trustees approved Amendment #2 to John Deere & Company Master services agreement extending the term until October 31, 2017 and authorized the Administration to execute contracts on behalf of the District.

21. **Consultants**

   a. **CEO Chef** – To present Team Building and Leadership development through experimental learning, creating a gourmet buffet tasting as a group project later debriefed to find relevant meaning. Date of service: November 13, 2015. Cost not to exceed $6,000.00 from General Fund.

   b. **Code Rev Kids** – To train and facilitate secondary teachers and students in game-based learning strategies utilizing a popular digital game, Minecraft, to engage and teach students in Math and other applicable subjects. Dates of service: October 15, 2015 – December 31, 2015. Payment is $1,500.00 per consultant, not to exceed $3,000.00 from Teacher Preparation Pipeline Grant.

   c. **Matt Koart** – To give a presentation on the FAST speaker series on the
Pathway from Football to Law. Date of service: October 7, 2015. Payment not to exceed $200.00 from the Perkins Grant.

d. James O. Pike, III – To present and demonstrate game-based learning strategies and Mathcraft curriculum during the Teacher Preparation Pipeline/STEM-CTE Regional Conference to be held at Cerritos College on October 16, 2015. Payment not to exceed $300.00 from the Teacher Preparation Pipeline Grant.

e. Prometheus Development Group – To act as a consultant for Student Equity to maintain Rio Hondo College mobile app. Services will include but not be limited to mobile app maintenance, providing content, design updates, marketing the app and developing engagement opportunities for disproportionately impacted students through the mobile app. Dates of service: October 15, 2015 to June 30, 2016. Cost not to exceed $3,500.00 from the Student Equity Grant.

f. Kimberly Shediak – To give a presentation on using social media for the FAST 2015 event. Date of service: October 21, 2015. Payment not to exceed $200.00 from the Perkins Grant.

g. Ronni Sanlo – To address Rio Hondo College disproportionately impacted students, provide remarks and facilitate discussion for the documentary film screening. Date of service: November 5, 2015. Cost not to exceed $2,000.00 from the Student Equity Grant.

h. Sandra Luz Castillo Alward – To provide keynote address to students at a Workshop. Date of service: October 16, 2015. Cost not to exceed $250.00 from the Student Equity Grant.

B. PERSONNEL

1. Academic
   a. Employment

   Special Assignment, Fall 2015

   The following instructors will receive a $400, stipend paid out of the Teacher Preparation Pipeline (TTP) grant, upon completion of the STEM-CTE TEACH mentor program:

   RHEE, Joseph, Math & Sciences
   SARVI, Kayvon, Math & Sciences

   Part-time, Fall 2015

   Health Sciences & Nursing

   KENISTON, Ruth
Public Safety

DINEEN, Jedediah VERDELL, Jesus

Hourly as Needed, 2015-2016

Counseling & Student Success

CANAS, Fritzie

Library

GARCIA, Trish

Veterans Services

MUNOZ, Marta

2. Management & Confidential
   a. Employment, 2015-2016

   NUÑEZ, Cynthia, Sr. Administrative Assistant, Human Resources
   100%, 12 months, effective October 8, 2015

   Categorically Funded (E.C. 87470)

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

   SALAZAR, Barbara, Interim Assistant Dean, Student Success and Retention, effective October 1, 2015 through June 30, 2016 or until full-time position is filled.

3. Classified
   a. Employment, 2015-2016

   Regular Classified

   MORALES, Ernest, Grounds Maintenance Worker, Facilities Services,
   40%, 12 months, effective September 8, 2015

   The following employees are being hired in the designated capacity
   with dedicated funding through June 30, 2016. If continued funding
   should not be available, 60-day notice shall be served:

   CEDILLOS, Mauricio, Student Services Assistant, Counseling & Student Success, 47.5%, 12 months, effective September 9, 2015

   FARFAN, Mark, Paraprofessional Tutor, TRiO, 37.5%, 10 months, effective September 8, 2015
GONZALEZ, Martin, Student Services Assistant, Counseling & Student Success, 47.5%, 12 months, effective September 9, 2015

Continued Employment Regular Classified, 2015-2016

The following employee will continue in the designated capacity with dedicated funding through June 30, 2016. If continued funding should not be available, 60 day notice shall be served:

MARTINEZ, Teresa, Clerk Typist II, Staff Development
MOLINA, Hector, Sr. Instructional Assistant, Communications & Languages
SALMERON, Odila, Testing Technician, Assessment Center

Substitute, 2015-2016

MCBRIDE, Christopher, Athletic Trainer, Kinesiology, Dance & Athletics, effective October 2, 2015

RODRIGUEZ, Jovan, Clerk Typist II, Cal WORKS, effective August 31, 2015

b. Increase in Assignment

BEDOLLA, Margarita, Custodian, Facilities Services, from 45% to 100%, effective September 26, 2015

