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

Members Present: Ms. Mary Ann Pacheco, President 
Ms. Norma E. Garcia, Vice President (Arrived 6:40 PM) 
Ms. Vicky Santana, Member 
Mr. Gary Mendez, Member 
Mr. Brandon Pablo Leon, Student Trustee

Members Absent: Ms. Madeline Shapiro, Clerk (Excused)

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President 
Dr. Joanna Schilling, Interim Vice President, Academic Affairs 
Ms. Myeshia Armstrong, Vice President, Finance and Business 
Ms. Sandra Rivera, CSEA President 
Robert Bethel, Senate President 
Sergio Guzman, RHCFA President 
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Pacheco called the meeting to order at 6:21 p.m.

B. Pledge of Allegiance

Howard Kummerman, led the pledge of allegiance.

C. Roll Call

All Board members reported present with the exception of Ms. Madeline Shapiro who was excused and Norma Garcia who later arrived at 6:40 p.m.

D. Approval of Minutes –October 12, 2016

146. On motion of Student Trustee Leon, seconded by Ms. Santana, the Board voted by vote of all three members present [Mendez, Pacheco, and Santana] to approve the minutes of October 12, 2016.
Student Trustee Advisory vote was aye.

E. Open Communication for Public Comment

None.

F. Commendations
   - Classified Retirement
     o Lorraine Castellanos, Career and Technical Education/Instructional Operations
   - Faculty Retirement
     o Irene Huang, Math Sciences

G. Presentations
   - Student Equity Update (Dr. Juana Mora / Cecilia Rocha)

Trustee Garcia arrived at this point of the meeting.

   - Student Success Scorecard (Howard Kummerman)

II. CONSENT AGENDA

President Dreyfuss requested that item II.A.1.c, CCFS-311Q Quarterly Report, be removed from the Consent Agenda.

147. On motion of Ms. Garcia, seconded by Student Trustee Leon, the Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and Santana] to approve the following Consent Agenda with the exception of item II.A.1.c., CCFS-311Q Quarterly Report.

Student Trustee Advisory vote was aye.

A. FINANCE & BUSINESS
   1. Finance and Business Reports
      c. CCFS-311Q Quarterly Report – Removed from Consent Agenda; separate action taken.

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

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

      Deborah Chow to participate at the Academic Progression in Nursing Meeting in Miami Beach, Florida on November 14-17, 2016.

      Daniel Londo to participate at the Fabtech 2016 Conference in Las Vegas, Nevada on November 16-18, 2016.

3. **Grant Sub-Agreement Number DO-17-2220-127 – CTE Data Unlocked Initiative – Rancho Santiago Community College District**

Rancho Santiago Community College District, as the fiscal agent for the Career Technical Education (CTE) Data Unlocked Initiative [Prime Award #15-197-001] through the California Community Colleges Chancellor’s Office (CCCCO), has notified Rio Hondo Community College District of its Grant Sub-Agreement number DO-17-2220-127 in the amount of $50,000.00. The period of performance is from July 1, 2016 through October 31, 2017.

The primary objective of this one-time funding is to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California Community Colleges.

The Board of Trustees approved the Rancho Santiago Community College District Grant Sub-Agreement number DO-17-2220-127, Career Technical Education (CTE) Data Unlocked Initiative [Prime Award #15-197-001] in the amount of $50,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Grant Award for GO RIO from the City of Pico Rivera – Community Service Agreement No. 16-1699 (FY2016-2017)**

The City of Pico Rivera has granted $2,000.00 to subsidize the GO RIO bus pass program, given the steady increase of Pico Rivera residents who use the GO RIO program for fiscal year 2016 - 2017. Term of performance is from July 1, 2016 through June 30, 2017.

The Board of Trustees approved this $2,000.00 Grant from the City of Pico Rivera for the purpose of subsidizing the “GO RIO” program and authorized the Administration to sign the appropriate documents on behalf of the District.

5. **Revenue Agreement for Search and Rescue (SAR) Training with the City of Commerce**

This is an agreement between the City of Commerce and Rio Hondo College's Public Safety Training Center to conduct Search and Rescue (SAR) training.

SAR training will be taught at Rio Hondo Fire Academy in Santa Fe Springs, California. Training will be provided once a month (8-hours per month) for six (6) months for members of the City of Commerce Urban Search and Rescue Team.
City of Commerce will pay the Rio Hondo College $75.00 per student per presentation (Minimum of 17 / Maximum of 25). Minimum charge of $1,275.00 per presentation.

The term will begin on January 1, 2017 through June 30, 2017.

The Board of Trustees approved the revenue agreement for the Search and Rescue Team training for the City of Commerce and authorized the Administration to execute appropriate documents on behalf of the District.

6. **MOU for Concurrent Enrollment – San Gabriel Unified School District**

Rio Hondo Community College (RHCC) will work collaboratively with San Gabriel Unified School District to: (1) promote the enrollment of students in graduation equivalency courses offered by RHCC according to the educational needs of the students, and (2) accept credit earned at RHCC toward meeting graduation requirements as set by the San Gabriel Unified School District. The term is from November 9, 2016 through November 8, 2019 with a two-year renewal option.

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

7. **Change of Term to Clinical Affiliation Training Agreement – Anaheim Regional Medical Center**

On August 10, 2016, the Board approved consent agenda item II.A.8 for the Clinical Affiliation Agreement with Anaheim Regional Medical Center in providing clinical experience for students.

After board approval, Anaheim Regional Medical Center would like to change the term from three (3) to two (2) years, with term beginning August 11, 2016 through August 10, 2018.

The Board of Trustees approved the change of term to the clinical affiliation agreement with Anaheim Regional Medical Center as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

8. **Clinical Education Agreement – Citrus Valley Health Partners**

The Health Science & Nursing Department is partnering with Citrus Valley Health Partners to provide Rio Hondo Community College District Health Science & Nursing students with clinical experience. The agreement will allow students and instructors to have access to appropriate facilities of Citrus Valley Health Partners for students to obtain practical learning experiences. The affiliation agreement will be for the term of November 10, 2016 and continuing through June 30, 2017.

The Board of Trustees approved the Clinical Education Agreement with Citrus Valley Health Partners as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.
9. **Contract Modification: Data Cabling and Installation – Pico Rivera Educational Center Project – Cable Masters**

The Board of Trustees approved the Contract Modification: Data Cabling and Installation – Pico Rivera Educational Center Project – Cable Masters in the amount of $4,534.15 to a total of $43,131.66 to Cables Masters paid from Bond/Adult Ed Block Grant Funds and authorized the Administration to execute appropriate documents.

10. **Annual Household Hazardous Waste Roundup**

The Board of Trustees approved an agreement with the County of Los Angeles to conduct a Household Hazardous and Electronic Waste Collection and Roundup at Santa Fe Springs Public Safety Fire Training Center on January 21, 2017 and authorized the Administration to execute the agreement on behalf of the District.

11. **Acceptance of Donation: City of Vernon Fire Department**

The Board of Trustees accepted the donation of various equipment from the City of Vernon Fire Department and authorized the Administration to execute appropriate documents on behalf of the District.

12. **Air Filtration System for HS1 Classroom – Rockler Woodworking and Hardware**

The 3D Design class was relocated from the Black Box in the Wray Theatre as part of the swing space for offices in the L Tower. The class was moved to the HS1 building which is requiring to install an air filtration system to accommodate the dust control created in the classroom.

A quote from Rockler, a woodworking and hardware company was received in the amount not to exceed $2,151.91 for a new air filtration system from Bond Fund.

The Board of Trustees approved the procurement of Air Filtration System for HS1 Classroom from Rockler Woodworking and Hardware from Bond Funds as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

13. **Cooling Tower Repairs at Rio Hondo College Central Plant – EMCOR Services**

There are three (3) broken water control valves at the Cooling Tower located at the Rio Hondo College Central Plant that needs repair.

The Facilities Services Department intends to award contract to EMCOR Services for (a) removal of defective valves, (b) supply and installation of replacement valves and (c) required ancillary services in the amount not to exceed $12,390.00 to be paid from Capital Outlay Fund.
The Board of Trustees approved the award of contract to EMCOR Services for the Cooling Tower Repairs in the amount not to exceed $12,390.00 to be paid from Capital Outlay Fund and authorized Administration to execute the appropriate documents on behalf of the District.

