I. CALL TO ORDER
   A. Call to Order
      Ms. Pacheco called the meeting to order at 6:02 p.m.
   B. Pledge of Allegiance
      Mr. Bill Kasababian, retired History Professor, led the Pledge of Allegiance.
   C. Roll Call
      All Board members reported present with the exception of Norma Garcia who later arrived at 6:04 p.m.
   D. Approval of Minutes – April 11, 2016

On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Mendez, Pacheco and Shapiro and Santana] to approve the minutes of April 13, 2016.
Student Trustee Advisory vote was aye.

E. Open Communication for Public Comment

- Sheila Lynch and Daniel Osman distributed copies of River’s Voice.
- Kristina Romo, RHC Student, addressed the Board on her dissatisfaction of conducting the Commencement ceremony at Lot A.

Ms. Garcia arrived at this point of the meeting.

F. Commendations

- Distinguished Faculty Award
  - Marie Eckstrom

- Faculty Retirement
  - Firouz Mosharraf (Math/Sciences)
  - Robert Feliciano (Administration of Justice)

- Classified Retirement
  - Liz Chavez (Career and Re-Entry Services)

- Whittier Soroptimist Scholarship Recipients
  - Natasha Rubalcava
  - Ruth Rodriguez
  - Oralia Alcorta
  - Reylene Priego
  - Lorraine Varela

- Office Appreciation – Information Technology Services

BREAK

G. Presentations

- Sabbatical Leave – (Irma Valdivia) postponed to June meeting.
- Puente Hills Landfill Park Project

III. ACTION ITEMS
A. PRESIDENT’S OFFICE
3. Resolution in Support of the Los Angeles County Department of Parks and Recreation Puente Hills Landfill Park Master Plan – Item moved out of order.

70. On motion of Ms. Santana, seconded by Mr. Mendez, the Board voted by a vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to move agenda item IIIA3., Resolution in Support of the Los Angeles County Department of Parks and Recreation Puente Hills Landfill Park Master Plan, out of order. Ms. Garcia abstained.

Student Trustee Advisory Vote was aye.

On motion of Mr. Mendez, seconded by Ms. Santana, the Board discussed the resolution in support of the Los Angeles County Department of Parks and Recreation Puente Hills Landfill Park Master Plan.
On motion of Ms. Santana, seconded by Mr. Mendez, the Board voted by a vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to amend the resolution to add (Ms. Garcia abstained): “Whereas, Rio Hondo College is a neighbor to the Puente Hills Landfill Regional Park, the Board of Trustees encourages continued partnerships in the development of the park which will benefit the Rio Hondo College community” as follows:

WHEREAS, the Los Angeles County Department of Parks and Recreation has the unprecedented opportunity to transform the Puente Hills Landfill into a unique scenic and recreational destination park in the San Gabriel Valley for all to enjoy;

WHEREAS, the Puente Hills Landfill Park Master Plan intends to fill a critical need for parkland in the region by dedicating approximately 142 acres of valuable open space to the public that is majestically poised at the top of the 1,365-acre Puente Hills Landfill site and along the 26-mile Puente-Chino Hills wildlife corridor;

WHEREAS, the Puente Hills Landfill was formerly the nation’s second largest landfill that operated for over 56 years, the Puente Hills Landfill Park Master Plan aims to create a special destination that is a catalyst for change by offering educational programs that examine sustainable living, getting to zero waste, natural and cultural history of the San Gabriel Valley, native wildlife and habitat, landfill history and innovation;

WHEREAS, the Puente Hills Landfill Park Master Plan provides for diverse, healthy and active outdoor recreational experiences and programming that will promote healthier and more active lifestyles and encourage partnership opportunities and collaboration with neighboring communities;

WHEREAS, the vision for the future park at the Puente Hills Landfill is the culmination of a broad-based and inclusive community participation process, resulting in the Final Park Concept and twelve essential project objectives;

WHEREAS, Rio Hondo College is a neighbor to the Puente Hills Landfill Regional Park, the Board of Trustees encourages continued partnerships in the development of the park which will benefit the Rio Hondo College community.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE RIO HONDO COMMUNITY COLLEGE DISTRICT supports and agrees to the Puente Hills Landfill Park Master Plan Project Objectives to:

1. Offer diverse, healthy and active recreational experiences and programming for visitors of all ages, abilities, interests and backgrounds.

2. Create a unique regional destination which uniquely reflects the site’s history, urban-wildland location, scale and topography.

3. Develop a range of active and passive amenities to meet varied recreational demands and provide outdoor fitness opportunities to help address national trends related to inactivity, obesity and nature-deficit disorder.

4. Attract diverse, new audiences, particularly underrepresented or disadvantaged populations, to inspire connection to outdoor activities, nature, and environmental stewardship.

5. Integrate active recreational facilities with natural habitats to enhance and sustain both the recreational and ecological functions of the park.

6. Promote and supports wildlife movement and habitat connectivity through the Puente Hills Significant Ecological Area (SEA), the Rio Hondo College Wildlife Sanctuary SEA and the San Gabriel River.
(7) Demonstrate environmentally sustainable design and practices.

(8) Provide multi-modal, universal access and circulation into and through the park to the extent feasible.

(9) Incorporate design elements for education and interpretation on the park’s unique landfill history and natural environmental features.

(10) Provide a captivating trail experience within the park which also alleviates the overuse and degradation of the adjacent trail network.

(11) Balance development of park facilities with landfill maintenance activities to protect public safety, water quality and meet the Sanitation Districts’ regulatory requirements.

(12) Balance multiple project objectives in a manner that considers the complex site constraints, park needs of the overall region, and the competing interests and needs of adjacent entities.

Student Trustee Advisory vote was aye.

72. The original motion was voted on made by Mr. Mendez, seconded by Ms. Santana, with a vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the resolution in support of the Los Angeles County Department of Parks and Recreation Puente Hills Landfill Park Master Plan as amended above. Ms. Garcia abstained.

Student Trustee Advisory vote was aye.

G. Presentations Continued
   • Five-Year-Capital Construction Plan (James Poper)

II. CONSENT AGENDA

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

Student Trustee Advisory vote was aye.

A. FINANCE & BUSINESS
   1. Finance and Business Reports

      Approved Purchase Order Report containing purchases for the preceding month.

      Approved the Payroll Warrant Report for the month of April, 2016.

      Approved the Quarterly Financial Status Report CCFS-311Q period ending March 31, 2016.

   2. Authorization for Out of State Travel & Conferences

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

      Robin Babou to participate at the Customer’s of SirsiDynix Users Group, Inc. (COSUGI) in Indianapolis, IN on May 23-26, 2016.
Ethel Battels to participate at the Coda Conference in Austin, TX on June 22-26, 2016.


Scott Jaeggi to participate in the 2016 National Association of Emergency Medical Service Educators Symposium (NAEMSE) in Fort Worth, TX on July 31-August 6, 2016.

Pat Malave to participate at the 2016 WAVES Conference (Western Association of Veterans Education Specialist) in Albuquerque, NM on July 16-20, 2016.

3. **Revenue Agreement – Commission on Peace Officer Standards and Training (POST)**

The Rio Hondo Regional Training Center provides training at the Regional Skills Training Center (RSTC) for Peace Officer Standards and Training (POST). Courses are in accordance with course outlines. Contract renewal with Commission on Peace Officer Standards and Training (POST) is for Certified Regional Skills Training Center (RSTC). In the event there are not enough students from POST agencies to fill the courses, students who are not full-time, on-duty law enforcement officers may enroll.

Revenue Agreement #16112311 provides funding for 1,500 students in the four-hour Driving Simulator Course and/or Force Option Simulator Course not to exceed $138,000.00 for the term July 1, 2016 through June 30, 2017. POST reimburses at the rate of $92.00 for each 4 hours of training in each simulator category.

