I. CALL TO ORDER

A. Call to Order

Ms. Garcia called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

Ms. Shapiro led the pledge of allegiance.

C. Roll Call

All Board members reported present with the exception of Ms. Santana who later arrived at 6:08 p.m.

D. Approval of Minutes:

On motion of Ms. Pacheco, seconded by Ms. Shapiro, the Board voted unanimously by vote of all four members present [Garcia, Pacheco, Mendez and Shapiro] to approve the minutes of April 12, 2017 with the correction to page 14 with listing Ms. Garcia’s name rather than Ms. Pacheco recessing the meeting to Closed Session.
Student Trustee Advisory vote was aye.

E. Open Communication for Public Comment

Dylan Logas addressed the Board on Commencement and finals being held in conflict of date and time.

Ms. Santana arrived at this point of the meeting.

F. Commendations

- Academic Retirement
  - Dr. Manuel Baca (Behavioral and Social Sciences)
  - Adele Enright (Library)
  - Steve Koelle (Communications and Languages)
  - Henry Sauceda (Counseling)
  - Jan La Turno (Math and Science)
  - Stephanie Wells (Library)
- Leadership Academy (Cohort 6)
- El Paisano (Wendy Carrera)

BREAK

G. Presentations

- Sabbatical Leave (Troy Flores-Olson)
- Rio Hondo College Emergency Operations (Dr. Nash Flores, Don Mason, Tracy Rickman and John Grow)

II. CONSENT AGENDA

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

Student Trustee Advisory vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports
   
   
   c. CCFS-311Q Quarterly Report – Approved Quarterly Financial Status Report CCFS-311Q period ending March 31, 2017

2. Authorization for Out of State Travel & Conferences

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

Eric C. Belmal to participate at the Western Association of Advisor for the Health Professions Regional Conference in Portland Oregon on May 18-20, 2017.
Eric C. Belmal to participate at the 2017 SACNAS The National Diversity in STEM Conference in Salt Lake City, Utah on October 18-21, 2017.

Don Mason to participate at the Emergency Management Higher Education Conference in Emmitsburg, Maryland on June 5-8, 2017.


Allen Leung to participate at the National Science Olympiad Competition in Dayton, Ohio on May 18-21, 2017.

Janice Lopez to participate at the CSEA Annual Conference in Las Vegas, Nevada on July 31, - August 4, 2017.


3. **Weapons Firing Range Agreement – Santa Fe Springs California Highway Patrol (CHP)**

Rio Hondo College attempts to maximize the utilization of its Firing Range facilities by leasing to outside agencies. The purpose of this Agreement is to allow Rio Hondo College to receive ongoing revenue for use of the Range. Rate charged is $400.00 per session (session is 8 hours) or $300.00 per half session (half session is 4 hours). The term will begin July 1, 2017 and continue through June 30, 2019. Rates are subject to a 5% increase per year.

The Board of Trustees approved the agreement with the Santa Fe Springs CHP, for use of the Firing Range and authorized the Administration to execute appropriate documents on behalf of the District.


Public Contract Code Section 20652 allows the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, to authorize by contract, lease, requisition, or purchase order, through any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.

The District would like to use the LACCD Contract No. 403366 with GST for the purchase of Audio Visual Equipment and Services as required for the Math/Science classrooms. Cost not to exceed $156,978.65 and to be paid from the Instructional Equipment Fund.
The Board of Trustees authorized the use of the LACCD Contract with GST with a not to exceed amount of $156,978.65 to be paid from Instructional Equipment Fund and authorized Administration to execute the appropriate documents on behalf of the District.

5. **Substantial Completion of RFP #2043 – LED Lighting Conversion and Energy Efficiency Project (Year 3) – Retro-Tek Energy Services, Inc.**

The contractor, Retro-Tek Energy Services, Inc. has substantially completed RFP #2043 – LED Lighting Conversion and Energy Efficiency Project (Year 3). The work was completed according to the plans and specifications and conditions of the contract.

The California Civil Code Section 3093 authorizes a formal Notice of Completion to be filed with the county recorder. If unencumbered, final payment of retention shall be paid within 60 days of filing Notice of Completion and in accordance with Public Contract Code Section 7107.

The Board of Trustees approved the substantial completion of the work performed under RFP #2043 and authorized the filing of the Notice of Completion with the Los Angeles County Recorder.

6. **36-Month Lease Konica 287 Copier and Print Management System: Counseling and Student Success Department – De Lage Landen Financial Services, Inc.**

The Counseling and Student Success Department is trading in their Konica 250 for a Konica 287 copier unit.

Lease and Maintenance is payable at $175.00 (plus applicable taxes) per month for 36 - months. Total cost will be $6,300.00 (plus applicable taxes) over the term of the 3 year lease and will be paid from General Funds.

The Board of Trustees approved the 36-month lease of Konica Copier and Print Management System through De Lage Landen Financial Services, Inc. as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Articulation Agreement for Bachelor of Arts in Social Work – Whittier College**

Rio Hondo Community College Behavioral and Social Science Department (RHCC) and Whittier College Department of Social Work (WC) would like to create this Articulation Agreement to facilitate the transfer of RHCC students who have successfully completed the Associates of Arts Degree from the Social Work Division of Behavioral & Social Sciences (60 units) to Whittier College as Social Works Major to complete liberal arts and social work major requirements (60 units).

This program allows identified students to bridge from RHCC to WC with institutional support from RHCC and WC Admissions, Financial Aid and Social Work in Spring prior to Fall transfer.
Whittier College will guarantee admission and waive application fee for ten (10) Rio Hondo Community College transfer students. Whittier College will also provide scholarship for each student from $500.00 - $2,000.00.

The Board of Trustees approved the Articulation Agreement with Whittier College as summarized above and authorized Administration to execute the appropriate documents on behalf of the District.

8. **Agreement: Implementation of Soft Skills Train-the-Trainer Workshops – Butte Glenn Community College District**

The Career & Technical Education (CTE) Department is requesting the services of Butte Glenn Community College District to conduct a workshop on implementation of a Soft Skills Train-the-Trainer Workshop. The Health Workforce Initiative (HWI) hosted by Butte Glenn Community College District has developed this modular instruction based on input from hospitals and health care industry partners. They will bring the curriculum for implementation in Los Angeles County region. A facilitator from Butte Glenn Community College District will conduct the workshop.

The workshop will be held four (4) times between the period of May 11, 2017 through June 30, 2017 at a cost not to exceed $13,000.00 and to be paid from the Health Deputy Sector Navigator Grant.

The Board of Trustees approved the agreement with Butte Glenn Community College District in the amount not to exceed $13,000.00 to be paid from the Health Deputy Sector Navigator Grant and authorized Administration to execute the appropriate documents on behalf of the District.

9. **Amendment No. 1 to Revenue Agreement: Search and Rescue (SAR) Training – City of Commerce**

On November 9, 2016, the Board of Trustees approved the Revenue Agreement for Search and Rescue (SAR) Training with the City of Commerce with a term from January 1, 2017 through June 30, 2017.

The Amendment and Extension is issued to extend the term through June 30, 2020.

The Board of Trustees approved the Amendment and Extension of Revenue Agreement with the City of Commerce and authorized Administration to execute the appropriate documents on behalf of the District.