14. **Surplus Property – IT Department**

The Board of Trustees, determined that the referenced property listed on the agenda is surplus and of insufficient value to defray the cost of arranging a sale, or it may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the Board.

15. **Utility Connections and a Concrete Walkway for the Soccer Field Renovation Restroom Building Project – Fast Track Construction Corporation**

The new restroom building has been delivered to the soccer field. Utility connections and a concrete walkway is now needed for the building, as this work was not in the original Soccer Field Renovation project. This work will be required to be done to complete the installation. Program Management received a proposal from Fast Track Construction Corp $14,955.00. to perform this work. The proposal has been reviewed by the Program Management staff and the College administration and recommend Fast Track Construction’s proposal for Board Approval.

The Board of Trustees approved the proposal for Utility Connections & a Concrete Walkway from Fast Track Construction Corporation in the amount of $14,955.00 for the Soccer Field Restroom Building Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

16. **Award Bid #2049 “L Tower Seismic and Code Upgrade” Project – Pinner Construction, Inc.**

The Board of Trustees approved the proposal for the installation of the “L Tower Seismic and Code Upgrade” Project from Pinner Construction Company, Inc., in the amount of $28,779,000.00 from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

17. **Architectural Services – Nursing Program Swing Space and HS Buildings Department of the State Architect (DSA) Required Renovations – Westberg & White Architects**

The HS Buildings will serve as Nursing Program swing space, for the temporary relocation of classrooms, offices, and storage space, during construction of the L-Tower Seismic Upgrade project. Some of the HS Buildings will be remodeled to accommodate these functions. Architectural Services will be required for the design of this project in order to meet the Division of the State Architect requirements. Westberg & White has provided a proposal in the amount not to exceed of $83,200.00 for Architectural Services and to provide Construction Documents for DSA for review and approval.
The proposal has been reviewed by the Program Management staff and the College administration and has deemed the proposal to be acceptable for Architectural Services.

The Board of Trustees approved the proposal for Architectural Services in the amount not to exceed $83,200.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

18. **Emergency Irrigation Repair – Fast Track Construction, Corp.**

The main irrigation line that is located on the west side of the Kinesiology, Dance & Athletics (KDA) Gymnasium had broken and the shutoff valve was not functioning as this was installed originally 5 years ago by the contractor that built the new KDA Complex. Unfortunately, this was no longer under warranty and required immediate attention as the water was continuously running and no way to shut off the water. Fast Track Construction was called out to investigate and perform the necessary actions to replace the broken irrigation line and replace a shutoff valve on a time and material basis in the amount of $3,616.91.

The Board of Trustees ratified and approved the cost for Emergency Irrigation repair from Fast Track Construction Corp in the amount of $3,616.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

19. **L Tower Seismic Upgrades Project – Division of the State Architect (DSA) Inspection Services – Massadi Enterprises, Inc.**

Inspection Services are required by the Division of State Architect (DSA) to ensure that the general contractor follows each detail of the DSA approved plans and specifications. The Project Inspector is required to keep detailed logs tracking all materials and labor used in the building and is the official representative of DSA on the job site.

The Program Management Team received a proposal for DSA Inspection Services for the L Tower Seismic Upgrade Project from Massadi Enterprises Inc., an inspection firm that has been previously approved to provide DSA Inspection Services on many construction projects on campus in the amount not to exceed of $217,500.00.

The proposal has been reviewed by the Program Management staff and the College Administration and recommend Massadi Enterprises Inc. proposal for Board Approval.

The Board of Trustees approved the proposal for the DSA Inspection Services from Massadi Enterprises Inc. in the amount of $217,500.00 for the L Tower, Seismic Upgrade Project from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

20. **Administration of Justice Building Project – Division of the State Architect (DSA) Fees for Re-Examination of Additional Documents and Project Certification**

The Division of the State Architect (DSA) is invoicing the College for additional review time on an hourly basis for the re-examination of additional
documentation and project certification. DSA is requesting additional fees in the amount of $348.00.

The Board of Trustees approved the invoice for additional fees from the Division of the State Architect for an amount not to exceed $348.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

21. **Ramp Replacement for HS 1-10 Portable Buildings – SKC Company**

During the efforts of seeking the Division of the State Architect (DSA) Certification for the existing HS 1-10 buildings project, it was determined that the existing suspended ceilings do not meet DSA requirements. DSA is requiring that the suspended ceilings be replaced in all of the buildings. With this new development from DSA, DSA is also requiring that the project comply with the current code requirements. California Building Code Chapter 11B, Section 202.4, states that the project will require 20% of the project budget address accessibility upgrades. In reviewing the accessibility access for these buildings, it was determined that all the ramps to the HS 1-10 buildings do not meet the current code requirements and will require full replacement.

A proposal has been received from SKC Company to replace all the ADA ramps using Garden Grove Piggyback Bid #1512 to receive a lower unit pricing for prefabricated ramps in the amount not to exceed $43,217.00

The proposal has been reviewed by the Program Management staff and the College administration and has been deemed acceptable.

The Board of Trustees approved the proposal for new ADA code compliant ramps from SKC Company in the amount not to exceed $43,217.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

22. **Federal Perkins Loan Liquidation Closeout Audit – Vasquez & Co. LLP**

The US Department of Education (DOE) phased out the Federal Perkins Loans Program in 2015. As part of the regulations, all loans must be accounted for by the institutions before being assigned or retired. The DOE requires a closeout audit performed on all loans within 45 days after termination of the program by the institution and submit a closeout audit report within 90 days at the end of the institution’s participation in the program. Rio Hondo Community College District (“District”) has ended participating in the program as our loan portfolio have been assigned to DOE and outstanding loans purchased. The closeout audit will be performed in conjunction with the District Annual Financial and A-133 audits by our external auditors Vasquez & Company LLP at a cost not to exceed $10,000.00 using General Funds.
The Board of Trustees approved the performance of the Federal Perkins Loan Liquidation Closeout Audit by Vasquez & Co. LLP in the amount not to exceed $10,000.00 using General funds as outlined above and authorized the Administration to execute appropriate documents on behalf of the District.

23. **Modular Building Lease for Nursing Simulation Laboratory – SKC Company**

As a pre-requisite to the construction on the L-Tower, temporary housing is required for the Nursing program’s Simulation Lab which will be located at the south end of the existing HS 1-10 buildings. In an effort to expedite the DSA approval time and occupancy deadline, it was prudent to lease a pre-checked modular building.

A proposal has been received from SKC Company for the lease of a 36 ft. x 40 ft. modular building using Garden Grove Piggyback Bid #1512 for lower unit pricing in the amount not to exceed $48,000.00.

The proposal has been reviewed by the Program Management staff and the College administration and has been deemed acceptable.

The Board of Trustees approved the proposal for leasing a modular building from SKC Company in the amount not to exceed $48,000.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

24. **Arbitrage Computation Services: Koppell & Gruber Public Finance**

Rio Hondo Community College (“District”) would like to engage Koppel & Gruber Public Finance to provide arbitrage computation services as required in the General Obligation Bonds issued by the District for FY 2016/2017 at a cost not to exceed $38,200.00 using General Funds.

The Board of Trustees approved the engagement of Koppel & Gruber Public Finance to provide arbitrage computation services in the amount not to exceed $38,200.00 using General Funds as outlined above and authorized the administration to execute appropriate documents on behalf of the District.