The Board of Trustees approved the revenue agreement as presented and authorized the Administration to execute contracts on behalf of the District.

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

Los Angeles Trade Technical College has awarded Prop 39 Clean Energy Workforce Grant Program Improvement Funds to Rio Hondo College.

Los Angeles Trade Technical College is the fiscal agent for Prop 39 Clean Energy Workforce Grant through the California Community College Chancellor’s Office. Awards have been allocated on a per-capita basis based on completers of energy efficiency related certificates, degrees, third party credentials and apprenticeships. Funds will support programs in the form of energy efficiency and clean energy related supplies and equipment, faculty professional development activities, and/or curriculum or professional development.

The award is in the amount of $106,952.00. The funds must be spent prior to June 30, 2016.

The Board of Trustees approved Prop 39 Clean Energy Workforce Grant through Los Angeles Trade Technical College in the amount of $106,952.00 and
authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Approval of Clinical Affiliation Agreement – Citrus Valley Health Partners**

   The Health Science & Nursing Department requested the services of Citrus Valley Health Partners to provide Rio Hondo Community College District Health Science & Nursing students with clinical experience. The affiliation allows students and instructors access to appropriate facilities for students to obtain practical learning experiences in the various departments of the health facility. The term of the affiliation agreement is July 1, 2016 through June 30, 2017.

   The Board of Trustees approved the Clinical Affiliation Agreement with Citrus Valley Health Partners as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Emergency Response Service Agreement Renewal – Blackboard Inc.**

   The service provided by Blackboard Connect-Ed gives Rio Hondo Community College District the ability to reach the entire campus community within minutes of an emergency. This emergency response system offers various forms of communication such as voice and text messaging along with email notifications to reach as many as possible instantly.

   The annual renewal fee is $19,823.00. The term of the agreement begins May 26, 2016 through May 25, 2017.

   The Board of Trustees approved the renewal of service agreement with Blackboard Inc. as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Agreement for Professional Services to Update Final Project Proposal (FPP) for Music & Wray Theatre Building – Westberg + White, Inc.**

   The college has the need to update the Music & Wray Theatre Building FPP to the revised Chancellor’s Office format. This service includes revising the floor plan diagrams, updating the JCAF 31 document, submitting the updates to the Chancellor’s Office, and responding to any comments, revisions, or recommendations made by the Chancellor’s Office.

   Westberg + White had previously and successfully updated the FPP diagrams for the L-Tower Seismic Retrofit project, and staff recommends hiring them to update the Music & Wray Theatre Building FPP for the not to exceed amount of $3,500.00.

   The Board of Trustees approved to enter into an agreement with Westberg + White, Inc. in the amount of $3,500.00 for professional services to update FPP for Music & Wray Theatre Building to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.
8. **Apprenticeship Instructors – Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Committee**

The Rio Hondo Community College District (District) and the Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Committee have entered into an apprenticeship agreement to provide instruction. The instructors will be employed by the District, and the Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Committee will provide for the instructors salary and benefits. The Administration is recommending the employment of the following instructors for fiscal year 2016/2017:

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<th>Last Name</th>
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<td>Pacheco</td>
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<td>Ramirez</td>
<td>Caesar</td>
<td>H&amp;F</td>
<td>Returning</td>
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The Board of Trustees approved the employment of the Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Committee instructors listed above under the terms outlined above, and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Apprenticeship Instructors – Operating Engineers Training Trust**

The Rio Hondo Community College District (District) and the Operating Engineers Training Trust have entered into an apprenticeship agreement to provide instruction. The instructors will be employed by the District, and the Operating Engineers Training Trust will provide for the instructors salary and benefits. The Administration is recommending the employment of the following instructors for fiscal year 2016/2017:

<table>
<thead>
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</thead>
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<td>Sharon</td>
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<tr>
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<tr>
<td>Beesmer</td>
<td>Rich</td>
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<td>Returning</td>
</tr>
</tbody>
</table>

The Board of Trustees approved the employment of the Operating Engineers Training Trust instructors listed above under the terms outlined above, and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Apprenticeship Instructors – Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund**
The Rio Hondo Community College District (District) and the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund have entered into an apprenticeship agreement to provide instruction. The instructors will be employed by the District, and the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund Program will provide for the instructors salary and benefits. The Administration is recommending the employment of the following for fiscal year 2016/2017:

<table>
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<td>Miguel</td>
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<td>Eddie</td>
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<td>Velazquez</td>
<td>Marco</td>
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<td>Carlos</td>
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<td>Garcia</td>
<td>Ruben</td>
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<tr>
<td>Thompson</td>
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<td>Conteras</td>
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<tr>
<td>Crunk</td>
<td>Wesley</td>
<td>CARP</td>
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</tr>
</tbody>
</table>
The Board of Trustees approved the employment of the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund instructors listed above under the terms outlined above, and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Annual Household Hazardous Waste Roundup**

The Board of Trustees authorized the Administration to enter into agreement with the County of Los Angeles for a Household Hazardous Waste Collection Event on August 6, 2016 a parking lot A of the RHC campus.

12. **Energy Construction and Utilities Deputy Sector Navigator Grant – Montebello Unified School District**

The California Community College Chancellor’s Office has selected Rio Hondo Community College to host the Energy Construction and Utilities (ECU) Deputy Sector Navigator Grant. The ECU – Los Angeles Deputy Sector Navigator will provide technical assistance and support to colleges and qualified school districts developing credit, non-credit, and not-for-credit programs in the areas of energy, construction, building science, civil and environmental engineering, STEM, and related fields.

The Deputy Sector Navigator Grant is sponsoring a $10,000.00 ECU Champion mini-grant to build, improve and engage K-12 career pathways. This mini-grant was awarded to Montebello Unified School District Senior Achievement Program. Staff recommends that the Board approve agreement.

The Board of Trustees approved the ECU Champion mini-grant in the amount of $10,000.00 to Montebello Unified School District Senior Achievement Program to be paid from the ECU Deputy Sector Navigator grant and authorized the Administration to execute appropriate documents on behalf of the District.

13. **Memorandum of Understanding (MOU) – SSF Imported Auto Parts, LLC**

Rio Hondo Community College Automotive Technology Training (ATT) program, will partner with SSF Imported Auto Parts, LLC, to provide Service Instructor
training seminars. Selected Automotive Service and Repair Technicians along with Rio Hondo instructors will review overall program goals as managed and conducted by the European Vehicle Repair Industry. Rio Hondo ATT will host three (3) Certified SSF European Vehicle Service and Repair Technical Training Seminars. Rio Hondo will receive $2,600.00 for hosting the training seminar.

The Board of Trustees approved an MOU with SSF Imported Auto Parts, LLC, to conduct European vehicle service and repair technical training seminars and authorized the Administration to execute appropriate documents on behalf of the District.

14. **Approval of Clinical Affiliation Agreement – El Encanto Healthcare and Habilitation Center**

The Health Science Nursing Department is requesting approval of a clinical affiliation training agreement with the El Encanto Healthcare and Habilitation Center in the City of Industry. Rio Hondo College Health Science & Nursing Department desires the cooperation of El Encanto Healthcare and Habilitation Center in providing clinical experience for students. The two-year term begins September 1, 2016 and continues through August 31, 2018.

The Board of Trustees approved clinical affiliation agreement with El Encanto Healthcare and Habilitation Center as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

15. **Installation of “Coming Soon” Sign Pico Rivera Educational Center Project – GDL Best Contractors, Inc.**

The Board of Trustees approved the proposal for the installation of the “Coming Soon” sign at the Pico Rivera Educational Center Project from GDL Best Contractors, Inc. in the amount of $825.00 from Bond Funds and authorized Administration to execute the appropriate documents on behalf of the District.