10. **Approve Vehicle Donation: Kia Motors America, Inc. (KMA)**

Kia Motors America, Inc. (KMA) has offered to donate 20 units of vehicles (see list below) to Rio Hondo College Public Safety Fire Training Center. The vehicles will be used in support of the fire training extraction program where it will be cut apart and destroyed.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Year</th>
<th>Model</th>
<th>VIN Number</th>
</tr>
</thead>
</table>

May 10, 2017  
Rio Hondo Community College District  
Minutes  
Board of Trustees Regular Meeting
1. 2017 Kia Sportage LX KNPDPM3AC1G7000393
2. 2016 Kia Optima T1EX 5XXGU4L34G0000124
3. 2016 Kia Optima 5XXGW4L23GG000214
4. 2016 Kia Optima T1SX 5XXGW4L26GG000126
5. 2017 Kia Sportage EX KNPDPN3AC1G7000374
6. 2017 Kia Sportage SXT2 KNPDPR3A67G7000376
7. 2017 Kia Sportage KNPDPRCA68G7000449
8. 2017 Kia Sportage SX KNPDPRCA65G7000540
9. 2017 Kia YDm LP2 EX 3KPLFL4A80GE000188
10. 2017 Kia Optima PHEV KNAGV4LD8H5002368
11. 2017 Kia Optima 5XXGU4L23GG000032
12. 2017 Kia Sportage KNPDPRCA69G7000444
13. 2017 Kia Sportage EXT2 KNPDPN3ACXG7000390
14. 2016 Kia K900 KNLW4D48F6023397
15. 2014 Kia Optima 5XXGR4A62EG000032
16. 2016 Kia Optima Hybrid KNAGM4AD3E5059577
17. 2012 Kia Rio KNADN4A30C6012909
18. 2016 Kia Optima LXT1 5XXGT4L39GG000123
19. 2017 Kia Optima KNAGU4LC6G5000115
20. 2010 Kia Soul KNJDT2A24A7084632

The estimated value of the vehicles is $305,000.

Staff recommend acceptance of the above referenced donation and request authorization to have an automobile recycling company pick-up of the vehicles once these are destroyed through the extraction training classes.

The Board of Trustees accepted the donation of 20 units of vehicles from Kia Motors America Inc. for use and training at the Rio Hondo College Public Safety Fire Training Center and authorized consignment to an automobile recycling company after its destruction by way of our extraction training classes.

11. Approve Sewer Line Repair at Child Development Center (CDC) – American Leak Detection

A sewer line located at the Child Development Center (CDC) needs to be repaired. Work requires camera inspection to locate, excavate and repair existing 11-foot-deep sewer line that has collapsed or separated from the main sewer line system; backfill, repair / replacement of existing landscape; clean-up of work area and removal and disposal of excess materials / debris. Proposals were received as shown below:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Leak Detection</td>
<td>$14,350.00</td>
</tr>
<tr>
<td>Boomer Construction Services Inc.</td>
<td>$21,194.00</td>
</tr>
</tbody>
</table>

Rio Hondo staff evaluated the proposals and conclude that American Leak Detection submitted the best offer with a not to exceed amount of $14,350.00 to be paid from Bond Funds.

The Board of Trustees approved the proposal from American Leak Detection for the repair of sewer line at CDC in the amount of $14,350.00 to be paid from Bond Funds.
and authorized Administration to execute the appropriate documents on behalf of the District.

12. **Notification to Award Arthur N. Rupe Foundation Grant**

   Rio Hondo College has received an award a grant from the Arthur N. Rupe Foundation. The College will be awarded $35,000 from 2017-2018 to support Rio Hondo’s efforts in the Entry Level Nursing program for instructional and student support.

   The proposal will be recommended to the Board of Governors; funding is pending Board approval at their May meeting.

   The Board of Trustees approved the Notification to Award the Arthur N. Rupe Foundation grant and authorized the Administration to execute the appropriate documents on behalf of the District.


   Campus Inn Open Space will be used for special events in the near future, one of the upcoming events the space will be used for, will be to host the Rio Hondo College Promise luncheon on May 4, 2017, which will host over 200 high school students. Unfortunately, the space has not been used for over 4 years and is in need of being refreshed. Two proposals have been received for repainting the walls from the following painting contractors:

   - Inland Pacific Coatings, Inc., Lytle Creek, CA $3,600.00
   - Direct Painting & Decorating, Inc., City of Industry, CA $6,200.00

   The Program Management Team and Rio Hondo staff has reviewed both proposals and conclude Inland Pacific Coatings provided the lowest proposal in the amount not to exceed $3,600.00 from Bond Funds.

   The Board of Trustees approved the proposal for the Campus Inn Open Space Refresh – Repainting Project from Inland Pacific Coating, Inc., in the amount not to exceed $3,600.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.


   Campus Inn Open Space will be used for special events in the near future, one of the upcoming events the space will be used for, will be to host the Rio Hondo College Promise luncheon on May 4, 2017, which will host over 200 high school students. Unfortunately, the space has not been used for over 4 years and is in need of being refreshed. Two proposals have been received for waxing and cleaning windows from the following cleaning companies:

   - Universal Shiny Floors, Santa Ana, CA $4,000.00
   - Newhope Cleaning Services, Santa Ana, CA $5,800.00
The Program Management Team and Rio Hondo staff has reviewed both proposals and conclude Universal Shiny Floors provided the lowest proposal in the amount not to exceed $4,000.00 from Bond Funds.

The Board of Trustees approved the proposal for the Campus Inn Open Space Refresh – Waxing & Window Cleaning Project from Universal Shiny Floors, in the amount not to exceed $4,000.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Ratification for Legal Advertisement: Bid No. 2055 – AJ Annex Beam Replacement Project**

To comply with Public Contract Code (PCC) 10742 legal advertisements were placed with Pasadena StarNews, San Gabriel Valley Tribune and Whittier Daily News for Bid No. 2055 – AJ Annex Beam Replacement Project.

Publish dates are April 11 and April 18, 2017 at a cost not to exceed $4,198.12 and to be paid from Bond Funds.

The Board of Trustees ratified the legal advertisements for Bid No. 2055 – AJ Annex Beam Replacement Project at a cost not to exceed $4,198.12 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District from Bond funds.

16. **Ratification for Legal Advertisement: Bid No. 2056 – KDA Wall Repair Project**

To comply with Public Contract Code (PCC) 10742 legal advertisements were placed with Pasadena StarNews, San Gabriel Valley Tribune and Whittier Daily News for Bid No. 2056 – KDA Wall Repair Project.

Publish dates are April 11 and April 18, 2017 at a cost not to exceed $3,833.80 and to be paid from Bond Funds.

The Board of Trustees ratified the legal advertisements for Bid No. 2056 – KDA Wall Repair Project at a cost not to exceed $3,833.80 and to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

17. **Amendment No. 1 to Agreement – Beverly Hospital**

In August 10, 2016 the Board of Trustees approved the agreement to partner with Beverly Hospital (item II.A.19) in developing an entry level operating room specialty Registered Nurse course and for the initial offering of that course in the Los Angeles Region.

Amendment No. 1 is issued to (a) add scope [Beverly Hospital to market, offer the course and follow up with completers] and (b) extend the term through September 30, 2017; and cost to increase from $20,000 to $37,000 to be paid from the Deputy Sector Navigator – Health Grant.
The Board of Trustees approved Amendment No. 1 to the agreement with Beverly Hospital with cost not to exceed $37,000.00 for the extended term to be paid from the Deputy Sector Navigator – Health Grant and authorized the Administration to execute appropriate documents on behalf of the District.

