I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

Ms. Shapiro led the salute to the flag.

C. Roll Call

All Board members were reported present.

D. Approval of Minutes – October 14, 2015

On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted of the five present [Shapiro, Garcia, Mendez, Santana, and Pacheco] to approve the minutes of October 14, 2015. Ms. Garcia abstained.
Student Trustee Advisory Vote was aye.

E. **Open Communication from the Public**

There were no comments from the public.

F. **Presentations**

- Student Equity Update (Loy Nashua / Juana Mora)
- Title V (Barbara Salazar / Maria Elena Martinez)
- Update on CBT Enrollment Management (Julie Slark) - Addendum

Ms. Santana left at this point of the meeting.

G. **PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2014/2017 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477.**

119. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to declare the hearing open at 6:50 p.m. Student Trustee Advisory Vote was aye.

120. After hearing no comments, on motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to declare the hearing closed at 6:52 p.m. Student Trustee Advisory Vote was aye.

H. **PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2016/2019 RIO HONDO COLLEGE FACULTY ASSOCIATION/CCA/CTA/NEA COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY RIO HONDO COLLEGE FACULTY ASSOCIATION.**

121. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to declare the hearing open at 6:54 p.m. Student Trustee Advisory Vote was aye.

122. After hearing no comments, on motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to declare the hearing closed at 6:56 p.m. Student Trustee Advisory Vote was aye.

II. **CONSENT AGENDA**

Item IIA3, Sub-Agreement Awarded to East Los Angeles College for the DSN Energy (Efficiency) and Utilities Grant (15-160-003 SB 858) pulled from the consent agenda.
On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to approve the following Consent Agenda with the exception of item IIA3., Sub-Agreement Awarded to East Los Angeles College for the DSN Energy (Efficiency) and Utilities Grant (15-160-003 SB 858).

Student Advisory Vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports

2. Authorization for Out of State Travel & Conferences

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


   Don Mason to attend the 2015 International Association of Emergency Managers USA 63rd Annual Conference in Clark County, NV on November 12-17, 2015.


3. Sub-Agreement Awarded to East Los Angeles College for the DSN Energy (Efficiency) and Utilities Grant (15-160-003 SB858) – PULLED FROM CONSENT AGENDA

4. Household Hazardous and Electronic Waste Collection and Roundup

   The Board of Trustees approved an agreement with the County of Los Angeles to conduct a Household Hazardous and Electronic Waste Collection and Roundup at Santa Fe Springs Public Safety Fire Training Center on January 23, 2016 authorizing the Administration to sign the appropriate documents on behalf of the District.

5. Adoption of Canvas as District’s LMS (Learning Management System)

   A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of
electronic educational technology (also call e-learning) courses or training programs.

The Office of Online Education has used Blackboard as its e-learning platform for years. The final year of our Blackboard agreement will expire on 11/6/2016. The OEI (Online Education Initiative) requires the collection of student success data. A District technology committee determined it to be in the best interest of the District to transition from the Blackboard legacy LMS to Canvas as the District’s sole LMS.

The OEI is planning to provide for 100% of the costs of the services through the 2018/19 school year. As a foundational system initiative, the OEI anticipates continued support to provide services beyond the stated year and believe it is the intent of the Governor, Legislature, CCC Chancellor’s Office and the CCC Board of Governors to provide access into the foreseeable future. However, the OEI suggests that each college hold back 20% of existing LMS costs through May of each year to guarantee secured budgeting in the event of unforeseen circumstances.

The Board of Trustees adopted Canvas as the District’s LMS and authorized the Administration to sign the appropriate documents on behalf of the District.

6. Award of Bid #2042 – Asphalt Project to Renovate Parking Lot B – Terra Pave

The Board of Trustees awarded Bid# 2042 for the Asphalt Project to Renovate Parking Lot B to Terra Pave, Inc., in the amount of $178,265.00 from parking funds and authorized the Administration to execute appropriate documents on behalf of the District.