16. **Memorandum of Understanding (MOU) – Center for Sustainable Energy**

Rio Hondo Community College Instructor will partner with the Center for Sustainable Energy to conduct an on-site First Responder Alternative Fuels course at Cabrillo College. Course topics include Natural gas, propane autogas, hydrogen, electric drive, and biofuel powered vehicles.

The Board of Trustees approved the MOU with the Center for Sustainable Energy and authorized the Administration to execute appropriate documents on behalf of the District.

17. **Facility Use Agreement – County of Los Angeles Department of Public Works**

The Rio Hondo College – Applied Technology Department plans to offer AutoCAD, Cartography, Engt 150, Engt 170, Environmental GIS, GIS 120, GIS 221, and Introduction to Surveying and GPS CIV 142 at the County of Los Angeles – Department of Public Works Headquarters 900 South Fremont Avenue, Alhambra, CA 91803.
The County of Los Angeles charges rental for use of its facility. Rental of the space commencing on August 23, 2016 will be $26.70 per week. The first eight weeks will cost $213.60 paid from the general fund.

Staff recommends approval of a one-year agreement through June 30, 2017.

The Board of Trustees approved a one-year space use agreement with the County of Los Angeles – Department of Public Works as summarized above and authorized the Administration to sign the appropriate documents on behalf of the District.

18. **Payroll Warrant – Johnnie J. Atkins**

Payroll Warrant dated March 24, 2010 issued to Johnnie J. Atkins in the amount of $2,121.46 is a Stale Dated Warrant.

Johnnie J. Atkins is requesting the District to issue a replacement warrant. Board approval is necessary in order to issue a replacement warrant based upon L.A. County Education Procedures.

The Board of Trustees approve a Replacement Warrant to Johnnie J. Atkins in the amount of $2,121.46.

19. **Memorandum of Understanding (MOU) – Central Oregon Community College**

Rio Hondo Community College will partner with Central Oregon Community College to collaborate on common projects in the Automotive Technology/Alternate Fuels educational programs which will promote cultural, educational, and scholarly exchange between the two parties as educational partners.

This partnership is in alignment with the rules and regulations of the National Science Foundation (NSF)/Advanced Technological Education (ATE) grant. Collaboration may be carried out in the following activities: visits between colleges by academic and technical faculty, exchange of materials in education and research, the joint organization of conferences and seminars, or the joint development and delivery of courses and programs.

The Board of Trustees approved the MOU with the Central Oregon Community College and authorized the Administration to sign appropriate documents on behalf of the District.

20. **Memorandum of Understanding – The Whole Child**

Rio Hondo College Student Health and Psychological Services will partner with The Whole Child (TWC), to provide mental health services to students at Rio Hondo College. Services will be designed to provide students with affordable, culturally sensitive, and professional mental health services in a college campus setting. TWC will provide mental health staff such as licensed and/or master level therapists, master level graduate students and mental health rehabilitations specialists.

The agreement will begin May 12, 2016 and continue through June 30, 2017.
The Board of Trustees approved the MOU with The Whole Child as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

21. **Amend Agreement for Additional Professional Services on the L-Tower Seismic and Code Upgrade Project – Westberg + White, Inc.**

The Board of Trustees approved to amend the agreement with Westberg + White, Inc. for $72,000.00, for a total new contract amount of $1,857,000.00 for additional professional services on the L-Tower Seismic and Code Upgrade Project to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

22. **Approval of the 2018-2019 Five-Year-Capital Construction Plan**

The Administrative Staff has updated the District's 2018/2019 Five-Year Capital Construction Plan (“Plan”). The Plan provides a perspective for the academic years 2018/2019 to 2022-2023 and includes projects that the District proposes to undertake as part of its Capital Construction Program. The Plan is a required component, and prerequisite for securing state funding for certain construction projects, and the basis for qualifying for maintenance and operations monies.

Approval by the Board is being requested so that documents can be formally submitted to the California Community Colleges Chancellor’s Office and/or other appropriate state agencies.

The Board of Trustees approved the 2018/2019 Five-Year Capital Construction Plan and authorized the Administration to execute the appropriate documents on behalf of the District.

23. **Testing Lab Inspection Services – Bookstore and Print Shop Renovation Project – AMEC Foster Wheeler**

Testing Services are required by the Division of the State Architect (DSA) to verify that materials used in the building process are adequate, such as the structural strength of concrete, tensile properties (bending, racking and deflection) of steel, and the adhesive qualities of bonding agents.

AMEC Foster Wheeler has provided a proposal for Testing Lab Inspection services for the Bookstore and Print Shop Renovation Project in the amount not to exceed of $37,108.00.

The proposal has been reviewed by the Program Management staff and the College Administration and recommend AMEC Foster Wheeler proposal for Board Approval.

The Board of Trustees approved the proposal for the Testing Lab Inspection Services from AMEC Foster Wheeler in the amount of $37,108.00 for the Bookstore and Print Shop Renovation Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
24. **Affiliation Agreement – Rescue Services International, dba Medic-1 Ambulance**

The Public Safety Department is requesting the services of Rescue Services International, dba Medic-1 Ambulance to provide Rio Hondo Community College District students enrolled in public safety classes the needed clinical experience including ambulance ride-alongs. The affiliation allows students and instructors access to appropriate facilities and services to obtain practical learning experience. The term of the agreement is from June 1, 2016 – May 31, 2018.

The Board of Trustees approved the affiliation agreement with Rescue Services International, dba Medic-1 Ambulance as presented above and authorized the Administration to execute appropriate documents on behalf of the District.

25. **Instructional Services Agreement – Rescue Services International, dba Medic-1 Ambulance**

The Department of Public Safety recommends 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.

Rescue Services International, dba Medic-1 Ambulance

The term of this instructional services agreement is from June 1, 2016 through May 31, 2018. 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 Rescue Services International, dba Medic-1 Ambulance as presented above and authorized the Administration to execute appropriate documents on behalf of the District.

26. **Award of Bid #2045 – Bookstore and Print Shop Renovation Project – GDL Best Contractors, Inc.**

The Board of Trustees awarded the contract for the Bookstore and Print Shop Renovation Project to GDL, Best Contractors, Inc. in the amount of $1,341,880.00 funded by Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

27. **Bookstore and Print Shop Renovation Project – DSA Inspection Services – Massadi Enterprises, Inc.**

The Board of Trustees approved the proposal for the DSA Inspection Services from Massadi Enterprises Inc. in the amount of $44,800.00 for the Bookstore and Print Shop Renovation Project from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

Staff has selected ALEKS Prep software offered by McGraw-Hill to use during the two-week Rio Hondo College Summer Bridge Math Academy. ALEKS is an adaptive learning software that provides students with individualized course preparation customized according to their unique strengths and weaknesses. This software will target each participant’s pre-requisite knowledge gaps and ensure mastery of math skills critical to success in the Fall.

The cost of this software is $20.00 per student to be paid from SSSP funding. This includes license fee per user, scoring and electronic reporting, and ongoing customer support.

The term will begin on June 1, 2016 and continue through December 30, 2018. Total cost of licenses purchased during term not to exceed $46,000.00.

The Board of Trustees approved the software license agreement with McGraw-Hill and authorized the Administration to execute the appropriate documents on behalf of the District.