25. **Consultants**

a. Ernie T. Gritzewsky – To educate, entertain and empower the students of Rio Hondo College’s Avance Program. Date of service: November 18, 2016. Cost not to exceed $1,500.00 from Title V Grant.

b. Carlos Alvidrez – To present/train/provide American Red Cross Adult/Infant/Child CPR & First Aid Certification as well as other specialized topics in Foster Care. Dates of service: December 10, 2016 – June 30, 2017. Payment not to exceed $1,000.00 from Foster Kinship Care Education Program (FKCE).


e. Lori Switanowski – To complete the planning and implementation of the program plan for Commercial Sexual Exploitation of Children (CSEC). In addition, to present/train Foster and Kinship Care Education trainings/workshops/classes on Commercial Sexual Exploitation of Children. Dates of service: November 14, 2016 – June 30, 2017. Payment not to exceed $1,650.00 from Commercial Sexual Exploitation of Children (CSEC).

f. Antoinette Rohner Laurence – To facilitate a Stress Management Workshop for students “Introduction to Qigong”. Date of service: December 6, 2016. Payment not to exceed $200.00 from Student Equity.


h. Douglas Haines – To serve as a consultant for Program and Curriculum Development for Industrial Technology. Dates of service: November 14, 2016 – December 31, 2016. Payment not to exceed $5,000.00 from Deputy Sector Navigator (DSN) Grant.

i. Timothy Baber – To write new programs for the Welding Department. Dates of service: November 10, 2016 – June 30, 2017. Payment not to exceed $5,000.00 from Perkins IV Title 1C Grant.

j. Angela Kay Hoppe-Nagao – To provide a workshop to train and inform how people can effectively engage others in culturally diverse situations. Dates of service: November 10, 2016 – June 30, 2017. Payment not to exceed $3,675.00 from VTEA Funds.

k. Lindsay Perez Huber – To prepare and deliver a 1.5-hour keynote presentation with small group activities at the Student Equity Summit for 200 participants. Date of service: December 13, 2016. Payment not to exceed $1,650.00 from Student Equity.

l. Derrick Ortiz – To coordinate, create content and renew riosource.org. Dates of service: November 10, 2016 – December 31, 2016. Payment not to exceed $3,000.00 from Student Equity.

m. Azusa Pacific University – Noel Strengths Academy – To provide a two (2) day Strengths Certification Workshop to train the trainer and certify forty (40) counselors. Dates of service: December 14-15, 2016. Payment not to exceed $7,040.00 from 3 SP Grant.
n. Juarez Consulting, Inc. – To provide training for faculty and staff, serve as an expert advisor for AB540 taskforce and help produce promotional and informative materials. Dates of service: November 10, 2016 – June 30, 2017. Payment not to exceed $12,400.00 from Student Equity.

o. Quick Caption, Inc. – To provide Academic Real Time Captioning for hearing impaired students. Dates of service: July 1, 2016 – June 30, 2017. Payment not to exceed $50,000.00 for Fiscal Year 16-17 from DSPS Funds.

p. Links Sign Language & Interpreting Services – To provide sign language interpreters for DSPS. Dates of service: July 1, 2016 – June 30, 2017. Payment not to exceed $1,000.00 from DSPS Funds.

q. Deanna Cherry Consulting, Inc. – To present a discussion for campus Equity Summit on 12/13/16. Additional services include pre-summit preparation and coaching, documentation and feedback and post summit group coaching (maximum 25 hours). Dates of service: November 10, 2016 – January 31, 2017. Payment not to exceed $5,000.00 from Student Equity.

B. PERSONNEL

1. Academic

a. Employment

Special Assignment, Fall 2016

The following instructor will receive a stipend not to exceed $1,000, paid out of Foster/Kinship Care, to prepare and instruct caregivers on various topics related to parenting and in foster care:

COTA, Christina

The following instructor will receive a $500 stipend, paid out of the MESA grant, for being a MESA Faculty sponsor:

MONTIEL, Gerson, Mathematics

The following instructor will receive a $1,359, funded by Student Equity, for his participation as a conference facilitator during the Student Equity Summit:

ROBERTS, Warren, Career Technical Education

The following instructors will receive a stipend not to exceed $680, funded by Student Equity, for their participation in Academic Profiling Workshops:

ALVARADO, Delmis, Counseling & Student Success
DURFIELD, Amberly, Communications and Languages
GARCIA, Laura, Counseling & Student Success
KEPNER, Patricia, Behavioral and Social Sciences
LIM, Joyce, Communications and Languages
LYNCH, Kelly, Behavioral and Social Sciences
MADRIGAL, Ea, Behavioral and Social Sciences
PERRY, Abbie, Behavioral and Social Sciences
PUDELKO, Kathy, Kinesiology, Dance and Athletics
SERAFIN, Monica, Behavioral and Social Sciences
SIGALA, Carol, Behavioral and Social Sciences
SPRINGER, Joann, Communications and Languages
VALDIVIA, Irma, Behavioral and Social Sciences

The following instructor will receive a $1,100 stipend, paid out of Basic Skills transformation grant, for her participation as a Math Faculty Coordinator:

GONZALEZ, Lydia, Mathematics

The following instructors will receive a $600 stipend, paid out of Basic Skills transformation grant, for their participation on Pre-statistics Committee meetings:

FUNG, Hank, Mathematics
MAYER, Krysia, Mathematics
IRWIN, Erin, Mathematics
GRAHAM, Lynne, Mathematics

The following instructors will receive a $850 stipend, paid out of Basic Skills transformation grant, for their participation on Pre-Statistics Committee meetings:

ENGLISH, Cameron, Mathematics
RYAN, Mutsuno, Mathematics

The following instructors will receive a $1,100 stipend, paid out of Basic Skills transformation grant, for their participation on Pre-Statistics Committee meetings:

LA TURNO, Jan, Mathematics
BRONKHar, Ryan, Mathematics
HSAIO, JUPEI, Mathematics
WANG, George, Mathematics
MILLER, Greg, Mathematics
MONTIEL, Gerson, Mathematics
LITTRELL, Mark, Mathematics
JOHNSON, Johnny, Mathematics
PITASSI, Matthew, Mathematics

Hourly as Needed, 2016-17

Counseling & Student Success

CHEW, Harvey
SOTO, Gabriela

ELALI, Fatima
Public Safety

EDWARDS, Wayne         HENSHAW, Ty
LEPE, Sergio           PENA, Richard
VILLEGAS, Sigfredo    ZESATI, Saul

Student Health & Psychological Services

SANCHEZ, Denna, Psychologist       SY, Cherry Mae Manzanilla

Hourly as Needed, Intersession 2017

Cal WORKS

ALCALA, Claudia          RAMIREZ, Michelle, Coordinator
SANCHEZ, Kristina

EOPS

CAMACHO, Tammy          CLARK, Dennyse
GARCIA, Yvette           O’BRIEN, Katie,
REYES, Diana             RODRIGUEZ, Jose

Math & Sciences/MESA

PIELER-PERSAD, Gisela

Public Safety

CAREY, Ryan             KIMBER, George
RICKMAN, Tracy

b. Retirement

HUANG, Irene, full time Professor of Chemistry, Math and Sciences. Her last day of employment is December 10, 2016 with her first day of retirement being December 11, 2016

c. Family Care and Medical Leave

LUNA, Patricia, full time instructor in Health Sciences & Nursing has requested a 12 week FMLA to be taken intermittently effective October 10, 2016

d. Order of Employment

Per Education Code 87413, et. Seq., following is the Order of Employment List. We have added those faculty members employed during Spring 2016 and Fall 2016:

See attached list
2. Management and Confidential
   a. Revision of Job Description
      Dean, Library and Instructional Support
      (see attached job description)
   b. Promotion
      GALLEGOS, Reneé, Human Resources Coordinator, effective January 1, 2017

3. Classified
   a. Employment, 2016-2017
      The following employees are being hired in the designated capacity with
dedicated funding through June 30, 2017. If continued funding should not be
available, 60-day notice shall be served:
      ACOSTA, Robin, Student Services Assistant, Counseling & Student Success,
      47.5% 12 months, effective October 25, 2016
      BELIS, David, Student Services Assistant, 100%, 12 months, Counseling &
      Student Success effective, October 25, 2016
      DIAZ, Luis, Student Services Assistant, Cal SOAP, 100%, 12 months,
      effective November 7, 2016
      FIGUEROA, Vanessa, Student Services Assistant, Counseling & Student
      Success, 100%, 12 months, effective, October 28, 2016
      GARCIA, Angel Aguilar, Student Services Assistant, Counseling & Student
      Success, 100%, 12 months, effective, October 25, 2016
      HASAWEANG, Malinee, Scheduling & Educational Planning Analyst,
      Academic Affairs, 100%, 12 months, effective November 1, 2016
      LUCERO, Andreina, Student Services Assistant, Counseling & Student
      Success, 100%, 12 months, effective, October 25, 2016
      VARELA, Jonae, Student Services Assistant, Counseling & Student Success,
      100% 12 months, effective, November 7, 2016
      Substitute
      ARIAS, Evelyn, Research Analyst, Student Equity, effective October 24, 2016
      TOY, Grace, Financial Aid Assistant, Financial Aid, effective October 24, 2016
      GONZALEZ, Elizabeth, Children’s Center Aide, Child Development Center,
      effective October 20, 2016
      MADRID, John, Utility Worker, Facilities Services, effective October 25, 2016
b. **Transfer**