18. **Repainting HS Buildings #4,5,6,8 Project – Inland Pacific Coatings, Inc.**

HS Buildings are currently being used for the Nursing Program, which were currently remodeled on the interior of the buildings included new carpet and repainting. The exterior of the buildings is now in need of being repainted, two proposals were received to repaint the exterior of four buildings #4,5,6,8 from the following contractors;

- Inland Pacific Coatings, Inc., Lytle Creek, CA $14,000.00
- SKC Company, Chino, CA $21,700.00

The Program Management Team and Rio Hondo staff has reviewed both proposals and conclude Inland Pacific Coatings provided the lowest proposal in the amount not to exceed $14,000.00 paid from Bond Funds.

The Board of Trustees approved the proposal for the repainting of HS Buildings #4,5,6,8 from Inland Pacific Coating, Inc., in the amount of $14,000.00 and authorized the Administration to execute appropriate documents on behalf of the District from Bond funds.

19. **Contract Modification #6 for Del Terra Group – Program and Construction Management Fees**

On February 20, 2013, Rio Hondo College entered into a contract with Del Terra Group to perform Program and Construction Management Services (PM/CM) in the amount of $995,000.00 for various ongoing projects;

- PE Complex Project
- El Monte Educational Center Project
- Softball Field Renovation Project
- Soccer Field Renovation Project

On February 19, 2014, the Board of Trustees approved contract modification #1 in the amount of $21,792.00. for a contract extension required for PM/CM services, due to the contractor delays related to the completion of the “PE Complex project.”

On August 13, 2014, the Board of Trustees approved contract modification # 2 in the amount of $41,082.00 for the following projects;

- PE Retaining Wall Project
- Extension of Utilities for new Restroom Building Project
- Installation of new Restroom Building Project

On August 13, 2014, the Board of Trustees approved contract modification # 3 in the amount $291,110.00 for the following projects;

- Rio Plaza Project
- Pico Rivera Educational Center Project
• Bookstore/Print Shop Remodel & Relocation Project
• Softball Field Retaining Wall Guard Rail Project
• PE Complex Mechanical Upgrade Project

On April 15, 2015, the Board of Trustees approved contract modification #4 in the amount of $1,795,762.00 for the following projects:

• Rio Plaza Phase 2 Project
• Science Building Renovation Project
• L Tower Seismic Retrofit Project

On January 11, 2017, the Board of Trustees approved the contract modification #5 to adjust the contract values, in the amount of $872,432.00 for the following projects:

• L Tower Ph.1 Seismic Retro Project
• Pico Rivera Educational Center Project

This Contract Modification #6 is for Program and Construction Management services fee of 7.341% for the Interim Nursing Facilities and Campus Inn Refresh projects. The Contract Fee Modification #6 is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Value</th>
<th>PM/CM Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Facilities Interim Housing</td>
<td>$626,718</td>
<td>$46,007.00</td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Inn Refresh Project</td>
<td>$237,277</td>
<td>$17,418.00</td>
</tr>
</tbody>
</table>

Modification #6 is in the amount of $63,425.00 paid from Bond/State Funds. The revised total for the contract, including Modification #6 is not to exceed $4,080,602.00.

The Board of Trustees approved the Contract Modification #6 for Program and Construction Management Fees in the amount of $63,425.00 to Del Terra Group for a new total contract amount not to exceed $4,080,602.00 paid from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

20. **Award Bid #2056 KDA Wall Repair Project – Fast Track Construction Corporation**

On April 11, 2017 and April 18, 2017 Bid #2056 KDA Wall Repair Project was advertised to submit Construction Bid in the Pasadena Star News, San Gabriel Valley Tribune and the Whittier Daily News. The bid was posted on the college webpage.

On April 20, 2017, the Program Management Team and Rio Hondo Staff conducted a mandatory information meeting and job walk for Bid #2056. Five (5) contractors attended the meeting and job walk. Bids for the KDA Wall Repair Project were received and opened on Monday, May 1, 2017 at 11:00 a.m. A total of Two (2) bids were received. The results are posted below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast Track Construction Corporation.</td>
<td>$59,000.00</td>
</tr>
<tr>
<td>Los Angeles, CA</td>
<td></td>
</tr>
<tr>
<td>JR Universal Construction</td>
<td>$68,715.00</td>
</tr>
</tbody>
</table>

May 10, 2017
Rio Hondo Community College District
Minutes
Board of Trustees Regular Meeting
The Bid received from Fast Track Construction Corporation is deemed to be the lowest responsive and responsible bidder as the General Contractor for this project in the amount of $59,000.

The Board of Trustees approved the proposal for the KDA Wall Repair Project from Fast Track Construction Corporation, in the amount of $59,000.00 and authorized the Administration to execute appropriate documents on behalf of the District from Bond funds.

21. **Reject All Bids for Bid #2055 AJ Annex Beam Replacement**

On April 11, 2017 and April 18, 2017 Bid #2055 AJ ANNEX BEAM REPLACEMENT Project was advertised to submit Construction Bid in the Pasadena Star News, San Gabriel Valley Tribune and the Whittier Daily News. The bid was posted on the college webpage.

On April 20, 2017, the Program Management Team and Rio Hondo Staff conducted a mandatory information meeting and job walk for Bid #2055. Eight (8) contractors attended the meeting and job walk. Bids for the AJ Annex Beam Replacement were received and opened on Monday, May 1, 2017 at 10:00 a.m. A total of one (1) bid was received. The result is posted below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast Track Construction Corporation</td>
<td>$682,000.00</td>
</tr>
<tr>
<td>Culver City, CA</td>
<td>Add Alternate for roofing</td>
</tr>
<tr>
<td></td>
<td>Total Bid Amount</td>
</tr>
</tbody>
</table>

Since only one Bid has been received and is over the estimated budget amount. At this time, a recommendation to reject all bids which will allow for the project to be rebid at the earliest time available.

The Board of Trustees rejected all Bid proposals for the AJ Annex Beam Replacement Project and authorized the Administration to execute appropriate documents on behalf of the District.

22. **Continuing Education**

a. Quayum Abdul – To instruct Soap Making/Candle Making. Students will create different kinds of soaps/candles for personal satisfaction or as a business. The use of molds, layering of colors and adding herbs and fragrances will be discussed. Courses on lip balms, bath bombs, body butter, detergent and conditioners will also be offered. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

b. Amanda Click – To instruct Math, Reading, Writing, Public Speaking for Kids College. Students will gain knowledge in the subject matter. Classes will help strengthen skills through reinforcement and repetition. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
c. Carrie Christensen Notary Public Seminars – To instruct Notary & Notary Renewal Courses. This course will equip you with everything you need to know to become an effective Notary. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

d. Tereza Medina – To instruct Jewelry Design. This class will present the basic stringing techniques needed for creating bead jewelry. Students will learn about tools, findings, and stringing materials. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

e. Sameria Mikhael – To instruct Eyebrow Threading Essentials. Students will learn how to remove facial hair and shape eyebrows using a technique that requires nothing more than a thread. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

f. MSNOC Inc. Mad Science – To instruct science camps for children, workshops on Robots, Space, Biology, NASA, Solar and more. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 50% to Rio Hondo College and 50% to the consultant.

g. Johnny Pak – To instruct Social Security Secrets. An informative and easy to understand workshop where you explore the ways in which you can maximize your benefits. Medicare 101 – in depth details about the various parts of Medicare in the retirement community. dollars “on the table” simply because they don’t understand how to optimize their social security benefits. Medicare 101 – Medicare is becoming more relevant in the retirement community. Dates of service: July 1, 2017 – June 30, 2018. Payment will be 60% to Rio Hondo College and 40% to the consultant.