29. **Carpet and Installation – Pico Rivera Educational Center Project – Kya Services LLC**

The Board of Trustees approved the proposal for new carpet and installation for the Pico Rivera Educational Center Project from KYA Services, LLC in the amount of $111,390.34 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

30. **Continuing Education**

   a. Quayum Abdul – To instruct Soap Making/Candle Making. Students will create different kinds of soaps/candles for personal satisfaction or as a business. The use of molds, layering of colors and adding herbs and fragrances will be discussed. Courses on lip balms, bath bombs, body butter, detergent and conditioners will also be offered. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

   b. Michael Brady – To instruct Management and Supervisory Courses. Management skills are critical for those in first level management positions and for those who wish to aspire to supervision. Core skill set will enable a person to be prepared for a variety of situations and help the person to handle them successfully, learn how to avoid costly errors and strengthen a company’s profit position. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

   c. Amanda Click – To instruct Math, Reading, Writing, Public Speaking for Kids College. Students will gain knowledge in the subject matter. Classes will help strengthen skills through reinforcement and repetition. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
d. Carrie Christensen Notary Public Seminars – To instruct Notary & Notary Renewal Courses. This course will equip you with everything you need to know to become an effective Notary. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

e. Craig Fucile – To instruct a Digital Photography Course. Students will learn how to get accurate focus, set white balance, adjust exposure, and change ISO, sharpness control, f-stops, megapixels, jpeg and raw files. Learn how to use PhotoShop Elements Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to consultant.

f. Veronica Holbrook – To instruct Using Google Drive for the High School Student. Introduction to using Google Drive as a substitute for Office. Google Drive is accessible on any device with internet connection. You will be able to produce documents, create and share projects and get your homework done from anywhere. Learn how to use Google Drive as a cloud storage app for all file types; also use their productivity apps including google Docs, Google Sheets, Google Slides, Google Forms and others. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

g. LeeAnne Krusemark – To instruct the “Money Block Workshops: Secrets to Financial Freedom” – a plan to get out of debt, raise your credit, pay off your mortgage, become an active investor. Extreme Couponing – Learn how to save money every day, where to find coupons, best coupon web sites, how to sort and store coupons. At Home Medical Insurance Billing or Medical Terminology – Learn at your own pace, in your own home. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

h. KKI Ventures Marshall Reddick Real Estate – To present Community Service Workshops on topics such as: How to make a real estate investment, profiting from fixer uppers; How to Profit with Multi-Family Units, etc. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

i. Tereza Medina – To instruct Jewelry Design. This class will present the basic stringing techniques needed for creating bead jewelry. Students will learn about tools, findings, and stringing materials. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

j. Sameria Mikhael – To instruct Eyebrow Threading Essentials. Students will learn how to remove facial hair and shape eyebrows using a technique that requires nothing more than a thread. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

k. Elaine Moran – To instruct Classes on “You’re Retired, Now What?”. It’s time to rethink getting old. This is YOUR unique time to create inspired moments for yourself and those you love. Join this fun and informative workshop. During this class you will hear about all the
special opportunities available for seniors, what steps you can take to implement them, and how they can impact your life. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

i. MSNOC Inc. Mad Science – To instruct science camps for children, workshops on Robots, Space, Biology, NASA, Solar and more. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 50% to Rio Hondo College and 50% to the consultant.

m. Joseph E. Navarro The Education Planners – To instruct workshops on Professional Trends, Resume Building, Advancing Educational Goals, Self-Assessment for Career Plans, Using Social Media as a Career Tool and various workshops directed at education and life planning. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

n. Johnny Pak – To instruct Social Security Secrets. An informative and easy to understand workshop where you explore the ways in which you can maximize your benefits. Medicare 101 – in depth details about the various parts of Medicare in the retirement community. dollars “on the table” simply because they don’t understand how to optimize their social security benefits. Medicare 101 – Medicare is becoming more relevant in the retirement community. Dates of service: July 1, 2016 – June 30, 2017. Payment will be 60% to Rio Hondo College and 40% to the consultant.

o. Kareen Quinonez – To instruct the review of test scenarios, practice and overall preparation whether you have taken the test or will be taking the test for the first time, going over the various sections of the test and assessing your strengths and weaknesses will help ensure success in passing the test. Dates of service: July 1, 2016 – June 30, 2017. Payment will be 60% to Rio Hondo College and 40% to the consultant.

p. Rounds Miller & Associates – To instruct Business & Senior Safety Classes such as Build Your Own Business Website and Save $, Self-Publishing, E-Commerce, Senior Safety, Inventions and additional classes on business. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

q. Dov Simens, Hollywood Film Institute, Inc. – To present a class on how to make your first feature film on a budget: you will learn how to write, direct, shoot and edit. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to the college and 40% to the consultant.

r. Carolyn Simon – To instruct Make Up Artistry Courses/Certification. Learn how to apply make up to yourself and/or others with live demonstrations and hands-on experience. Discover the professional secrets to beautiful make up applications. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

s. Kenneth Suzuki – To instruct a course in How to Become a Master Teacher. Learn the processes of young adult learning styles. Learn classroom management and systems of discipline techniques, create
effective training sessions and effective Powerpoint/Keynote presentations. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

t. Dondi Teran – To instruct “Wrestling Training Skills” This class is organized and designed to give local community members an opportunity to improve their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving overall health and well-being is also visited. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

u. Akemi Welsh Polynesian Paradise Dancers – To instruct “Hula for Fitness & Tahitian Drumming” Learn the exotic dances of the Hawaiian Islands. This low impact activity is great for children through adults. This is a great way to stay active by learning the meaning behind those graceful hand gestures and move to the music of the islands. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

v. Ronald Wayne Williams Trust Auto Sales – To instruct “How to Make $3K - $8K in the Auto Wholesale Business from Home” income in the Auto Wholesale Business from Home! Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself at wholesale prices! A step-by-step guide on how to get a DMV auto dealer license and operate a profitable used car business! Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

w. Ruth Younger – To instruct how to start your own Balloon Decorating Business. Learn how to start your own home based business. You will learn through demonstrations how to design arches, table centerpieces and many more balloon sculptures. Dates of service: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

x. Eza Studio Inc. Education Art Store – To instruct “How to Make a Living as an Artist” – A workshop 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: July 1, 2016 – June 30, 2017. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

31. **Consultants**

Approved the following Consultants:

b. Luis Calderon – To coordinate, present, instruct trainings, workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as education/college daily living, financial literacy, employment, financial aid; taking care of yourself; mental health issues; as well as other specialized topics in foster care and independent living. Dates of service: May 18, 2016 – June 30, 2016. Cost not to exceed $2,000.00 from YESS-ILP Grant.

c. Luis Calderon – To present/train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes in English and Spanish on various topics such as: Domestic Violence; Recognizing Abuse; The Effects of Abuse; Child Abuse/Neglect; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; ADHD; Family Systems (Family Change); Working with Birth Parents; Foster Youth Emancipation/Independent Living Skills; as well as other specialized topics in Foster Care/parenting and class/Curriculum translation as needed. Dates of service: May 18, 2016 – June 30, 2016. Cost not to exceed $2,500.00 from FKCE Grant.

d. Community College League of California (CCLC) – To provide originality checking for screening students work for improper citation on potential plagiarism. Dates of service: August 1, 2016 – July 31, 2017. Cost not to exceed $30,246.00 from General Fund.

e. Luis Giraldo – To facilitate a Student Equity 1.5-hour workshop on the impact of microagressions on men of color. Date of service: Thursday, May 12, 2016. Cost not to exceed $350.00 from Student Equity Grant.

f. Mary C. Konow – To provide career services training workshops focusing on use of LinkedIn for health care professionals. Repeated three (3) consecutive days, 4 hours each day. Audience will be faculty interested in incorporating LinkedIn in curriculum and professionally. Dates of service: June 14, 2016 – June 16, 2016. Cost not to exceed $5,000.00 from DSN Health Sector Grant.

g. Brad Pollak Company – (1) To present to the LA SB1070 consortia (18 colleges) and LA county CCPT Grantees to secure a professional level job. (2) To provide technical assistance to the SB1070 LA Ring College consortium CTE programs by developing and delivering multiple workshops for students and professionals serving students. These workshops will prepare participants how to communicate and present themselves effectively during the job search process. Dates of service: January 2, 2016 – June 30, 2016. Cost not to exceed additional funds of $6,400.00 to original approval from SB1070 Career Pathways Grant.

h. Johnny Perez – To present “Innovation & Inspire = Math Academy = Student Success” half-day workshop for Math faculty to enhance innovative instruction, student engagement and student collaboration in a Math Academy or tradition Math course. Date of service: May 20, 2016. Payment not to exceed $725.00 from Title V The Avance Project.

i. Ken Rand – To present “Innovation & Inspire = Math Academy – Student Success” half day workshop for Math faculty to enhance innovative instruction, student engagement and student collaboration in
a Math Academy or traditional Math course. Date of service: May 20, 2016. Payment not to exceed $875.00 from Title V The Avance Project.

j. Jim Million – To facilitate “Stress Management” workshop for Classified Professional Development Day. Date of service: Friday, June 3, 2016. Payment not to exceed $1,600.00 from Staff Development.

k. Anthony Martinez – To facilitate “Elderly Care/Caregiver” workshop for the Classified Professional Development Day. Date of service: June 3, 2016. Payment not to exceed $400.00 from Staff Development.