FONSECA, Ana, Clerk Typist III, to STEM/Mathematics and Sciences, effective November 7, 2016

c. **Retirement**

CAPLIS, Claire, Sr. Secretary, Disabled Student Programs. Her last day of employment is December 28, 2016, with her first day of retirement being December 29, 2016

GALBAN, Nancy, Coordinator of Admissions and Records. Her last day of employment is December 30, 2016, with her first day of retirement being December 31, 2016

SEDILLO, Lorraine, Sr. Switchboard Operator/Mailroom Clerk. Her last day of employment is December 28, 2016, with her first day of retirement being December 29, 2016

d. **Resignation**

BONILLA, Gabriel, Instructional Assistant-MRC, Math and Sciences. His last day of employment was October 31, 2016

DELGADILLO, Dulcemonica, Research Analyst, Institutional Research and Planning. Her last day of employment was October 26, 2016

RAMIREZ, Nancy, Registration Clerk, Admissions & Records. Her last day of employment is November 11, 2016

e. **Revision of Job Description**

Scheduling Technician
(see attached job description)

f. **Approval of Job Classification**

Research Analyst II
(see attached job description)

g. **Family Care and Medical Leave**

CHAVEZ, Elizabeth, Instructional Division Secretary, Behavioral and Social Sciences, has requested a 12-week Family Care and Medical Leave to be taken intermittently effective November 7, 2016.

MENCHACA, Eva, Testing Technician, Assessment Center, has requested a 12-week Family Care and Medical Leave effective October 13, 2016.

h. **Reclassifications**

BECERRIL, Mary, Admissions and Records, from an Admissions and Records Coordinator to an Admissions and Records Senior Coordinator, effective July 1, 2016. Job classification was Board approved on October 14, 2015.
MENCHACA, Eva, Assessment Center, from a Testing Technician to a Lead Testing Technician, effective July 1, 2016. Job classification was Board approved on July 8, 2015.

SASS, James, Institutional Research and Planning, from a Research Analyst to a Research Analyst II, effective July 1, 2016. New classification submitted for approval under “Approval of Job Classification.”

4. Unrepresented (AP 7130), 2016-2017
   a. Employment

       Hourly

       Arts and Cultural

       ANDERSON, Phillip, Accompanist
       SHIN, Howton, Accompanist
       RANTUNG, Timothy, Accompanist
       SHAPOVALOV, Ivan, Accompanist

       Cal SOAP

       DURAN, Maria Elena, Student Success Coach I
       KIMM, Adrienne, Student Success Coach I

       Math & Sciences

       CARRILLO, Abelardo, Tutor II
       DUONG, Le, Supervisor
       PEÑA, Karina, Tutor II
       FERRALEZ, Gabriel, Tutor II

       Student Health & Psychological Services

       TUMAX, Alessandria, RTO

b. Volunteers

       LOPEZ, Marco, Kinesiology, Dance & Athletics
       LOPEZ, Michael, Child Development Center
       MAGNUS, Shari, Human Resources
       TAI, Rene, Behavioral and Social Sciences

ITEM REMOVED FROM CONSENT AGENDA

A. FINANCE AND BUSINESS
   1. Finance and Business Reports
      c. CCFS-311Q Quarterly Report

148. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and Santana] to approve the Quarterly Financial Status Report CCFS-311Q period ending September 30, 2016.

Student Trustee Advisory vote was aye.
III. ACTION ITEMS
   A. PRESIDENT'S OFFICE
      1. Revision of Board Policies 7130, 7340 (Final Adoption)

149. On motion of Ms. Santana, seconded by Ms. Garcia, the
     Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and
     Santana] to approve the revision of Board Policies 7130 and 7340 for final adoption
     as attached.

     BP 7130 Compensation
     BP 7340 Leaves

     Student Trustee Advisory vote was aye.

2. Revision of Board Policies 3420, 3430, 6400, 7160, and 7110 (First
   Reading)

150. On motion of Ms. Santana, seconded by Ms. Garcia, the
     Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and
     Santana] to approve the revision of Board Policies 3420, 3430, 6400, 7160, and 7110
     for first reading as attached.

     BP3420 Equal Employment Opportunity
     BP 3430 Prohibition of Harassment
     BP 6400 Financial Audits
     BP 7160 Professional Development
     BP 7110 Delegation of Authority, Human Resources

     Student Trustee Advisory vote was aye.

IV. INFORMATION ITEMS
   1. Rio Hondo College Certificates
      Certificate programs are designed for students interested in developing advanced
      levels of proficiency in special occupational subject areas. Rio Hondo College offers
      three different certificate program: Certificate of Achievement, Certificate of Skill
      Proficiency, and Career Certificate, as attached.

      The most commonly offered certificates are Certificates of Achievement which are
      designed to prepare students for entry-level employment in a vocational area. The
      certificates include a sequence of courses over 18 units. The College offers 47
      Certificate of Achievements in eight Divisions. These certificates appear on the
      student's college transcripts.

      Certificates of Skill Proficiency are short term certificates designed to enhance job
      marketability and mobility. The college offers five certificates of skill proficiency in four
      divisions. This certificate is less than 12 units, is locally awarded, but does not appear
      on the student transcript; students are awarded a local certificate to demonstrate
      learned skills.

      The Career Certificate also includes short term vocational units in a specialized area
      and prepares students for specific job opportunities. The college offers six career
      certificates in four divisions. This certificate also does not appear on the student
      transcript; students are awarded a local certificate to demonstrate learned skills.
2. **Revision of Administrative Procedures 3560, 5010, 5040, 5130, 5700, 6100, 7110**
   (See Attached)

   - AP 3560  Alcoholic Beverages
   - AP 5010  Admissions
   - AP 5040  Student Records, Directory Information, and Privacy
   - AP 5130  Financial Aid
   - AP 5700  Athletics
   - AP 6100  Delegation of Authority, Finance and Business
   - AP 7110  Delegation of Authority, Human Resources

3. **Rio Hondo College Apprenticeship Program**

   The Rio Hondo College Apprenticeship Program is a partnership among three local Training Trusts: the local Carpenter union, Heat & Frost, and Operation Engineers. The Carpenters serve approximately 950 students, Heat & Frost serve 200 students, and Operating Engineers serve 50 students.

   Apprentices receive on-the-job training via their employer, and in the evening or weekend, receive a minimum of 144 hours annually of selected “Related and Supplemental Instruction” (RSI). Through many of the RSI apprenticeship programs an apprentice can earn a certificate or degree (Associate of Arts or Associate of Science). The apprenticeships are typically three to five years in length. Upon the successful completion of the apprenticeship program, students are considered a “journeyman” tradesperson.

   Based on our shared agreement, the employer/program sponsors and Rio Hondo Community College District share funding for the total number of clock hours of instruction each apprentice attended. Rio Hondo’s total state appropriation for this partnership equates to 250,000 hours for an estimated revenue of $1,365,000.00 annually. The college reimburses our partners approximately $1,130,000 from estimated earned annual revenue.

   Currently we are writing curriculum to add Cooperative Work Experience to the Heat & Frost as a beta test. We have offered CWE to the Carpenters as an option with an encouraging response. Following Title V requirements, if all 1200 apprentices record 300 hours of work experience training, this would/could equal to an estimated 160 FTES.

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

VI. **CLOSED SESSION**

   Ms. Pacheco recessed the meeting to Closed session at 8:38 p.m. and announced the following action upon returning from Closed Session:

   *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

• PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

151. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and Santana] to rescind the public employee dismissal of employee #TJ2235276 and accept the resignation from employee #TJ2235276 effective Friday, October 14, 2016.