h. Dov Simens, Hollywood Film Institute, Inc. – To present a class on how to make your first feature film on a budget: you will learn how to write, direct, shoot and edit. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to the college and 40% to the consultant.

i. Carolyn Simon – To instruct Make Up Artistry Courses/Certification. Learn how to apply make up to yourself and/or others with live demonstrations and hands-on experience. Discover the professional secrets to beautiful make up applications. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

j. Dondi Teran – To instruct “Wrestling Training Skills” This class is organized and designed to give local community members an opportunity to improve their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving overall health and well-being is also visited. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
k. **Akemi Welsh Polynesian Paradise Dancers** – To instruct “Hula for Fitness & Tahitian Drumming” Learn the exotic dances of the Hawaiian Islands. This low impact activity is great for children through adults. This is a great way to stay active by learning the meaning behind those graceful hand gestures and move to the music of the islands. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

l. **Ronald Wayne Williams Trust Auto Sales** – To instruct “How to Make $3K - $8K in the Auto Wholesale Business from Home” income in the Auto Wholesale Business from Home! Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself at wholesale prices! A step-by-step guide on how to get a DMV auto dealer license and operate a profitable used car business! Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

m. **Ruth Younger** – To instruct how to start your own Balloon Decorating Business. Learn how to start your own home based business. You will learn through demonstrations how to design arches, table centerpieces and many more balloon sculptures. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

n. **Buy My Lift Equipment Co.** – To provide Forklift Training & Operator Certification. This five (5) hour course provides students with safety and fundamentals in forklift operation and maintenance. Training includes industrial safety, the uses and purposes of various types of material handling equipment, such as: gas and electric forklifts, electric stand up reach forklifts, order selectors and electric pallet jacks. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

o. **Roman Iniquez** – To provide Industrial, Automotive & More Design Classes. Courses explore the world of the designer, a creative profession where a person can affect the design, styling, function and form of automobiles, computers, shoes, watches and so much more. Industrial Designers are not engineers, but they tend to work with engineers, applying their skills as artists, visionaries, problem solvers, making products and systems function better, look better and they very often incorporate innovation into the things they create. These courses will explain the various career paths within design, introduce notable industrial designers, allow students to engage in the design process & provide information about the colleges that teach this rewarding profession. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

p. **JC Dance Fitness** – To instruct Zumba Fitness, Dance & Aerobic movements performed to energetic music. Incorporate hip-hop, cumbia, bachata, samba, salsa, merengue & mambo. Participants will achieve weight loss, feel good, have more energy and will encourage a healthy lifestyle. Instructor will offer classes at his studio and at Rio Hondo College. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 50% to Rio Hondo College and 50% to the consultant.

23. **Consultants**

a. **Sade Burrell** – To provide keynote address on Transfer Success and Perseverance to students at the Student Success Celebration. Date of service: May 19, 2017. Cost not to exceed $500.00 from Student Equity Grant.
b. Sade Burrell – To facilitate a workshop for current and former Foster Youth Students, staff & faculty on Supporting Foster Youth in College during Foster Care Awareness Month. Dates of service: May 11, 2017 – May 24, 2017. Cost not to exceed $150.00 from Student Equity Grant.

c. Douglas Haines – To consult and program a curriculum development for Apprenticeship. Cost not to exceed $6,000.00 from General Fund (Apprenticeship).

d. Telos Educational Services – To present a workshop “Career Roadmap Buildout” that will feature Kevin Fleming as a keynote speaker. The presentation will (re)define the goal: “Providing True Career Readiness.” Steps for career and technical education to help all students gain a competitive advantage. Students will explore career choices early, make informed decisions when declaring college education goals, and consider technical skill acquisition and real world application in tandem with general education. Date of service: May 25, 2017. Cost not to exceed $6,000.00 from DSN Health Grant.

e. Time.ly Network Inc. – To provide a clean visual design with a powerful set of features to create the most advanced calendar system available for WordPress. Features include: Twitter and social media integration, import and export of events, recurring events, filtering, embedded Google Maps, multiple view options, upcoming events widget, and theme editor. Dates of service: May 1, 2017 – April 30, 2020. Cost not to exceed $492.75 from General Fund.

f. Deanna Cherry Consulting, Inc. – To facilitate post-summit group discussion. This is an extension of the service in which Board approved in November 2016. Extended dates of service: May 11, 2017 – June 30, 2017.

B. PERSONNEL
1. Academic
   a. Employment

Special Assignment, Spring 2017

The following faculty will be paid a $100 stipend for participating in a full-day workshop on March 10, 2017, two half-day workshops on April 20, 2017 and May 4, 2017 or a $2250 stipend for being a key faculty member on the Zero Textbook Cost (ZTC) Degree Planning Team, paid out of the ZTC Degree Grant.

Workshop Participants ($100 stipend – 1 full-day workshop)
SPENCER, Shelly – Math and Science

Workshop Participants ($100 stipend – 2 half-day workshops)
ARAZI, Dana, Communications and Languages
CANDIDA, Celeste, Communications and Languages
BECK, Karen, Behavioral and Social Science
LANDSBERG, Maria, Arts and Cultural Programs
LEWIS, Cynthia, Arts and Cultural Programs
MONAHAN, Laura, Communications and Languages
LOW, Joyce, Math and Science
The following instructors will be paid a stipend not to exceed $150, paid out of the Basic Skills Grant, for their participation in a STEM Reading Apprenticeship Workshop on April 21, 2017, and subsequent submission of a reflection paper describing how they will apply what they learned to enhance student success in their classes.

CHAUDRY, Amtul, Math and Science  
GONZALEZ, Lydia, Math and Science  
MI, Joyce, Math and Science

The following instructor has been working with the Pathway Law students to prepare for Mock Trial competition during Spring semester coaching and practicing with students (February – May). A stipend of $1500 to be paid out of Student Equity Funds.

TOVMASIAN, Grant, Communications and Languages

The following instructor will be paid a $3,325 stipend, paid out of Student Equity funding, for facilitating a series of math workshops during the Springboard program.

GARCIA, Nancy, Math and Sciences

Each of the following instructors will be paid a stipend, not to exceed $1,995, paid out of the Basic Skills Student Outcomes Transformation Grant, for facilitating a series of Math workshops during the Summer Bridge program.

ENGLISH, Cameron, Math and Sciences  
GARCIA, Nancy, Math and Sciences  
LITTRELL, Mark, Math and Sciences

Each of the following instructors will be paid a stipend, not to exceed $810, paid out of the Title V grant, for facilitating a series of English workshops during the Summer Bridge program.

BOVE, Gina, Communications and Languages  
KOGER, Michael, Communications and Languages  
OLIVAS, Sally, Communications and Languages  
POKORNOWSKI, Steven, Communications and Languages  
PEREZ-GONZALEZ, Jose, Communications and Languages

Each of the following instructors will be paid a stipend, not to exceed $400 paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the development of the B-STEM Intermediate Algebra (Math 73)
BRONKAR, Ryan, Math and Sciences
LATURNO, Jan, Math and Sciences
ARCHAMBAULT, Alan, Math and Sciences
FUNG, Hank, Math and Sciences
WANG, George, Math and Sciences
LOW, Joyce, Math and Sciences
RYAN, Mutsuno, Math and Sciences
VU, Nguyen, Math and Sciences

Each of the following instructors will be paid a stipend, not to exceed $200, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the development of the B-STEM Intermediate Algebra (Math 73) Pacing Guide.