B. PERSONNEL
1. Academic
   a. Employment

      Special Assignment, Spring 2016

      The following instructor will be paid a $500 stipend, paid out of Staff Development, for the Development, Organization and facilitation of a new full-time faculty extended Orientation series:

      WETSMAN, Adam, Behavioral and Social Sciences

      Hourly as needed, Spring 2016

   Career Technical Education

   BEST, Mechelle

   LAO, Faye

   Veterans Services

   BROOKS, Steve

   Counseling & Student Success

   ALFARO, Maria

   CENDEJAS-OCHOA, Catherine

   LOPEZ, Melanie

   MENDOZA-CHACON, Marlene

   SANDATE, Edelmira

   SOTO, Gabriella

   VILLA, Monica

   Health Science & Nursing

   CHERNG LEE, Pein

   Public Safety

   PELHAM, Ronald

   Hourly as needed, Summer 2016

   Communications & Languages
MATA, Moises

Counseling & Student Success

| ALVARADO, Lupe | DAZA, Igor |
| DE LA MORA, Martha | DE LEON, Maribel |
| FLORES, Julio | FLORES-OLSON, Troy |
| GARCIA, Laura | GUTIERREZ, Jose |
| GUzman, Sergio | HERNANDEZ, Yunior |
| HUINQUEZ, Jorge | LARA, Jose |
| LOMELI, Sinar | MAKI, Lauren |
| MARTINEZ, Angelica | PICHARDO-DIAZ, Dorali |
| RAMIREZ, Elizabeth | RIVERA, Mary |
| ROMO, Claudia | SAENZ, Marisela |
| SANTA CRUZ, Rudy | SANCEDA, Henry |
| SOTELO, Angela | THOMAS, Julius |
| TORRES-GIL, Belen | VALLADARES, Diana |
| VILLANUEVA, Viviana | VU, Irene |

Disabled Students

| GAW, Rose | THOEURB, Tep |

Library

| ARENAS-VELLANOWETH, Vivian | BABOU, Robin |
| BARBA, Benjamin | BEELER, Gabriel |
| BIDWELL, Jennifer | BOURGAIZE, Karen |
| ELLIS, Sally | ENRIGHT, Adele |
| ENRIGHT, William | GARCIA, Trish |
| GUTER, Bruce | MENDELSON, Rebecca |
| OLDHAM, Carolyn | RIVAS, Claudia |
| SEVILLA-MARZONA, Judy | SINGH, Bindiya |
| TRUONG, Irene | WELLS, Stephanie |

Student Success & Retention (Basic Skills)

| DE LEON, Maribel | ENGLISH, Cameron |
| KOGER, Michael | PITASSI, Matthew |

Part time Summer, 2016

Health Sciences & Nursing

| RUEHL, Jeanne |

Hourly as needed, Summer, 2016

Kinesiology, Dance and Athletics

| AKIYAMA, Kevin | ALCALA, Christine |
| ARAGUNDI, Karl | CARTAGENA, Alyson |
| DYE, Danna | ESKO, Teddi |
b. Retirement

FELICIANO, Robert, Professor of Public Safety. His last day of employment is May 26, 2016 with his first day of retirement being May 27, 2016.

SUNYOGH, Joseph, Professor of Architecture, Engineering, Design Drawing, CADD & BIM. His last day of employment is October 7, 2016 with his first day of retirement being October 8, 2016.

2. Management and Confidential

a. Resignation

POPER, James, Director of Facilities. His last day of employment is May 12, 2016.

LARRY, Shawn, Director of Human Resources. His last day of employment is June 30, 2016.

b. Employment, 2015-16; 2016-17

Substitute

GABRIEL, Stephen, Manager of Mechanical & Electrical Services
POPER, James, Director of Facilities

3. Classified

a. Employment, 2015-2016

Regular Classified

RODRIGUEZ, Juan, Grounds Maintenance Worker, Facilities Services, 40%, 12 months, effective April 21, 2016

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:
ACOSTA, Robin, Student Services Assistant, Counseling & Student Success, 100%, 12 months, effective April 4, 2016
LINARES, Isaac, Student Services Assistant, Counseling & Student Success, 100%, 12 months, effective April 4, 2016
NGUYEN, Ngoc Tam, Student Services Assistant, Counseling & Student Success, 100%, 12 months, effective April 18, 2016
PEREZ, Gabriela, Student Services Assistant, Counseling & Student Success, 40%, 12 months, effective April 11, 2016

Substitute
LIVESAY, Kelly, Switchboard Operator/Mailroom Clerk I, Purchasing, effective April 25, 2016

RODRIGUEZ, Ruth, Clerk Typist II, Counseling & Student Success, effective April 18, 2016

Short term
SALAZAR, Phillis, Clerk Typist II, Human Resources, effective June 6, 2016

b. Retirement
CHAVEZ, Elizabeth, Career Development Center Specialist, Center for Career & Re-Entry Services. Her last day of employment is June 3, 2016 with her first day of retirement being June 4, 2016.

c. Approval of New Job Description
Scheduling and Education Planning Analyst
See attached job description.

d. Family Care and Medical Leave
ZHAN, Lauren (Jessie), Accountant in Accounting has requested a 12-week FMLA to be taken intermittently, effective May 9, 2016.

4. Unrepresented, (AP 7130), 2015-2016

a. Employment

Non-credit
Baughman, Trissia, Continuing Education

Hourly
Math & Sciences
BOCANEGRA, Edgar, Supervisor SPARKS, Jeremy, Tutor II

Volunteers
ABRAHAM, George, Counseling & Student Success
HERNANDEZ, Yashira, Kinesiology, Dance & Athletics
5 **Revision of Administrative Procedure 7130**

The current method of paying the Kinesiology, Dance, and Athletics (KDA) Coaching Specialists is through a stipend issued at the end of the season. This process does not allow Kinesiology, Dance, and Athletics the flexibility to properly adjust hours to meet the needs of the different sports teams and Assistant Coaches. In addition, KDA Coaching Specialists have a difficult time meeting their financial obligations being paid once per season. It is recommended that the KDA Coaching be paid through the normal bi-weekly hourly wage schedule, effective July 1, 2016. (See Attached)

6. **Declaration of Indefinite Salaries for Retroactive Pay for 2016-17 for Managers, Faculty, Confidentials and Classified Employees**

The Board of Trustees declared the salaries for Faculty, Administrators, Confidentials, and Classified employees are indefinite as of July 1, 2016.