7. Grant Renewals

The Board of Trustees approved the grant funding as outlined below and authorized the Administration to execute contracts on behalf of the District.

a. Foster Kinship Care Education (FKCE) – The California Community College Chancellor’s Office (CCCCO) has extended funding for Foster Kinship Care Education (FKCE) for fiscal year July 1, 2015–June 30, 2016 in the amount of $194,363.00. Rio Hondo Community College District has provided (FKCE) services since approximately 1999. The purpose of the FKCE, a joint project of the Chancellor’s Office and the California Department of Social Services, is to provide quality education and training opportunities to foster parents and to assist them in meeting the needs of the foster children in their care.

b. Commercial Sexual Exploitation of Children (CSEC) – The California Community College Chancellor’s Office (CCCCO) has awarded new funding under Foster Kinship Care Education (FKCE) for fiscal year July 1, 2015–June 30, 2016 in the amount of $3,750.00. The purpose of the CSEC funding is to provide three
hour training workshops to targeted care providers (foster parents, kinship parents, group home staff and foster family agency homes) on awareness and identification of CSEC.

c. Independent Living Program (ILP) Youth Empowerment Strategies for Success (YESS-ILP) - The Foundation for California Community Colleges has extended funding for Youth Skills Developing Training Services for the period beginning July 1, 2015-June 30, 2016 in the amount of $22,500 to operate the program. The funding is contingent upon the California Department of Social Services (CDSS) Grant Award to the Foundation for California Community Colleges. The program assist current and emancipated foster youth, ages 16-21, in transitioning from the child welfare system into adulthood and self-sufficiency.

8. **Instructional Services Agreement – CARE Ambulance Service**

The Department of Public Safety recommended establishing the following instructional services agreement for fire technology and EMS related training, which includes but is not limited to, Emergency Medical Responder, Emergency Medical Technician, CPR, Work Experience and other Emergency Services related courses.

a. CARE Ambulance Service

The term of this instructional services agreement is from November 12, 2015 through November 11, 2016. Revenue generated from Full Time Equivalent Students (FTES) will be split 80% to Rio Hondo and 20% to CARE Ambulance Service.

The Board of Trustees approved the instructional service agreement with CARE Ambulance Service as presented above and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Sub-Agreement Awarded to Los Angeles/Orange County Centers of Excellence (COE) through the Deputy Sector Navigator (DSN) Health Grant (SB1070)**

Rio Hondo College is the fiscal agent for The California Community College Chancellor’s Office DSN (SB1070) Health Grant. The objective of the sub-agreement is to produce the following deliverables:

- Database of healthcare related community college programs in Los Angeles County
- Graphical representation of regional program offerings and correlated Labor Market Information (LMI)
- Sortable LMI tables for use with other activities of the Healthcare DSN

The Los Angeles/Orange County Centers of Excellence (COE) hosted at Mt. San Antonio College will develop a database of in-region community college healthcare program offerings. Labor Market Information (LMI) will be included
in the database in order to provide a current view of the local job market. COE will also develop tables and graphics that will be used to communicate labor market information and program offerings to K-12 constituencies, including prospective students, parents and counselors throughout Los Angeles County.

RHC will reimburse Los Angeles/Orange County Centers of Excellence (COE) an amount not to exceed $5,750.00 for work performed through December 31, 2015. Services will be paid through the DSN (SB1070) Health Grant.

The Board of Trustees approved and awarded the agreement as summarized above to the Los Angeles/Orange County Centers of Excellence (COE) in an amount not to exceed $5,750.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

10. **Soccer Field Renovation Restroom Building Project – DSA Plan Check Fees**

PMSM has nearly completed the construction documents for the Soccer Field Restroom project sufficiently for submittal to the Division of the State Architect's (DSA's) plan review process. DSA requires a plan check fee to be paid at the time the construction documents are submitted. DSA has indicated that structural, fire and life safety and access compliance sections will review the plans. PMSM, using the fee calculator provided on DSA’s website, has determined that the plan check fee is $1,815.00.