LAU, Kim, Account Clerk II, Accounting, from 80% to 95%, effective October 1, 2015

c. Promotion

YU, Yuan-Yuan, Account Clerk III, Accounting, 95%, 12 months, effective October 1, 2015

d. Family Care and Medical Leave

HANEY, Elizabeth, Sr. Secretary in Facilities Services, has requested a 12-week Family Care & Medical leave to be taken intermittently from September 10, 2015 through June 30, 2016

RAYAS, Rebecca, Sr. Secretary in Institutional Research & Planning has requested a 12-week Family Care & Medical Leave to be taken intermittently from September 30, 2015 through September 30, 2016

e. Retirement

BOYCE, Audrey, Instructional Division Secretary in Arts and Cultural Programs. Her last day of employment is December 30, 2015, with her first day of retirement being December 31, 2015
VALDIVIA, Eloise, Paraprofessional Tutor in TRiO. Her last day of employment was September 30, 2015, with her first day of retirement being October 1, 2015

f. Resignation

MEZA, Enrique, Custodian, Facilities Services. His last day of employment was September 18, 2015

LAMPERT, Katharine, DSPS Support Services Aide, in Disabled Students Programs & Services. Her last day of employment is October 14, 2015

g. Approval of New Job Classification

Admissions and Records Senior Coordinator

See attached job description

4. Unrepresented (AP 7130), 2015-2016

a. Employment

Non-Credit

REARDON, Cecilia, Continuing Education

Hourly

Counseling & Student Success

CHAVEZ, Christian, Student Success Coach

Public Safety

HAMBLY, Rex, Recruit Training Officer
RAMOS, Tony, Recruit Training Officer
MACIAS, Guillermo, RTO
TRUJILLO, Jonathan, RTO

Student Success & Retention (Basic Skills)

WARREN, Michelle, Tutor II

Volunteers

AMAYA, Alyssa, Kinesiology, Dance & Athletics
MURPHY, Katrina, Kinesiology, Dance & Athletics

Students

ALVARADO, Rayly, Couns. & Stud. Suc.
AVILA, Gabriela, Library
CHAVEZ, Charles, Fac. Ser.
CORIA, Osman, Accounting

ALVAREZ, Roberto, KDA
CASTRO, Marg, Arts & Cultural
CONTRERAS, Nicole, Trans Ctr.
DIAZ, Cynthia, Financial Aid
C. ACADEMIC AFFAIRS

1. Curriculum Items

   a. New Course that is Part of an Existing Program

      The following courses have been recommended for inclusion in our offerings and the catalog:

      AET 299: Directed Study in Alternative Energy
      (Career and Technical Education)
      Degree Applicable; (1-3 Units)
      Justification: This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

      ARCH 299: Directed Study in Architecture Design
      (Career and Technical Education)
      Degree Applicable; (1-3 Units)
      Justification: This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

      AUTO 299: Directed Study in Automotive Technology
      (Career and Technical Education)
      Degree Applicable; (1-3 Units)
      Justification: This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.
CARP 050R: Intermediate Commercial Framing  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 050S: Intermediate Stairs  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 050T: Drywall Applications  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 050U: Interior Applications  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 050V: Welding Fabrication  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 080A: Basic Wood Flooring Installation  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 080B: Borders  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)  
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 080C: Parquet Flooring  
(Career and Technical Education)  
Degree Applicable; (1.5 Units)
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

**CARP 080D: Advanced Patterns**
(Career and Technical Education)
Degree Applicable; (1.5 Units)
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

**CARP 080E: Diagonal and Herringbone Patterns**
(Career and Technical Education)
Degree Applicable; (1.5 Units)
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

**CARP 080F: Crew Lead Training**
(Career and Technical Education)
Degree Applicable; (2 Units)
**Justification:** This course will provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

**ELEC 299: Directed Study in Electronics Technology**
(Career and Technical Education)
Degree Applicable; (1-3 Units)
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

**ET 273: Stormwater Management, Treatment and Controls**
(Career and Technical Education)
Degree Applicable; (3 Units)
**Justification:** This course will provide students with the knowledge and skills to work in the industrial stormwater management field. Students completing the course will have the skills to improve industrial stormwater effluent, ensure regulatory compliance and protect the waters of our community. Members of the Environmental Technology Advisory Committee recommend the development of environmental water management courses to fulfill the growing need for industrial environmental and water reclamation jobs and as a means to connect Rio Hondo to the community. This course will be added to the list of elective courses for Environmental Technology students who are specializing in Water Management and are seeking either an AS degree or a Certificate of Achievement.