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

VII. ADJOURNMENT

152. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by vote of all four members present [Garcia, Mendez, Pacheco, and Santana] to adjourn the meeting and announced the dates of the next meetings:

• Next Special Meeting – Wednesday, November 30, 2016, 6:30 p.m.
• Next Regular Meeting – Wednesday, December 14, 2016, 6:00 p.m. – Annual organization and election of officers.
## ORDER OF EMPLOYMENT LIST

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<td>Alvarado, Delmis</td>
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RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, LIBRARY AND INSTRUCTIONAL SUPPORT

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Library and Instructional Support Division; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Academic Affairs and perform other related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Provide leadership and direction and assume full management responsibility for Library and Instructional Support Division programs, services, and activities including Learning Resource Centers, College catalog, Library, accreditation and Virtual College - Online Education. E

b. Manage the development and implementation of the Library and Instructional Support Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E

Assume responsibility for monitoring of faculty assignment sheets, and accuracy of student attendance accounting reports.

c. Maintain, improve, and update educational technology across the campus. E

d. Continuously monitor and evaluate the efficiency and effectiveness of the Library and Instructional Support Division service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. E

e. Represent the Library and Instructional Support Division to other District divisions, elected officials and outside agencies; explain and interpret the Library and Instructional Support Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E

f. Select, train, motivate, counsel, and evaluate the Library and Instructional Support Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E

g. Plan, direct, and coordinate the Library and Instructional Support Division’s work plan; meet...
with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E

h. Manage and participate in the development and administration of the Library and Instruction. E

i. Support Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. E

j. Supervise and manage staff, operations, and functions of the Learning Resource Centers. E

k. Coordinate the Library and Instructional Support Division activities with those of other divisions and outside agencies and organizations. E

l. Provide staff assistance to the President and District Board; prepare and present staff reports and other necessary correspondence. E

m. Conduct a variety of organizational studies, research, investigations, and operational studies; recommend modifications to the Library and Instructional Support Division programs, policies, and procedures as appropriate. E

Supervise the preparation of external publications such as, but not limited to class schedules, annual catalogs, brochures, manuals, directories, program flyers and bound reports.

n. Plan, organize, direct, and supervise the college library, and Instructional Support Programs such as Online Education. E

o. Oversee the implementation of the college class scheduling processes, including analysis of the overall schedule efficiency, development of scheduling reports and processes leading to completion and oversight of pathways supported by innovative scheduling. E

p. Oversight of temporary sign production areas and electronic billboard announcements of the campus. E

Coordinate and ensure the accuracy of course and instructor information in the college’s mainframe computer.

Ensure College compliance in matters of program and course approval, long-range planning, accreditation of programs, certification of students, and matters related to student services.
Review and update the course classification system, inventory of programs, and master course data file.
Plan, organize, develop, and maintain the transfer lists and general education lists for
articulation and graduation.

Serve as Accreditation Liaison Officer of the District.

q. Provides oversight for SLO processes and compliance. E

r. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E

s. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E

t. Develop plans and procedures for student and academic services guidelines. E

u. Maintain communications within the College, with other colleges and universities, and community and public agencies. E

Enhance student access and knowledge of transfer and career/workforce placement services provided by the College.

v. Establish and coordinate advisory committees for the Library and Instructional Support Division programs, ensuring representation and expertise from the community. E

w. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E

x. Oversee enrollment management operations and activities for the College. E

y. Promote creativity and innovation in the development and delivery of the Library and Student Instructional Support Division programs. E

z. Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations. E

aa. Develop, implement, and update a personal professional development plan. E

bb. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction. E

cc. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community. E
dd. Use a database and variety of computer software to set up and track community and student demographics, recruitment, retention strategies and outcomes, and enrollment innovations. E

e. Respond to and resolve difficult and sensitive inquiries and complaints. E

ff. Administer applicable collective bargaining agreements. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Operational characteristics, services, and activities of the Library and Student Learning Support programs.
- Organizational and management practices as applied to the analysis and evaluation of the Library and Instructional Support programs, policies, and operational needs.
- Modern and complex principles and practices of the Library and Instructional Support program development and administration.
- Library management, and accounting principles and concepts. Scheduling policies and procedures.
- Pedagogical techniques and trends.
- Community needs and resources as related to classes and subjects.
- Enrollment Management.
- Database applications.
- Principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.
- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Library and Instructional Support Division.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Manage, direct, and coordinate the work of faculty and professional, technical, and
administrative support personnel.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of the Library and Instructional Support program goals.
- Research, analyze, and evaluate new Library and Instructional Support program service delivery methods, procedures, and techniques.
- Prepare and administer the Library and Instructional Support program budgets.
- Prepare clear and concise Library and Instructional Support program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Library and Instructional Support programs and functions.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EXPERIENCE:
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

TRAINING:
- Master’s degree from an accredited college or university.

LICENSE OR CERTIFICATE:
- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:
Essential duties require the following physical skills and work environment:
- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 55

Revised Date: February 16, 2006, April 10, 2009, February 22, 2010 (Title Only)

Effective Date: May 11, 2005, November 9, 2016

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

Under direction, to compile, develop and maintain and review the Master Course Schedule. Record file numbers for day and evening classes data base and assign codes as required. To compile, review and maintain instructor load sheets; to coordinate the printing of the College Catalog, Addendum, Class Schedules with the Marketing Communications Office.

REPRESENTATIVE DUTIES:

a. Develops and maintains the master course schedule College Catalog, Addendum, Class Schedules by collecting data from divisions and developing a camera ready class schedule for the Public Information Office extracting the catalog and schedules from Cognos and converting PDF to word documents, for the Marketing & Communications Office. Makes necessary changes, corrections, deletions and additions and reviews these with the Division Deans for preparation of the printed schedule for posting on the Web and for public distribution.

b. Maintains instructor load data base including but not limited to ticket number, course number and title, day, time, and room number, sheets review, calculate and checks for errors. Record, review and collect original load sheets throughout semesters and send copies to Human Resources. Ensures the accuracy of instruction loads, per the faculty contract, and its appropriate coding.

c. Establishes and maintains new master course record numbers, master course record file data base; inputs data in the mainframe including information such as Class Size limits, TOPS, USOE, Basic Skill, Grade codes, and the repeatability of courses.

d. Generates periodic reports (i.e., faculty load); reviews and check for accuracy and record necessary corrections. Generates various reports that pertain to the scheduling of classes and student transcripts and registration.

e. Generates and makes corrections to computer reports each semester related to positive attendance, census, daily attendance classes as it affects the student registration process.

f. Reviews MIS report each semester and reasons why class sections have been rejected by the Chancellor’s MIS Office. Makes corrections as needed.

g. Generates and reviews Directed Study assignments verifying repeatability of the course and instructors load calculations.

h. Reviews course schedule to ensure correct use of accounting methods (WSCH, DSCH, PA), accurate course calculations in scheduling patterns, and checks for errors to ensure maximum FTE’s generation.

i. Performs related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- On-line computer operation as it relates to database management.
- Instructor loads and appropriate coding practices.
- Regulations related or applicable to this assignment.

ABILITY TO:

- Operate a variety of office equipment and machines such as word processor, copy machine, printers, scanner, and calculator.
- Make arithmetic computations with speed and accuracy.
- Analyze problems and make difficult decisions related to instructor, room and course schedules.
- Work effectively with a variety of staff.
- Follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
Two years of college and three years of increasingly responsible clerical experience. Familiarity with college instructional operations is preferred.

Range: 27

*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: 1/96, 11/9/16
RIO HONDO COMMUNITY COLLEGE DISTRICT

RESEARCH ANALYST II

BASIC FUNCTION:

Under the general direction of the Dean, Institutional Research and Planning, establish and maintain research procedures meeting the needs of the College and consistent with professional standards; organize and oversee the implementation of research and data-management activities; and coordinate analysis and reporting of data to support ongoing improvement, decision making, annual planning, and external reporting.

DISTINGUISHING CHARACTERISTICS:

The Research Analyst II designs, conducts, writes, and presents institutional research studies. In addition to those activities, this position serves in a lead capacity, coordinates work and provides technical research guidance to other institutional research personnel, and actively participates in the office’s most complex research projects.

REPRESENTATIVE DUTIES:

a. Independently plan, design, coordinate, implement, and disseminate complex research and evaluation studies in support of District’s decision making, institutional planning, and other activities of institutional effectiveness. E

b. Lead, plan, train, and review the work of staff responsible for implementing research related to institutional effectiveness, program and administrative reviews, student achievement, and program evaluation. E

c. Assist the Dean in evaluating and responding to requests for data, statistical analysis, survey, or research support from within and outside the District; work independently with requestors to clarify their needs and optimize the utility of research results; make team project recommendations to the Dean. E

d. Design appropriate surveys and other data collection instruments, sampling frames, analytical strategies. E

e. Develop, implement, and document procedures and policies on data collection, management, analysis, and reporting. E

f. Disseminate information to the campus community about research activities, results, and implications; assist college staff in the effective use of IRP resources and information. E
g. Provide technical support, assistance, and training to faculty, staff, administrators, and others concerning institutional effectiveness and related data. E

h. Support the need, outcomes, and evaluation aspects of grant development. Design and write outcomes and evaluation sections of grant proposals and reports, as applicable. E

i. Conduct and attend workshops, training sessions, and committee meetings as required. Represent the Dean as directed. E

j. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Professionally accepted principles and practices applicable to research design, methodology development, data analysis and interpretation, and reporting.