The Board of Trustees approved the payment of a plan check fee to the Division of the State Architect in the amount of $1,815.00 for the Soccer Field Restroom Building Project from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

11. **Real Property of Land Purchase – 11401 Shoemaker Avenue, Santa Fe Springs, CA**

On July 8, 2015, the Rio Hondo Community College District Board of Trustees approved real property (land) purchase of 11401 Shoemaker Ave., Santa Fe Springs in the amount of $5,504,900.00.

The Board of Trustees designated the Superintendent/President as the authority to execute/sign all documents related to the acquisition/purchase of 11401 Shoemaker Ave., Santa Fe Springs, CA 90670 on behalf of the District.

12. **Contract with Consultant to Prepare Storm Water Pollution Prevention Plan (SWPPP) and Provide Storm Water Compliance Support at Main Campus – Amec Foster Wheeler Environmental & Infrastructure, Inc.**

The Board of Trustees approved the proposal of $7,710.00 to contract with consultant Amec Foster Wheeler Environmental & Infrastructure, Inc. to prepare Storm Water Pollution Prevention Plan (SWPPP) and provide storm water compliance support to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.
13. **Memorandum of Understanding (MOU) with San Gabriel Unified School District – Providing Classes to High Schools in the SGUSD**

Rio Hondo Community College District will partner with San Gabriel Unified School District to provide the following classes at high schools in the SGUSD District.

Classes may be added as determined by need and approval by the two districts.

The term will begin on January 1, 2016 and continue through December 31, 2016.

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

14. **Continuing Education**

The Board approved the following continuing education:

Eza Studios, Inc. – To present a workshop “How to Make a Living as an Artist” designed for new or experienced artists who wish to earn a living with their talents. Class topics will open your eyes to the massive variety of art fields available; what steps are needed to prepare for them; successful business and marketing tips that can be immediately applied to generate income. Dates of service: November 12, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

15. **Consultants**

Approved the following Consultants:

a. Southwest Management Consultants, Inc. – To provide local political consulting and to facilitate the development of partnerships with local governments, private companies and the labor sector from September 16, 2015 to March 15, 2016 (six months) Cost not to exceed $7,500.00 from Unrestricted General Funds. This item appeared on the September 9, 2015 agenda but was listed not to exceed $7,000.00. Correct amount is $7,500.00.

b. Wilmer Martinez – To instruct a one hour Zumba class for the FAST Speaker Series. Date of service: December 2, 2015. Cost not to exceed $100.00 from Perkins Grant.

**B. PERSONNEL**

1. **Academic**

a. **Employment**

   Part time Fall, 2015
Communications and Languages

CASTRUITA, Grace
Hourly as Needed, 2015-16

Counseling & Student Success

BARRAGAN-ECHEVARRIA, Theresa  LOMELI, Sinar

Public Safety

ARELLANO, Nathan  HALLOCK, Matthew

2. Classified

a. Employment, 2015-2016

The following employee is 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:

MARTINEZ, Alyssa, Clerk Typist III, Counseling & Student Success, 100%, 12 months, effective November 16, 2015

UNGER, Jenny, Child Development Teacher, Child Development Center, 100%, 11.5 months, effective October 20, 2015

Substitute

COLEMENARES-FIQUEROA, Janira, Paraprofessional Tutor, TRiO, effective October 7, 2015
LEPE, Carolina, Research Specialist, Institutional Research & Planning, effective October 12, 2015
MEZA, Enrique, Custodian, Facilities Services, effective October 29, 2015
RAMOS, Alexandria, Switchboard Operator/Mailroom Clerk I, effective November 4, 2015
RODRIGUEZ, Juan, Custodian, Facilities Services, effective October 8, 2015
SANCHEZ, Oscar, Custodian, Facilities Services, effective October 15, 2015
WALLS, Robert, Athletic Trainer, Kinesiology, Dance & Athletics, effective October 19, 2015
ZAVALA, Jasmine, Student Services Assistant, Financial Aid, effective October 1, 2015

b. Promotion

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:
ROMO, Aracely, Clerk Typist III, 100%, 12 months, Counseling & Student Success, effective November 2, 2015