CURTIS, Gary, Math and Sciences
MAYER, Krysia, Math and Sciences
HEMENWAY, Elaine, Math and Sciences
MONTIEL, Gerson, Math and Sciences
POMERANTSEV, Lucy, Math and Sciences

Hourly as Needed, 2016-2017

Counseling
QUEZADA, Jacqueline TORRES, Anacany

Part Time Counselors, Summer 2017

Career and Technical Education
ANDERSEN, Jill ROMO, Claudia

Hourly as Needed, Summer 2017

Adult Education
JIMENEZ, Gary JIN, Charlene

Arts and Cultural Programs

ACCARDO, Frank ACUNA-HANSEN, Chris
BROWN, Ada DOWER, Kellori
GARDOS, Alex KORF, William
LIVINGSTON, Jannine LEWIS, Cynthia
LYNCH, Sheila MILLER, Robert
REEDER, Ron SCHLEICHER, Matthew
STEVENS-GANDARA, Erin Miyo

Behavioral and Social Sciences

BARMAN, Kevin BRUTLAG, Brian
DIXON, Scott DURAN, Joaqiun
GONZALEZ, Hector JAVANMARD, Mike
KEPNER, Patricia LYNCH, Kelly
MADRIGAL, Ea MIKALSON, Barbara
MOE, Sondra PERRY, Abbie
PFEIFFER, Jill PILATI, Michelle
PRESTON, Ted SIGALA, Carol
RIFINO JUAREZ, Melissa SMITH, Kevin
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**Business**

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<th>BLACKMUN, Gene</th>
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**CalWORKs**

| RAMIREZ, Michelle      |                       |

**Career and Technical Education**

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<th>DIGHERA, Michael</th>
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**Communications and Languages**

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<td>ECKSTROM, Marie</td>
<td>FERNANDEZ, Juan R.</td>
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<td>GARCIA, Alonso</td>
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<td>JEFFREY, Lorraine</td>
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<td>MARKOSSIAN, Marina</td>
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<td>PIERSON, Kenneth</td>
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<td>PUGA, Gilbert</td>
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<td>RHODES, Angela</td>
<td>SLONIGER, Wells</td>
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<td>TOVMASIAN, Grant</td>
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**Counseling and Student Success**

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<td>CASTANEDA, Arely</td>
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<td>DE LA MORA, Martha</td>
<td>DE LEON, Maribel</td>
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<td>FLORES, Julio</td>
<td>FLORES-OLSON, Troy</td>
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<td>GARCIA, Laura</td>
<td>GUZMAN, Sergio</td>
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<td>HERNANDEZ, Yunior</td>
<td>HUINIQUEZ, Jorge</td>
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<td>LARA, Jose</td>
<td>MAKI, Lauren</td>
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<td>MARTINEZ, Angelica</td>
<td>PICHARDO-DIAZ, Dorali</td>
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<td>RAMIREZ, Elizabeth</td>
<td>RIVERA, Mary</td>
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<td>SAENZ, Marisela</td>
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<td>THOMAS, Julius</td>
<td>TIEU, David</td>
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<td>VALLADARES, Diana</td>
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**DSPS**

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<th>ARROYO, Jose</th>
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<td>KAUFMAN, Bonnilee</td>
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EOPS
CAMACHO, Tammy
GARCIA, Yvette
REYES, Diana

CLARK, Dennyse
O’BRIEN, Katie
RODRIGUEZ, Jose

Kinesiology, Dance & Athletics
SALAZAR, Mike

Health Science and Nursing
BIESEMEYER, Gail
HERZFELD, Shari
LOPEZ-ALVARADO, Kathy

BOYD, Pam
LUNA, Patricia
PAGE, Catherine

Library
BABOU, Robin
SEVILLA-MARZONA, Judy

TRUONG, Irene

Math and Science
ARCHAMBAULT, Alan
BRONKAR, Ryan
FORREST, Michael
GONZALEZ, Lydia
KATNIK, Stephen
LEUNG, Allen
MILLER, Gregory
MONTIEL, Gerson
RHEE, Joseph
RYAN, Mutsuno
SPIELER-PERSAD, Gisela
VU, Nguyen

BOTELOO, Robert
ENGLISH, Cameron
FUNG, Hank
HSIAO, Jupei
KOUTROULIS, Mathew
LITTRELL, Mark
MINDES, Aimee
PITASSI, Matthew
RIBAY, Jeronimo
SPENCER, Shelly
VACA, Christian
WANG, George

Public Safety
BALCH, Dave
JAEGGI, Scott
MORRELL, Carley
RICKMAN, Tracy

COFFMAN, Daniel
KIMBER, George
NEWMAN, James
WALLACE, Gerald

Student Equity (Non-Instructional)
LITTRELL, Mark, Math and Science
MONTIEL, Gerson, Math and Science
MORA, Juana, Behavioral and Social Science

Student Health & Psychological Services
SANCHEZ, Denna

Student Success and Retention (Basic Skills)
DE LEON, Maribel, Counseling and Student Success
GARCIA, Laura, Counseling and Student Success
GUZMAN, Sergio, Counseling and Student Success
LYNCH, Sheila, Arts and Cultural Programs
O’BRIEN, Katie, EOPS/Counseling
KOGER, Michael, Communications and Languages
OKAMOTO, Tyler, Communications and Languages

Non-Credit, Summer 2017

GARDOS, Alex, Arts and Cultural Programs

b. Retirement

BACA, Dr. Jose Manuel, Full-time Instructor, Behavioral and Social Sciences. His last day of employment will be May 25, 2017, with his first day of retirement being May 26, 2017.

ENRIGHT, Adele, Full-time Librarian, Library. Her last day of employment will be May 25, 2017, with her first day of retirement being June 1, 2017.

LA TURNO, Jan, Full-time Instructor, Math and Science. Her last day of employment will be May 25, 2017, with her first day of retirement being May 26, 2017.

SAUCEDA, Henry, Full-time Counselor, Counseling and Student Success. His last day of employment will be May 25, 2017, with his first day of retirement being May 26, 2017.

WELLS, Stephanie, Full-time Librarian, Library. Her last day of employment will be May 25, 2017, with her first day of retirement being May 26, 2017.

c. Resignation

GUTIERREZ, Jose, Full-time Counselor, Counseling and Student Success. His last day of employment will be May 25, 2017.

d. Leave of Absence

FLORMAN, Kelli, Full-time Instructor, in Public Safety has requested an unpaid leave of absence for the 2017 – 2018 academic year.

2. Management & Confidential

a. Resignation

CHOW, Deborah, Dean, Health Science and Nursing. Her last day of employment will be June 30, 2017.

VOSE, Robert, Interim Manager of Mechanical and Electrical. His last day of employment will be May 31, 2017.

3. Classified

a. Employment, 2016-2017

Regular Classified

The following employee is 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:
BLAKE, Gillian, Clerk Typist III, Disabled Students Programs and Services, 47.5%, 12 months, effective April 10, 2017.

DENNIS, Shawneece, Children’s Center Aide, Child Development Center, 37.5%, 11.5 months, effective May 1, 2017.

GONZALEZ, Elizabeth, Children’s Center Aide, Child Development Center, 37.5%, 11.5 months, effective May 1, 2017.

**Substitute**

GARCIA, Silvia, Child Development Center Assistant Teacher, Child Development Center, effective April 20, 2017.

RAMOS CERDA, Oscar, Grounds Maintenance Worker, Facilities Services, effective April 6, 2017.

b. **Promotion**

BARBOSA, Eileen, Switchboard Operator/Mailroom Clerk II, Contract Management and Vending Services, 100%, 12 months, effective May 1, 2017.