• Methods of quantitative and qualitative research, including data analysis and reporting techniques.

• Principles and practices of survey development, design, and dissemination.

• Models and procedures for program evaluation.

• Tests and measurement, advanced statistics, data reduction and display techniques.

• Research software applications for data analysis, data management, spreadsheets, presentation, graphics, and word processing (such as SPSS, Excel, PowerPoint, and Word).

• Principles and practices of training and providing work direction.

• Techniques for project planning, design, and management.

• Principles and techniques for the College’s annual and strategic planning.

• Issues and current trends in higher education, particularly as they apply to California community colleges.
• California community college initiatives (e.g., Basic Skills, Student Equity, Student Success and Support Program, System Goals).

• District organization, operations, policies, and objectives.

**ABILITY TO:**

• Develop, implement, and complete comprehensive research projects and program evaluations within specific deadlines.

• Work accurately and independently while meeting schedules and time lines.

• Exercise creativity, leadership, and critical judgment in dealing with complex research issues for which there are limited precedents.

• Train and provide work support to others.

• Communicate complex research methods and results in written and oral format.

• Establish and maintain effective working relationships with faculty, staff, administrators, and others encountered in the course of work.

• Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult situations.

• Maintain confidentiality when dealing with sensitive and privileged material and information.

• Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District’s programs and functions.

• Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**EDUCATION AND EXPERIENCE:**

• Any combination equivalent to a bachelor’s degree in a related field, including upper-division coursework in social/educational research methods and analysis, and at least 4 years of progressively responsible experience in applied educational research. A
master’s degree in a related field and research experience in higher or public education are highly preferred.

**WORKING CONDITIONS:**

- Typical office environment, subject to interaction with students, faculty, and the public.
- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

**Range: 48**

*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: 11/9/16**
I. Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee administrator employed pursuant to a contract under Education Code section 72411 (CCLC) shall be established by the Board of Trustees.

II. Prohibition of Incentive Compensation - [Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance.]

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

III. Source/Reference

EC 70902(b) (4, 72411, 87801, 88160,
Government code section 53200
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;
I. The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

A. Illness or injury leaves for all classes of permanent employees (Ed Code Sections 87781 and 88192);

B. Paid Sick Leave (Labor Code Section 246)

C. Vacation leave for members of the classified service, administrators, supervisors, and managers;

D. Leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; (EC 87768.5; 88210

E. Leave of absence to serve as an elected member of the legislature (Ed Code 87701);

F. Pregnancy leave (Ed Code 87766; 88193; Government Code Section 12945);

G. Leave to bond with a new child (Ed Code Sections 87784.5 and 88207.5);

H. Use of illness leave for personal necessity (Ed Code 87784; 88207);

I. Industrial accident and illness leave (Ed Code Sections 87787 and 88192, 88192, 87787);

J. Bereavement leave (Ed Code 87788, 88194,);

K. Jury Service or appearance as a witness in court (Ed Code 87035; 87036);
L. Military service (Ed Code 87700);

M. Sabbatical leaves for permanent full-time faculty;

N. Family Medical Leave Act;

O. California Family Care Act;

P. Quarantine (Ed Code 88199);

Q. Catastrophic leave (Ed Code 870450)

II. Vacation leave for educational administrators and classified administrators shall not accumulate beyond the total days of paid leave accrued for two years of work. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

III. In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

IV. Source/Reference:
I. **The Board of Trustees of the** Rio Hondo Community College District supports the intent set forth by the California Legislature to assure that every effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and suitable role models for all students. The Board therefore commits itself to **promote the total realization of** equal opportunity in educational programs, employment, and all access to institutional programs and activities.

II. The District, and each individual who represents the District, shall provide **employment and access** to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, 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 **develop, for review and adoption by the Board**, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as modified or clarified by judicial interpretation. 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, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

IV. **Source/Reference**

Education Code Sections 66250, et seq.; 72010, et seq.; 87100 et seq.; Title 5, Sections 53000, et seq.; Government Code 12940, et seq.; Penal Code Section 422.65;

ACCJC Accreditation Standard III.A.12
I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, and/or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

II. The District seeks to foster an environment in which all employees, and students, interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

III. Any student or employee, intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435, Discrimination / Harassment. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

V. To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

VI. The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent shall further establish procedures for employees, students, interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
PROHIBITION OF HARASSMENT

Board Adopted: 12/8/82; 5/13/98; 11/9/05; 2/18/09; 7/11/12; 7/9/14

VII. This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, and students, interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, interns, and volunteers in all administrative offices.

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other work experience program. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures. (language deleted by CCLC)

IX. Source/References:

California Code of Regulations, Title 5, sections 59300 et seq
California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)
California Education Code, sections 212.5; 44100; 66252; 66281.5
California Government Code Sections 12940 and 12950.1 42940.1

Title VII of the Civil Rights Act of 1964, 42 U.S. Code annotated Section 2000e
Civil Rights Act of 1964 (Title VII) and amendments thereto

Education Amendments of 1972 (Title IX)

EOC Policy Guidance on Current Issues of Sexual Harassment
Sex Equity in Education Act (Education Code sections 200 et seq)

Title 29 Code of Federal Regulations, section 1604.7

FINANCIAL AUDITS

Board Adopted: 11/10/04

I. There shall be an annual external outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit. Multi-year contracts for auditors shall not exceed three five years.

II. Source/Reference

Education Code Section 84040(b)
ACCJC Accreditation Standard III.D.7
PROFESSIONAL DEVELOPMENT

Board Adopted: NEW

I. Rio Hondo Community College District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement and funding.

II. Reference

ACCJC Accreditation Standard III.A.14
I. The Board of Trustees delegates authority to the Superintendent/President to authorize employment, establish job responsibilities, and perform other personnel actions. The act of delegation shall follow provided that all federal and state laws and regulations, and Board Policies, and college Administrative Procedures. The act of delegation shall be followed subject to confirmation by the Board.

II. Source/Reference

Ed Code 70902(d)
I. The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of Campus Security. The campus has been designated "drug free," and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Campus Security. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without permission as defined in one of the following situations listed in paragraph II. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

II. Alcoholic beverages on campus are permitted with approval by the Superintendent/President or designee if:

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

- The alcoholic beverage is possessed, consumed, or sold pursuant to a license or permit obtained for special events held at District facilities during the special event. “Special event” means events that are held with the permission of the Superintendent/President or designee of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the College and for which the principal attendees are members of the general public or invited guests and not students of the College.

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

III. References:
Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 CFR 668.46(b)
I. The authority and responsibility for the admissions process lies with the Vice President of Student Services or designee. Publication of admissions policies and procedures will be in the College Catalog, which is available in print and on-line.

II. Any graduate of an accredited high school may be admitted to Rio Hondo College.

III. Any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Education Developmental Test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.

IV. The College may admit persons 18 years of age or older without a high school diploma when the evidence indicates that the individual will benefit from college-level instruction.

V. Admission procedures include a determination of residency status (see AP 5015 titled Residence Determination).

VI. For admission of concurrently enrolled high school and younger students, see AP 5011.

VII. The Vice President of Student Services or designee shall establish procedures for evaluating the validity of a student’s high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

VIII. Source/Reference:

Education Code 76000;
34 CFR Section 668.16(p) (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 Section 668.16(p) AP5011; AP5015.

ACCJC Accreditation Standard II.C.6
A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. The College catalog will include information on students’ rights under the Student Rights and Privacy Act.

I. Access to Educational Records: All currently enrolled and former students have the right to review and inspect their educational records in the Admissions and Records Office provided they make a written request five (5) days in advance. Qualified personnel will be present to interpret records for the student.

II. Release of Student Records:

A. No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a student's written consent. Access to a student's educational record may be permitted to any person for whom the student has executed a written consent specifying the records to be released and identifying the party to whom the records may be released. The consent notice shall be permanently kept with the student's records. The recipient of such records will be notified by Admissions and Records that the transmission of information to third parties is prohibited.