WELLS, Matthew, Financial Aid Assistant, Financial Aid, 100%, 12 months, effective October 26, 2015

c. Increase In Assignment

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, Center for Career & Re-Entry Services, from 47.5% to 100%, effective November 1, 2015

GONZALEZ, Martin, Student Services Assistant, Transfer Center, from 47.5% to 100%, effective November 1, 2015

HURTADO, Araceli, Clerk Typist III, Counseling & Student Success, from 50% to 85% effective November 1, 2015

d. Family Care & Medical Leave

FIGUEROA, Erwin, Photocopier/Machine Operator, Printing Services, has requested a 12-week Family Care and Medical Leave to be taken intermittently from September 4, 2015 through September 3, 2016

HURTADO, Araceli, Clerk Typist III in Counseling & Student Success has requested a 12-week Family Care and Medical Leave to be taken intermittently from November 2, 2015 through November 1, 2016

RAMIREZ, Nancy, Registration Clerk in Admissions & Records has requested a 12-week Family Care and Medical Leave to be taken intermittently from October 16, 2015 through October 15, 2016

3. Unrepresented (AP 7130), 2015-2016

a. Employment

Hourly

Counseling & Student Success

ALVAREZ, Anthony, Student Success Coach

Math & Sciences

BUSTAMANTE, Gerardo, Tutor II

Public Safety

ESPINDOLA, Jesus, RTO

JOHNSTON, Eric, RTO
4. Revision of Administrative Procedure 7130

California's minimum wage will increase from $9.00 to $10.00 effective January 1, 2016. Wages must be adjusted to reflect this change. Also, pay for the Coaching Specialist needs to be adjusted to a pay method that reflects how we pay for our respective sports. Lastly, delete consultants from this list since they are paid with a 1090. The rest of the recommended changes are clean-up language to reflect our current practice. These changes will be effective January 1, 2016.

C. ACADEMIC AFFAIRS

1. Curriculum Items

Approved the following Curriculum items:

a. New Credit Course that is Part of an Existing Program

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

ART 299A: Directed Study in Art History
(Arts & Cultural Programs)
Degree Applicable; (1-3 Units)

Justification: The art history curriculum consists of surveys courses in Western and non-Western art. Art history majors, art majors, and other interested students may want to investigate specific topics not explored in depth in a survey course. A Directed Study in Art History will provide students with opportunities to further their research of a specific artist, movement, medium, exhibition, architectural topic,
regional style, art historical methodology, or relevant art-history related issue such as provenance, collecting, museum ethics, etc.

**ART 299C: Directed Study in Ceramics**  
(Arts & Cultural Programs)  
Degree Applicable; (1-3 Units)  
**Justification:** To provide the student a course of individual study that will result in developing depth and breadth in the subject of ceramics, thereby giving the student the time to investigate an original and personal creative body of work or to investigate in depth a particular ceramic technique.

**ART 299D: Directed Study in Drawing**  
(Arts & Cultural Programs)  
Degree Applicable; (1-3 Units)  
**Justification:** To provide the student a course of individual study that will result in developing depth and breadth in the subject of freehand drawing, thereby giving the student the time to investigate an original and personal creative body of work or to investigate in depth a particular drawing media or technique.

**ART 299F: Directed Study in Artistic Anatomy**  
(Arts & Cultural Programs)  
Degree Applicable; (1-3 Units)  
**Justification:** To provide the student a course of individual study that will result in developing depth and breadth in the subject of artistic figure anatomy, thereby giving the student the time to investigate in depth human and/or animal anatomical forms as used by fine artists, illustrators, and animators in either two-dimensional, three-dimensional, or digital form.