**ET 274: Industrial Waste Water Treatment**
(Career and Technical Education)
Degree Applicable; (3 Units)
**Justification:** This course will provide students with the knowledge and skills to work in the water management field.
Members of the Environmental Technology Advisory Committee recommend the development of water management courses to fill the growing need for water management operators. This course will be added to the list of elective courses for Environmental Technology students who are specializing in Water Management and are seeking either an AS degree or a Certificate of Achievement.

**HET 299: Directed Study in Heavy Equipment Technology**  
(Career and Technical Education)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

**LAND 299: Directed Study in Land Design**  
(Career and Technical Education)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

**PHIL 110H: Critical Thinking Honors**  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course will be part of the AA-T in Philosophy. It also serves to increase the offerings of the Honors Program at Rio Hondo College.

**PHIL 112H: Introduction to Logic Honors**  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course will be part of the AA-T in Philosophy. It also serves to increase the offerings of the Honors Program at Rio Hondo College.

**PHIL 128H: Introduction to Political Philosophy Honors**  
(*Crosslisted with POLS 128H*)  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course introduces the history and development of political thought, and will consider the justification of the State, as well as conceptions of rights and distributions of goods. It will be a restricted elective for our AA-T degree in Philosophy, and will satisfy a requirement of our Honor’s Transfer program. Beyond its appeal for aspiring philosophy majors, this course would also be of obvious interest to political science students.

**PHY 299: Directed Study in Physics**  
(Mathematics and Science)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.
POLS 128H: Introduction to Political Philosophy Honors  
(Crosslisted with PHIL 128H)  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course introduces the history and development of political thought, and will consider the justification of the State, as well as conceptions of rights and distributions of goods. It will be a restricted elective for our AA-T degree in Philosophy, and will satisfy a requirement of our Honor's Transfer program. Beyond its appeal for aspiring philosophy majors, this course would also be of obvious interest to political science students.

TCED 299: Directed Study in Technical Education  
(Career and Technical Education)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

WELD 299: Directed Study in Welding Technology  
(Career and Technical Education)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to provide students the opportunity to explore a subject matter further and develop projects to a greater degree than the normal subject matter.

2. **Approval to Submit Substantive Change Proposal for Rio Hondo College in Accordance with the Accrediting Commission for Community and Junior Colleges’ Substantive Change Policy**

The Rio Hondo Community College District is required to submit a Substantive Change Proposal to the Accrediting Commission of the Western Association of Schools and Colleges to document new baccalaureate degree programs.

This detailed report on Rio Hondo’s Bachelor of Science degree in Automotive Technology was completed and will be forwarded to the Commission following approval by the Board of Trustees.

The Board of Trustees accepted the Substantive Change Proposal for Rio Hondo College in Accordance with the Accrediting Commission for Community and Junior Colleges’ Substantive Change Policy.

D. **PRESIDENT’S OFFICE**

1. **Approval of Revised Mission Statement**

The Board of Trustees approved the revised Mission Statement as stated below:

*Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates,*
III. INFORMATION ITEMS
1. Building Program
2. Revision of Administrative Procedures 4020, Program and Curriculum Development (See Attached)
3. Accreditation Response – Follow-up Report

IV. STAFF AND BOARD COMMENTS
- Board Development Reporting – None.
- Action Items for Future Board Meetings - None

V. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 8:15 p.m. and upon returning from Closed Session reported out the following action:

Pursuant to Section 54956.9(b):
- ANTICIPATED LITIGATION – (1 Case)

114. On motion of Ms. Pacheco seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, and Santana] to approve the expulsion of student (I.D. 000804326).

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

Pursuant to Section 54957:
- PUBLIC APPOINTMENT
  o Director, Human Resources – No action taken
  o Project/Grant Manager, Student Success and Support Program

115. On motion of Mr. Mendez seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, and Santana] to approve Lisa Chavez as Project / Grant Manager of SSSP.

- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

116. On motion of Ms. Santana seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, and Santana] to approve the dismissal of classified employee (#2606).

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

VI. ADJOURNMENT

117. On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Shapiro, Garcia, Mendez, Pacheco, and
Santana] to adjourn the meeting at 9:08 p.m. and announced the date of the next regular meeting:

- **Date of Next Regular Board Meeting – Wednesday, November 11, 2015, 6:00 p.m.**
CLASS TITLE: ADMISSIONS AND RECORDS SENIOR COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Admissions and Records, serve as a liaison between Admissions and Records and other student service offices as related to registration, student residency and Title V regulations; coordinate the daily activities in the college Admissions and Records Office; assist the Director of Admissions and Records in the planning, coordinating, and overseeing the daily activities in the Admissions and Records Office; assist with planning and implementing departmental procedures; assist with selecting, training, and assigning work to the office staff.

REPRESENTATIVE DUTIES:

Serve as a liaison between Admissions and Records and other student service offices as related to registration, student residency, and Title V regulations.