2. “Directory information” may be released in accordance with the definitions in Board Policy 5040.

3. Students desiring to withhold “Directory Information” should check the “confidential” checkbox when they submit their application for admission. Students may also file a “Release of Information” form with the Director, Admissions and Records or the Financial Aid office. The College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student(s). “Directory Information” may be released unless a stop action or notice to “quash” is initiated by the student.

4. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Admissions and Records will complete the subpoena request within fifteen (15) business days and will send the documents through certified mail.

5. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

6. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to
inspect the records. Requests must be submitted in writing to the
Director of Admissions and Records.

B. Student records may be released to authorized representatives of the
Comptroller General of the United States, the Secretary of Education, an
administrative head of an education agency, state education officials, or their
respective designees or the United States Office of Civil Rights, where that
information is necessary to audit or evaluate a state or federally supported
educational program or pursuant to federal or state law. Exceptions are that
when the collection of personally identifiable information is specifically
authorized by federal law, any data collected by those officials shall be
protected in a manner that will not permit the personal identification of
students or their parents by other than those officials, and any personally
identifiable data shall be destroyed when no longer needed for that audit,
evaluation, and enforcement of federal legal requirements. Requests must
be submitted in writing to the Director of Admissions and Records.

C. Student records may be released to officials of other public or private schools
or school systems, including local, county or state correctional facilities where
education programs are provided, where the student seeks or intends to
enroll or is directed to enroll. The release is subject to the conditions in
Education Code Section 76225. Requests must be submitted in writing to the
Director of Admissions and Records.

D. Student records may be released to agencies or organizations in connection
with a student's application for, or receipt of, financial aid, provided that
information permitting the personal identification of those students may be
disclosed only as may be necessary for those purposes as to financial aid, to
determine the amount of the financial aid, or conditions that will be imposed
regarding financial aid, or to enforce the terms or conditions of financial aid.

E. Student records may be released to organizations conducting studies for, or
on behalf of, accrediting organizations, educational agencies or institutions
for the purpose of developing, validating, or administering predictive tests,
administering financial aid programs, and improving instruction, if those
studies are conducted in such a manner as will not permit the personal
identification of students or their parents by persons other than
representatives of those organizations and the information will be destroyed
when no longer needed for the purpose for which it is conducted.

F. Student records may be released to appropriate persons in connection with
an emergency if the knowledge of that information is necessary to protect the
health or safety of a student or other persons, subject to applicable federal or
state law.

G. Written requests must be submitted in writing to the Director of Admissions
and Records for items A-F.
H. The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

III. Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the designated rate. Students may request special processing of a transcript.

IV. Electronic Transcripts: Student transcripts may be received and transmitted electronically.

V. Use of Social Security Numbers:

A. The District shall not do any of the following:

1. Publicly post or publicly display an individual's Social Security number;

2. Print an individual's Social Security number on a card required to access products or services;

3. Require an individual to transmit his/her Social Security number over the internet using a connection that is not secured or encrypted;

4. Require an individual to use his/her Social Security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or

5. Print, in whole or in part, an individual's Social Security number that is visible on any materials that are mailed to the individual, except those materials used for:
   - Application or enrollment purposes;
   - To establish, amend, or terminate an account, contract, or policy; or
   - To confirm the accuracy of the Social Security number.

B. If the District has, prior to January 1, 2004, used an individual's Social Security number in a manner inconsistent with the above restrictions, it may continue using that individual’s Social Security number in that same manner only if:

1. The use of the Social Security number is continuous;
2. The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her Social Security number in a manner otherwise prohibited;

3. The District agrees to stop the use of an individual’s Social Security number in a manner otherwise prohibited upon a written request by that individual;

4. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

II. References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 54600 et seq.;
U.S. Patriot Act, U.S. Code Section 1232g(j) (U.S. Patriot Act);
Civil Code Section 1798.85
ACCJC Accreditation Standard II.C.8
FINANCIAL AID – PROEDURE REVIEWED WITH F.A.  

Board Reviewed: Replaces former CP4410, CP4440 and BP 4150

I. The District shall offer the following financial aid which may include but are not limited to:
   A. Board of Governor’s Fee Waiver (BOGW)
   B. Federal Pell Grant (PELL)
   C. Federal Student Extended Opportunity Grant (SEOG)
   D. Federal Work Study (FWS)
   E. Cal Grant B
   F. Cal Grant C
   G. Federal Direct Student Loan Program (CCLC)

II. How to Applying for Financial Aid
   A. U.S. citizen or eligible non-citizen students who are interested in any type of financial aid assistance will complete a FAFSA application at www.fafsa.ed.gov as early as January 1 but no later than June 30.
   B. Non-resident California high school graduate students who are AB 540 eligible who are interested in applying for BOG Fee Waivers, Cal Grants, and Chafee Grants will complete a California Dream Act application at www.csac.ca.gov/dream_act.asp.
   C. Students who meet Cal Grant eligibility with a 2.0 GPA or greater must also submit a GPA Verification Form on or before March 2.
   D. Students who miss the March 2 deadline have another opportunity to submit their GPA Verification Form no later than September 2.
   E. Students who are interested in applying for a Federal Direct Loan Program must attend a mandatory loan workshop and complete a Loan Application.

III. Federal Eligibility Requirements
   The District will abide by federal eligibility requirements which require students to:
   A. Enroll in an eligible program to obtain a degree or certificate offered by the college;
   B. Have a high school diploma or equivalent or have been home schooled;
C. Be a U.S Citizen or eligible non-citizen;
D. Meet enrollment status requirements;
E. Not have drug related convictions while receiving financial aid;
F. Be enrolled in a minimum of six (6) units to be eligible and maintain a 2.0 cumulative GPA if the student is receiving Federal Work Study.

IV. Cal Grant Eligibility Requirements

A. U.S. citizen or eligible non-citizen students must be California residents, meet requirements for federal grants, and submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the FAFSA by March 2. Cal grant recipients are selected by CSAC.

B. Non-resident eligible students must submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the California Dream Act application by March 2 and meet the following requirements:

1. Have attended a California high school for three (3) or more full academic years between grades 9 through 12;
2. Have graduated or will from a California high school, attained a GED, or received a passing mark on the California High School Proficiency Exam (CHSPE);
3. Register or be currently enrolled at an accredited institution of higher education in California;
4. Not hold a valid non-immigrant visa i.e. (F, J, H, L, A, B, E, etc.);
5. Demonstrate financial need and meet all other Cal Grant eligibility requirements;
6. Shall fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so if the student is without legal immigration status.

C. Students must be enrolled in a minimum of six (6) units to receive Cal Grant funds.

V. Disbursement Procedures
A. The Office of Financial Aid will disburse PELL Grant aid in two **three (3)** payments. Aid is awarded at twelve (12) units. If the student drops down to ¼ time, ½ time, or less than half time, the student’s award will be adjusted on the second **third** disbursement after 75% 60% of the semester to reflect enrollment status.

VI. Repayment Status

A. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received.

B. Students will be notified within thirty (30) days of determination of withdrawal. If full payment is not submitted to Office of Financial Aid within **45 (thirty) 30** business days, the student will be referred to the Department of Education’s Borrower Services for collection of payment.

VII. Delinquent Financial Obligations

A. Students who are in an overpayment situation will be notified by the Financial Aid Office via email and mail of the overpayment amount. Student will have thirty (30) days to repay in full. Failure to repay debt may lead to the student being referred to the Department of Education’s Borrower Services for collection of payment.

B. Overpayments that cannot be referred to the Department of Education for collection will result in a student hold placed on their **students’** academic records, preventing future registration, transcript issuance, and grades, or any combination thereof. **Students will may be referred to the Chancellor’s Office Tax Offset Program (COTOP) for collection.**

C. For a student or former student who has failed to pay a proper financial obligation due the District (e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, etc.), Rio Hondo College will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof.

D. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

E. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Rio Hondo College Cashier’s
Office. The Cashier’s Office will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt. The student may be referred to the office where the obligation occurred for resolution of the debt.

VIII. Satisfactory Academic Progress (SAP)

A. Satisfactory Academic Progress provides quantitative, qualitative, and incremental standards by which the College can determine whether or not a student requesting and/or receiving federal financial aid funds is maintaining the satisfactory academic progress required in his or her course of study. This standard applies to all students requesting Title IV funds.