AGUILAR, Elda Angela, Senior Secretary, Disabled Students Programs and Services, 100%, 12 months, effective May 2017.

c. **Resignation**

LIAO, IChen, Sr. Financial Aid Assistant, Financial Aid. Her last day of employment will be May 31, 2017.

THOMSEN, Tina, Clerk Typist III, Behavioral and Social Sciences. Her last day of employment was April 27, 2017.

4. **Unrepresented, (AP 7130), 2016-17 & 2017-18**

a. **Employment, Hourly**

**Personal & Academic Support Services**

LARIOS, Jessica

Nunez, Emilio

**Public Safety**

AGUILAR, Peter, RTO

**Volunteers**


5. **Declaration of Indefinite Salaries for Retroactive Pay for 2017-2018 for Managers, Faculty, Confidentials, and Classified Employees**

Although Education Code Section 45032, 45162, and 87806 provides that salaries can be set at any time during the year, Education Code does not permit retroactive pay. The California Constitution (Article 11, Section 10) prohibits officers or employees from receiving additional compensation for services already rendered. However, courts have generally allowed retroactive pay increase within the constitution, if salaries were legally
“indefinite”. In order to do so, since salaries for 2017-18 for Faculty Administrators, Confidentials and Classified employees may not be set before the school year begins, the Board must take action declaring salaries as “indefinite” for 2017-18.

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

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

**CARP 290: Work Experience in Carpenters Apprenticeship**
(Career & Technical Education)
Degree Applicable; (1-4 Units)
**Justification:** This course allows the student to apply the theory and skills learned in a vocational setting. This course is in compliance with Title V Cooperative Work Experience program requirements. The plan is to make this course a requirement for a COA in Carpenters Apprenticeship.

**HEFR 290: Work Experience in Heat and Frost Insulator Apprenticeship**
(Career & Technical Education)
Degree Applicable; (1-4 Units)
**Justification:** This course allows the student to apply the theory and skills learned in a vocational setting. This course is in compliance with Title V Cooperative Work Experience program requirements. The plan is to make this course a requirement for a COA in Heat and Frost Insulator Union Apprenticeship.

**HET 051: Outdoor Power Equipment Operation and Maintenance**
(Career & Technical Education)
Degree Applicable (4 Units)
**Justification:** This course will be part of a Certificate of Achievement in Outdoor Power Equipment Service Technician that is currently under development. This type of equipment is used in a variety of places such as municipalities, fire departments, contractor’s warehouses, rental equipment yards, parks and recreation, and many others. The students acquiring the skills necessary to maintain this equipment will be prepared for employment as an entry level technician in the field of Outdoor Power Equipment.

**HET 052: Outdoor Power Equipment Engine Repair**
(Career & Technical Education)
Degree Applicable (4 Units)
**Justification:** This course will be part of a Certificate of Achievement in Outdoor Power Equipment Service Technician that is currently under development. This type of equipment is used in a variety of places such as municipalities, fire departments, contractor’s warehouses, rental equipment yards, parks and recreation, and many others. The students acquiring the skills necessary to maintain this equipment will be prepared for
employment as an entry level technician in the field of Outdoor Power Equipment.

**HET 053: Outdoor Power Equipment Engine Systems**  
(Career & Technical Education)  
Degree Applicable (4 Units)  
**Justification:** This course will be part of a Certificate of Achievement in Outdoor Power Equipment Service Technician that is currently under development. This type of equipment is used in a variety of places such as municipalities, fire departments, contractor's warehouses, rental equipment yards, parks and recreation, and many others. The students acquiring the skills necessary to maintain this equipment will be prepared for employment as an entry level technician in the field of Outdoor Power Equipment.

**HOSP 103: Sanitation and Safety**  
(Career & Technical Education)  
Degree Applicable (3 Units)  
**Justification:** The hospitality industry is vital to California's economy, and as the industry grows, there is an increasing demand for an educated workforce. This program is designed for students who want to become more valuable to the hospitality industry by gaining a deeper understanding of the many different roles in the hospitality field. The plan is to offer this course as a requirement for a COA and AS-T in Hospitality Management.

**HOSP 104: Introduction to Food and Beverage Management**  
(Career & Technical Education)  
Degree Applicable (3 Units)  
**Justification:** The hospitality industry is vital to California's economy, and as the industry grows, there is an increasing demand for an educated workforce. This program is designed for students who want to become more valuable to the hospitality industry by gaining a deeper understanding of the many different roles in the hospitality field. The plan is to offer this course as a requirement for a COA and AS-T in Hospitality Management.

**LAND 121: Introduction to the History of Landscape Architecture**  
(Career & Technical Education)  
Degree Applicable; (3 Units)  
**Justification:** Landscape Architecture is a growing profession that sees long-term expansion over the next decade and beyond. As an indication of this trend, the Landscape Architecture program at CSUP has become increasingly impacted. Students who are unable to enter the first year of the program are advised to fulfill first-year core class requirements at community colleges; however, there are few institutions in the region that provide adequate courses. Recommendations by CSUP are to matriculate lower division courses to enable students to complete entry-level courses for easier transfer to 2nd year. The plan is to eventually offer a COA.
in Landscape Architecture. A future request to offer this course as a general education course for RHC, CSU GE and IGETC is also a possibility. Furthermore, this course will be dedicated to educating ALL Students to historically significant Landscape Architecture design eras. This course is open to ALL students at Rio Hondo College.

**OENG 290: Work Experience in Operating Engineers Union Apprenticeship**  
(Career & Technical Education)  
Degree Applicable (1-4 Units)  
**Justification:** This course allows the student to apply the theory and skills learned in a vocational setting. This course is in compliance with Title V Cooperative Work Experience program requirements. The plan is to make this course a requirement for a COA in Operating Engineers Union Apprenticeship.

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

- **SPAN 101: Spanish I**  
  **Hour Change:** FROM: 72 Lecture/27 Lab  
  TO: 72 Total Lecture

- **SPAN 102: Spanish II**  
  **Hour Change:** FROM: 72 Lecture/27 Lab  
  TO: 72 Total Lecture

- **WFT 042: Portable Pumps and Water Use (S211)**  
  **Unit Change:** FROM: 1  
  TO: 1.1

- **WFT 046: Intermediate ICS (I300)**  
  **Unit Change:** FROM: 1  
  TO: 1.3

b. **Deletion from Curriculum**  
The following courses have been recommended for deletion from our curriculum:

- **COUN 151A, B, C: Career Exploration and Life Planning**

**D. STUDENT SERVICES**

1. **Priority Registration-Rio Hondo College Promise**

   In an effort to ensure incoming district high school students are successful in persisting and completing during their first year, it is recommended that RHC provide one year (fall, spring, summer) of priority registration status for all students within our District boundary high schools (Whittier Union, El Monte Union, and El Rancho Unified, as well as any private schools within our District boundaries). The Enrollment Priority Task Force and PFC have met and
recommended that Rio Hondo College provide Tier 2 priority registration status to all Rio Hondo College Promise students.

<table>
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<td>Graduation, Transfer, Certificate</td>
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<td>EOPS</td>
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<td>Foster Youth</td>
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<td>Veterans</td>
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1 Non-Service Area HS receive priority in Fall only.

The Board of Trustees approved the Rio Hondo College Promise priority registration recommendation to begin with Fall 2017 registration.

III. ACTION ITEMS

A. FINANCE AND BUSINESS

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

Postponed to next meeting.

B. PRESIDENT’S OFFICE

1. Distinguished Faculty Award

On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to designate Belen Torres-Gil as the Distinguished Faculty Award recipient for 2017.

Student Trustee Advisory vote was aye.