Provide oversight and direction for the California Dream Act.

Ensure the accuracy of information regarding admissions/records contained in the college catalog, schedule of classes, and web pages.

Coordinate and oversee the daily activities in the college Admission and Records Office including the registration process.

Assist the Director in planning, scheduling, developing and implementing departmental operations and procedures; implement policies and regulations as required.

Train, coordinate and select office staff; and assign work.

Under the guidance of the Director of Admissions and Records, communicate and coordinate with Information and Technology Services regarding records control and various departmental needs as requirements; oversee the development of forms and registration documents for data processing utilization.

Collect and oversee the collection and maintenance of student related data, including grades and other student records; process global changes and update information on a timely basis, assuring the data is correct before printing and distribution.

Maintain files and records required of the office by State, federal and local agencies.

Assist the Director of Admissions and Records in the preparation of reports required by the District; research and correct data for census reports.

Perform the duties of the Director of Admissions and Records in the Director’s absence or as assigned; assist in the development of the departmental budget and staffing needs.

Oversee, coordinate and maintain the scanning of student records; train office staff of proper operations of equipment; troubleshoot equipment as needed.
Provide information and assistance to the District employees and others as appropriate where judgment, knowledge and interpretation of procedures and regulations related to Admissions and Records are required.

May assist in coordinating procedures with the Counseling Department to assure consistency and accuracy of efforts.

Attend meetings and conferences as appropriate to remain current on information and requirements related to Admissions and Records.

Preform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Procedures and operation of a student Admissions and Records Office
District organization, operations, policies and objectives
Record-keeping techniques
Operation of a computer terminal
Operation and application of various computer software
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Applicable sections of State Education Code and other applicable laws

ABILITY TO:
Coordinate the daily activities of a college Admissions and Records Office
Assist the Director in planning and implementing departmental procedures
Train, coordinate, select and assign work to office staff
Interpret, apply and explain provisions of federal, State and District regulations related to admissions, records and attendance reporting as needed
Assist in planning, organizing and implementing computerized records systems as related to admissions, registration and records.
Communicate effectively both orally and in writing
Understand scope of authority in making independent decisions
Maintain records and prepare reports
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Train and evaluate personnel as requested
Review situations accurately and recommend to the Director of Admissions and Records an effective course of action

EDUCATION AND EXPERIENCE:
Any combination equivalent to An A.A. Degree and four years increasingly responsible clerical experience in a college admissions and records office, including two years in a lead capacity.

WORKING CONDITIONS:
Admissions and Records Office environment.

Salary Range: 46

The Americans with Disabilities Act (ADA) requires us to identify the essential duties/functions of the position. We have indicated those duties with an E on the job description.
Note: The following procedure is legally required. This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations.

I. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee (a sub-committee of the Academic Senate) shall be responsible for program and curriculum development.

II. All new program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.

III. The College Board of Trustees must approve all new courses, programs, and program deletions.

IV. Once approved by the College Board of Trustees, new courses, programs and program deletions must be sent to the Chancellor's Office for final approval.

V. Approval of new courses, modifications to existing courses, new programs, and modifications to existing programs rests first with the Curriculum Committee that includes representation from appropriate segments of faculty (discipline faculty, Counseling faculty, Articulation Officer), students, and administration (Dean of Career and Technical Education/Dean of Instructional Operations Support).

VI. Courses and programs are reviewed and updated by faculty in discipline areas within the academic divisions at the time of Program Review. This review occurs every six years for academic programs and every two years for vocational programs. Courses and programs are reviewed regarding their relevance, appropriateness to mission, achievement of learning outcomes, currency, and potential for future needs.

VII. The following criteria will be reviewed in regards to course offerings;
   A. Hours
   B. Units
   C. Content
   D. Prerequisites/co-requisites/advisories
   E. Content review
   F. Title/course number change
G. Course Description

H. Advisory Committee minutes (CTE programs only)

I. Labor market data if applicable (CTE programs only)

VIII. Following approval by the Chancellor’s Office, new programs or courses, deletions, or modifications are placed into college publications as they are produced.

IX. The Curriculum Committee Chair shall attend relevant state meetings to keep current with rules and regulations regarding curriculum offerings. Information shall be disseminated to the campus via Flex Day workshops, Curriculum meetings, and Curriculum reports given during Academic Senate meetings.

X. The process for submittal and approval of courses and programs is specified in the “Red Notebook” and is also available on the Curriculum Committee website (http://www.riohondo.edu/curriculum/)

(http://www.riohondo.edu/academic-senate/academic-senate-homepage/curriculum-committee/)

XI. For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required, in the paragraph above, of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

XII. References:

Title 5 Sections 51021, 55000 et seq., 55100 et seq.;

ACCJC Accreditation Standards II.A. and II.A.9