C. **ACADEMIC AFFAIRS**

1. **Curriculum Items**

The following items have been processed according to college policy for the development of curricula, which includes review and approval, by the District Curriculum Committee:

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:

**GDSN 174: Packaging Design**

(Arts & Cultural Programs)

Degree Applicable; (3 Units)

**Justification:** Competitive Graphic Design students must understand and be able to create and execute packaging design solutions on two-dimensional and three-dimensional surfaces with current computer systems and design applications. This course will provide introduction to current Packaging Design concepts while building and re-enforcing fundamental Publication Design concepts and practices as practiced by the Graphic Design profession. This course will contribute to the graphic design skills students need to enter the industry and/or transfer to a four-year academic program. Public Design will be part of a certificate in Graphic Design currently under development.

**GDSN 179: Advanced Digital Imaging: (Photoshop)**

(Arts & Cultural Programs)

Degree Applicable; (3 Units)

**Justification:** The GDSN 178 prerequisite class (Introduction to Digital Imaging) provides students with basic technical knowledge in Photoshop skills and how they are used in Graphic Design. This advanced project-driven class offers students the ability to strengthen those skills and develop them further while applying them to industry and portfolio ready finished projects. This class expands the scope of the Rio Hondo Graphic Design Department and assists in building a comprehensive program that can support certificates, associate degrees as well as transfer credit and skills.
HMLD 101: Introduction to Homeland Security
(Public Safety)
Degree Applicable; (3 Units)
Justification: This course will be a core course for a new degree program in Homeland Security/Emergency Management. This course will be the introduction course all students in this new program will be required to take a pass with a “C” or better for the certificate and degree.

b. New Program
The following degrees has been recommended for inclusion in our offerings and catalog:

AA-T Degree – Social Justice Studies for Transfer
(18 Units)

AS-T Degree – Chemistry for Transfer
(36 Units)

B.S. Degree – Automotive Technology with an Emphasis in Technical Studies and/or an Emphasis in Business & Marketing
(120 Units)

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

FAC 4330: Driving Techniques and Certification
Unit Change: FROM: 0.167-0.75
TO: 0.074-1.482
Hour Change: FROM: 8-40 Lecture
TO: 2-40 Lecture/2-40 Lab

FAC 4331: Pumping Techniques and Certification
Unit Change: FROM: 0.167-0.75
TO: 0.074-1.482
Hour Change: FROM: 8-40 Lecture
TO: 2-40 Lecture/2-40 Lab

D. STUDENT SERVICES

1. Priority Registration-Avance
In an effort to ensure that Avance Students are successful in persisting and completing during their first year; priority is requested for one year for each annual cohort who complete the Fall and Spring requirements of the Avance program. The Enrollment Priority Task Force and PFC have met and recommended that Rio Hondo College provide Tier 2 priority registration status to all Avance students.
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<th>State Mandated</th>
<th>Locally Approved</th>
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<td>Tier 1.5</td>
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<td>Day 1 Registration</td>
<td>Day 2 Registration</td>
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<td>CalWORKs</td>
<td>Graduation, Transfer, Certificate</td>
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¹ Service Area and Non-Service Area HS receive priority in Fall only.

The Board of Trustees approved the Avance priority registration recommendation to begin during Fall 2016 registration through 2021 as a 5-year pilot.

E. PRESIDENT’S OFFICE
1. Resolution Declaring Classified School Employees Week

The California School Employees Association, Rio Hondo College #477 respectfully requests that the Rio Hondo Community College District adopt a resolution declaring the week of May 15–21, 2016 as Classified School Employee Week.

The California Legislature adopted the third full week of May of each year as Classified School Employee Week, by passage of SB 1552 (Campbell) in 1986.

Classified employees perform a wide range of essential work, including food services, maintenance and operations, transportation, instructional assistance and paraprofessional services, office and clerical work, security, library and media assistance, computer services and more. We provide daily care, transportation and instruction for California’s students guiding them from preschool through community college.

The week of May 15-21, 2016 will be celebrated by school districts and school workers across the state in recognition of the many contributions classified professionals make to the education community.
On behalf of nearly 220,000 classified employees represented by the California School Employees Association, we urge you to join the state Legislature and hundreds of school boards in adopting a resolution declaring the week of May 15-21, 2016 as Classified School Employee Week.

The Board of Trustees approved the resolution declaring Classified School Employees Week, the week of May 15-21, 2016.

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 2010, 3410, 3501, 6200 (Final Adoption)

On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the following Board Policies for final adoption (See attached):

BP 2010 Board Membership
BP 3410 Nondiscrimination
BP 3501 Campus Security and Access
BP 6200 Budget Preparation

Student Trustee Advisory vote was aye.

2. Revision of Board Policies 3820, 5010, 5015, 5040, 5050, 5110, 5130, and 5700 (First Reading)

On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the following Board Policies for first reading (See attached):

BP 3820 Gifts
BP 5010 Admissions and Concurrent Enrollment
BP 5015 Residence Determination
BP 5040 Student Records and Directory Information
BP 5050 Student Success and Support Programs
BP 5110 Counseling
BP 5130 Financial Aid
BP 5700 Intercollegiate Athletics

Student Trustee Advisory vote was aye.

3. Resolution in Support of The Los Angeles County Department of Parks And Recreation Puente Hills Landfill Park Master Plan

Item taken out of order.

IV. INFORMATION ITEMS

1. Revision of Administrative Procedure 5013 – Students in the Military (See Attached)

V. STAFF AND BOARD COMMENTS

• Board Development Reporting - None
• Action Items for Future Board Meetings - None

VI. CLOSED SESSION

Ms. Pacheco recessed the meeting to closed session at 9:06 p.m. Upon returning from Closed Session, the following action was reported out.

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 EMPLOYEE EMPLOYMENT**
  o **Full Time Tenure Track Mathematics Instructor**

76. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Mutsuno Ryan as the Full Time, Tenure Track, Mathematics Instructor effective August 19, 2016.

  o **Full Time Tenure Track Architectural/CAD/Drafting Instructor**

77. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Farrah Nakatani as the Full Time, Tenure Track Architectural/CAD/Drafting Instructor effective August 19, 2016.

  o **Full Time Tenure Track Human Services (Interdisciplinary Studies) Instructor**

78. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Kevin Barman as the Full Time, Tenure Track, Human Services (Interdisciplinary Studies) Instructor effective August 19, 2016.

  o **Full Time Temporary, Non Tenure, Physics Instructor, Fall 2016 only**

79. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Dr. Jennifer Carson as the Full Time Temporary, Non-Tenure track, Physics Instructor effective August 19, 2016.

  o **Dean Math/Science**

80. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Dr. Vann Priest as the Full Time, Dean, Mathematics and Science.

• **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

• **Evaluation of Public Employee**
  o Superintendent/President
Pursuant to Section 54957.6:

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

81. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the tentative agreement for 2016-19 between the Rio Hondo College Faculty Association and the Rio Hondo Community College District.

VII. **ADJOURNMENT**

82. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Garcia, Pacheco, Shapiro and Santana] to adjourn the meeting at 10:20 p.m. and announced the date of the next regular meeting:

- **Next Regular Meeting – Wednesday, June 8, 2016, 6:00 p.m.**
SCHEDULING AND EDUCATION PLANNING ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction of the Vice President, Academic Affairs, plans, conducts, and presents research and analysis of the College’s instructional performance data, multi-year schedule plans, and instructional staffing budgets and budget projections; maintains database and analytical tools for schedule and educational planning, and efficiency measures; and provides a full range of complex decision and schedule planning support to the Vice President, Academic Affairs and Student Services team to implement the college’s education management plans.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist the Vice President, Academic Affairs in implementing education management processes, schedule planning tools, and in the analysis of the scheduled offerings and related costs of the College.

2. Coordinate procedures for College enrollment tracking, measurement, and planning; provide research support including data acquisition and analysis for enrollment and education management and planning; create tools and reports for analyzing data such as fill rates, productivity, various trends and FTES targets.