**AUTO 300: Assessment of the Automotive Industry**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 310: The Global Development and Advancement of the Automobile**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level
knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 320: The Progressive Growth of Automotive Technology**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 340: Analyzing Vehicle Electrical/Electronic Systems**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 360: Analyzing Vehicle Fuels, Lubricants and Combustion**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 400: Analyzing Stability, Dynamics, and NHV**  
(Career & Technical Education)  
Degree Applicable; (3 Units)
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**AUTO 420: Analyzing Dynamic Functions of Vehicle Drivetrain Systems**
(Career & Technical Education)
Degree Applicable; (3 Units)
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

(Career & Technical Education)
Degree Applicable; (3 Units)
**Justification:** This course will provide Junior- and/or Senior-level Automotive Technology Baccalaureate Degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also enhance student’s level of technical competency, effective communication and interpersonal skills, substantiate workplace and social ethics, the ability to work in teams, and to continue to pursue professional development and lifelong learning.

**BIOL 105L: Human Biology Lab**
(Mathematics & Science)
Degree Applicable; (1 Unit)
**Justification:** Currently there is no course within the Biology curriculum that addresses the functions of human biology that is intended for a non-science student. The Biology Department considers issues of normal human function and health to be of utmost importance to the society as a whole and therefore, a crucial element in a liberal arts education. The course will fulfill GE requirements for the Life Sciences.
CIV 299: Directed Study in Civil Design Technology  
(Career & 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.

COUN 299: Directed Study in Counseling  
(Counseling & Student Development)  
Degree Applicable; (1-3 Units)  
**Justification:** This course is intended to expand knowledge of the field of counseling & student development and the higher education system.

ENGR 245: Engineering Mechanics: Dynamics  
(Mathematics & Science)  
Degree Applicable; (3 Units)  
**Justification:** This course will be a restricted elective in the AS Engineering degree currently in development.

ENGT 299: Directed Study in Engineering Design Drafting  
(Career & 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 275: Water Treatment  
(Mathematics & Science)  
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.

ET 276: Water Distribution  
(Mathematics & Science)  
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.
GDSN 162: Introduction to Web Design: User Experience Design (UX)
(Arts & Cultural Programs)
Degree Applicable; (3 Units)
**Justification:** There are no Web Design classes currently offered by the Rio Hondo Graphic Design Department or the Arts Division. While the traditional output of Graphic Designers has been in print, the digital execution of visual communication is on the Internet; as a web document in the form of an app, blog, social media presence or as a web site or web page. This course will provide students with the opportunity to learn how to develop, design and execute skills specific to the creation of content for clients in the medium of interactive digital media. User Experience design (UX) focuses on the aesthetic of the design as well as the interaction of the user and the usability of the digital design.

Additionally, the skills developed through the course are broadly applicable (research, planning, development, execution, time management, client comprehension & communication, etc.) to Graphic Design concepts and practices as practiced by the Graphic Design profession. This course will be part of a AS/AA degree in Graphic Design (currently being developed from the current AS degree in Commercial Art) as well as a certificate in Graphic Design and Web Design currently under development.

GDSN 163: Intermediate Web Design: Interactive Design
(Arts & Cultural Programs)
Degree Applicable; (3 Units)
**Justification:** The GDSN 162 (prerequisite) introduces the design and technology training the designer needs in order to get started in the medium of front end website and interactive design. This intermediate course is necessary for the student to further explore the medium and to perfect and expand on the knowledge of the introductory course. A deeper investigation into html5, CSS3 and other code based design frameworks are explored as well as the introduction of other media types (video, sound & animation) into the website environment. Additionally, the intermediate and advanced skills developed through this course are broadly applicable (research, planning, development, execution, time management, client comprehension & communication, etc.) to Graphic Design concepts and practices as practiced by the Graphic Design profession. This course will be part of an AS/AA degree in Graphic Design (currently being developed from the current AS degree in Commercial Art) as well as a certificate in Graphic Design and Web Design currently under development.

GDSN 299: Directed Study in Graphic Design
(Arts & Cultural Programs)
Degree Applicable; (1-3 Units)
**Justification:** This course is intended to develop depth and breadth in Graphic Design outside of the scope of current class offerings in the Rio Hondo College Graphic Design Department.
GIS 299: Directed Study in Geographic Information Systems  
(Career & 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.