B. To be eligible for federal and state aid, The Department of Education requires that all students must make satisfactory academic progress. To comply with federal regulations established by the United States Department of Education, the following defines Satisfactory Academic Progress Standards for all students requesting and receiving Title IV aid:

1. Grade Point Average: A minimum cumulative 2.0 G.P.A. requirement exists for financial aid recipients. For purposes of GPA calculation, a “P” will be considered a “C” grade (PFC). An academically disqualified student is not eligible to receive financial aid after the second consecutive term (PFC).

2. Minimum Unit Completion Pace of Progression:
   - Recipients of federal financial aid are required to successfully complete a minimum of 67% of the attempted units.
   - Grades of “W”, “F”, “I”, “NC”, “P” or “NP” do not signify successful completion of units for financial aid eligibility. The student must provide official notification of any grade changes to the Office of Financial Aid.

3. Maximum Unit and Time Frame Eligibility: An Associate Degree at Rio Hondo College requires a minimum of sixty (60) units. A student can only receive financial assistance for a maximum of 150% of the school’s published program length. RHC measures the progress of all students in attempted semester units. Once the student has attempted 150% of their program, he/she is no longer eligible for financial aid.

C. Remedial and ESL Courses
1. Financial Aid may be received for remedial (basic skills) courses if the remedial courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than thirty (30) attempted units of remedial coursework.

2. English as a New Language (ENLA) coursework must be part of an eligible program of study to receive financial aid. A student enrolled in ENLA classes who is not in an eligible program of study is not eligible for financial aid funds.

3. ENLA and remedial coursework will count toward the 2.0 GPA and 67% units completion requirements (SAP standards). However, ENLA units will not count towards the maximum timeframe limit and a maximum of thirty (30) attempted remedial units will be subtracted from the total; when maximum timeframe units are being counted.

D. Repetition of Courses

1. Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. Repeated semester units will count toward the 90 unit maximum allowed.

E. Students who fail to meet any of the Satisfactory Academic Progress standards will be considered:

   1. Financial Aid Warning: Failure to complete attempted units with a G.P.A. of 2.0 will result in the student being placed on financial aid warning. If the student fails to meet the terms of the warning period, he/she will be ineligible for further financial aid.

   2. Financial Aid Suspension Terminated: Failure to meet the Satisfactory Academic Progress standard during the warning period will suspend cause suspension of the student's financial aid. The student will no longer be eligible to receive Title IV Aid, only a BOGW if eligible.

F. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.

G. Reinstatement of Eligibility:

   1. Students may submit a Satisfactory Academic Progress appeal.
2. Once a student’s financial aid is terminated due to not making satisfactory academic progress, he/she may submit a Satisfactory Academic Progress Appeal, demonstrating extenuating circumstances. The student must submit documentary evidence showing extenuating circumstance.

3. All required documentation will be reviewed by the Financial Aid Director in consultation with the Financial Aid Appeals Committee (PFC 5-13-14) and the following decision will be taken:
   - Approve with probationary conditions;
   - Approve with educational plan conditions;
   - Deny.

4. If students cannot demonstrate any extenuating circumstances, they must successfully complete attempted units and show sustained progress for two semesters before submitting a Satisfactory Academic Progress Appeal.

H. Repetition of Classes: Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. (former BP4150)

H. General Stipulations: (former BP 4150)

1. All financial aid recipients must have a stated acceptable educational objective on file with the Office of Financial Aid.

2. Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory academic progress extending beyond the standards set for the above shall be placed on financial aid probation and be subject to a reduction in aid or disqualification from participation in the financial aid program.

3. Financial aid will be withheld from a student when the Financial Aid Office has knowledge of a discrepancy in the information reported on the student’s financial aid application.

I. Appeals:

1. All appeals and documentation will be reviewed by the Financial Aid Director.
2. The Financial Aid Director will make the following decisions:
   - Approve unconditionally
   - Approve with conditions
   - Deny

3. The Director of Financial Aid’s decision is final

J. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.

IX. Misrepresentation

A. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services; makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. (CCLC)

B. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. (CCLC)

C. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services as reflected herein. (CCLC)

X. Loss of Eligibility for BOG Fee Waiver

A. A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

B. The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student’s placement on probation. The notification must clearly state that two consecutive primary terms of
probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

C. The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

D. The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

E. Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66205.9(c).

X. Student Scholarships — Administration of Scholarships

A. Administration of Scholarships Student Scholarships and donor funds are administered through The Rio Hondo College Foundation.

B. The Financial Aid Office will work closely with The Rio Hondo College Foundation to award eligible recipients.

C. The Rio Hondo College Foundation will provide a listing of awarded students to the Financial Aid Office [All information on Scholarships removed on 7/31/14 per President Dreyfuss with the understanding that it will be incorporated in the future after the process has been further developed.

4. Student Scholarships are handled through both The Office of Financial Aid and The Foundation. All donor funds are administered through the Foundation.
2. All scholarships will adhere to the Donor eligibility requirements.

D. Scholarship Applications

1. Students can apply for available scholarships online.

2. Once the deadline to apply for scholarship has passed the scholarship committee will be formed.

E. Scholarship Committee

1. The Director of Financial Aid will form a scholarship committee that will review all electronic applications. A rating criteria established will be followed when reviewing applications.

2. All applicant ratings will be reviewed by the Office of Financial Aid and determine the students that were awarded.

F. Awarding Students

1. Students that were awarded a scholarship will be notified via email.

2. A listing of students will be sent to the Foundation Office. The Foundation Office will prepare requisitions and submit to the Accounting Office.

3. The Accounting Office will draw warrants for awarded students and the Foundation Office will mail out checks to students.

4. The donor will also be notified of the award winner. (former CP4410)

XI. Sources/References:

Education Code Sections 66021.6, 66025.9 and 76300; Title 5 Sections 55031 and 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668 (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. (CCLC)

Volume 1, Chapter 1 (p. 1-10), 2012-2013 Federal Student Aid (FSA) Handbook
I. The College’s athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (CCLC), the constitution and bylaws of the California Community College Athletic Association (CCCAA), and the Foothill South Coast Conference. The Dean, Kinesiology, Dance, and Athletics has been delegated authority to determine individual eligibility according to CCLC, CCCAA, Foothill South Coast Conference and District regulations. The enforcement of rulings is the responsibility of assigned members of Athletics Department staff, the Dean, Kinesiology, Dance, and Athletics, and the head coach involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Dean, Kinesiology, Dance, and Athletics. All head coaches are directly responsible to the Dean, Kinesiology, Dance, and Athletics for governance of their teams and enforcement of established policies and eligibility rulings.

II. Rules Governing Athletic Eligibility

All rules of the CCCAA, and the Foothill South Coast Conference are applicable to the College’s athletes. In addition:

1. Each athlete must have completed both the District and conference eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage;

2. The College’s Athletics Department fully complies with C.C.C.A.A constitution articles 1.5.4 F and G regarding adherence to the Title IX Education Amendments of 1972 and R-4 form compliance;

3. When the Dean, Kinesiology, Dance, and Athletics and team coach are notified that an athlete is ineligible, said athlete may not participate until the Dean, Kinesiology, Dance, and Athletics or their designee certifies that the athlete has become eligible;

4. Each athlete must complete the C.C.C.A.A and District physical paperwork, be enrolled in the specific sport’s intercollegiate course, and be approved for competition by a Dean, Kinesiology, Dance, and Athletics before participation in a College practice or official competition.

III. Source/Reference: Title IX, Education Amendments of 1972; Education Code 66271.6, 66271.8, 67360 et seq. ACCJC Accreditation Standard II.C.4
DELEGATION OF AUTHORITY, FINANCE AND BUSINESS

I. The Vice President of Finance and Business is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Finance and Business. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

II. When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Director of Contract Management and Vendor Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Director of Contract Management and Vendor Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

III. Reference:

Education Code Section 70902(d), 72287, 81640, 81644, 81655, and 81656, 81658.
Public Contract Code Sections 20651, 20658, and 20659
The Director of Human Resources is delegated responsibility from the Superintendent/President to recommend employment, establish, publish, and adhere to written personnel policies and procedures that are available for information and review. Such policies and procedures are fair and equitably and consistently administered, to develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

II. Reference/References:

Education Code Section 70902(d)
ACCJC Accreditation Standard III.A.11