3. Coordinate with Information Technology, Research and Planning Office, and Student Services for the development and implementation of an accurate, effective, and useful information and college scheduling management system based on educational planning; participate in the Institutional Effectiveness Committee.

4. Coordinate with the Vice President, Academic Affairs in achieving a multi-year planned student-centered schedule that conforms to established academic targets and efficiency targets set by the Vice President, Academic Affairs.

5. Participate in the scheduling process; assist in the development of scheduling timelines; develop planning tools to utilize for schedule planning; collect, review, and upload the schedule into the IMS; work directly with divisions to ensure consistency of scheduling data; run reports using data warehouse data to analyze the schedule of courses and room utilization.

6. Operate computer and peripheral equipment including the technical aspects of current spreadsheet and database management software; utilize query programs to access data warehouse data; download and transfer data as required for various projects; maintain data quality and integrity.

7. Interface with Information Technology for the coordination and implementation of ESS, TK20, SLO, curriculum, academic planning and other related software, as it related to the planning of the schedule.

8. Work with Division secretaries to maintain the College’s inventory of classrooms and laboratories used in offering sections of courses; coordinate room scheduling with Facilities Scheduler and utilize various reports regarding room utilization and room availability.
9. Provide information on and interpretation of the regulations and codes pertaining to course scheduling and apportionment claims; assist in conducting basic and advanced scheduling training classes as required.

10. Participate in the development of end user documentation for schedule planning tools; participate in the development of an enrollment management plan manual.

11. Coordinate activities for meetings, committees, task forces, projects, and assignments related to coordinated scheduling; attend and prepare summary notes for meetings; maintain various statistical records as required.

12. Perform related duties as required.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:
- Standard research methods including data collection and coding methods and procedures.
- Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including word processing, advanced spreadsheet, and database management applications.
- Principles and procedures of complex data management and reporting.
- Principles and practices of fiscal, statistical, and administrative report preparation.
- Principles of business letter writing.
- Analytical and organizational skills.
- Presentation and training skills.
- Oral and written communication skills.
- Principles, practices, and procedures of record keeping.
- Principles and practices used to establish and maintain files and information retrieval and storage systems.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:
- Perform research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
- Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
- Assist in planning, organizing, and directing projects requiring multiple tasks and input from a variety of sources.
- Access, download, consolidate, and analyze data from the College information systems.
- Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
• Plan and organize work to meet schedules and changing deadlines.
• Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
• Adapt to changing technologies and learn functionality of new equipment and systems.
• Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
• Work well in team situations and collaborate effectively with diverse groups of people.
• Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**
Equivalent to a Bachelor’s degree from an accredited college or university with major course work in business administration, economics, sociology, statistics, finance, or a related field.

**Experience:**
Two years of increasingly responsible experience in the collection, analysis, reporting, and presentation of data.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with staff and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Range: 43

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.*

Effective Date: 5/11/16 (Draft)
WAGE RATES, SELECTED PERSONNEL

<table>
<thead>
<tr>
<th>Non-Represented Employees</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Training Specialist</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
</tr>
<tr>
<td>Accompanist (Professional Musician)</td>
<td>$19.00</td>
<td>$20.00</td>
<td>$21.00</td>
</tr>
<tr>
<td>Community Services</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
</tr>
<tr>
<td>Technical Stage Manager (Community Services)</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
</tr>
<tr>
<td>Tutor II</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
</tr>
<tr>
<td>Model (Fine Arts, Draped)*</td>
<td>$12.13</td>
<td>$12.74</td>
<td>$13.40</td>
</tr>
<tr>
<td>Model (Fine Arts, Undraped)*</td>
<td>$16.18</td>
<td>$17.28</td>
<td>$18.25</td>
</tr>
<tr>
<td>Recruit Training Officer</td>
<td>$18.50</td>
<td>$19.00</td>
<td>$19.50</td>
</tr>
<tr>
<td>Business Advisor I</td>
<td>$28.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Advisor II</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Advisor III</td>
<td>$41.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifeguards</td>
<td>$11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Success Specialist</td>
<td>$19.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KDA Coaching Specialist</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 2 is based on 500 hours of service at Step 1 level, 1,300 hours for Step 3. $1.00 per hour additional pay shall be paid to employees upon completion of 3,500 hours in paid status.

 Interpreter* / Translator for Deaf** = Step placement will be based on experience / certification and/or recruitment difficulties.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern I</td>
<td>Intern II</td>
<td>Qualified based on test</td>
<td>+5 years</td>
<td>Certified</td>
</tr>
<tr>
<td>Enrolled in ITP</td>
<td>Completed ITP</td>
<td></td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>$20.00</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coaching Specialist will be paid one check at the conclusion of their regular season. The amount may be divided among assistants and shall not exceed:

- Coaching Specialist I - $2,000 (volleyball)
- Coaching Specialist II - $3,000 (water polo)
- Coaching Specialist III - $4,000 (volleyball)
- Coaching Specialist IV - $5,000 (swimming, wrestling, soccer, basketball, baseball, softball)

Classified Substitute Pay+

Substitute rate to be hourly rate of entry level salary except former employees rehired on a temporary basis within a two-year period of their last date of service in this District shall be placed at their last paid salary step of the range of the temporary position (excludes longevity and stipends).

Non-Represented Employees: These rates are applicable to those who teach Community Service Classes and non-credit classes. It also applies to other hourly certificated, non-certificated and Foster Care.

<table>
<thead>
<tr>
<th>Physician (E.C. 87448)</th>
<th>Step 1</th>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Lecturer**</td>
<td>$28.76</td>
<td>$30.00</td>
</tr>
<tr>
<td>Foster Care**</td>
<td>$24.55</td>
<td>$25.78</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>Step 1</th>
<th>Bachelor's</th>
<th>Master's</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Degree</td>
<td>$35.08</td>
<td>$36.37</td>
<td>$37.72</td>
<td>$39.14</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$16.76</td>
<td>$17.60</td>
<td>$18.48</td>
<td>$19.40</td>
</tr>
</tbody>
</table>

*Step placement will be based on experience / certification and/or recruitment difficulties.

**For guest lecturers, advancement to Step 2 is based upon completion of 1,211 assigned work hours.
I. The Board of Trustees shall consist of five regular members elected by the qualified voters of the District and one student member duly elected by the student body. Regular members shall be elected by trustee area as defined in Board Policy 2100.

II. The Student Member of the Board of Trustees shall be included as a full member of the Board within limitations prescribed by Board Policy 2015 and State law.

III. Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

IV. Sources/References:
Former Board Policy 1000, Section 1;
Education Code section 72023, 72103, and 72104 72023.5, 72013;
ACCJC Accreditation Standard IV.C.5
This Board Policy is legally required.

I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent/President shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on because of his or her association with a person or group with one or more of these actual or perceived characteristics.

V. The District officers are responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Equal Employment Opportunity Officer, Affirmative Action Officer (Director of Human Resources), and District’s Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs).
VII. References:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.; Title 5, Sections 53000, et seq., 59300 et seq.;
Penal Code Section 422.55;
Government Code 12926.1, 12940, et seq.;
Assembly Bill 556 (AB 556)
See Administration Procedure 3410.
This policy is legally required.

I. In order to secure the campus, the Superintendent/President shall establish procedures for security and access to District facilities.

II. Sources/References:
    34 Code of Federal Regulations Part 668.46 (b) (3)
    ACCJC Accreditation Standard III.B.1
    See-Administrative Procedure 3501, titled Campus Security and Access
I. Each year, the Superintendent/President shall present a budget to the Board of Trustees, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for Board study.

II. Budget development shall meet the following criteria:

A. The annual budget shall support the District’s Educational Master Plan.

B. Assumptions upon which the budget is based are presented to the Board for review.

C. A budget development calendar is provided to the Board by January 15 of each year for the upcoming year. The calendar includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.