SPCH 150: Intercultural Communications  
(Communications & Languages)  
Degree Applicable; (3 Units)  
**Justification:** This course will be added to the AA-T degree in Communication Studies. This is a degree appropriate course and it will be submitted for placement on the GE list. An Intercultural Communication course will enhance course offerings and broaden opportunities for study at the institution as a whole; and specifically in the area of Speech. College demographics indicate a predictable benefit from knowledge, theory, and still acquisition regarding intercultural communication.

THTR 112: Acting for the Camera  
(Arts & Cultural Programs)  
Degree Applicable; (3 Units)  
**Justification:** This course is an important part of the skill and knowledge set for the theatre student who wants to pursue acting as a career or in college. It will also help our film students develop techniques that will help them find employment on either side of the camera. This course will be an elective in the revised AS in Theatre Degree.

b. New Non-Credit Course that is Part of an Existing Program  
The following non-credit courses have been recommended for inclusion in our offerings and the catalog:

**NBAS 014: Review of Integrated Math I Part A**  
**HOURS:** 30-100

**NBAS 015: Review of Integrated Math I Part B**  
**HOURS:** 30-100

**NBAS 016: Review of Integrated Math II Part A**  
**HOURS:** 30-100

**NBAS 017: Review of Integrated Math II Part B**  
**HOURS:** 30-100

**NBAS 018: Review of Integrated Math III Part A**  
**HOURS:** 30-100

**NBAS 019: Review of Integrated Math III Part B**  
**HOURS:** 30-100
NBAS 020: Review of Algebra I Part A  
HOURS: 30-100

NBAS 021: Review of Algebra I Part B  
HOURS: 30-100

NBAS 022: Review of Geometry Part A  
HOURS: 30-100

NBAS 023: Review of Geometry Part B  
HOURS: 30-100

NBAS 024: Review of Algebra II Part A  
HOURS: 30-100

NBAS 025: Review of Algebra II Part B  
HOURS: 30-100

**Justification:** These courses are part of the secondary Math curriculum in high schools around the state of California. They partially satisfy the three-year math requirement for high school students. When students have to repeat a course, it can be difficult for high schools to accommodate repeaters; these courses offer a solution which benefits all the parties: student, high school, Rio Hondo College. In addition, it may help Rio Hondo College to attract future students (who will enroll in credit courses) by offering this outreach.

c. **Prefix/Number/Title Change**
The following courses have been recommended for a prefix and/or number and/or title change for inclusion in our offerings and the catalog:

**ART 164:** Graphic Design (Adobe Illustrator)  
**TO:** **GDSN 164:** Digital Illustration (Illustrator)

**ART 165:** Graphic Design (Advanced Adobe Illustrator)  
**TO:** **GDSN 165:** Branding and Identity Design

**ART 172:** Desk Top Publishing (Adobe InDesign)  
**TO:** **GDSN 172:** Publication Design (InDesign)

**ART 178:** Introduction to Digital Imaging (Adobe Photoshop)  
**TO:** **GDSN 178:** Digital Imaging (InDesign)

**HET 040:** Introduction to Heavy Equipment Technology  
**TO:** **HET 101**  
(This course now transfers to CSU)

**HET 041:** Heavy Equipment Electrical Fundamentals  
**TO:** **HET 106**  
(This course now transfers to CSU)

**HET 042:** Heavy Equipment Heating, Ventilation and Air-Conditioning
TO: HET 240
(This course now transfers to CSU)

HET 043: Heavy Equipment Hydraulic Fundamentals
TO: HET 200
(This course now transfers to CSU)

HET 044: Heavy Equipment Diesel Engines
TO: HET 160
(This course now transfers to CSU)

HET 045: Heavy Equipment Powertrains I
TO: HET 200
(This course now transfers to CSU)

HET 046: Heavy Equipment Fuel Systems and Emissions
TO: HET 150
(This course now transfers to CSU)

HET 047: Heavy Equipment Machine Specific Instruction
TO: HET 107 Heavy Equipment Operation, Performance Testing and Adjusting
(This course now transfers to CSU)

HET 048: Heavy Equipment Powertrains II
TO: HET 230
(This course now transfers to CSU)