2. Resolution in Support of all Students Especially Those Who Are Transgender and Gender Non-Conforming

On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to adopt the following resolution:

Student Trustee Advisory vote was aye.

Resolution 17-0510

WHEREAS, The Rio Hondo Community College District (RHCCD) is the “People’s College” – In which students from every walk of life, every zip code, every language and every capability enroll; and regardless of sexual orientation, gender identity or expression;
WHEREAS  The RHCCD Board of Trustees supports Rio Hondo College in upholding the values of justice, equity, diversity and inclusion as the core of their educational offerings; and

WHEREAS  The Rio Hondo College Faculty Association (RHCFA), Academic Senate (AS), and CSEA of Rio Hondo College holds the classroom and all other district facilities as a safe haven where there is freedom of expression in thought, deed and action; and

WHEREAS  The Board of Trustees supports both faculty groups and CSEA in reaffirming their respective commitment, as representative bodies of Rio Hondo College to fostering a diverse, inclusive, and safe learning environment for all students free from discrimination, bullying, harassment, and fear; and

WHEREAS  The Board of Trustees join the RHCFA, Academic Senate, and CSEA in encouraging faculty members to use the learning environment to show compassion and support for all students; now, be it

RESOLVED  That the Board of Trustees directs the Superintendent/President to continue to provide a safe work and learning environment by establishing appropriate procedures to maintain student safety, privacy, and respect.

RESOLVED  That the Board of Trustees fosters policies, procedures, and programs that value students' individual and intersectional identities, and expression thereof, in the classrooms and campus communities.

RESOLVED  That the Board of Trustees encourages policies that uphold Rio Hondo College's values of inclusion and respect, including equal access to educational opportunities, facilities, and resources regardless of students' gender identity or expression.

RESOLVED  That the Board of Trustees is committed to take further action in the spirit of this resolution including but not limited to those students that are most vulnerable, including transgender and gender non-conforming students.

3. **Resolution Declaring Classified School Employees Week**

   On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to adopt the following resolution declaring Classified School Employees Week:

   WHEREAS, classified professionals provide valuable services to the schools and students of the Rio Hondo Community College District; and

   WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

   WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Rio Hondo Community College District students; and
WHEREAS, classified professionals employed by the Rio Hondo Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Rio Hondo Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Rio Hondo Community College District. and declares the week of May 21–27, 2017, as Classified School Employee Week in the Rio Hondo Community College District.

Student Trustee Advisory vote was aye.

4. Revision of Board Policies 2010, 2110, 2200, 2210, 2220, 2305, 2310, 2315 (First Reading)

58. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to approve the following Board Policies for first reading:

BP 2010 Board of Trustees Membership
BP 2110 Vacancies on the Board of Trustees
BP 2200 Board Duties and Responsibilities
BP 2210 Board of Trustees Officers
BP 2220 Committees of the Board of Trustees
BP 2305 Annual Organizational Meeting
BP 2310 Regular Meetings of the Board
BP 2315 Board Meetings: Closed Session

Student Trustee Advisory vote was aye.

IV. INFORMATION ITEMS
1. Revision of AP 7330, Communicable Disease

The Board reviewed the revision of AP 7330, Communicable Disease. See Attached.

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

VI. CLOSED SESSION

Ms. Garcia recessed the meeting at 8:30 p.m. Upon returning from closed session, the following action was reported out:

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

Pursuant to Section 54956.9(c):
- CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)
Pursuant to Section 54957

- PUBLIC EMPLOYEE EMPLOYMENT
  - Full Time Chemistry Instructor

59. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to approve Garima Garg as Full Time Chemistry Instructor effective August 18, 2017.

  - Counselor/Coordinator Guardian Scholars (Categorical/Non Tenure Track)

60. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro]

  - Project Manager Personal & Academic Support Services – No action taken.

- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

61. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to approve the student expulsion – Student I.D. #001-00-9241.

  - Evaluation of Public Employee
    - Superintendent/President

Pursuant to Section 54957.6:

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

VII. ADJOURNMENT

62. On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana, and Shapiro] to adjourn the meeting at 10:21 p.m. and announced the date of the next meeting:

  - Next Regular Meeting – Wednesday, June 14, 2017, 6:00 p.m.
I. The Board of Trustees shall consist of five regular members elected by the qualified voters of the Rio Hondo Community College District and one student member duly elected by the student body. Regular members shall be elected by trustee area as defined in Board Policy 2100, Board Elections.

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

III. No member of the Board shall during the term for which he or she was elected, be eligible to serve on the Board of a high school district whose boundaries are coterminous with those of the community college district. Board Members shall not hold an incompatible office during the term for which they are elected.

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

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

VII. Sources/References:
Education Code section 72023, 72103, and 72104
ACCJC Accreditation Standard IV.C.65
RIO HONDO COMMUNITY COLLEGE DISTRICT

VACANCIES ON THE BOARD OF TRUSTEES

Board Adopted: 1/9/02; 11/12/03; 1/15/14

I. Vacancies on the Board of Trustees may be caused by any of the events specified in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code 5090.

II. Within no more than sixty days (60) of the vacancy or filing of a deferred resignation, the Board shall determine whether to order an election or make a provisional appointment to fill the vacancy.

III. If an election is ordered, it shall be held on the next regular election date no less than one hundred thirty (130) days after the occurrence of the vacancy.

IV. If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for the District Board of Trustees, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

V. The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

VI. The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

VII. Source/Reference:

Education Code Sections 5090, 5091, et seq.
Government Code Sections 1770
I. The Board of Trustees governs on behalf of the citizens of the Rio Hondo Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

II. The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Hire and evaluate the CEO Superintendent/President
- Delegate power and authority to the chief executive Superintendent/President to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

III. Reference/Sources:

ACCJC Accreditation Standard IV
I. At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, a Vice President, and a Clerk of the Board. The terms of officers shall be for one year.

II. Responsibilities of the Officers of the Board of Trustees shall be as follows:

A. The President of the Board shall:

1. Serve as the presiding officer, when in attendance, of all meetings of the Board;

2. Call emergency and special meetings of the Board as required by law;

3. Consult with the Superintendent/President on Board meeting agendas;

4. Communicate with individual Board members about their responsibilities;

5. Participate in the orientation process of new Board members;

6. Assure Board compliance with policies on Board education, self-evaluation, and CEO Superintendent/President evaluations;

7. Represent the Board at official events or ensure Board representation;

8. Respond to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. [Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries].
B. The Vice President of the Board shall:
   1. Act in the place of the President of the Board whenever needed;
   2. Automatically become the President of the Board in the case of resignation or death of the President of the Board.

C. The Clerk of the Board shall:
   1. Perform those functions that are required by the Education Code;
   2. Fulfill such other functions as may be required from time to time.

D. As Board Secretary, the Superintendent/President shall:
   1. Have charge of all the Board's correspondence;
   2. Keep a record of the Board's proceedings and other records as are required by law or by direction of the Board of Trustees;
   3. Notify members of the Board of regular, special, emergency, and adjourned meetings;
   4. Prepare and post Board meeting agendas;
   5. Prepare for adoption minutes of Board meetings and attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
   6. Certify as legally required all Board actions;
   7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Former Board Policies 1000 and 1005; Education Code Section 72000.
I. The Board of Trustees, may by action, establish committee(s) that it determines is necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Brown Act and with these policies regarding open meetings.

II. Board committees that are composed solely of less than a quorum of members of the Board that are advisory, are not required to comply with the California Public Meetings Brown Act, or with these policies regarding open meetings, unless they are standing committees.

III. Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

IV. Source/Reference
   Government Code Section 54952.

Rev: 9/27/09/ss
I. The annual organizational meeting of the Board of Trustees will be held within a fifteen (15) days period of the date that elected that commences with the date upon which a governing Board members elected at the regular election of governing Boards takes office. In years in which no governing board election take office, place, the organizational meeting shall be held during the same fifteen (15) day period. This is generally at the regular meeting held within the first two weeks in December.

II. The purpose of the annual organizational meeting is to elect a president, vice-president, and clerk, appoint a secretary (the Superintendent/President serves as the secretary of the Board), and appoint representatives of the Board to committees as requested by state and county organizations. Any other business as required by law or determined by the Board shall also be conducted.

III. Source/Reference

Former Board Policy 1005: Section I-J; Education Code Section 72000(c) (2)(A).
Regular meetings of the Board of Trustees shall be held once a month on the second Wednesday of each calendar month beginning at 6:00 p.m., unless specifically changed or otherwise authorized by the Board. Regular meetings shall normally be held at Rio Hondo College, 3600 Workman Mill Road, in the Board Room, unless otherwise noticed.

II. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

III. The Brown Act allows Board members to use any type of teleconferencing in connection with any meeting. “Teleconference” is defined as “a meeting of an individual(s) in different locations, connected by electronic means, through either audio or video, or both.” In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the law otherwise applicable. Section 54953(b) contains the following specific requirements:

A. Teleconferencing may be used for all purposes during any meeting.
B. At least a quorum of the Board Members must participate from teleconferencing locations within the District's jurisdiction.
C. Each teleconference location must be identified in the notice and agenda of the meeting.
D. Agendas must be posted at each teleconference location.
E. Each location must be accessible to the public.
F. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.

IV. The Board shall give mailed notice of every regular meeting to any person who has filed a written request for that notice. Notice of a special meeting called less than 48 hours prior to the date set for the meeting shall be given in a manner deemed practical by the Board.

V. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

VI. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

VII. When questions of parliamentary procedure arise regarding the conduct of a Board meeting, Robert's Rule of Order shall serve as a guide.
VIII. A regular or special meeting can be adjourned to continue the meeting to a time and place certain. If a meeting is adjourned for less than five calendar days, no new agenda is required to be posted as long as no new items are introduced on the agenda. Written notice of the adjourned meeting must be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

IX. Source/Reference:

Former Board Policy 1006: Education Code Section 72000(d):
Government Code 54952.2, 54953, 54953(b) et seq., and 54961.
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD MEETINGS: CLOSED SESSIONS

Board Adopted: 03/13/02; 11/12/03; 2/20/08; 7/9/14

I. Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions, including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

A. The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;

B. Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;

C. Advice of counsel on pending litigation, as defined by law;

D. Consideration of tort liability claims as part of the District’s membership in any joint powers agency formed for purposes of insurance pooling;

E. Real property transactions;

F. Threats to public security;

G. Review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;

H. Discussion of student disciplinary action, with final action taken in public;

I. Conferring of honorary degrees;

J. Consideration of gifts from a donor who wishes to remain anonymous;

K. To consider its response to a confidential final draft audit report from the Bureau of State Audits.

II. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

III. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

IV. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
V. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

VI. Issues handled in closed session are confidential. Such issues covered in discussion, minutes, information, and/or documents shall not be disclosed or made public by individual members of the Board of Trustees, employees, or consultants of the District unless the Board of Trustees officially authorizes such disclosure or publication.

VI. The Board may also instruct its designated representative to meet and negotiate matters in closed sessions pursuant to the provisions of the Government Code.

VII. Source/References:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 11125.4;
Education Code Section 72122; Former RHC Board Policy 1005;
I. New Employees: Certification of Freedom from Communicable Disease

A. Prior to employment, new employees are required to provide the District with a medical certificate, which provides evidence of freedom from active communicable disease, including, but not limited to, active tuberculosis. Unfitting the applicant to instruct or associate with students. For purpose of this procedure, “communicable disease” refers to tuberculosis. This A-tuberculosis risk assessment and, if risk factors are present, an examination is a condition of initial employment. All newly hired employees must show that they have been examined within the past sixty (60) days to determine that they are free from active tuberculosis.

B. “Certificate” means a certificate signed by the examining physician or a notice from a public health agency or unit of the American Lung Association that indicates freedom from active tuberculosis.

C. This requirement is waived if the employee has previously been employed in an academic institution in the State of California and can produce a certificate that shows that he or she provide the District with a medical certificate demonstrating evidence of examination within the past four (4) years certifying freedom from communicable tuberculosis, as provided for in Section 124525 of the Health and Safety Code.

D. Each newly hired employee must show, within the last sixty (60) days they have submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association, and if risk factors are present, must undergo an examination to determine that they are free of active tuberculosis. (PFC 4-26-17)

E. A tuberculosis risk assessment, and if determined necessary, An an intradermal tuberculin skin test may be obtained from the Rio Hondo College Health Center Student Health and Psychological Services at the expense of the employee (Recommendation made by the Budget Reduction Task Force). A tuberculosis risk assessment, An and intradermal tuberculin skin test or a chest X-ray may also be obtained from other certified medical locations at the employee’s expense.

E. A contract of employment may be offered to an applicant subject to the submission of the required medical certificate. The Human Resources Director, or designee, may exempt, for a period not to exceed sixty days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

E. This requirement is waived if the employee has previously been employed in an academic institution in the State of California and can produce a certificate that shows that he or she provide the District with a medical certificate demonstrating evidence of examination within the past four (4) years had a tuberculosis risk assessment that showed no risk factors were present or
was examined and was found to be free of certifying freedom from communicable tuberculosis, as provided for in Section 121525 of the California Health and Safety Code.

VII. F. The medical certificate must be submitted to Human Resources within ten (10) business days of the offer of employment.

VI. F. A contract of employment may be offered to an applicant subject to the submission of the required medical certificate. The Human Resources Director, or designee, may exempt, for a period not to exceed sixty (60) days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

VII. G. The medical certificate must be submitted to Human Resources within ten (10) business days of the offer of employment.

VIII. G. H. The medical certificate shall become part of the personnel record of the employee and shall be open to the employee or his/her their designee.

II. Continuing Employees

A. All continuing employees shall be required to undergo a tuberculosis risk assessment and, if risk factors exist, an examination within four (4) years of initial employment with the District and every four (4) years thereafter to determine that they are free of active tuberculosis. The Human Resources department will notify employees when they are due for a re-evaluation.

B. A tuberculosis risk assessment, and if determined necessary, an intradermal tuberculin skin test may be obtained from the Rio Hondo College Health Center Student Health and Psychological Services at the expense to the employee (Recommendation made by the Budget Reduction Task Force). A tuberculosis risk assessment, An intradermal tuberculin skin test or a chest X-ray may be obtained from other certified medical locations at the employee's expense.

C. An employee who has a positive TB tuberculosis skin test must obtain a full chest X-ray, which shall be interpreted by a physician as authorized by Education Code Section 87408.6.

D. After examination, if risk were was present at the tuberculosis risk assessment and an examination occurs, the employee shall have a certificate on file with the District from the examining physician showing the employee was examined and found free from active tuberculosis.

E. The Human Resources Director, or designee, may exempt, for a period not to exceed sixty (60) days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.
F. The medical certificate shall become part of the personnel record of the employee and shall be open to the employee or his/her designee.

III. Source / Reference

Education Code Sections 87408, 87408.6, and 88021
Section 121525 CA Health and Safety Code