D. The Board shall determine the appropriate level for the unrestricted general reserves.

E. Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.

F. Budget projections address long term goals and commitments.

III. Planning/Fiscal Council

The Planning/Fiscal Council is responsible for ensuring broad campus participation in the development of recommendations concerning the budget made to the Superintendent/President. This committee shall adhere to the principles in Section II.

IV. Responsibilities

A. The Board may meet at the beginning of and periodically throughout each budget cycle to discuss priorities and guidelines.

B. The Vice President Finance and Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to be reviewed with the Superintendent/President, the President’s Cabinet and the
Planning/Fiscal Council. The recommendations will be sent out to PFC and Cabinet. Any comments or input shall be forwarded to the Vice President of Finance and Business for review with the Superintendent/President (PFC 9/7/04) prior to being presented to the Board of Trustees for action. Tentative and Adopted Budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.

C. Recommendations shall be prioritized by the Planning/Fiscal Council according to the Educational Master Plan.

V. Source/Reference

Education Code Section 70902(b) (5);
Title 5, 58300 et seq.
ACCJC Accreditation Standard III.D
I. It is the policy of the Rio Hondo Community College District Board of Trustees to encourage and solicit the donation of equipment, instructional materials of all kinds, and any other items which will enhance the learning process of Rio Hondo College students.

II. Individual administrators will work with the college Foundation to contact prospective donors and indicate items that will be useful supplements to the various instructional programs of the college.

III. The Board shall consider all gifts, donations and bequests made to the District. The Board will approve the acceptance of all gifts and donations made to the college, and the college reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

IV. The District shall assume no responsibility for appraising the value of gifts made to the District.

V. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

VI In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Note: A district should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a district should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.

VI. Source/Reference:

Education Code Section 72122
ADMISSIONS AND CONCURRENT ENROLLMENT

I. The District shall admit students who meet one of the following requirements and who are capable of benefiting from the instruction offered:

A. Any person over the age of 18 and possessing a high school diploma or its equivalent.

B. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President, or his or her designee, are capable of benefiting from the instruction offered. Such persons shall be admitted as provisional students and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

C. Persons who are apprentices as defined in Section 3077 of the Labor Code.

D. The District may deny or place conditions on a student’s enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

E. The District shall at its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The Superintendent/President or designee, shall establish procedures for evaluating the validity of a student’s high school completion.

II. Admission

A. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

B. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special full-time student.

C. Any student enrolled in 9-12 may attend summer session.

Students younger than 9th grade may be admitted if they meet the exceptional student criteria (highly gifted students with an IQ score above 130). These students may only enroll in college level courses (degree applicable courses), must meet prerequisites, and must show documentation of their gifted status and proof of IQ.

The Superintendent/President, or designee, shall establish procedures regarding ability to benefit and admission of high school and younger students.
III. Denial of Requests for Admission

If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President, or designee, shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

IV. Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President or designee shall establish procedures regarding compliance with statutory and/or regulatory criteria for concurrent enrollment.

V. Sources/References:

Education Code Section 76000, 76001, 76002; or 76038
Labor Code Section 3077;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Part 668.16(p) (U.S. Department of Education Regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

See Administrative Procedures 5010.
I. California state law requires that each community college district adopt a policy on residency determination and how residency classifications may be appealed. The Rio Hondo Community College District will comply with requirements of the Education Code and appropriate sections of Title V regarding student’s classification (residency). College guidelines concerning student’s classification (residency) are available from the Admissions Office.

II. Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

III. A resident is any person who has been physically present in the state for a bona fide resident of California for at least one year and one day on the residence determination date, and has demonstrated an intent to make California a permanent home. The residence determination date shall be the day immediately preceding the first day of a semester, or summer session, or intersession for which the student applies to attend.

IV. Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester (Fall or Spring). A student previously classified as a nonresident may be reclassified as of any residence determination date.

V. The President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

VI. California Education Code 68130.5 grants specific groups who meet specific criteria to be exempt from paying nonresident tuition. The District shall grant these exemptions in accordance with the Education Code and California Code of Regulations.

VII. On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) which adds a new section to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California for three or more years and received a high school diploma or its equivalent. The new law does not grant residency status.

VIII. Source/Reference:

   Education Code Sections 68040; 68130.5; 76140;
   Title 5, Sections 54000, et seq.
   California Code of Regulations

See Administrative Procedures 5015.
I. The Superintendent/President or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

II. The Superintendent/President or designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

III. Any currently enrolled or former student of the Rio Hondo Community College District has a right of access to any and all student records relating to him or her maintained by the district except under exclusions contained in Board Policy 5035.

IV. No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

V. Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

VI. Directory information shall include:

A. Student’s name, student participation in officially recognized activities and sports information to include weight, height and high school of graduation of athletic team members.

B. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s List recognition.

VII. To ensure the rights of students concerning release of information, students may complete requests for non-disclosure on an annual basis if withholding of Directory information is desired.

VIII. Source/Reference:

Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.
20 U.S. Code Section 1232g(ii)
ACCJC Accreditation Standard II.C.8

See Administrative Procedure 5040.
I. The Rio Hondo Community College District shall provide Student Success and Support Program services to students for the purpose of enhancing the equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies, and requirements.

II. The Superintendent/President, or designee, shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

III. Source/Reference:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et. seq.
ACCJC Accreditation Standard II.C.2

See Administrative Procedures 5050.
I. Counseling services are an essential part of the educational mission of the Rio Hondo Community College District. The Superintendent/President shall assure the provision of counseling services including academic, career, transfer and personal counseling that is related to and serves to enhance student success in actualizing their educational goals.

II. Counseling shall be recommended for all first time students enrolled for more than six units, students enrolled provisionally, and required for students on academic or progress probation.

III. Source/Reference:

Education Code Section 72620;
Title 5, Section 51018
ACCJC Accreditation Standard II.C.5

See Administrative Procedure 5110.
FINANCIAL AID

I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

II. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

III. The Superintendent/President, or designee, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs in compliance with the United States Department of Education Policies and Regulations.

IV. Misrepresentation

A. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

B. The Superintendent/President, or designee, shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

C. The Superintendent/President, or designee, shall establish procedures wherein the District shall periodically monitor employees and vendors’ communications with prospective students and members of the public, and take corrective action where needed.

D. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

V. Source/Reference:

20 U.S.C. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
Education Code Sections 86021.6, 76300;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
ACCJC Accreditation Standard III.D.15

See Administrative Procedure 5130.
I. The Rio Hondo Community College District shall maintain an organized program for men and women in intercollegiate athletics. **The District will offer opportunities for participation in athletics equally to all students consistent with state and federal law.** The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

II. The Superintendent/President, or designee, shall assure that the athletics program complies with state/federal law, the California Community College Athletic Association (CCCAA) Constitution, Bylaws and Sport Championship Handbooks, and appropriate Conference Constitution and Bylaws regarding student athlete participation.

III. Source/Reference:

Education Code sections 78223, 66271.6, 66271.8, 67360 et seq.
20 U.S. Code Sections 1681 et seq.,
ACCJC Accreditation Standard II.C.4

See Administrative Procedure 5700.
I. Residence Determinations for Military Personnel and Dependents

A. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

B. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

C. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence, is entitled to resident classification.

D. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.

E. A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

F. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042).
II. Withdrawal Policies for Members of the Military

A. A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a “W” or a “MW.” Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an “FW” GRADE. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specific date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service. (CCLC)

Students who are members of the military may be assigned an “MW” grade as referenced in AP 4220.

B. See AP 5075

III. Source / References:

Education Code Sections 68074, 68075, 68075, and 68075.7; Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620
Military and Veterans Code Section 824
38 U.S. Code Section 3679