HET 049: Heavy Equipment Hydraulic Diagnostics
TO: HET 210
(This course now transfers to CSU)

HET 050: Heavy Equipment Electrical Diagnosis
TO: HET 140 Heavy Equipment Electrical Diagnostics
(This course now transfers to CSU)

PSY 123: Drug Education and Prevention
TO: HUSR 123

d. Unit Change
The following courses have been recommended for a unit change to reflect an increase/decrease in course content:

ANIM 105: Principles of Digital Animation
FROM: 3 Units
TO: 4 Units

ANIM 140: Animation Portfolio
FROM: 3 Units
TO: 4 Units

HET 240: Heavy Equipment Heating, Ventilation and Air-Conditioning
e. **New Program**
The following certificates/degrees have been recommended for inclusion in our offerings and catalog:

- **A.S. Degree – Electrical Vehicle and Fuel Cell Technology Technician**
  (30 Units)

- **Certificate of Achievement – Environmental Technology/Field Technician**
  (13-14 Units)

- **Certificate of Achievement – Environmental Technology/Health & Safety**
  (22-23 Units)

- **Certificate of Achievement – Environmental Technology/Waste Management**
  (24-25 Units)

- **Certificate of Achievement – Environmental Technology/Water Management**
  (25-26 Units)

f. **Program Change**
The following program changes have been recommended for inclusion in our offerings and catalog:

- **A.S. Degree: Heavy Equipment Technology**
  **Unit Change:**
  FROM: 42 Units
  TO: 32 Units

- **Certificate of Achievement: Heavy Equipment Service Technician**
  **Unit Change:**
  FROM: 42 Units
  TO: 32 Units
A.S. Degree: Small Business Management
Unit Change:
FROM: 25 Units
TO: 28 Units

Certificate of Achievement: Small Business Management
Unit Change:
FROM: 25 Units
TO: 28 Units

ITEM REMOVED FROM CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Sub-Agreement Awarded to East Los Angeles College for the DSN Energy (Efficiency) & Utilities Grant (15-160-003 SB858)

Rio Hondo College is the fiscal agent for The California Community College Chancellor’s Office DSN Energy (Efficiency) & Utilities (15-160-003 SB858) Grant. The objective of the grant is to increase the enrollment of economically disadvantaged minority English learners in student success in science, technology, engineering and math (STEM) and providing them with knowledge and skills needed for STEM careers.

This project is being developed for regional use within the LAUSD middle school and high school Gear Up program. Funding will provide for 32-hours of project-based learning (ELAC Engineering & LAUSD Gear Up) with 2-community college instructors for 2-full days. Providing funding for 4-student tutors totaling 96-hours, to support the ELAC Engineering & LAUSD Gear Up programs. Approximately 100 middle school and/or high school students will transition with curriculum awareness and engineering based knowledge.

Rio Hondo College will reimburse East Los Angeles College (ELAC) an amount not to exceed $12,000.00 for work performed October 1, 2015 and December 1, 2015. Services will be paid through the Energy Efficiency and Utilities Deputy Sector Navigator Grant.

124. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to approve and award agreement as summarized above to the East Los Angeles College in an amount not to exceed $12,000.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

Student Trustee Advisory Vote was Aye.

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revisions of Board Policies 1100, 1200, 3200, 3250, 3540, 4040 and 4050 (First Reading)
On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to approve the following Board Policies for first reading:

BP 1100 Rio Hondo Community College District
BP 1200 District Vision, Mission, Values Statement
BP 3200 Accreditation
BP 3250 Institutional Planning
BP 3540 Sexual and Other Assaults on Campus
BP 4040 Library and Learning Support Services
BP 4050 Articulation

Student Trustee Advisory Vote was Aye.

IV. INFORMATION ITEMS – No Items

V. STAFF AND BOARD COMMENTS
   • Board Development Reporting
     o Mr. Mendez and Ms. Pacheco reported on their recent participation at the ACCT Conference in Washington DC. One of the workshops that Ms. Pacheco reported on was the 4-year degree session.

   • Action Items for Future Board Meetings - None

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 8:10 p.m.

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

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

Pursuant to Section 54957
   • PUBLIC EMPLOYMENT
     o FT General Counselor

On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to approve Viviana Villanueva as the General Counselor effective January 29, 2016.

   • PUBLIC APPOINTMENT
     o Director, Human Resources

On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to approve the appointment of Shawn Larry, Director of Human Resources effective December 14, 2015 and approved a $5,000 relocation allowance.
• PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

128. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to authorize the Superintendent/President to send a notice of non-renewal to an Academic Administrators, #000663377 effective November 11, 2015.

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

VII. ADJOURNMENT

129. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted by unanimous vote of the four present [Shapiro, Garcia, Mendez, and Pacheco] to adjourn the meeting and announced the date of the next regular meeting:
  • Next Regular Meeting – Wednesday, December 9, 2015, 5:30 p.m., Annual Organization Meeting and Oath of Office Ceremony.
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 of Trustees, 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.

V. The District consists of the following College and/or educational sites and any reference in College policies and procedures should apply to the following 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
   (626) 443-8932

VI. Sources/References:

   Education Code 72000(b); Elections Code Section 18304.
I. This policy is required by the Western Association of Schools and Colleges (WASC)/Accreditation Commission of Community and Junior Colleges (ACCJC) accreditation standards. The accreditation standard requires that “the mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.”

II. As stipulated in AB 1725, California Community Colleges are charged with the following broad missions: transfer, vocational education, community services, contract education, and economic development.

III. Vision – The Vision of the Rio Hondo Community College District is as follows:

“Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations” (Board: 6/21/06)

IV. Mission - The Mission of the Rio Hondo Community College District is as follows:

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning. (Board 11/18/13)

The mission is evaluated and revised on a regular basis.

IV. Value(s) Statement – The Value(s) of Rio Hondo Community College District is/are as follows:

- Quality Teaching and Learning
- Student Access and Success
- Diversity and Equity
- Fiscal Responsibility
- Integrity and Civility

V. Source/Reference:
WASC/ACCJC Accreditation Standard 1A
I. The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

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

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

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

V. Reference:

ACCJC Accreditation Eligibility Requirement 29, 21 and ACCJC Accreditation Standards I.C.12 and 13 (formerly Standard IV.B.1.i)
Title 5 Section 51016
INSTITUTIONAL PLANNING

I. The Rio Hondo College Board of Trustees believes that the College should be engaged in ongoing planning to achieve its mission.

II. Through the planning process, the College frames questions, seeks answers, analyzes itself, and revises its goals, objectives, programs, and services. The planning process assists in identifying institutional directions, as well as priorities and strategies, it also influences the acquisition and allocation of resources.

III. The Superintendent/President shall ensure that the District maintains and implements a broad-based, comprehensive, systematic, and integrated system of planning that is supported by institutional effectiveness research. The process must serve the full-range of College constituencies, both internal and external, for both now and the future.

IV. The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational Master Plan
- Facilities & Resource Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- EOP & S/C A.R.E. Plan
- Cooperative Work Experience Plan

The Superintendent/President shall submit to the Board those plans for which Board approval is required by Title 5.

V. The Superintendent/President shall inform the Board about the status of planning and the various plans.

VI. The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

VII. Source / References:

- Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270, et seq.

See Administrative Procedure 3250.
I. Any sexual assault or physical abuse, including, but not limited to, rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Section 668.45 (CCLC)

II. See Administrative Procedure 3540.

III. References:

Education Code Section 67382, 67385 and 67386; 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46(b)(11)
I. The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

II. References:

   Education Code Section 78100;  
   Civil Code Section 1798.90  
   ACCJC Accreditation Standard II
I. The Superintendent/President, with appropriate involvement of the faculty and the Academic Senate, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate regional high schools and baccalaureate institutions.

II. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate regional but that are appropriate and advantageous for partnership with the District.

III. Sources/References:

Title 5, Section 51022(b)
Education Code Sections 66720-66744
ACCJC Accreditation Standard II.A.10